

Cover Letter

Dear Village Manager Executive Search Selection Committee:

Carmona Strategic Solutions (CSS) an experienced executive search firm with successful executive search engagement in public sector engagements, is excited to submit a proposal to provide executive search services for the Village of Oak Park's next Village Manager. CSS has reviewed and thoroughly understands the scope of services. In our proposal CSS will provide a detailed 90-day executive search strategy. CSS' will utilize its diversity and inclusion focused and adaptable executive search model. An additional element to the CSS executive search model, is our proven success in multiple sectors and functional roles, which we will share in our proposal. CSS adds Subject Matter Experts (SME) to our executive search engagements to strengthen our capabilities.

For the Village of Oak Park, CSS will be partnering with John Harris Principal of A5 consulting. John is very knowledgeable with the Village of Oak Park and nearby communities. His national network of public sector leaders will add tremendous value to the sourcing of potential candidates for our search engagement. Through A5, John has demonstrated experience in adding value to Villages and Municipalities such as Charlevoix (Michigan), Cuyahoga Falls (Ohio), Naples (Florida), South Bend (Indiana) and Woodstock, Niles, Northbrook, Oak Park (Illinois). In our proposal, CSS We will provide more detail in our proposal, on how CSS leverages the insights of SMEs and how John will be utilized in the Village Manager executive search engagement. Based on CSS' experience with working with similar Executive search engagements, and the fact that the Village of Oak Park is a public sector entity, CSS is proposing a fee for a 90-day Executive search engagement of 22% of the estimated mid-point salary range of \$175,000.00 for a Village Manager. The total fee for our services will be \$38,500.00 our fee structure will be:

- First payment of \$12,833.33 due 30 days after the search is initiated
- Second payment of \$12,833.33 due 60 days after the start of the engagement
- Third and final payment of \$12,833.33 due after selected candidate for Village Manager has a start date to start the new position

Regardless, if the final salary offered is more than \$175,000.00 CSS will keep the final payment at \$12,833.33. CSS will use the fee for CSS staff time on the search engagement for strategic postings to attract candidates, for the creation of physical reports and documents for the Village of Oak Park Search Selection Committee, and administrative costs CSS will incur for the successful completion of the Village Manager Executive search.

CSS has reviewed Attachment V, Professional Services Agreement, and upon selection we see no problems in signing with the agreement. In addition, at the end of this proposal CSS has attached our proof of the required insurance.

Roberto Carmona President and CEO of Carmona Strategic Solutions (CSS) will be the primary point of contact for the Village of Oak Park for the Village Manager executive search

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engagement. Mr. Carmona will be the authorized authority for CSS, to answer technical, price, and contract questions. Mr. Carmona can be reached:

On his cell phone at (312) 714-4718

His email: rcarmona@carmonastrategicsolutions.com

The Carmona Strategic Solutions (CSS) is a local business located in Berwyn, IL near Oak Park the CSS office is: 3430 Harvey Avenue, Berwyn, Illinois, 60402
Carmona Strategic Solution Fax number is (312) 733-5612
CSS looks forward to review to our proposal.

Respectfully,



Roberto Carmona
President/CEO
Carmona Strategic Solutions (CSS)
(312) 714-4718
rcarmona@carmonastrategicsolutions.com
3430 Harvey Avenue, Berwyn, IL 60402

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Description of Service Provider and Personal Qualifications

Carmona Strategic Solutions (CSS), founded in 2017 by President and CEO Roberto Carmona, is a Minority Business Enterprise (MBE) certified professional services firm (PSF) focused on executive recruitment services, strategy, sales, strategic communications, leadership, and organizational development services.

CSS Executive Recruitment is based on nearly twenty years of demonstrated successes by CSS President/CEO Roberto Carmona. These search experiences include:

- ✓ Multiple corporate executive level searches
- ✓ Serving as the lead executive search consultant for the Superintendent of Police for the City of Chicago
- ✓ Placed four City Colleges of Chicago Presidents 2010-2011
- ✓ Multiple local and county level executive government searches
- ✓ Multiple national nonprofit searches
- ✓ Multiple engineering, marketing, and leadership level recruitment projects for small and mid-size organizations

Roberto's direct work with local government and federal government experience began in 1997, serving with the U.S. Department of Labor's Employment and Training Administration (USDOL/ETA) Chicago's Regional office, with a focus on overseeing Civil Rights compliance of programs designed to serve Migrant and Season Farmworkers. As a result of his work with USDOL/ETA, in 1999, Roberto was awarded a Community Builder Fellowship with the U.S. Department of Housing and Urban Development (HUD) in Washington DC. The HUD fellowship was in partnership with the Harvard Kennedy School's Executive Education program. While at HUD, Roberto worked with many local government leaders, he was a panelist and proposal reviewer on HUD's \$1.7 Billion Round II Empowerment Zone competitions and Roberto helped create HUD's \$25 million Rural Housing and Economic Development office.

After a successful career in economic development and civil rights compliance at the federal government in Washington DC, Roberto was awarded a Mid-Career fellowship by the National Council of La Raza (NCLR, now Unidos US) in 2002, to focus on strategy, leadership, fundraising, community, and organizational development at the Harvard Kennedy School (HKS). After completing his master's in public administration (MPA) at the HKS in 2003, Roberto returned to Chicago and became a consultant in demand, helping organizations and small businesses build capacity, and served as an environmental justice consultant.

In 2005, he joined a boutique executive search firm, and developed their executive search services to make the business case for diversity and inclusion integration on all executive searches. From 2005-2008, Roberto helped grow the firm's public sector, nonprofit, healthcare, and the higher educational executive search practices. This included positioning the firm to successfully win multiple contracts as a prime consultant for search engagements with local governments. These high-level public sector executive searches included:

- 2007 Superintendent of Police for the City of Chicago

- Multiple human resources positions for the City of Chicago's Department of Human Resources
- Multiple positions for Cook County Government
- President of New Mexico Highlands University (HSI – Hispanic Serving Institute)
- Diversity Focus, Executive Director search in partnership with the University of Iowa, primary employers in the region, City of Cedar Rapids, and civic and community-based organizations
- Chief Technology Officer for the City of New Orleans
- Superintendent of Schools Shiprock School District – Shiprock, New Mexico

In 2008, Roberto founded his own firm the Crimson Leadership Group (CLG), where he continued his executive search practice and added strategy, leadership development political consulting and strategic communications to CLG's portfolio of services. Some of his executive searches included:

- Four Presidents for the City Colleges of Chicago (Truman, Wright, Kennedy King and Daley Colleges (within 90 days) 2010-2011
- Successfully placed the Washington DC Director of Programs for the National Association of Latino Elected Officials (NALEO) and the Director of Civic Engagements for NALEO's Los Angeles office 2009
- Multiple executive searches for minority-owned Construction and Engineering businesses 2010-2013

After successfully executing on the executive search engagements described above, CLG was selected on multiple strategy and organizational development engagements. In 2013, CLG helped Sodexo USA win a multimillion contract with Chicago Public Schools, Roberto accepted a position as a strategist and business development leader in Sodexo's higher education and healthcare markets. The Sodexo corporate training and experience added to Roberto's federal government and Harvard experiences, as well as built his subject matter expertise in solution selling, strategy, and organizational development.

The founding of Carmona Strategic Solutions

In the fall of 2017, Roberto was approached by the Chief Technology Officer of the Chicago Park District (the largest park district system in the country) to provide executive recruitment and strategic planning services. From this opportunity Carmona Strategic Solutions (CSS) was founded. CSS successfully placed three IT related leaders for the Chicago Park District within 90 days.

In 2018, Carmona Strategic Solutions began recruiting for multiple business seeking and needing engineers and construction professionals. During the COVID quarantine in 2020, construction and engineering were seen as essential businesses and saw little stoppage of their work. CSS did well in that recruitment space, as well as serving as strategy and outreach consultants for the State of Illinois Capital Development Board's \$9.5 Billion Outreach and technical assistance initiatives to help minority-owned, women-owned and veteran owned small businesses participation on CDB construction projects throughout the State of Illinois.

CSS engages in executive search projects when its values are aligned with the client and knows it has the capabilities, network, and team, to successfully complete a search project to its client's satisfaction.

COVID Impact and focus on Executive search services:

During COVID, CSS focused its executive recruitment activities with organizations and businesses deemed essential, such as construction and engineering. The revenue generated through construction and engineering focused recruitment, provided CSS with the necessary growth opportunities to reengage in nonprofit and public sector recruitment engagements.

Current and upcoming Carmona Strategic Solutions projects to add value to the Oak Park Village Manager Executive Search:

A competitive advantage that Carmona Strategic Solutions (CSS) provides its executive search client's, is CSS' ability to leverage insights from past and simultaneous engagements in strategy and organizational development. The following are a list of upcoming and pending projects with local governments and national organizations, where CSS will be adding additional staff and Subject Matter Experts (SMEs). These CSS staff and SME's will provide the Village of Oak Park with trends in local government and knowledge that if applicable, can add value for identifying top talent for the Village of Oak Park Manager role. The following are example of current and pending projects:

- Will County Executive Government: Carmona Strategic Solutions (CSS) was selected as the Diversity and Inclusion Master Plan consultant by the Will County Executive's office. The Will County scope of work will focus on procurement and recruitment processes. This engagement will include developing a recruitment strategy, with an emphasis on diversity and inclusion, for identifying government professional for future leadership roles with Will County. This two-year engagement will begin September 1, 2021. A CSS client manager has been selected to lead the Will County Project.
- The East Coast Migrant Head Start Project (ECMHSP); ECMHSP is a national organization with a budget of over \$80 million, operating in eleven states. The new President/CEO of ECMHSP approached CSS to conduct two national executive searches, for a Chief of Staff to be in Raleigh, North Carolina and a Director of Legal Compliance and Collaboration to be in Washington DC. These projects are projected to begin in mid-August of 2021.

CSS Recruitment Team for the Oak Park Village, Village Manage Role

For the assigned executive searches, Carmona Strategic Solutions (CSS) has designed a team of four, consisting of a Client Manager, Subject Matter Expert (SME), Researcher/Recruiter, and a Client Support Specialist. CSS adds SMEs to its recruitment teams when a particular SME can add value through their experiences and relationships to an executive search. CSS has selected an SME with extensive knowledge on the Village of Oak Park, successful marketing work with villages and municipalities similar to the Village of Oak Park and has a national network of public sector professionals that could provide potential leads for identifying qualified candidates. Resumes and/or bios for each team member are provided at this section.

Roberto Carmona, President & CEO of Carmona Strategic Solutions, will serve as **client manager** and the primary **point of contact (POC)** for Village of Oak Park Executive Search Committee. As shared earlier, Roberto, has nearly twenty years of executive search experience and will make this engagement a top priority for CSS.

