

RESOLUTION 17-1

WHEREAS, the Administrative Office of the Illinois Courts (AOIC) has a program whereby AOIC reimburses counties that hire client advocates which are embedded in counties' Public Defender's Office to assist their clients in navigating various services in the areas of behavioral health, transportation, housing, and employment; and

WHEREAS, Sangamon County's participation in this program is expected to result in a reduction in recidivism from participants, a reduction which benefits all Sangamon County citizens; and

WHEREAS, AOIC will reimburse Sangamon County for the costs of hiring the advocates to provide the program services.

NOW, THEREFORE, BE IT RESOLVED by the Sangamon County Board on this 8th day of October, 2024, that the Sangamon County Administrator is hereby authorized to execute the contract attached hereto as Exhibit A concerning Sangamon County participating in the AOIC program and providing advocates for the Public Defender's Office's clients.

Approved by the ____Finance Committee ____October 8, 2024____

_____, Chairman

Chairman, Sangamon County Board

ATTEST:

County Clerk



ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS STANDARD VENDOR AGREEMENT FOR GOODS AND SERVICES

The Parties to this agreement are the Administrative Office of the Illinois Courts (AOIC) on behalf of the State of Illinois (collectively referred to as "the State") and County of Sangamon (hereinafter referred to as "Vendor"). In consideration of the mutual covenants and agreements contained in this agreement, 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 agreement to be executed by their duly authorized representatives. Vendor terms and conditions incorporated into this agreement through identified exhibits/attachments that are not in conflict with the terms and conditions set forth in this Standard Vendor Agreement for Goods and Services shall be given effect to the extent practicable and permitted by law. If any Vendor terms or conditions conflict with the terms and conditions set forth in this Standard Vendor Agreement for Goods and Services, the terms and conditions of this Standard Vendor Agreement for Goods and Services shall prevail. Vendor understands and acknowledges that upon execution, the contents of this agreement, including any and all exhibits/attachments, are a matter of public record and will be made available for public inspection.

1. VENDOR, DESCRIPTION OF GOODS/SERVICES AND INCORPORATIONS:

A. Vendor Name and Address:

County of Sangamon

B. Vendor agrees to perform the following services (include recipient of services):

Vendor has agreed to partner with the Office of Statewide Pretrial Services (OSPS) by employing Client Advocates embedded in the County's Public Defender's Office. The Client Advocates will assist pretrial clients as they navigate various services in the areas of behavioral health, transportation, housing, and employment. County agrees to provide these wholistic services as specified in Exhibit A, Scope of Work.

C. The following exhibits are attached and incorporated into this agreement:

Exhibit A: Scope of Work

D. INCORPORATIONS.

1. Unless specifically excluded by mention on the order form, the appropriate invitation for Bids or Request for Proposals, Vendor's response and any written representations made by Vendor are incorporated herein.
2. Vendor's published specifications for equipment, software and services are incorporated herein.
3. Forms and documents listed and attached as exhibits as identified in paragraph 1C are incorporated herein.
4. The official text of the statutes cited in this agreement is incorporated by reference.

2. TERM, AMOUNT AND TERMINATION

- A. The term of this agreement shall be for the period beginning November 15, 2024, and ending June 30, 2025.
- B. The Administrative Office of the Illinois Courts agrees to pay, and Vendor agrees to accept, the approximate sum of \$116,494.20, upon delivery of goods and services as identified in Exhibit A and receipt of a proper bill that utilizes the following daily reimbursement rates:

State Fiscal Year	Daily Reimbursement Rate, 2 Full-Time Employees
2025	\$719.10 x 162 days = \$116,494.20

- C. The State may terminate this agreement, or any portion thereof, without notice or penalty.



3. **FAVORED CUSTOMER.** If more favorable terms are granted hereafter by the Vendor to any similar state or local governmental agency in any state in the United States of America in agreements or contracts covering comparable goods and/or services, the more favorable terms shall be applicable to all agreements or contracts theretofore made by the State for the procurement of comparable goods and/or services from the Vendor. See section 25-30 of the Supreme Court of Illinois Judicial Branch Procurement Code (same as section 25-30 of the Illinois Procurement Code (30 ILCS 500/25-30)).

Vendor agrees that if more favorable terms for the goods and/or services offered herein, under the same type of contract or agreement, under the same financial conditions and economic factors, and for identical or less quantity, have been since the date of the commencement of this agreement granted to any state or local governmental agency or unit in any state in the United States of America then such terms shall be applicable to this agreement commencing with the date such terms became available to such other agency. Any other terms granted to such other agency which were negotiated with such "more favorable terms" shall also be made applicable to this agreement. For the purposes of this provision, financial conditions and economic factors used by Vendor to establish payment terms will include but not be limited to the then current interest rates, the type of goods and services, the credit of any state or local governmental agency or unit, the state and local taxes payable by Vendor, and the purchase price of the goods and/or services.

4. **PAYMENT.** Vendor acknowledges that payment will be made in accordance with current financial practices of the State of Illinois. It is recognized by the parties that payments at the beginning of the State's fiscal year (July and August payments) are sometimes delayed because of the appropriation process. Such delayed payments shall not be considered late for any purpose nor shall they constitute a breach.
5. **LATE PAYMENT.** Late payment charges, if any, may not exceed the amounts provided under the provisions of the Prompt Payment Act. See 30 ILCS 540/1 *et seq.*
6. **REQUEST FOR PAYMENT.** By submitting an invoice, Vendor certifies that the goods, 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 goods purchased, supplies purchased, services performed, and expenses incurred through June 30 of any year must be submitted to the State no later than August 1st 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.