John Harris, Subject Matter Expert (SME) will leverage his experiences as a local government and municipalities SME. Mr. Harris' role will be to advise the CSS team on designing and implementing the Village Manager Recruitment strategy and he will provide insights on identifying potential candidates for the CSS team to contact and influence to submit their application. Mr. Harris and CSS President CEO Roberto Carmona have collaborated on projects with the Chicago Transit Authority. Mr. Harris' bio is provided at the end of this section.

Joey Moore will serve as a **client support specialist**. Joey Moore provided valuable research and recruitment support for our recruitment project with the Chicago Park District and other recruitment projects. Joey will manage our *PCRecruiter* proprietary data base and generate reports for Village of Oak Park Executive Search Committee, throughout the search engagement. Ms. Moore has been the lead the client manager on CSS' work with the State of Illinois Capital Development Board (CDB). CDB hired CSS as a strategic communications and technical assistance consultant, to develop outreach events and strategy to ensure minority-owned, women-owned, and veteran-owned small business participation on the CDB \$9.6 Rebuild Illinois initiative. Ms. Moore is currently client managing three recruitment projects.

Tonantzin Carmona, will serve as a **researcher/recruiter**. Tonantzin has consulted on CSS recruitment engagements and several complex public policy and strategy projects for CSS. Tonantzin recently graduated from the Harvard Kennedy School with a Master of Public Administration in May 2021.

Bios and resumes of Carmona Strategic Solutions Team and Subject Matter Expert Attached Below:

ROBERTO CARMONA

Berwyn, IL 60402

<https://www.linkedin.com/in/roberto-carmona-185bb81>

rcarmona@carmonastrategicsolutions.com

312.714.4718

BUSINESS DEVELOPMENT AND SALES STRATEGY EXECUTIVE

FOCUS ON DEVELOPING NEW BUSINESS OPPORTUNITIES AND ADDING VALUE TO CLIENT'S MISSION AND BOTTOM LINE

Entrepreneurial minded and results-driven professional skilled and experienced in leading and successfully executing on sales processes for providing facilities management, food service, organizational development, human resources, strategy and leadership development services. Known for extensive market experience including, healthcare, higher education, government and corporate sectors. Demonstrated diverse background offering seamless dimension for linking successful sales processes with successful engagement kick offs and providing immediate value to client for delivery of agreed on services.

**Sales Strategies | Leadership Development | Client Relationship Management
Consultation | Organizational Development | Human Resources**

PROFESSIONAL EXPERIENCE

Carmona Strategic Solutions, Chicagoland Area`

Principal Consultant, Strategy, Sales, Leadership and Organizational Development **2017-Present**

Carmona Strategic Solutions (CSS) provides professional services focused on leadership development, business development, sales strategy design, human resources (executive level recruitment) and organizational development. The following is a list of completed and current projects:

- Provided recruitment services for The HOH Group, GSG Consultants and GSG Probe and successfully Marketing Coordinators, a Lab Manager and currently working on Engineers.
- Provided recruitment services and helped place Senior Project Manager- Data Center Operations, Applications Development Manager, and Web Design Manager. Provided executive coaching and organizational development services for the Chief Technology Officer for the Chicago Park District for 2018 Spring implementation.
- As of October 2019, Carmona Strategic Solutions serves as Strategic Outreach Partner to the Illinois Capital Development Board's (CDB), small business outreach and technical assistance program statewide.
- Currently provides statewide Strategic Outreach services for Aunt Martha's Health and Wellness Centers throughout Illinois. The outreach focus is to increase health care services throughout Illinois in underserved areas
- Provided executive coaching services for professional development and for Mid-Career professionals seeking assistance with applications to the Harvard Kennedy School of Government Fall of 2018 Masters in Public Policy and Master's in Public Administration programs.

SODEXO, Chicagoland Area

Director of Business Development, Healthcare – Clinical Technology Management (CTM) **2016 – 2017**

Oversaw development of new and potential Clinical Technology Management (CTM) accounts for hospitals and healthcare systems in assigned Midwest territory in multiple states. Sales funnel development was supported by collaborating with Sodexo Sales leadership and Sodexo operations and delivery teams (District Managers, General Managers, Finance Leadership and Human Resources) to determine potential of success for each sales opportunity. This was accomplished by customizing and conducting intense strategic opportunity assessments, by leveraging CRM intelligence, competitor analysis, review of prospect procurement systems, and prospect stakeholder analysis to gauge web of influence, for each CTM sales opportunity.

- Created robust sales funnel in large healthcare markets in Chicago, Milwaukee, Des Moines, Minneapolis-St. Paul, St. Louis other mid-size demographic areas (Peoria, Quad Cities, Madison and Rockford) in alignment with SVPs and VPs of CTM sales strategic goals.
- Worked with Sodexo District Managers in territory to designed cross-sales strategy, better positioning CTM solutions and enhancing team communications with existing accounts in food service, facilities management, environmental services, infection control and patient transport.
- Advanced sales funnel through leveraging healthcare and non-healthcare stakeholder relationships, to present initial sales presentations at Northwestern Medicine, Children Mercy in Kansas City, University of Cincinnati Healthcare.

SODEXO, Chicagoland Area

Director of Business Development Campus / Universities Sodexo USA **2013 – 2016**

Supported higher education campus market for food and facilities sales processes with primary focus on development of new and potential accounts with assigned geographic area of Illinois, Indiana and Michigan. Leveraged relationships in higher education through challenger sales approach, which proved effective for new business development opportunities, cross sales strategies and competing with incumbent account holders.

- Led facilities management sales process (cross sale) by focusing on success of existing food service account for Rockford University, resulting in 5-year deal estimated value of \$7M including \$250K investment in facilities and dining program.
- Co-led successful food services sales process for concessions, premium dining and athlete focused fueling station programs and services for University of Illinois Athletic Department, leveraging diversity of experiences and skill sets and prior relationship with key influencers from client side and focusing approach in designing proposal to ensure client's needs were primary, meeting needs without sacrificing quality; 5-year deal with estimated value of \$40M.
- Led successful food services sales process for concessions and premium dining for Northern Illinois University (NIU) Athletics, understanding client's challenges, leveraging intelligence and cultivating strategic relationships in order to respond with customized solutions focused on upgrading NIU's concessions and dining offerings, generating more revenue through offering high-quality dining. 5-year deal with estimated value of \$3.6M.

CRIMSON LEADERSHIP GROUP, Chicago, IL

President and Chief Executive Officer (CEO) **2008 – 2013**

Identified, sold and delivered on intellectual capital and knowledge resources for leadership, strategy design, human capital and organizational development opportunities for clients, to add value to clients, through customized solutions.

- Served as strategic and community relations consultant for Sodexo USA through successful facilities management sales process for Chicago Public Schools (CPS); 5-year engagement with estimated value of \$80M.
- Designed and executed on an executive search strategy for City Colleges of Chicago (CCC) and successfully placed 4 Presidents in CCC System.

- Served as organizational development consultant for launching and growth of National Forum for Latino Healthcare Executives (NFLHE), transitioning NFLHE from start-up phase of single digit membership to membership association, with 75+ healthcare executives nation-wide, including growing corporate sponsorships from \$10K in seed money to \$250K.
- Served as leadership development consultant for Congressional Hispanic Caucus Institute (CHCI), designing and implementing on customized training for 200+ CHCI interns and fellows in leadership, communication, fundraising and career advancement.

DAVID GOMEZ AND ASSOCIATES (DGA), Chicago

Executive Search Consultant

2005 – 2008

Served as primary business developer and placed numerous executives in nonprofit and Fortune 500 Companies. Led new markets initiatives by designing and executing on sales and sales strategies, to expand DGA’s market penetration and delivering on customized search engagement in public sector, higher education, healthcare and nonprofit executive search market.

- Led sales process and executive search delivery of search process to identify top law enforcement leaders for the City of Chicago’s search for a new Superintendent of Police in 2007; City of Chicago identified final candidate after reviewing national pool presented from large cities, federal agencies (FBI, DEA and CIA) and from local law enforcement leaders.
- Oversaw sales process, search strategy design and recruitment delivery for restructuring project for City of Chicago’s Department of Human Resources, placing 75+ individuals for key human resources roles in classification, civil rights compliance, compensation and personnel training.
- Placed President of New Mexico Highlands University after successful sales presentation that articulated customized executive search process, focusing on presenting national pool of higher education leaders with experience and successes working with higher education institutions with significant diversity populations.

ADDITIONAL PROFESSIONAL EXPERIENCE

GSG – CONSULTANTS, Project Director, O’Hare Modernization Program, Chicago, IL

NEW AMERICAN ALLIANCE (NAA), Program Director, Washington D.C.

UNITED STATES DEPARTMENT OF LABOR, Employment Executive, Washington D.C.

UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, Community/Economic Development Specialist, Washington DC

UNITED STATES DEPARTMENT OF LABOR, Employment Executive, Chicago

NATIONAL COUNCIL OF LA RAZA (NCLR), Midwest Director, Chicago

UNIVERSITY OF ILLINOIS AT CHICAGO, Academic Advisor, Chicago

EDUCATION

- **Master Public Administration (MPA),** Harvard University’s John F. Kennedy School of Government
- **Master of Arts (MA),** Political Science, Northeastern Illinois University
- **Bachelor of Arts (BA),** Northern Illinois University
- **Associate of Arts (AA),** Sauk Valley Community College

APPOINTMENTS, AWARDS AND RECOGNITIONS

- 2019 Illinois Humanities Council Road Scholars Program
- Performance and Public Speaking Training Second City Training Center
- Illinois Governor’s Labor Advisory Board, 2013 – Present
- Sterling Schools Foundation Distinguished Alumni of the Year
- Harvard Kennedy School Mid-Career Fellowship
- Executive Leadership and Management Training Harvard Kennedy School of Government
- U.S. Department of Housing and Urban Development (HUD) Community Builder Fellowship, Washington DC
- Sauk Valley Community College Alumni of the Year

a5 Team

John Harris – Principal

John helps clients tell stories in a clear, consistent and compelling manner to generate results from branding, marketing and communication programs. With the team at a5, Harris has helped drive investment in communities that has had significant impact on community building, economic development and tourism.

A former journalist for Forbes, Harris wrote the first national story on Starbucks, predicting that it would change our culture and society. He also wrote for the Milwaukee Journal and served as editor of Rockford Magazine before joining The Marmon Group, Inc. (then a \$6 billion organization owned by the Pritzker family) as director of communications in 1991. There, he consulted with Marmon's 100-plus companies on marketing communications and public relations issues in a wide variety of industries including financing, consumer and industrial products.

Before co-founding a5 in 2001, John served as a strategic communications consultant for VSA Partners, advising such clients as Steelcase, Landscape Forms and US West on brand development and brand management.

In his role as principal of a5, Harris has developed expertise in working with communities, sustainability, park and recreation agencies, sports, healthcare, education, non-profits, consumer products and financial services, among others. He has a passion for creating healthy, sustainable communities, and developed GreenTown: The Future of Community, a one-day experience dedicated to bringing the public sector together with the private sector to create sustainable communities, with non-profit Seven Generations Ahead.

Client experience includes working with such communities as Charlevoix (Michigan), Cuyahoga Falls (Ohio), Naples (Florida), South Bend (Indiana) and Woodstock, Niles, Northbrook, Oak Park (Illinois).

A graduate of Carroll University in Waukesha, Wisconsin, John has taught at Roosevelt University and Carroll University.

Harris serves on the boards of Garfield Park Conservatory Alliance, Friends of Richton Park, Lauren's Hope and Triton College Foundation.

Experience Highlights:

Milwaukee Journal
Forbes
The Marmon Group
Steelcase
Campbell Soup Company
Interface
Ameritrade
NYSE Euronext
Field Museum
Chicago Park District
Chicago Children's Museum
Chicago Transit Authority
City of Charlevoix, MI
Village of New Lenox, IL
City of Freeport, IL
Village of Richton Park, IL
City of Woodstock, IL
Village of Hanover Park, IL

JOEY MOORE

Recruitment and Client Management Consultant

jmoore@carmonastrategicsolutions.com

<https://www.linkedin.com/in/joey-moore/>

Managing Consultant with over two years of experience in client management, recruitment, and strategy and sales development, from small businesses to multibillion-dollar agencies. Gained a wealth of transferrable skills including the ability to explain complex information clearly. Self-starter with exceptional communication and creative problem-solving skills.

EXPERIENCE:

June 2019 – Present

Client management and Strategic Communications Consultant, Carmona Strategic Solutions - Chicago

- Client manager for recruitment projects on all levels of management for various MBE engineering and architect clients
- Responsible for the diversity outreach operations for the \$10 billion agency, State of Illinois Capital Development Board.
- Developed a solid foundation of knowledge from the public and private sectors through Customer Service, Client Management and Interpersonal skills
- Often introduce a structure performance management framework to our clients where we focus on building high performing culture. The performance is looked at through KPIs, OKRs, and behaviors in line with the client's company values.

March 2018 – September 2020

Real Estate Broker, Berkshire Hathaway Home Services - Chicago, IL

- Provided bookkeeping for myself and team averaging 6-8 million in revenue per year
- Communicate with buyers and sellers to address inquiries and resolve conflict quickly
- Prepared listing interviews: Marketing, Negotiation sales contracts, Liaison between contractors and clients; ensure accordance of contract with current Illinois state laws

September 2019 – December 2016

Public Relations Intern, H2 Public Relations - Chicago, IL

- Managed social media platforms for clients such as Facebook, Instagram and sponsored posts. Created a clear and organized, interactive timeline and calendar to present clients before posts went live
- Wrote and edited feature stories for marketing and recruitment

January 2011 – present

Figure Skating Instructor, Franklin Park Ice Arena – Franklin Park, IL

- Independently coached classes of 10-20 students between the ages of 3-18+ how to skate and improve on skills
- Effectively corresponded with athletes' parents on the student's development and suggest strategies for growth
- Responsible for coordinating and developing lesson plans

EDUCATION

December 2017

BACHELOR of Arts in PUBLIC relations and advertising, DePaul university

Minor in Marketing

Major GPA: 3.6/4.0

SKILLS

- **SOCIAL media marketing:** Facebook, LinkedIn, Twitter, YouTube
- **DESIGN:** InDesign, Illustrator, Photoshop, Canva, Premier Pro WordPress, GoDaddy
- **VIRTUAL PLATFORMS:** WebEx Meetings, WebEx Training, WebEx Events, Zoom, Microsoft Teams
- **RECRUITMENT PLATFORMS:** LinkedIn Premiere (Recruiter), D&B Hoovers

VOLUNTEER EXPERIENCE

JANUARY 2010 – JANUARY 2017

SPECIAL NEEDS OLYMPICS, CHICAGOLAND AREA

- Pitched customers for donations and set up facility for event for 600+

Tonantzin L. Carmona
2000 S Throop, Apt. 3R, Chicago, IL 60608
Tonantzin.carmona@gmail.com | (773) 704-2907

EDUCATION

Harvard University, John F. Kennedy School of Government
Master in Public Administration
John F. Kennedy Fellow

Cambridge, MA
Expected May 2021

Northwestern University
Bachelor of Arts, major in Political Science, minor in Latino/a Studies

Evanston, IL
June 2012

EXPERIENCE

Chicago Covid-19 Nonprofit Working Group
Consultant

Chicago, IL
August 2020–Present

- Partnered with University of Chicago researchers to develop and implement a working group of 25 Chicago nonprofits serving marginalized populations to examine the economic challenges experienced during the pandemic and develop collective priorities to present to government and philanthropic stakeholders.

Elizabeth Warren for President
Illinois Political Director

Chicago, IL
December 2019–March 2020

- Led the statewide political strategy, managed the team’s communications operations and media relations, and maintained national and local relationships with elected officials, delegates, and other key stakeholders.

The Chicago Community Trust
Special Assistant to the President & CEO

Chicago, IL
May 2019–December 2019

- Oversaw the operations of the President’s Office, worked cross-functionally across the organization, and served as the senior advisor to the President and CEO of The Chicago Community Trust, a community foundation with \$3.2 billion in total assets that is dedicated to advancing equity and opportunity in the Chicago region.

Office of the City Clerk
Chief of Policy

Chicago, IL
February 2017–April 2019

- Spearheaded the policy agenda for the Office of the City Clerk, which serves 1.3 million residents and generates more than \$130 million in revenue annually.
- Co-founded and managed the Chicago Fines, Fees & Access Collaborative, which consisted of elected officials, City departments, researchers from local universities, such as the University of Chicago, and members from local and national organizations and advocacy groups, to evaluate municipal finance policies and practices.
 - The reforms included ending driver’s license suspensions for non-moving violations, amending payment plans and late fee structures, and instituting an amnesty period to clear residents’ debt for certain fines.
- Designed and launched the Chicago CityKey, the first government-issued municipal ID in the country to serve as a transit, library, and prescription drug discount card; through this program, Chicago became the first municipality within the State of Illinois to recognize a third gender option, non-binary, on an ID.
 - Crafted the Chicago Municipal ID Ordinance, which was passed by the Chicago City Council.
 - Led a procurement process with a \$1 million budget to purchase software and mobile hardware to print ID’s and maintain databases with privacy enhancing technologies.

Office of U.S. Senator Elizabeth Warren
Deputy Press Secretary

Washington D.C.
June 2016–January 2017

- Directed the daily operations of the press office, served as the media liaison for the Senator, and managed relationships with global, national and Massachusetts-based media outlets.
- Developed written communications for Senator Warren, including press releases, statements and talking points.
- Briefed, prepared, and staffed the Senator for interviews with local and national media outlets, such as *The Boston Globe*, *The Washington Post*, *The Rachel Maddow Show*, and *The Late Show with Stephen Colbert*.

City of Chicago Mayor's Office

Chicago, IL

Director of the Mayor's Office of New Americans and Deputy Policy Director

April 2014–June 2016

- Developed and launched more than twenty immigrant integration policies, programs, and initiatives during a two-year period, managed City department staff, and collaborated with community stakeholders, government entities, civic institutions, and private sector partners to implement this work.
- Worked to ensure undocumented students qualified for the Chicago STAR Scholarship, which guarantees free community college tuition and books for public school graduates; resulted in more than 1,400 full-tuition scholarships awarded to undocumented students to date.
- Secured \$200,000 in matching grant funds, which provided more than 200 legal screenings for unaccompanied child migrants from Central America and legal representation for 100 clients.
- Crafted the Language Access Ordinance, which was passed by the Chicago City Council to improve access to government for Chicago's limited-English proficient residents; secured \$100,000 for translation services.

Policy Associate

September 2012–April 2014

- Conducted research, led projects, and presented recommendations to senior leadership on a range of issues spanning sustainability, municipal solid waste, support for small businesses, and digital literacy expansion.
- Managed the City/County Collaboration, an initiative to save taxpayer dollars and streamline service delivery; this resulted in the identification of \$70 million in savings and new sources of revenue.
- Supported the policy development of the City's first Rideshare Ordinance, which permits rideshare companies such as Uber and Lyft to operate in Chicago, while introducing regulations and consumer protections.

VOLUNTEER WORK

Latinos Progresando

Chicago, IL

Board Member

January 2016–April 2019

- Board member of a non-profit that provides legal services for immigrants in the Little Village neighborhood.
- Helped the organization secure a \$250,000 grant to create an immigrant resource center and community space in the neighborhood where I grew up.

Skills Languages: Spanish (Fluent)

Awards *Negocios Now* Latinos '40 Under 40' (2019), *Windy City Times* '30 Under 30' (2018), and *Crain's Chicago Business* '20 in Their 20's' (2015)

Proposed Scope of Service

After reviewing the Scope of Services of this RFP, CSS will integrate the stated tasks into our adaptable executive search model and customize our approach to ensure we execute a timely, efficient and within our budget, search engagement. This search engagement will identify, recruit, and help place the best Village Manager available, from a diverse and inclusive slate of the most qualified candidates.

Before we present our approach to executing on the proposed scope of services for this assignment, we will share insights and experiences on the following key components of our search model:

- Diversity and Inclusion Commitment and Experience
- Report generation and documenting the executive search engagement.
- Sourcing Village Manager Candidates
- Applying the Scope of Services to the CSS executive search model
- Additional Services and increased engagement with the community

Diversity and Inclusion Commitment and Experience

A competitive advantage for Carmona Strategic Solutions (CSS) is that we are a certified Minority-Business Enterprise (MBE) with an extensive national network of professionals in the public, corporate and nonprofit sectors.

DEI (Diversity, Equity, and Inclusion) principles are integrated into our executive search model, not an afterthought or a box to check. CSS leverages our established networks with public and private employee resource groups and associations committed to creating DEI focused talent pipelines for leadership roles. CSS' experience in building talent pipelines and strategies was a primary reason CSS was recently selected as the Diversity and Inclusion Master Plan consultants for the Will County government of Illinois.

CSS is currently engaged in recruitment assignments with MBE firms in engineering and construction, these clients expect that DEI principles be applied for sourcing candidates. Recent executive searches, such as the CSS assignment with the Chief Technology Officer (CTO) of the Chicago Park District, generated a strong pool of diverse candidates that the CTO selected candidates from.

For over twenty years, CSS President/CEO Roberto Carmona has been a keynote speaker, featured presenter and has designed seminars and workshops with an emphasis on Diversity Equity and Inclusion at national conferences for organizations such as Unidos US, the Rainbow Push Coalition, and multiple nonprofit and public sector professional associations.