The AOIC will approve payment upon receipt of a properly reconciled invoice and submit the invoice to the Illinois State Comptroller for payment. Payments will be made by warrant executed by the Illinois State Treasurer.

If Vendor delivers goods or provides services on or before June 30th of any year but fails to submit an accurate billing statement and properly certified invoice-voucher by August 1st of that same calendar year and such failure prevents payment of Vendor's otherwise correct claim for payment before August 31st of that same calendar year, Vendor's sole recourse is a claim for payment to be filed with the Illinois Court of Claims. If non-payment is caused by the failure of Vendor to submit accurate and timely requests for payment as contemplated under this paragraph and this agreement, all goods delivered to or services performed for the Supreme Court or its agency will be retained as if payment had been made, and Vendor agrees that its sole remedy is to submit a claim for payment to the Illinois Court of Claims. See 30 ILCS 105/25.

7. **PAYMENT RESPONSIBILITY.** The Administrative Office of the Illinois Courts acts as a contracting agency and shall be responsible for costs only when it is the agency using the goods or services. If a specific agreement or order is for the use of another agency, that agency shall ultimately be liable for costs even though payments may be made through the Administrative Office of the Illinois Courts. In the event of a funding problem, the appropriation of the agency alone shall determine sufficiency of funding.
8. **FISCAL FUNDING AND APPROPRIATIONS.** Payment obligations of the State under this agreement shall cease immediately or be delayed, if the State of Illinois Legislative and/or State of Illinois Executive Branch fails to appropriate or otherwise make available funds for this agreement within any fiscal year in which payment might be due. Delayed payments made under these circumstances shall not be considered late for any purpose nor shall they constitute a breach of this agreement. The Administrative Office of the Illinois Courts will use its best efforts to obtain sufficient appropriations to cover this agreement.
9. **TRANSFER.** The State may transfer goods or services and/or payment responsibility to another State entity after giving notice to Vendor.

10. **TAXES.** Pricing shall not include federal, state, or local taxes. Vendor shall not bill for any taxes unless accompanied by proof that the State is subject to the tax. The Administrative Office of the Illinois Courts Illinois tax exemption number is available upon request.

11. **SUBCONTRACTING.** Subcontracting is not allowed without prior authorization of the Administrative Office of the Illinois Courts. All subcontractors used and amounts paid to each must be disclosed. All subcontractors must comply with the terms and conditions set forth herein for Vendor. Vendor shall submit, as a part of this agreement, the names, addresses, and expected subcontract amounts for all authorized subcontracts with an annual value of more \$100,000.

12. LIABILITY AND INSURANCE.

The State does not assume any liability for acts or omissions of Vendor and such liability rests solely with Vendor. The State will not indemnify or hold harmless any Vendor for claims based on the State's use of Vendor provided goods or services. Any liability for damages that the State might have is expressly limited by and subject to the provisions of the Illinois Court of Claims Act and to the availability of suitable appropriations. Vendor shall carry public liability, casualty and auto insurance in sufficient amount to protect the State from liability for acts of Vendor. Vendor shall provide the minimum following coverage: (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) Workers' Compensation insurance, if applicable, in amounts required by law. In those instances, in which a temporary employee is utilized by the Vendor for this agreement, the Vendor or temporary employment agency bears sole responsibility for workers' compensation insurance coverage for temporary employees furnished to the State and the Vendor indemnifies and holds the State harmless from any judgment, finding, or assessment of liability under the Workers' Compensation Act or the laws of Illinois for injuries suffered by such temporary employee. If the risk of loss transfers before delivery and installation at the State's site, Vendor shall procure insurance chargeable to the State to cover all reasonable risks. Insurance shall not limit Vendor's obligation to indemnify, defend, or settle any claims.

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

13. **QUIET ENJOYMENT AND TITLE.** If any goods, equipment, software and/or property are sold to or furnished for the State's use pursuant to this agreement, Vendor covenants that the State will have quiet use and enjoyment of such without suit, trouble or hindrance so long as the State is performing its obligations under the pertinent agreement. Vendor shall indemnify and hold the State harmless should any goods, equipment, software, property and/ or services provided by Vendor infringe upon the patent, trademark, copyright or trade secret of another. If this is an agreement for goods, equipment or property, Vendor will pass title to the State as agreed and will warrant title and provide for quiet enjoyment.

14. **MAINTENANCE ASSURANCE.** If this is an agreement for equipment or software, should Vendor determine to discontinue service or maintenance on particular equipment or software that the State owns or for which the State has a lease or license that extends beyond the time for cessation of maintenance or service, Vendor shall provide to the State sufficient documentation to allow for continued maintenance by the State. This provision shall not apply if that portion of Vendor's business is sold to another party, provided that party could provide services equivalent to that previously provided by Vendor.