During COVID, Roberto conducted Pro-Bono executive coaching sessions for diverse students attending Harvard's Kennedy School of Government and the University of Chicago's Harris School of Public Policy. The focus of those presentations was navigating careers in public service and identify opportunities to advance their careers and how to work with "headhunters" (executive search firms).

In this engagement, CSS will leverage all stakeholder networks to identify candidates to ensure that there is a diverse and inclusive slate of qualified candidates.

Proposed Scope of Service

The design of our weekly status reports will include diversity and inclusion metrics and the recruitment outreach will engage nontraditional networks to identify qualified candidates.

Report generation and documenting the executive search engagement.

CSS utilizes professional recruiting tools such as PCRecruiter for documenting contacts with recruitment sources, targeting prospective candidates, data collection on candidates, and for generating weekly status reports for the Village of Oak Park Search committee. CSS uses the data and information gathered by PCRecruiter to learn and strengthen the overall recruitment assignment. Every contact with any prospective candidate will be documented.

Sourcing Village Manager Candidates

CSS has experienced that the most effective candidate sourcing strategy, includes key contacts identified by the clients. In this engagement, CSS commends the Village of Oak Park for including community forums and other events, that will allow CSS to cast a wide net for potential candidates.

Along with accepting applications from **active candidates**, those openly seeking to apply for the Village Manager role, CSS will primarily focus on **passive candidates**, high performing professionals with the qualifications and demonstrated successes that will make them top candidates for this opportunity.

CSS will source professional associations and networks and ensure DEI networks within those association are engaged. Some initial networks we will source include, but are not limited to:

- Village associations
- City Manager Associations
- Community Associations Institute (CAI)
- NACO (National Association of County Officials)
- National League of Cities
- Illinois City/County Management Association
- National associations of public sector leaders
- Alumni associations of Universities and colleges that offer Master of Public Administration and executive education focused on local governments
- CSS will leverage the relationships identified by our teams Subject Matter Expert, John Harris, A5 Consulting

CSS will also seek out high performing “out of the box” candidates who have had successes in the private sector, healthcare and/or education and can demonstrate through similar performance metrics, that their experience leadership and management approach, can add value to the Village of Oak Park, in the role of Village Manager.

Applying the Scope of Services to the CSS executive search model in four phases

Based on our experience and assessing the RFP and Scope of Services section of the RFP, Carmona Strategic Solutions (CSS) is proposing a **90-day executive search engagement** for the Village Manager executive search, which will be executed in four phases:

Proposed Scope of Service

Phase 1: Prepare and Engage

Phase 2: Search

Phase 3: Formal Interview

Phase 4: Negotiate/ Conclude

The following is an overview and timeline of how the key tasks identified in the scope of services will synergize with CSS' four phased 90-day executive search model. CSS has experience on executing on these tasks and will leverage the uniqueness and value of the Village of Oak Park stakeholders and dynamics, to identify qualified candidates for this executive search engagement. Additional to the tasks identified in the scope of services, CSS will conduct other tasks, to add value to the tasks identified in the scope of services.

To keep on track of completing the executive search engagement for a Village Manager, communication protocols between the Village of Oak Park's human resources department and other key stakeholders and entities, will be clarified and agreed upon. This communication strategy will be clarified, right away at the **kickoff meeting**, when the search engagement begins

Phase 1: Prepare and Engage, days 1-15: At this phase CSS will leverage the research and operationalize the insights and ideas presented in this proposal document and operationalize them via a customized **executive search strategy**. The specific design of the following six (6) tasks will be shaped following a **kickoff meeting** with the Village of Oak Park Search Committee and take place within the first fifteen (15) days of the executive search assignment.

1. Review and make compensation recommendations based on market analysis
2. Develop a candidate profile
3. Meet in person, by video or by telephone with each Trustee and the Village President to understand individual goals and objectives in the hiring process
4. Meet with the Department Directors by video or in person, as a group to gain an understanding of the leadership team's perspectives
5. Develop a recruitment strategy including recommending appropriate advertisements
6. Develop a community engagement strategy that gathers information from stakeholders in the community regarding Village Manager qualifications, experience, and personal dimensions

Phase 2: Search, Days 16-45: At this phase, CSS will conduct recruitment and interviewing activities. CSS will generate Initial screening reports and save all documentation in the PCRecruiter database. As part of weekly status reports, CSS will include quantitative and qualitative data on the initial set of candidates and communicate with those who are not qualified and respectfully remove them from the search process.

CSS will further use tools such as **behavioral-based interview questions (BBIQs)**, where we will use scenario and case study method approaches, to evaluate and gather more insights on a candidate's strategic thinking and leadership capabilities. CSS will execute on the following six (6) tasks at this phase.

Proposed Scope of Service

1. Carry out the recruitment process using local, regional, and national channels, journals, and publications with a focus on attracting a diverse range of candidates.
2. Receive and review resumes of applications to determine if candidates meet minimum qualifications and identifying candidates' qualifications, experience, and personal dimensions
3. Provide weekly updates outlining status of recruitment
4. Create a recommended candidate list to present to the Village Board that includes a written summary of at least 5-10 primary candidates with the most promising qualifications and experience
5. Follow up with primary candidates for telephone interviews
6. Assist Village Board in evaluating primary candidates and identifying a top 2-4 candidates for serious consideration

Phase 3: Formal Interview Days 46-75: The key objective of this phase is to manage interviews with the top ten (10) candidates and finally identify the top three (3) candidates, by incorporating the following three (3) tasks:

1. Design and finalize interview process, prepare interview questions for the Board's consideration, a scoring rubric, suggest a panel make-up and other associated tasks
2. Conduct Interview Process to
 - Coordinate schedules and participate in interviews
 - Debrief the interview committee following each candidate interview and identify additional candidates, if necessary.
 - Notify candidates not selected
3. Set up and coordinate public forums, gathering feedback and presenting summarized results

Phase 4: Negotiate/ Conclude Days 76-90: This final phase is focused on tasks intended to close out a search once a finalist has been selected. CSS will keep the runner up candidate engaged while final negotiations are being conducted by Search Committee. If there is failure to come to an agreement with the selected candidate, the runner up is brought forward to begin negotiations. The three (3) key tasks during this phase include:

1. Set up and coordinate public forums, gathering feedback and presenting summarized results
2. Perform appropriate background and reference checks, verify selected candidate's education background, employment record, in-depth reference checks, criminal history, financial background, and any other pertinent factors. This may include assessment such as Clifton Strengths Finder or other assessment if desired.
3. Assist the Village Board with compensation negotiations if necessary

Additional Services and increased engagement with the community

The value CSS brings to our clients is that we do not just provide executive search services. CSS clients engage with us for our proven innovative services in leadership development, strategy design and

Proposed Scope of Service

implementation, executive coaching, team building, outreach communications and organizational transformation services.

In relation to the tasks identified in the scope of services, CSS welcomes the opportunities to engage with community leaders to understand the function of executive search, as it relates to leadership development and career advancement. CSS will welcome sharing insights for interested young professionals in the Village of Oak Park area on how to develop networks and relationships that will add value to their professional and academic journeys.

CSS proposes conducting two trainings at no charge, for the following opportunities:

- Facilitating a half day strategic planning meeting with key leaders of an organization that will add value to the Village of Oak Park
- Facilitating a team building training based on Objective Key Results methods to develop action plans to address key organization wide priorities
- CSS President/CEO Roberto Carmona is open to speaking to local leaders about his professional and academic journey, which began with almost flunking out of high school and eventually getting a second master's degree in public administration (MPA) from Harvard Kennedy School of Government. This accomplishment inspired his daughter Tonantzin Carmona to complete her MPA, this past May. In 2019-2020 Roberto Carmona was part of the Illinois Humanities Council Speaker's Bureau where his topics focused on community leadership and leveraging talent from diverse communities.

Client List

CSS is currently engaged in multiple projects. CSS has identified three (3) clients similar to the potential executive search project with the Village of Oak Park. CSS can provide additional clients if requested.

Client	Project Description	Contact Information
HOH Group	Recruitment of professional engineering and administrative leadership roles. Client requested a diverse and inclusive slate of candidates	David Torelli, CFO E: dmtorelli@hohgroup.com C: (708) 878-5663
Specialty Consulting Inc.	Multiple environmental engineering professional searches. Client requested a diverse and inclusive slate of candidates.	Robert (Bob) Suda, Executive VP E: rsuda@spc-inc.com C: (312) 890-3428
Illinois Hispanic Chamber of Commerce (IHCC)	CSS President/CEO, Roberto Carmona, serves as the management consultant for the IHCC and is currently serving as co-chair on IHCC's collaboration with the Aspen Institute for the creation of IHCC's policy institute and creation of a Community Development Financial Institution (CDFI)	Jaime Di Paulo, IHCC President/CEO E: jaime@ihccbusiness.net C: (405) 371-0333

References

Relevant References Contact Information

In the table below we provide references related to the Village of Oak Park executive search project. These references can speak to our executive search and recruitment services and our abilities to execute on complex leadership and strategy related services. We can provide more references upon requested.

<u>Project</u>	<u>Contact Information</u>
<p><i>Carmona Strategic Solutions (CSS) served as an executive recruitment consultant for CPD from 2017-2018. CSS engaged in a recruitment assignment for 3 leadership positions within the IT Department of CPD – Senior Project Manager of Data Center Operations, Applications Development Manager, and Web Design Manager – to be completed within 60 days. CSS’ reference, Mr. Eli Reynoso, is the past Chief Technology Officer of the Chicago Park District and is the current Chief Information Officer for the State of Illinois’ Workers Compensation Commission. Mr. Reynoso can speak to Mr. Carmona and his team’s ability to deliver quality recruitment services.</i></p>	<p>Eli Reynoso, Former Chief Technology Officer for the Chicago Park District</p> <p>Current Chief Information Officer for the State of Illinois Worker’s Compensation Commission</p> <p>Email: eli.reynoso70@gmail.com</p> <p>Cell: 312-925-0311</p>
<p>City Colleges of Chicago (CCC) Presidential Searches</p> <p><i>Ms. Patricia Rios can speak to her direct work with Mr. Carmona and their successful Presidential search process. During this process, Mr. Carmona placed four presidents with the City Colleges of Chicago system, on time and within budget. These searches also generated a diverse and inclusive slate of candidates from not only across the country but also globally, through Mr. Carmona’s contacts with the U.S. Department of Education. Mr. Carmona identified Ms. Reagan Romali from the country of Qatar, through her community college work with military personnel in the Middle East. Ms. Romali was selected as the President of Truman City College.</i></p>	<p>Patricia Rios, Former VP of Human Resources of City Colleges of Chicago</p> <p>Current Chief Administrative Officer Chicago Housing Authority (CHA)</p> <p>Email: prios@thecha.org</p> <p>Office: 312-786-4082</p>
<p>Multiple recruitment projects for GSG-Consultants.</p> <p>Mr. Guillermo Garcia President/CEO of GSG Consultants, can speak to Roberto Carmona’s abilities to recruit on multiple search projects for marketing, engineers, and other executives for his firm. CSS has</p>	<p>Guillermo Garcia, President/CEO GSG Consultants</p> <p>Email: ggarcia@gsg-consultants.com</p> <p>Mobile phone: (312) 656-2333</p> <p>Website: www.gsg-consultants.com</p>

References

<p>also strategy, organizational development, and business development services for GSG and associated companies within the GSG consortium of construction and engineering businesses.</p>	
<p><i>Roberto Carmona led the Presidential placement process for Truman, Daley, and Wright City Colleges and Roberto served as the Lead recruiter, to ensure a diverse and inclusive slate of candidates were presented. Mr. Cabrera can speak to Roberto's ability to translate a client's vision and execute on the client's talent needs.</i></p>	<p>Martin Cabrera, Former Chairman of the City Colleges of Chicago</p> <p>Current President/CEO Cabrera Capital Markets</p> <p>Email: mcabrera@cabreracapital.com</p> <p>Cell: 773-802-8888</p> <p>Website: https://www.cabreracapital.com/about-us/#our-leadership-team</p>
<p><i>Jesse Martinez serves as the Fair Employment Practice (FEP) Administrator for the State of Illinois Capital Development Board (CDB). Mr. Martinez can speak to CSS team leader Joey Moore's ability to manage complex projects, develop process improvement and communication processes to enhance services.</i></p>	<p>Jesse Martinez, Fair Employment Practice (FEP) Administrator for the State of Illinois Capital Development Board (CDB)</p> <p>Email: Jesse.Martinez@Illinois.gov</p> <p>Phone#: (708) 606-9197</p> <p>Website: https://www2.illinois.gov/cdb/Pages/default.aspx</p>

Cost Proposal

I. Cost proposal and fee structure

CSS' assessment believes that a **90-day executive search engagement** is appropriate for this assignment. Based on our understanding, the salary range for the Village Manager role is between \$150,000.00 and \$200,000, thus making the Mid-Point of the salary, \$175,500.00. CSS is proposing a price at **22% of the Mid-Point salary range**, which makes the total fee **\$38,500.00**.

The fee will cover CSS team the necessary staff hours to execute on the proposed scope of services identified in the RFP, with further detail described in the proposed scope of services section of our proposal. CSS will include strategic **postings** at professional association sites and job boards, that will generate interest from qualified candidates for the Village Manager role. The fee will also cover the generation of physical reports and presentations needed by the Village of Oak Park Search Selection Committee.

The fee will also cover the background check fees for **three background checks** for the finalists for the Village Manager role.

CSS will not be responsible for travel and lodging of candidate.

If the selected Village Manager candidate does not complete 90 days of employment into the new position, CSS will start the executive recruitment process for Village Manager position at no charge to Village of Oak Park.

Fee Structure/Payment

CSS requests that the service fee be paid in three installments:

- First payment of \$12,833.33 within thirty (30) days after the initiation of the Village Manager search engagement
- Second Payment of \$12,833.33 within sixty (60) days after the initiation of the Village Manager search engagement
- One final payment of \$12,833.33 for completion and placement of the Village Manager candidate. The final payment will be triggered once the selected Village Manager candidate has signed paperwork and has an official start date set with the Village of Oak Park.

CSS is willing to negotiate our pricing and fee structure to ensure we have an agreement with The Village of Oak Park and to ensure a successful engagement.

License to provide service in Illinois

CSS is providing four (4) licenses and certifications from the following:

1. City of Berwyn Business License
2. State of Illinois Secretary of State Certificate of Good Standing
3. State of Illinois Central Management Services email confirming CSS' Minority-Owned Business Enterprise (MBE)
 - a. Certificate has been renewed through March 2022
4. Chicago Minority Supplier Development Council MBE certificate

Non-Transferable

By Authority Of The

18982



CITY OF BERWYN

Permission Is Hereby Granted

\$75.00

Friday, December 31, 2021

(Expiration)

Friday, January 15, 2021

(Issue Date)

2021

Carmona Strategic Solutions

3430 S. Harvey Avenue, Berwyn, IL 60402

Consultant

Within the corporate limits of the City of Berwyn, subject to all provisions of the ordinances of the City of Berwyn.

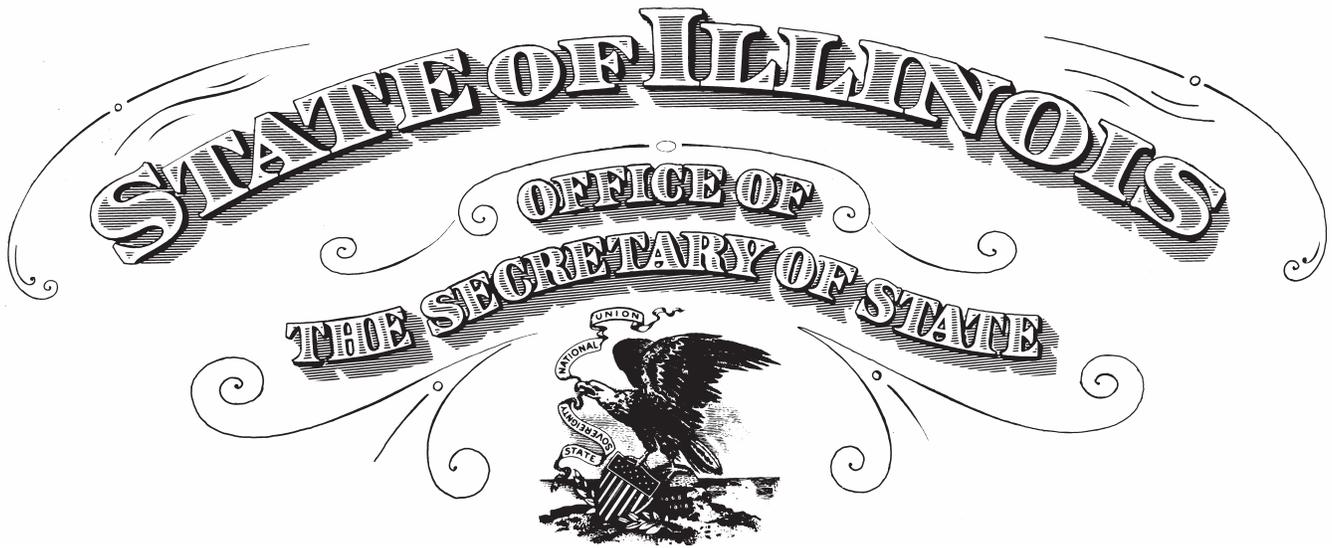
PHONE USE ONLY - No Deliveries, Clients or Employees to Home, No Trucks or Materials Exposed on Premises.

ATTEST:

Mayor

City Clerk

POST CONSPICUOUSLY IN PLACE OF BUSINESS -- UNDER PENALTY -- AS PER LICENSE ORDINANCE



To all to whom these Presents Shall Come, Greeting:

I, Jesse White, Secretary of State of the State of Illinois, do hereby certify that I am the keeper of the records of the Department of Business Services. I certify that

CARMONA STRATEGIC SOLUTIONS INC., A DOMESTIC CORPORATION, INCORPORATED UNDER THE LAWS OF THIS STATE ON NOVEMBER 21, 2017, 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 IN GOOD STANDING AS A DOMESTIC CORPORATION 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 1ST day of OCTOBER A.D. 2019 .



Jesse White

SECRETARY OF STATE

FW: CMS: Certification Approved

To: Joey Moore

From: State of Illinois Central Management Services <cms@diversitycompliance.com>

Sent: Friday, June 25, 2021 6:57 AM

To: Roberto Carmona <rcarmona@carmonastrategicsolutions.com>

Subject: CMS: Certification Approved

CMS

Roberto G. Carmona
Carmona Strategic Solutions Inc.
3430 HARVEY AVENUE
BERWYN, IL 60402

Dear Business Owner:

Re: NCA Certification Approval Minority Business Enterprise (MBE)
Certification Term Expires: May 15, 2022

Congratulations! After reviewing the No-Change Affidavit (NCA) information you supplied, we are pleased to inform you that your firm has been granted continued certification under the Business Enterprise Program (BEP) for Minorities, Females and Persons with Disabilities.

This certification is in effect with the State of Illinois until the date specified above as long as you continue to submit annual No -Change Affidavits and are found to still meet the requirements of the Program.

Your firm's name will appear in the State's Directory as a certified vendor with the BEP in the specialty area(s) of:

NIGP 91875: MANAGEMENT CONSULTING

Also, please be advised that this certification does not guarantee that you will receive a State contract. Please visit the Vendor Registration page on www.opportunities.illinois.gov and be sure to register with each of the Procurement Bulletins listed so that you are notified of upcoming solicitations in your NIGP codes. Certification with the Business Enterprise Program does not ensure you receive notifications; you must also register with the Procurement Bulletins.

Thank you for your participation in the BEP. We welcome your participation and wish you continued success.

Sincerely,



Carlos Gutiérrez
Certification Manager
Business Enterprise Program

THIS CERTIFIES THAT

CARMONA STRATEGIC SOLUTIONS INC.



* Nationally certified by the: **CHICAGO MINORITY SUPPLIER DEVELOPMENT COUNCIL**

*NAICS Code(s): 541611; 541612; 541613; 541618; 541820; 541840; 541910; 561312; 611430; 561311

* Description of their product/services as defined by the North American Industry Classification System (NAICS)

02/11/2021

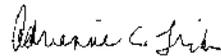
Issued Date

CH19145

Certificate Number

02/11/2022

Expiration Date


Adrienne Trimble



J. Vincent Williams / CEO

By using your password (NMSDC issued only), authorized users may log into NMSDC Central to view the entire profile: <http://nmsdc.org>

Certify, Develop, Connect, Advocate.

* MBEs certified by an Affiliate of the National Minority Supplier Development Council, Inc.®



Oak Park

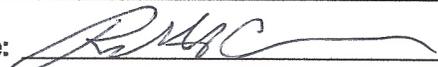
Attachment I. Cost Proposal Form

The undersigned proposes to furnish, Village of Oak Park Human Resources Department, 123 Madison St., Oak Park, IL 60302 and,

Vendor shall state as part of their bid, costs associated with

As stated in cover letter our final fee will be for a 90-day Executive search engagement of 22% of the estimated mid-point salary range of \$175,000.00 for a Village Manager. The total fee for our services will be \$38,500.00 our fee structure will be:

- First payment of \$12,833.33 due 30 days after the search is initiated
- Second payment of \$12,833.33 due 60 days after the start of the engagement
- Third and final payment of \$12,833.33 due after selected candidate for Village Manager has a start date to start the new position

Proposal Signature: 

State of ILLINOIS), County of COOK)

ROBERTO CARMONA, being first duly sworn on oath deposes and says that the Contractor on the above Proposal is organized as indicated below and that all statements herein made on behalf of such Contractor and that their deponent is authorized to make them, and also deposes and says that deponent has examined and carefully prepared their proposal from the Specifications and has checked the same in detail before submitting their Proposal; that the statements contained herein are true and correct.