15. **MAINTENANCE AGREEMENT.** This provision applies to any maintenance agreements or provisions. Vendor will perform maintenance using skilled maintenance personnel under Vendor's supervision. The maintenance personnel will employ all reasonable care to see that the goods and services are maintained in proper operating condition. Vendor undertakes to perform the services in conformity with the usual applied standards, and, unless otherwise agreed, all materials and equipment needed by Vendor to carry out the work to be performed by Vendor under this agreement will be furnished by Vendor at Vendor's expense.

16. **CONTRACTOR STATUS AND WORK PRODUCT.** Vendor is an independent contractor. All documents, including reports, ideas and other work products specially produced or designed by Vendor under this agreement for the State shall become and remain the property of the State unless otherwise expressly agreed upon. All work performed or supplies created by Vendor under this agreement, 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 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.

17. **RIGHT TO AUDIT.** Vendor agrees that the State or its representative shall have the right to examine any Vendor or subcontractor records which relate to this agreement. The Vendor and its subcontractors shall maintain, for a minimum of three (3) years from the last action on this agreement, adequate books, records, and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with this agreement; the agreement and all books, records, and supporting documents related to the agreement shall be available for review and audit by the purchasing office and any person or entity as required by law or as authorized by the purchasing office to conduct such review and audit; and the Vendor agrees to cooperate fully with any audit conducted by the purchasing office and to provide full access to all relevant materials as required by law. If Federal funds or grant funds are used to pay for all or a portion of the agreement, the Vendor and its subcontractors shall retain these records for five (5) years or the length of time required by the source of the funding, whichever is longer. Failure to maintain the books, records, and supporting documents required by this paragraph shall establish a presumption in favor of the State for the recovery of any funds paid by the State under the agreement for which adequate books, records, and supporting documentation are not available to support their purported disbursement. See section 20-65 of the Supreme Court of Illinois Judicial Branch Procurement Code.
18. **GOVERNING LAW; COURT OF CLAIMS; ARBITRATION; SOVEREIGN IMMUNITY.** This agreement and any agreement, including maintenance, service or other subsequent agreements that might result from this agreement, shall be governed by the laws of the State of Illinois. The validity of this agreement and any of its terms or provisions, as well as the rights and duties of the parties hereto, shall be governed by the laws of the State of Illinois. Any claim against the State arising out of this agreement must be filed exclusively with the Illinois Court of Claims. See 705 ILCS 505/1 *et seq.* The State shall not enter into binding arbitration to resolve any dispute arising out of this agreement. The State of Illinois does not waive sovereign immunity by entering into this agreement.
19. **ENTIRE AGREEMENT.** This agreement, including its incorporations, addenda and exhibits, constitutes the entire agreement between the parties with respect to the same subject matter and supersedes all prior agreements, representations, statements, negotiations, proposals, contracts, understandings and undertakings. 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.
20. **SEVERABILITY.** If any provision of this agreement should be found by a court of competent jurisdiction illegal, invalid, void, or against public policy it shall be considered severable. The remaining provisions shall not be impaired and the agreement shall be interpreted as far as possible to give effect to the parties' intent.
21. **MODIFICATIONS.** Any modification, change or amendment subsequent to the execution of this agreement may be made only by an instrument in writing executed and signed by the parties.
22. **WAIVER.** The failure of any party to enforce any provision of this agreement shall not constitute a waiver by such party of any provision. The past waiver of a provision by either party shall not constitute a course of conduct or a waiver in the future with respect to the same provision.
23. **NON-DISCRIMINATION.** Vendor and its employees and subcontractors agree not to commit unlawful discrimination and/or sexual harassment and agree to comply with any and all applicable statutes and rules related to the same including but not limited to the Illinois Human Rights Act, the United States Civil Rights Act, the Federal Rehabilitation Act, the Americans with Disabilities Act, the Illinois Public Works Employment Discrimination Act and rules applicable to each.
24. **WARRANTIES.**
- A. Vendor warrants that the goods furnished under this agreement 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 arising from failure of the goods to meet such warranties.
 - B. Vendor shall ensure that all manufacturers' warranties are transferred to the State and shall provide to the State copies of such warranties. 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 goods.

- C. Vendor warrants that all services will be performed to meet the requirements of this agreement in an efficient and effective manner by trained and competent personnel. Vendor shall monitor performances of each individual and shall immediately reassign any individual who does not perform in accordance with this agreement, who is disruptive, or who in any way violates this agreement or State law.
 - D. Vendor agrees to provide in a good and workmanlike manner the specified goods and/or perform in a good and workmanlike manner the services contracted for in this agreement and provide all necessary tools, equipment and commodities.
- 25. 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 for information about tax credits.
- 26. CERTIFICATIONS.**
- A. Conflict of Interest.**
Vendor certifies that neither Vendor, Vendor's spouse nor minor child(ren):
 - holds an elected office in the State of Illinois;
 - holds a seat in the Illinois General Assembly;
 - is appointed to or employed in any of the offices or agencies of State government for which Vendor, Vendor's spouse or minor child(ren) receives compensation in excess of 60% of the salary of the Governor of the State of Illinois; or
 - is an officer or employee of the Capital Development Board or the Illinois Toll Highway Authority.