Signature of Contractor authorizes the Village of Oak Park to verify references of business and credit at its option.

Signature of Contractor shall also be acknowledged before a Notary Public or other person authorized by law to execute such acknowledgments.

CARMONA Strategic Solutions

Organization Name
(Seal - If Corporation)

By:  Dated: JULY 27 2021

Authorized Signature

3430 HAINING AVENUE BURNING WOOD ILL 60402

Address

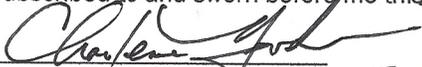
(312) 714-4718

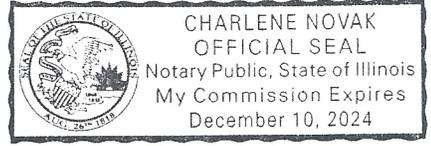
Telephone

1 CARMONA @ CARMONA STRATEGIC SOLUTIONS.COM

E-mail

Subscribed to and sworn before me this 22ND day of JULY, 2021.


Notary Public CHARLENE NOVAK





Oak Park

Attachment II. Compliance Affidavit

I, Roberto Carmona being first duly sworn on oath depose and state as follows:

(Print Name)

1. I am the (title) President/CEO of the Proposing Firm ("Firm") and am authorized to make the statements contained in this affidavit on behalf of the Firm.
2. The Firm is organized as indicated on Exhibit A to this Affidavit, entitled "Organization of Proposing Firm," which Exhibit is incorporated into this Affidavit as if fully set forth herein.
3. I have examined and carefully prepared this proposal based on the Request for Proposals and verified the facts contained in the proposal in detail before submitting it.
4. I authorize the Village of Oak Park to verify the Firm's business references and credit at its option.
5. Neither the Firm nor its affiliates¹ are barred from proposing on this project as a result of a violation of 720 ILCS 5/33E-3 or 33E-4 relating to bid rigging and bid rotating, or Section 2-6-12 of the Oak Park Village Code related to "Proposing Requirements".
6. Neither the Firm nor its affiliates is barred from contracting with the Village of Oak Park because of any delinquency in the payment of any debt or tax owed to the Village except for those taxes which the Firm is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. I understand that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the contract and allows the Village of Oak Park to recover all amounts paid to the Firm under the contract in a civil action.
7. I am familiar with Section 13-3-2 through 13-3-4 of the Oak Park Village Code relating to Fair Employment Practices and understand the contents thereof; and state that the Proposing Firm is an "Equal Opportunity Employer" as defined by Section 2000(E) of Chapter 21, Title 42 of the United States Code Annotated and Federal Executive Orders #11246 and #11375 which are incorporated herein by reference.
8. All statements made in this Affidavit are true and correct.

Signature: [Handwritten Signature]

Printed Name: Roberto Carmona

Name of Business: CARMONA Strategic Solutions Your Title: President/CEO

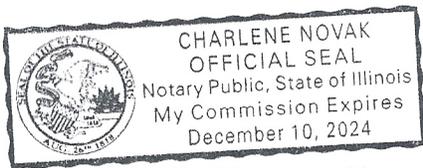
Business Address: 3430 HARVEY Avenue

(Unit Number, Suite #) _____ (City, State & Zip): Barrington IL 60015

Telephone: (312) 714-4718 Fax: (312) 733-5612 Web Address: carmonastrategicsolutions.com

Subscribed to and sworn before me this 22ND day of JULY, 2021.

[Handwritten Signature]
Notary Public CHARLENE NOVAK



¹ Affiliates means: (i) any subsidiary or parent of the bidding or contracting business entity, (ii) any member of the same unitary business group; (iii) any person with any ownership interest or distributive share of the bidding or contracting business entity in excess of 7.5%; (iv) any entity owned or controlled by an executive employee, his or her spouse or minor children of the bidding or contracting business entity.

STATE ILLINOIS COUNTY COOK

SIGNED BEFORE ME 22ND DAY JULY, 2021

NOTARY PUBLIC [Handwritten Signature]



Oak Park

Attachment III. M/W/DBE Statue and

EEO Report

Failure to respond truthfully to any questions on this form, failure to complete the form or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this Proposal. For assistance in completing this form, contact the Department of Human Resources at 708-358-5650.

1. Consultant Name: Carmona Strategic Solutions Inc.

2. Check here if your firm is:

- Minority Business Enterprise (MBE) (A firm that is at least 51% owned, managed and controlled by a Minority.)
- Women's Business Enterprise (WBE) (A firm that is at least 51% owned, managed and controlled by a Woman.)
- Owned by a person with a disability (DBE) (A firm that is at least 51% owned by a person with a disability)
- None of the above

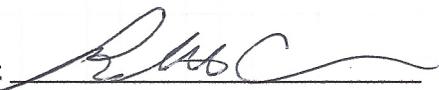
[Submit copies of any W/W/DBE certifications]

3. What is the size of the firm's current stable work force?

3 Number of full-time employees

3 Number of part-time employees

4. Similar information will be requested of all sub-consultants working on this agreement. Forms will be furnished to the lowest responsible Consultant with the notice of agreement award, and these forms must be completed and submitted to the Village before the execution of the agreement by the Village.

Signature: 

Date: July 27 2021

EEO REPORT

Please fill out this form completely. Failure to respond truthfully to any questions on this form, or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this Proposal. An incomplete form will disqualify your Proposal. For assistance in completing this form, contact the Human Resources Department at 708-358-5650.

An EEO-1 Report may be submitted in lieu of this report

Consultant Name Carmona Strategic Solutions Inc.

Total Employees 6

Job Categories	Total Employees	Total Males	Total Females	Males				Females				Total Minorities
				Black	Hispanic	American Indian & Alaskan Native	Asian & Pacific Islander	Black	Hispanic	American Indian & Alaskan Native	Asian & Pacific Islander	
Officials & Managers												
Professionals	6	3	3		2				2			4
Technicians												
Sales Workers												
Office & Clerical												
Semi-Skilled Laborers												
Service Workers												
TOTAL												
Management Trainees												
Apprentices												

This completed and notarized report must accompany your Proposal. It should be attached to your Affidavit of Compliance. Failure to include it with your Proposal will disqualify you from consideration.

ROBERTO CARMONA, being first duly sworn, deposes and says that he/she is the PRESIDENT/CEO
(Name of Person Making Affidavit) (Title or Officer)
of CARMONA STRATEGIC SOLUTIONS and that the above EEO Report information is true and accurate and is submitted with the intent that it
be relied upon. Subscribed and sworn to before me this 22ND day of JULY, 2021.
[Signature] 07/22/2021
(Signature) (Date)
CHARLENE NOVAK



STATE ILLINOIS COUNTY COOK
SIGNED BEFORE ME 22ND DAY JULY, 2021
NOTARY PUBLIC [Signature]



Attachment V. Professional Services Agreement

THIS PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is entered into this ____ day of _____, 2021, between the Village of Oak Park, an Illinois home rule municipal corporation (hereinafter referred to as the “Village”), and _____, a _____ (hereinafter referred to as the “Contractor”).

RECITAL

WHEREAS, the Village intends to have Contractor provide executive search services pursuant to the Village’s Request for Proposals (hereinafter referred to as “RFP”), attached hereto and incorporated herein by reference, and the Contractor’s Proposal, attached hereto and incorporated herein by reference; and

WHEREAS, the Contractor has represented to the Village that it has the necessary expertise to perform such services for the Village; and

WHEREAS, the Contractor has expressed its willingness to furnish its services subject to the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter set forth, the parties agree as follows:

1. RECITALS INCORPORATED.

1.1. The above recitals are incorporated herein as though fully set forth.

2. SERVICES OF CONTRACTOR AND TERM OF AGREEMENT.

2.1. Contractor shall provide the services set forth in the Contractor’s Proposal (hereinafter referred to as the “Services”) after receiving written authorization by the Village. The Village shall approve the use of subcontractors by Contractor to perform any of the Services that are the subject of this Agreement.

2.2. Contractor shall submit to the Village all reports, documents, data, and information set forth in the Village’s RFP in a format customarily used in the industry. The Village shall have the right to require such corrections as may be reasonably necessary to make any required submittal conform to this Agreement. Contractor shall be responsible for any delay in the Services to be provided pursuant to this Agreement due to Contractor’s failure to provide any required submittal in conformance with this Agreement.

2.3. In case of a conflict between the provisions of Contractor's Proposal and the Village's RFP and/or this Agreement, this Agreement and the Village's RFP shall control to the extent of such conflict.

2.4. Village Authorized Representative. The Village's Human Resources Director or the Director's designee shall be deemed the Village's authorized representative for purposes of this Agreement, unless applicable law requires action by the Corporate Authorities, and shall have the power and authority to make or grant or do those things, certificates, requests, demands, approvals, consents, notices and other actions required that are ministerial in nature or described in this Agreement for and on behalf of the Village and with the effect of binding the Village as limited by this Agreement. Contractor is entitled to rely on the full power and authority of the person executing this Agreement on behalf of the Village as having been properly and legally given by the Village. The Village shall have the right to change its authorized representative by providing Contractor with written notice of such change which notice shall be sent in accordance with Section 18 of this Agreement.

2.5. Contractor's Authorized Representative. In connection with the foregoing and other actions to be taken under this Agreement, Contractor hereby designates _____ as its authorized representative who shall have the power and authority to make or grant or do all things, certificates, requests, demands, approvals, consents, notices and other actions required that are ministerial in nature or described in this Agreement for and on behalf of the Contractor and with the effect of binding Contractor. The Village is entitled to rely on the full power and authority of the person executing this Agreement on behalf of the Contractor as having been properly and legally given by Contractor. Contractor shall have the right to change its authorized representative by providing the Village with written notice of such change which notice shall be sent in accordance with Section 18 of this Agreement.

2.6 The Contractor shall be an independent contractor to the Village. The Contractor shall solely be responsible for the payment of all salaries, benefits and costs of supplying personnel for the Services.

3. COMPENSATION FOR SERVICES.

3.1. The Village shall compensate Contractor for the Services as set forth pursuant to the Contractor's Qualifications in an amount not to exceed \$_____. Contractor shall be paid not more frequently than once each month ("Progress Payments"). Payments shall be made within thirty (30) days of receipt by the Village of a pay request/invoice from the Contractor. Payments shall be due and owing by the Village in accordance with the terms and provisions of the Local Government Prompt Payment Act, 50 ILCS 505/1 *et seq.*, except as set forth herein.