If Vendor is not an individual, Vendor certifies that no person who is entitled to receive more than 7 1/2% of the Vendor's total distributable income or an amount in excess of the salary of the Governor and no person who together with their spouse or minor child(ren) is entitled to receive more than 15%, in the aggregate, of Vendor's total distributable income or an amount in excess of two (2) times the salary of the Governor:

 - holds an elected official in the State of Illinois;
 - holds a seat in the General Assembly;
 - is appointed to or employed in any of the offices or agencies of State government for which they, their spouse or minor child(ren) receives compensation in excess of 60% of the salary of the Governor of the State of Illinois; or
 - is an officer or employee of the Capital Development Board or the Illinois Toll Highway Authority.

See section 50-13 of the Supreme Court of Illinois Judicial Branch Procurement Code (same as section 50-13 of the Illinois Procurement Code (30 ILCS 500/50-13)).
 - B. Bid-rigging or Bid-rotating.** Vendor certifies that Vendor has not been barred from contracting with the State as a result of a violation of section 33E-3 or 33E-4 of the Criminal Code of 1961. See 720 ILCS 5/33E-3, 5/33E-4.
 - C. Educational Loan Default.** If Vendor is an individual, Vendor certifies that Vendor is not in default on an educational loan. See 5 ILCS 385/3.
 - D. Anti-bribery.** Vendor certifies that Vendor is not barred from being awarded a contract, agreement or subcontract under section 50-5 of the Supreme Court of Illinois Judicial Branch Procurement Code (same as section 50-5 of the Illinois Procurement Code (30 ILCS 500/50-5)). Section 50-5 prohibits a vendor or subcontractor from entering into a contract or agreement with a State agency if the vendor or subcontractor has been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, or if the vendor or subcontractor has made an admission of guilt of such conduct which is a matter of record. Vendor or subcontractor further acknowledges that the Director of the Administrative Office of the Illinois Courts may declare this agreement void if this certification is false.
 - E. International Anti-Boycott Certification.** Vendor certifies that neither Vendor nor any substantially owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 or the regulations of the U.S. Department of Commerce promulgated under that Act.
 - G. Debt Delinquency.** Vendor certifies that Vendor, or any affiliate, is not barred under Section 50-11 of the Supreme Court of Illinois Judicial Branch Procurement Code from contracting with the State. Section 50-11 of the Supreme Court of Illinois Judicial Branch Procurement Code prohibits a vendor from entering into an agreement with the State if the vendor knows or should know that Vendor, or any affiliate, is delinquent in the payment of any debt to the State, unless Vendor or affiliate has entered into a deferred payment plan to pay off the debt. Vendor further acknowledges that, under Section 50-60 of the Supreme Court of Illinois Judicial Branch Procurement Code, the Director of the Administrative Office of the Illinois Courts may declare this agreement void if this certification is false or if Vendor is determined to be delinquent in the payment of any debt to the State during the term of this agreement.

- H. Collection and Remittance of Illinois Use Tax.** Vendor certifies that Vendor, or any affiliate, is not barred under Section 50-12 of the Supreme Court of Illinois Judicial Branch Procurement Code from contracting with the State. Section 50-12 of the Supreme Court of Illinois Judicial Branch Procurement Code prohibits a vendor from entering into an agreement with the judicial branch if Vendor, or any affiliate, has failed to collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the Illinois Use Tax Act (35 ILCS 105/1 *et seq.*). Vendor further acknowledges that, under Section 50-60 of the Supreme Court of Illinois Judicial Branch Procurement Code, the Director of the Administrative Office of the Illinois Courts may declare the agreement void if this certification is false or if Vendor, or any affiliate, is determined to be delinquent in the payment of any debt to the State during the term of this agreement.
- I. Prohibition of Goods Produced by Forced Labor.** Vendor certifies that no foreign-made equipment, materials, or supplies furnished to the State under the agreement have been produced in whole or in part by forced labor, convict labor, or indentured labor under penal sanction. See 30 ILCS 583/10.
- J. Prohibited Bidders and Contractors.** Vendor, and all subcontractors subject to section 20-120 of the Illinois Procurement Code, certify in accordance with Section 50-10.5 of the Supreme Court of Illinois Judicial Branch Procurement Code that no officer, director, partner or other managerial agent of the contracting business has been convicted of a felony under the Sarbanes-Oxley Act of 2002 (Pub. L. No. 107-204) or a Class 3 or Class 2 felony under the Illinois Securities Law of 1953 (815 ILCS 5/1 *et seq.*) for a period of five years prior to the date of the bid or this agreement. Vendor and applicable subcontractors acknowledge that the Director of the Administrative Office of the Illinois Courts may declare this agreement void if this certification is false.
- K. Corporate Accountability.** Vendor certifies this agreement is in compliance with the requirements of the Corporate Accountability for Tax Expenditure Act (20 ILCS 715/1 *et seq.*), which requires development assistance agreements to contain specific recapture provisions. Vendor acknowledges that the Director of the Administrative Office of the Illinois Courts may declare this agreement void if this certification is false.
- L. Environmental Protection Violations.** Vendor certifies that Vendor, and any affiliate, is not barred from being awarded an agreement under Section 50-14 of the Supreme Court of Illinois Judicial Branch Procurement Code. Section 50-14 prohibits bidding on or entering into contracts or agreements with the judicial branch by a person or business found by a court or the Pollution Control Board to have committed a willful or knowing violation of Section 42 of the Environmental Protection Act for a period of five years from the date of the order. Vendor acknowledges that the Director of the Administrative Office of the Illinois Courts may declare this agreement void if this certification is false.
- M. Prohibition of Goods from Child Labor.** Vendor certifies that no foreign-made equipment, materials, or supplies furnished to the State under this agreement have been produced in whole or in part by the labor of any child under the age of 12. See 30 ILCS 584/10.
- N. Registration as a Business Entity.** Vendor certifies that (1) Vendor is not required to register as a business entity with the State Board of Elections pursuant to Section 20-160 of the Supreme Court of Illinois Judicial Branch Procurement Code (same as section 20-160 of the Illinois Procurement Code (30 ILCS 500/20-160)) or (2) Vendor has registered as a business entity with the State Board of Elections and acknowledges a continuing duty to update the registration pursuant to Section 20-160 of the Supreme Court of Illinois Judicial Branch Procurement Code (same as section 20-160 of the Illinois Procurement Code (30 ILCS 500/20-160)). Vendor acknowledges that the Director of the Administrative Office of the Illinois Courts may declare this agreement void if this certification is false.
- O. Felons.** Vendor certifies that Vendor is not barred under 30 ILCS 500/50-10 from contracting with the State. Section 50-10 prohibits a vendor from entering into a contract or agreement with a State agency if the vendor has been convicted of a felony and 5 years have not passed from the completion of the sentence for that felony. Vendor further acknowledges that the Director of the Administrative Office of the Illinois Courts may declare this agreement void if this certification is false.
- 27. DRUG FREE WORKPLACE.** If Vendor is an individual, or an individual doing business in the form of a sole proprietorship, Vendor certifies that Vendor will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of this contract. See 30 ILCS 580/4.

For agreements of \$5,000 or more, if Vendor is a corporation, partnership, or other entity with 25 or more employees, Vendor agrees that it will provide a drug free workplace by:

A. Publishing a statement:

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

- (2) Specifying the actions that will be taken against employees for violations of such prohibition.
 - (3) Notifying the employee that, as a condition of employment on this agreement or grant, the employee will:
 - (a) abide the terms of the statement; and
 - (b) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
 - B. Establishing a drug free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) the Vendor's policy of maintaining a drug free workplace;
 - (3) any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) the penalties that may be imposed upon an employee for drug violations.
 - C. Providing a copy of the statement required by subparagraph (A) to each employee engaged in the performance of this agreement and to post the statement in a prominent place in the workplace.
 - D. Notifying the contracting agency within 10 days after receiving notice under part (b) of paragraph (3) of subparagraph (A) above from an employee or otherwise receiving actual notice of such conviction.
 - E. Imposing a sanction on or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by section 5 of the Drug Free Workplace Act.
 - F. Assisting employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and indicating that a trained referral team is in place.
 - G. Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act. See 30 ILCS 580/1 *et seq.*
28. **PREVAILING WAGE.** If the Prevailing Wage Act is applicable to any service provided by Vendor under this agreement, Vendor agrees to comply with the provisions of the Act and be responsible for obtaining any periodic revisions to the wage rates from the Department of Labor. See 820 ILCS 130/0.01 *et seq.*
29. **SCHEDULE OF WORK AND BACKGROUND CHECKS.** (This provision applies only to contracts calling for Vendor to perform services on State premises, including premises leased by the State.) Any work performed on State premises shall be performed during the hours designated by the State and performed in a manner that does not interfere with the State and its personnel. As a continuing condition of this agreement, the State reserves the right to conduct background checks of Vendor's officers, employees or agents who would directly supervise the required services or physically perform the required services on State premises to determine their suitability for performing this agreement. If the State finds such officer, employee or agent to be unsuitable, the State reserves the right to require Vendor to provide a suitable replacement immediately. Upon request by the State, Vendor shall complete or have completed an authorization for release of personal information that indemnifies both the State and the provider of the information.
30. **SEXUAL HARASSMENT.** Vendor shall have written sexual harassment policies that shall include, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) Vendor's internal complaint process including penalties; (v) the legal resource, investigative and complaint process available through the Department of Human Rights and the Human Rights Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against retaliation as provided by section 6-101 of the Illinois Human Rights Act. See 775 ILCS 5/6-101. A copy of the policies shall be provided to the Department upon request. See 775 ILCS 5/2-105(A)(4).
31. **NOTICES.** Notices and other communications provided for herein shall be given in writing via electronic mail whenever possible. If transmission via electronic mail is not possible, then notices and other communications shall be given in writing via registered or certified mail with return receipt requested, via receipted hand delivery, via courier (UPS, Federal Express or other similar and reliable carrier) Notices to Vendor shall be sent to the address shown on page one of this agreement. Notices to the Administrative Office of the Illinois Courts shall be sent to: 3101 Old Jacksonville Road, Springfield, IL 62704-6488.
32. **REPORTING; PERFORMANCE RECORD; SUSPENSION.** Vendor shall immediately notify the State of any event that may have a material impact on Vendor's ability to perform this contract. Upon request of the Administrative Office of the Illinois Courts, Vendor shall meet to discuss performance or provide contract performance updates to help ensure proper

performance of this contract. The Administrative Office of the Illinois Courts may consider Vendor's performance under this contract and compliance with laws and rules to determine whether to continue this contract, suspend Vendor from doing future business with the Administrative Office of the Illinois Courts for a specified period of time, or whether Vendor can be considered for future contract opportunities.