3.2. The Village may, at any time, by written order, make changes regarding the general scope of this Agreement in the Services to be performed by Contractor. If such changes cause an increase or decrease in the amount to be paid to Contractor or time required for performance of any Services under this Agreement, whether or not changed by any order, an

equitable adjustment shall be made and this Agreement shall be modified in writing accordingly. No service for which additional compensation will be charged by Contractor shall be furnished without the written authorization of the Village.

3.3. Contractor shall, as a condition precedent to its right to receive a progress payment, submit to the Village an invoice accompanied by such receipts, vouchers, and other documents as may be necessary to establish costs incurred for all labor, material, and other things covered by the invoice and the absence of any interest, whether in the nature of a lien or otherwise, of any party in any property, work, or fund with respect to the Services performed under this Agreement. In addition to the foregoing, such invoice shall include: (a) employee classifications, rates per hour, and hours worked by each classification, and, if the Services are to be performed in separate phases, for each phase; (b) total amount billed in the current period and total amount billed to date, and, if the Services are to be performed in separate phases, for each phase; and (c) the estimated percent completion, and, if the Services are to be performed in separate phases, for each phase.

3.4. Notwithstanding any other provision of this Agreement and without prejudice to any of the Village's rights or remedies, the Village shall have the right at any time or times to withhold from any payment such amount as may reasonably appear necessary to compensate the Village for any actual or prospective loss due to: (1) services that are defective, damaged, flawed, unsuitable, nonconforming, or incomplete; (2) damage for which Contractor is liable under this Agreement; (3) claims of subcontractors, suppliers, or other persons performing Contractor's Services; (4) delay in the progress or completion of the Services; (5) inability of Contractor to complete the Services; (6) failure of Contractor to properly complete or document any pay request; (7) any other failure of Contractor to perform any of its obligations under this Agreement; or (8) the cost to the Village, including attorneys' fees and administrative costs, of correcting any of the aforesaid matters or exercising any one or more of the Village's remedies set forth in this Agreement. The Village must notify Contractor of cause for withholding within fourteen (14) days of the Village's receipt of an invoice.

3.5. The Village shall be entitled to retain any and all amounts withheld pursuant to this Agreement until Contractor shall have either performed the obligations in question or furnished security for such performance satisfactory to the Village. The Village shall be entitled to apply any money withheld or any other money due Contractor under this Agreement to reimburse itself for any and all costs, expenses, losses, damages, liabilities, suits, judgments, awards, attorneys' fees, and administrative expenses incurred, suffered, or sustained by the Village and chargeable to Contractor under this Agreement.

4. TERM AND TERMINATION.

4.1. This Agreement shall take effect upon the Effective Date as defined herein and shall expire XXXXX. The term of this Agreement may be extended in writing for two (2) additional one (1) year periods at the Village's option. The Village will allow Contractor to increase or decrease the Contract Price for each annual renewal provided that the annual price adjustment

shall equal the change in the latest published Index (as defined below) as compared to the index for the previous year. The index shall be the United States Department of Labor, Bureau of Labor Statistics, (US OOL/BLS) Revised Consumer Price Index for all Urban Wage Earners and Clerical Workers for Chicago, Illinois - Gary, Indiana - Kenosha, Wisconsin (all Items, 1982-1984 = 100). However, the maximum increase in the Contract Price shall be capped at five percent (5%) of the previous year's cost. Contractor must propose an annual cost adjustment to the Contract Price pursuant to the terms of this Section with supporting documentation in writing to the Village sixty (60) days before the expiration of the current term.

4.2. This Agreement may be terminated, in whole or in part, by either party if the other party substantially fails to fulfill its obligations under this Agreement through no fault of the terminating party. The Village may terminate this Agreement, in whole or in part, for its convenience. No such termination may be effected unless the terminating party gives the other party not less than ten (10) calendar day's written notice pursuant to Section 18 below of its intent to terminate.

4.3. If this Agreement is terminated by either party, Contractor shall be paid for Services performed to the effective date of termination, including reimbursable expenses. In the event of termination, the Village shall receive reproducible copies of drawings, specifications and other documents completed by Contractor pursuant to this Agreement.

5. INDEMNIFICATION.

5.1. Contractor shall, without regard to the availability or unavailability of any insurance, either of the Village or Contractor, indemnify, save harmless, and defend the Village and its officers, officials, employees, agents, and volunteers against any and all lawsuits, claims, demands, damages, liabilities, losses, and expenses, including reasonable attorneys' fees and administrative expenses, that may arise, or be alleged to have arisen, out of or in connection with the Contractor's performance of, or failure to perform, the Services or any part thereof, whether or not due or claimed to be due in whole or in part to the active, passive, or concurrent negligence or fault of Contractor, but only to the extent caused by the negligence of Contractor or its subcontractors or their respective employees.

6. INSURANCE.

6.1. Contractor shall at Contractor's expense secure and maintain in effect throughout the duration of this Agreement, insurance of the following kinds and limits set forth in this Section 6. Contractor shall furnish Certificates of Insurance to the Village before starting work or within ten (10) days after the notice of award of the Agreement, whichever date is reached first. All insurance policies, except professional liability insurance, shall be written with insurance companies licensed to do business in the State of Illinois and having a rating of at least A according to the latest edition of the Best's Key Rating Guide; and shall include a provision preventing cancellation of the insurance policy unless fifteen (15) days prior written notice is given to the Village. This provision shall also be stated on each Certificate of Insurance: "Should

any of the above described policies be canceled before the expiration date, the issuing company shall mail fifteen (15) days' written notice to the certificate holder named to the left." The Contractor shall require any of its subcontractors to secure and maintain insurance as set forth in this Section 6 and indemnify, hold harmless and defend the Village and its officers, officials, employees, agents, and volunteers as set forth in this Agreement.

6.2. The limits of liability for the insurance required shall provide coverage for not less than the following amounts, or greater where required by law:

(A) **Commercial General Liability:**

- i. Coverage to include, Broad Form Property Damage, Contractual and Personal Injury.
- ii. Limits:

General Aggregate	\$ 2,000,000.00
Each Occurrence	\$ 2,000,000.00
Personal Injury	\$ 2,000,000.00
- iii. Coverage for all claims arising out of the Contractor's operations or premises, anyone directly or indirectly employed by the Contractor.

(B) **Professional Liability:**

- i. Per Claim/Aggregate \$2,000,000.00
- ii. Coverage for all claims arising out of the Contractor's operations or premises, anyone directly or indirectly employed by the Contractor, and the Contractor's obligations under the indemnification provisions of this Agreement to the extent same are covered.

(C) **Workers' Compensation:**

- i. Workers' compensation shall be in accordance with the provisions of the laws of the State of Illinois, including occupational disease provisions, for all employees who provide Services, and in case work is sublet, Contractor shall require each subcontractor similarly to provide workers' compensation insurance. In case employees engaged in hazardous work under this Agreement are not protected under the Workers' Compensation Act, Contractor shall provide, and shall cause each subcontractor to provide, adequate and suitable insurance for the protection of employees not otherwise provided.

(D) **Comprehensive Automobile Liability:**

- i. Comprehensive Automobile Liability coverage shall include all owned, hired, non-owned vehicles, and/or trailers and other equipment required to be licensed, covering personal injury, bodily injury and property damage.
- ii. Limits:

Combined Single Limit \$1,000,000.00

(E) **Umbrella:**
i. Limits:
Each Occurrence/Aggregate \$2,000,000.00

(F) The Village, its officers, officials, employees, agents, and volunteers shall be named as additional insureds on all insurance policies set forth herein except workers' compensation and professional liability/malpractice. The Contractor shall be responsible for the payment of any deductibles for said insurance policies. The coverage shall contain no special limitations on the scope of protection afforded to the Village, its officers, officials, employees, agents, and volunteers.

6.3. The Village and Contractor agree to waive against each other all claims for special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Services.

6.4. Contractor understands and agrees that, except as to professional liability, any insurance protection required by this Agreement or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless, and defend the Village, its officers, officials, employees, agents and volunteers as herein provided. Contractor waives and shall have its insurers waive, its rights of subrogation against the Village and its officers, officials, employees, agents and volunteers.

7. SUCCESSORS AND ASSIGNS.

7.1. The Village and Contractor each bind themselves and their partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party in respect to all covenants of this Agreement. Except as above, neither the Village nor Contractor shall assign, sublet or transfer its interest in this Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body that may not be a party hereto, nor shall it be construed as giving any right or benefits hereunder to anyone other than the Village and Contractor.

8. FORCE MAJEURE.

8.1. Neither the Contractor nor the Village shall be responsible for any delay caused by any contingency beyond their control, including, but not limited to: acts of nature, war or insurrection, strikes or lockouts, walkouts, fires, natural calamities, riots or demands or requirements of governmental agencies.

9. AMENDMENTS AND MODIFICATIONS.

9.1. This Agreement may be modified or amended from time to time provided, however, that no such amendment or modification shall be effective unless reduced to writing and duly authorized and signed by the authorized representative of the Village and the authorized representative of Contractor.

10. STANDARD OF CARE.

10.1. Contractor is responsible for the quality, technical accuracy, timely completion, and coordination of all Services furnished or required under this Agreement, and shall endeavor to perform such Services with the same skill and judgment which can be reasonably expected from similarly situated professionals.

10.2. Contractor shall promptly make revisions or corrections regarding its Services resulting from its errors, omissions, or negligent acts without additional compensation. The Village's acceptance of any of Contractor's Services shall not relieve Contractor of its responsibility to subsequently correct any such errors or omissions, provided the Village notifies Contractor thereof within one (1) year of completion of Contractor's Services.

10.3. Contractor shall respond to the Village's notice of any errors and/or omissions within seven (7) days of written confirmation by Contractor of the Village's notice. Such confirmation may be in the form of a facsimile confirmation receipt by the Village, or by actual hand delivery of written notice by the Village to Contractor.

10.4. Contractor shall comply with all federal, state, and local statutes, regulations, rules, ordinances, judicial decisions, and administrative rulings applicable to its performance under this Agreement.

10.5. Contractor shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, and other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including, but not limited to, the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, or unfavorable discharge from military service or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*, and the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq.* The Contractor shall also comply with all conditions of any federal, state, or local grant received by the Village or Contractor with respect to this Agreement.

10.6. Contractor shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have

arisen, out of or in connection with Contractor's, or its subcontractors', performance of, or failure to perform, the Services required pursuant to this Agreement or any part thereof.

11. DOCUMENTS AND BOOKS AND RECORDS.

11.1. Reports, examinations, information, observations, calculations, notes and any other reports, documents, data or information, in any form, prepared, collected, or received by the Contractor in connection with any or all of the Services to be provided pursuant to this Agreement ("Documents") shall be and remain the property of the Village upon completion of the Services and payment to Contractor all amounts then due under this Agreement. At the Village's request, or upon termination of this Agreement, the Documents shall be delivered promptly to the Village. Contractor shall have the right to retain copies of the Documents for its files. Contractor shall maintain files of all Documents unless the Village shall consent in writing to the destruction of the Documents, as required herein.