- 33. FORCE MAJEURE.** Neither Party will be liable for any failure or delay in performing an obligation under this Agreement that is due to any of the following causes (which causes are hereinafter referred to as "Force Majeure"), to the extent beyond its reasonable control: acts of God, accident, riots, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, breakdown of communication facilities, breakdown of web host, breakdown of internet service provider, natural catastrophes, governmental acts or omissions, changes in laws or regulations, national strikes, fire, explosion, or generalized lack of availability of raw materials or energy.

34. TAXPAYER IDENTIFICATION NUMBER.

Under penalties of perjury, the Vendor certifies that the social security number (SSN) or the employer's identification number (EIN), and legal status listed below are correct.

Social Security Number

OR

Employer's Identification Number

- ☐ Individual (SSN)
☐ Sole Proprietor (SSN or EIN of Owner or EIN of LLC Disregarded Entity)
 If an LLC Disregarded Entity, Vendor **MUST** submit a copy of the IRS EIN assignment letter.
- ☐ Partnership (EIN)
☐ Legal Services Corporation (EIN)
☐ Tax Exempt (EIN)
☐ Corporation providing or billing medical and/or health care services (EIN)
☐ Corporation NOT providing or billing medical and/or health care services (EIN)
☒ Governmental (EIN)
☐ Nonresident Alien (ITIN)
☐ Estate or Trust (EIN)
☐ Pharmacy (Non-Corp.) (EIN)
☐ Pharmacy/Funeral Home/Cemetery (Corp.) (EIN)
- Limited Liability Company**
- ☐ C corporation (EIN) If checked, Vendor **MUST** provide a copy of the IRS acceptance letter
☐ S corporation (EIN) If checked Vendor **MUST** provide a copy of the IRS acceptance letter
☐ P partnership (EIN) If checked Vendor **MUST** provide a copy of the IRS EIN assignment letter

UNDER PENALTIES OF PERJURY, THE UNDERSIGNED PERSON SIGNING THIS AGREEMENT ON BEHALF OF VENDOR AFFIRMS THEY ARE AUTHORIZED TO EXECUTE THE CERTIFICATIONS CONTAINED HEREIN ON BEHALF OF THE VENDOR AND THEY HAVE THE AUTHORITY TO BIND VENDOR TO THE TERMS AND CONDITIONS CONTAINED IN THIS AGREEMENT. Representatives of the Administrative Office of the Illinois Courts execute this document in their official capacity only and not as individuals.

Administrative Office of the Illinois Courts

County of Sangamon

Signature

Erin Moe

Type/Print Name

Director of Finance

Type/Print Title

Date

Signature

Type/Print Name

Type/Print Title

Date

*** A copy of the Supreme Court of Illinois Judicial Branch Procurement Code is available at illinoiscourts.gov.*

Exhibit A
Scope of Work (SOW)

Administrative Office of the Illinois Courts ("AOIC")
Office of Statewide Pretrial Services ("OSPS") or collectively ("Clients")
Sangamon County Public Defender Office ("County")
OSPS Client Advocate Program ("CAP" or "Program")

I. PROGRAM DESCRIPTION

OSPS is working in coordination with Partners for Justice (PFJ) to implement the Client Advocate Program. In this Program, Client Advocates employed by individual counties address social determinants of health, increase access to substance use disorder treatment and decrease the scope and impact of the criminal justice system on individuals. Client Advocates are non-attorney staff, who, ideally, carry identities or lived experience that may inform the work or create commonalities with the community served. This wholistic approach can improve legal outcomes and reduce jail time. Client Advocates streamline resources, ensuring that pretrial clients receive onsite assistance within the courthouse for critical services.

Under this contract, the OSPS through their authorized agent, the AOIC, will reimburse the County as described in Article IV of the Scope of Work, to support the employment of Client Advocate(s) embedded within the County's Public Defender's Office. Client Advocate(s) will provide care coordination services including substance use, behavioral health, transportation, housing, and employment for justice involved individuals during the pretrial phase of criminal prosecution.

II. COUNTY RESPONSIBILITIES

A. Employment of Client Advocates

1. The County may simultaneously employ no more than 2 AOIC-funded Client Advocates during the term of the contract.
2. The Client Advocate(s) shall be full-time employees, unless otherwise specified in this contract.
3. The County agrees to develop and adopt a Client Advocate job description for the Program.
4. The County shall recruit and interview potential candidates for the Client Advocate position.
5. Before making an offer of employment, the selected Client Advocate candidates shall undergo and pass a background check to the satisfaction of the County as a condition of beginning and continuing to perform services under this contract.

6. The County agrees to house the Client Advocate(s) within the Public Defender's Office.
7. The County agrees to provide necessary equipment and supplies to the Client Advocate(s) to perform their job duties.
8. The County will provide maintenance and upkeep of any equipment and supplies utilized by the Client Advocate(s), including those purchased as a result of this program.
9. The County agrees to supervise, evaluate, and coach the Client Advocate(s).
 - a. The County shall provide the Client Advocate(s) with at least weekly supervision meetings and an annual performance review.
 - b. The County employee responsible for supervising the Client Advocate shall participate in monthly meetings with OSPS and PFJ to monitor the Client Advocate's performance and to ensure the training and coaching provided to the Client Advocate(s) by OSPS, PFJ and County are aligned.
 - c. In the event of dismissal or termination, the County agrees the final employment decision belongs solely to the County.
10. The County agrees continued employment of a Client Advocate after the termination of this contract will not be reimbursed by AOIC.
11. The County agrees no term or provision of this contract confers on the Client Advocate(s) the status of an OSPS employee.
12. The County agrees to provide the Client Advocate(s) with an annual salary as described in Article IV, Section A of the Scope of Work, payable at the same frequency as other similarly-situated County employees.
13. The County agrees to provide the Client Advocate(s) with the same benefits provided to similarly-situated County employees, including, but not limited to, vacation time, sick leave, paid holidays and health/dental/vision insurance.
14. The County agrees to reimburse the Client Advocate's travel costs in the same manner as similarly-situated County employees.
15. The County must notify OSPS of any change in employment of the Client Advocate(s) within 14 days of the change.

B. Workspace

1. The County agrees to provide the Client Advocate(s) an office with basic office equipment such as a desk, chair, filing cabinet, computer, and printer.

2. The County agrees to provide the Client Advocate(s) with telephone and internet access.
3. The County agrees to provide basic janitorial services and access to suitable lavatories and lactation rooms, if applicable to the Client Advocate(s).
4. The County agrees to provide a workspace and area for the Client Advocate(s) to meet with clients that meet ADA accessibility standards.

C. Client Advocate Services

1. The Client Advocate(s) will assist clients of the Public Defender's Office with securing appropriate services, including, but not limited to: connection with and navigation of social services including mental health and/or substance use; benefits applications and advocacy; informal discussions with landlords, employers, school authorities or other relevant parties; record clearance applications; any administrative hearings at which attorneys are either disallowed or at which non-attorneys may represent parties; property retrievals; civilian complaints; preparation for child services interventions and supporting parents through the process of child services involvement; document gathering; and other appropriate issues in light of client needs and specific rules of the jurisdiction.
2. The Client Advocate(s) will regularly meet with clients individually to identify evolving needs.
3. The Client Advocate(s) will document client information, data, interactions and referrals to services in the software from PFJ, the County's case management software, if applicable, or a combination of both. However, the choice of documentation must allow for the data reporting noted in Article V of the Scope of Work.
4. The Client Advocate(s) will collaborate with criminal justice system partners, such as judges, attorneys, pretrial officers, probation officers and law enforcement on the program and services provided to clients.
5. The Client Advocate(s) will assist the Public Defender in interviewing clients, identifying service goals, connecting clients with social service and civil legal resources, the preparation of mitigation reports, and data collection.
6. The Client Advocate(s) shall not engage in the unauthorized practice of law, function as clerical support for the Public Defender, provide translation or interpretation services for clients not assigned to them, act as an investigator, or provide clinical diagnoses or recommendations in their employment with the Public Defender's Office as a part of this contract.

D. Referrals and Caseload

1. The County will direct referrals of existing clients of the Public Defender's Office to the Client Advocate(s) and make their best efforts to ensure that the Client Advocate(s) are fully utilized. In the event referrals are not sufficient for the Client Advocate(s) to be fully utilized over an extended period, the County will work to increase referrals through service menu expansion, attorney training or other strategies.
2. The Client Advocate(s) shall not carry a caseload of more than forty-five (45) cases at any one time.

E. Attorney Engagement

1. Staff of the Public Defender's Office, including the attorneys of record for clients, shall collaborate with the Client Advocate(s) to seek the best possible outcome for clients.
2. The Client Advocate's supervisor(s) and PFJ will work together to educate attorneys about available services and how to work with the Client Advocate(s).
3. The Public Defender will make its attorney staff available for training on Client Advocate collaboration at least once every two years.

F. Referrals to Third-Party Partners

1. The Public Defender acknowledges the Client Advocate(s) may refer clients and cases to one or more third-party civil legal partners or social service partners.
2. The Client Advocate(s) will confer with the assigned Public Defender's Office attorney regarding any referrals to services.
3. The Client Advocate(s) will identify and engage with service providers in the area to facilitate referrals and placements of clients in appropriate services.

G. Training

1. The County agrees to provide the Client Advocate(s) paid time to participate in training hosted by PFJ or OSPS.
2. The County agrees to provide training to the Client Advocate(s) as provided to similarly situated County employees.
3. The County agrees to train the Client Advocate(s) on any county-based software programs necessary for the Client Advocate(s) to fulfill their job duties.

H. Maintenance of Records

1. The County shall prepare, maintain, and preserve all reports and records related to the work under this contract.
2. The County is responsible for maintaining records for county-level reporting or audits.

I. Notice of Impact

1. The County must notify OSPS in writing of any event including, but not limited to, the Public Defender's Office or the Client Advocate(s) becoming a party to litigation, an investigation, or transaction that may have a material impact on the County's ability to perform under this contract.
2. The County must provide notice to OSPS as soon as possible, but no later than five (5) days after the County becomes aware that the event may have a material impact.

III. **OSPS RESPONSIBILITIES**

- A. OSPS will provide overall oversight for the Program.
- B. OSPS will facilitate communication between the County, the Client Advocate and PFJ.
- C. OSPS will make resources available to the County through PFJ.
- D. OSPS will provide an example Client Advocate job description to the County.
- E. OSPS through its authorized agent, AOIC, agrees to pay the County the agreed Daily Reimbursement Rate referenced in the Standard Vendor Agreement and Article IV, Section A of the Scope of Work for every day the Client Advocate(s) is in paid status.
- F. OSPS will monitor the work of the Client Advocate(s) through Performance Reports (Article V. Reporting), to ensure compliance with the terms of the Client Advocate Program and this contract.
- G. In the event County based referrals to the Client Advocate Program are not sufficient for the Client Advocate to be fully utilized over an extended period, OSPS will provide referrals of appropriate, existing pretrial clients and support the County to increase referrals through service menu expansion, attorney training or other strategies.
- H. OSPS will provide the County access to the PFJ Case Management system.
- I. OSPS will provide feedback on reports and work products submitted by the County.

IV. BUDGET AND REIMBURSEMENT OF COSTS

A. Budget and Reimbursement

1. The Budget shall include an annual budget for each Illinois State Fiscal Year included in the contract's term.
2. The County may seek reimbursement for each day the Client Advocate is in paid status with the county, based upon a Daily Reimbursement Rate.
3. The County will be eligible for reimbursement of the Daily Reimbursement Rate beginning on the contract start date and each day thereafter, so long as a Client Advocate is employed by the County in a paid status to provide services as described in this contract.

B. Invoicing

1. The County shall submit a monthly invoice.
2. The Invoice must accurately reflect the total days in paid status for the Client Advocate.

V. REPORTING

A. Quarterly Performance Reports

1. Content

- a. The County must submit performance reports quarterly in the format designated by OSPS no later than the due date(s) specified below in Article V.
- b. The reports must include the following information on performance measures contained in the PFJ data dashboard:
 - i. Number of Client Advocate positions.
 - ii. Number of education and training sessions completed by the Client Advocate(s).
 - iii. Number of referrals made from the Public Defender to the Client Advocate(s).

- iv. Number of completed PFJ client intake assessments.
- v. Number of active clients on each Client Advocate's caseload.
- vi. Number of clients referred to services including the types of services and number who successfully initiated.
- vii. Average number of service goals per client.
- viii. Number of clients where mitigation strategies were used.
- ix. Case resolutions for mitigation cases: sentencing outcomes, initial offer and maximum exposure for top charge on mitigation cases.
- x. Percentage of service goals completed for each closed case where Client Advocate support was initiated.

2. Timelines

- a. Quarterly Performance Reports shall run on the calendar year quarters (January 1 through March 31, April 1 through June 30, July 1 through September 30, and October 1 through December 31) during each year of this contract.
- b. The County's first Quarterly Performance Report shall cover the period of time from project initiation to the end of the quarter in which the project began and shall be due to OSPS within thirty (30) calendar days of the end of the quarter.
- c. The County shall submit subsequent Quarterly Performance Reports within thirty (30) calendar days of the end of each quarter covered in this contract.

VI. DATA AND CONFIDENTIALITY

A. Confidentiality

1. Non-Disclosure of Confidential Information.

- a. Neither Party shall disclose to any third party any confidential or proprietary information for any purpose beyond the scope of

this contract, without first having obtained the prior written consent of the other Party, unless otherwise required by law. Confidential information is defined to include, but not be limited to: client data, Advocate data; financial data and mailing lists; strategies; technical data and research; know-how; and donor and related information which the disclosing Party considers to be confidential.

- b. Both Parties shall take reasonable measures to protect the secrecy of and to avoid the unauthorized use and disclosure of the confidential information of the other Party. For clarity, the County's, OSPS's, and PFJ's name and general information about the services provided hereunder are not considered Confidential Information.

2. Legal Privilege

- a. It is understood for the purposes of privilege and confidentiality on behalf of the clients of the Public Defender's Office, the Client Advocate(s) and PFJ staff associated with this contract shall be construed as members of the defense team, with the legal privilege and confidentiality expectations bestowed on and expected of such members. The Client Advocate shall not share privileged and confidential information of clients with OSPS .

B. Data Ownership and Use

- 1. The County will retain ownership of all client data gathered through the scope of this agreement, including data stored in any databases accessible to or provided by OSPS and PFJ.
- 2. The County grants OSPS and PFJ an unlimited license to use aggregate client data collected through this agreement within the bounds of the remaining provisions of this section and within the bounds of legal privilege.

VII. CONTACT INFORMATION

A. Programmatic Correspondence and Communication.

- 1. Parties agree to send programmatic correspondence and communication, other than invoices and payments, to the person listed below or their designee.

2. If either party changes its contact information, both parties agree to provide new contact information in writing within ten (10) business days:
3. OSPS Contact Information
Name: Kayla Trenter
Title: Support Services Chief
Address: 850 East Madison Street, 3rd Floor, Springfield, Illinois 62702
Phone: 217-491-2941
Email: ktrenter@illinoiscourts.gov
4. County Contact Information
Name: Craig Reiser
Title: Chief Public Defender
Address: 200 South 9th Street
Phone: (217)753-6698
Email: craig.reiser@sangamonil.gov