11.2. Contractor's Documents and records pursuant to this Agreement shall be maintained and made available during performance of the Services under this Agreement and for three (3) years after completion of any Services. Contractor shall give notice to the Village of any Documents to be disposed of or destroyed and the intended date after said period, which shall be at least ninety (90) days after the effective date of such notice of disposal or destruction. The Village shall have ninety (90) days after receipt of any such notice to give notice to Contractor not to dispose of or destroy said Documents and to require Contractor to deliver same to the Village, at the Village's expense. Contractor and any subcontractors shall maintain for a minimum of three (3) years after the completion of this Agreement, or for three (3) years after the termination of this Agreement, whichever comes later, adequate books, records and supporting documents to verify the amounts, recipients and uses of all disbursements of funds passing in conjunction with the Agreement. All books, records and supporting documents related to this Agreement shall be available for review and audit by the Village and the federal funding entity, if applicable, and Contractor agrees to cooperate fully with any audit conducted by the Village and to provide full access to all materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the Village for recovery of any funds paid by the Village under this Agreement for which adequate books, records and supporting documentation are not available to support their purported disbursement. Contractor shall make the Documents available for the Village's review, inspection and audit during the entire term of this Agreement and three (3) years after completion of the Services as set forth herein and shall fully cooperate in responding to any information request pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.* by providing any and all responsive documents to the Village.

11.3. Contractor shall furnish all records related to this Agreement and any documentation related to the Village required under an Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*) ("FOIA") request within five (5) business days after the Village issues notice of such request to Contractor. Contractor shall not apply any costs or charge any fees to the

Village regarding the procurement of records required pursuant to a FOIA request. Contractor agrees to defend, indemnify, and hold harmless the Village, and its officers, officials, employees, agents, and volunteers, and agrees to pay all reasonable costs connected therewith (including, but not limited to reasonable attorney's and witness fees, filing fees, and any other expenses) for the Village to defend any and all causes, actions, causes of action, disputes, prosecutions, or conflicts arising from the Contractor's actual or alleged violation of the FOIA, or the Contractor's failure to furnish all documentation related to a request within five (5) days after the Village issues notice of a request. Furthermore, should the Contractor request that the Village utilize a lawful exemption under FOIA in relation to any FOIA request thereby denying that request, Contractor shall pay all costs connected therewith (such as reasonable attorney's and witness fees, filing fees, and any other expenses) to defend the denial of the request. The defense shall include, but not be limited to, challenged or appealed denials of FOIA requests to either the Illinois Attorney General or a court of competent jurisdiction. Contractor shall defend, indemnify, and hold harmless the Village, and its officers, officials, employees, agents, and volunteers, and shall pay all costs connected therewith (such as reasonable attorney's and witness fees, filing fees and any other expenses) to defend any denial of a FOIA request by the Contractor's request to utilize a lawful exemption to the Village.

12. SAVINGS CLAUSE.

12.1. If any provision of this Agreement, or the application of such provision, shall be rendered or declared invalid by a court of competent jurisdiction, or by reason of its requiring any steps, actions or results, the remaining parts or portions of this Agreement shall remain in full force and effect.

13. NON-WAIVER OF RIGHTS.

13.1. No failure of either party to exercise any power given to it hereunder or to insist upon strict compliance by the other party with its obligations hereunder, and no custom or practice of the parties at variance with the terms hereof, nor any payment under this agreement shall constitute a waiver of either party's right to demand exact compliance with the terms hereof.

13.2. This Agreement shall not prohibit Contractor from providing services to any other public or private entity or person. In the event that Contractor provides Services to a public or private entity or person, the Village, at its sole discretion, may determine that such Services conflict with a service to be provided to the Village by Contractor, and the Village may select another Contractor to provide such Services as the Village deems appropriate.

14. THE VILLAGE'S REMEDIES.

14.1. If it should appear at any time prior to payment for Services provided pursuant to this Agreement that Contractor has failed or refused to prosecute, or has delayed in the prosecution of, the Services to be provided pursuant to this Agreement with diligence at a rate

that assures completion of the Services in full compliance with the requirements of this Agreement, or has attempted to assign this Agreement or Contractor's rights under this Agreement, either in whole or in part, or has falsely made any representation or warranty, or has otherwise failed, refused, or delayed to perform or satisfy any other requirement of this Agreement or has failed to pay its debts as they come due ("Event of Default"), and has failed to cure, or has reasonably commenced to cure any such Event of Default within fifteen business days after Contractor's receipt of written notice of such Event of Default, then the Village shall have the right, at its election and without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

14.1.1. The Village may require Contractor, within such reasonable time as may be fixed by the Village, to complete or correct all or any part of the Services that are defective, damaged, flawed, unsuitable, nonconforming, or incomplete and to take any or all other action necessary to bring Contractor and the Services into compliance with this Agreement;

14.1.2. The Village may accept the defective, damaged, flawed, unsuitable, nonconforming, incomplete, or dilatory Services or part thereof and make an equitable reduction;

14.1.3. The Village may terminate this Agreement without liability for further payment of amounts due or to become due under this Agreement except for amounts due for Services properly performed prior to termination;

14.1.4. The Village may withhold any payment from Contractor, whether or not previously approved, or may recover from Contractor any and all costs, including attorneys' fees and administrative expenses, incurred by the Village as the result of any Event of Default or as a result of actions taken by the Village in response to any Event of Default; or

14.1.5. The Village may recover any damages suffered by the Village as a result of Contractor's Event of Default.

14.2. In addition to the above, if Contractor fails to complete any required Services pursuant to this Agreement, the Village shall be entitled to liquidated damages in the amount of five hundred dollars (\$500.00) per day for each day the Services remains uncompleted. This amount is not a penalty, and the parties agree to said amount given the difficulties associated with determining or calculating damages to the Village in the event the required Services are not completed on time.

15. NO COLLUSION.

15.1. Contractor hereby represents and certifies that Contractor is not barred from contracting with a unit of state or local government as a result of: (1) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless Contractor is contesting, in accordance with the procedures established by the appropriate revenue Act, its

liability for the tax or the amount of the tax, as set forth in 65 ILCS 5/11-42.1-1; or (2) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 *et seq.* Contractor hereby represents that the only persons, firms, or corporations interested in this Agreement are those disclosed to the Village prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it shall be found that Contractor has in procuring this Agreement, colluded with any other person, firm, or corporation, then Contractor shall be liable to the Village for all loss or damage that the Village may suffer thereby, and this Agreement shall, at the Village's option, be null and void and subject to termination by the Village.

16. ENTIRE AGREEMENT.

16.1. This Agreement sets forth all the covenants, conditions and promises between the parties, and it supersedes all prior negotiations, statements or agreements, either written or oral, with regard to its subject matter. There are no covenants, promises, agreements, conditions or understandings between the parties, either oral or written, other than those contained in this Agreement.

17. GOVERNING LAW AND VENUE.

17.1. This Agreement shall be governed by the laws of the State of Illinois both as to interpretation and performance.

17.2. Venue for any action pursuant to this Agreement shall be in the Circuit Court of Cook County, Illinois.

18. NOTICE.

18.1. Any notice required to be given by this Agreement shall be deemed sufficient if made in writing and sent by certified mail, return receipt requested, by personal service, email or facsimile transmission to the persons and addresses indicated below or to such other addresses as either party hereto shall notify the other party of in writing pursuant to the provisions of this subsection:

If to the Village:

Village Manager
Village of Oak Park
123 Madison Street
Oak Park, Illinois 60302
Fax: (708) 383-5101
Email: villagemanager@oak-park.us

If to the Contractor:

Fax: _____
Email: _____

18.2. Mailing of such notice as and when above provided shall be equivalent to personal notice and shall be deemed to have been given at the time of mailing.

18.3. Notice by email or facsimile transmission shall be effective as of date and time of facsimile transmission, provided that the notice transmitted shall be sent on business days during business hours (9:00 a.m. to 5:00 p.m. Chicago time). In the event email or facsimile notice is transmitted during non-business hours, the effective date and time of notice is the first hour of the first business day after transmission.

19. BINDING AUTHORITY.

19.1. The individuals executing this Agreement on behalf of the Contractor and the Village represent that they have the legal power, right, and actual authority to bind their respective parties to the terms and conditions of this Agreement.

20. HEADINGS AND TITLES.

20.1. The headings and titles of any provisions of this Agreement are for convenience or reference only and are not to be considered in construing this Agreement.

21. COUNTERPARTS.

21.1. This Agreement shall be executed in counterparts, each of which shall be considered an original and together shall be one and the same Agreement.

21.2. A facsimile or pdf/email copy of this Agreement and any signatures thereon will be considered for all purposes as an original.

22. EFFECTIVE DATE.

22.1. As used in this Agreement, the Effective Date of this Agreement shall be the date that the Village Manager for the Village of Oak Park executes this Agreement as set forth below.

23. AUTHORIZATIONS.

23.1. The Contractor's authorized representatives who have executed this Agreement warrant that they have been lawfully authorized by the Contractor's board of directors or its by-laws to execute this Agreement on its behalf. The Village Manager and Village Clerk warrant that they have been lawfully authorized to execute this Agreement. The Contractor and the Village shall deliver upon request to each other copies of all articles of incorporation, bylaws, resolutions, ordinances or other documents which evidence their legal authority to execute this Agreement on behalf of their respective parties.

24. EQUAL OPPORTUNITY EMPLOYER.

24.1. The Contractor is an equal opportunity employer and the requirements of 44 Ill. Adm. Code 750 APPENDIX A and Chapter 13 (“Human Rights”) of the Oak Park Village Code are incorporated herein as though fully set forth. The Contractor shall not discriminate against any employee or applicant for employment because of race, sex, gender identity, gender expression, color, religion, ancestry, national origin, veteran status, sexual orientation, age, marital status, familial status, source of income, disability, housing status, military discharge status, or order of protection status or physical or mental disabilities that do not impair ability to work, and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization. The Contractor shall comply with all requirements of Chapter 13 (“Human Rights”) of the Oak Park Village Code.

In the event of the Contractor’s noncompliance with any provision of Chapter 13 (“Human Rights”) of the Oak Park Village Code, the Illinois Human Rights Act or any other applicable law, the Contractor may be declared non-responsible and therefore ineligible for future Agreements or subcontracts with the Village, and the Agreement may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

In all solicitations or advertisements for employees placed by it on its behalf, the Contractor shall state that all applicants will be afforded equal opportunity without discrimination because of race, sex, gender identity, gender expression, color, religion, ancestry, national origin, veteran status, sexual orientation, age, marital status, familial status, source of income, disability, housing status, military discharge status, or order of protection status or physical or mental disabilities that do not impair ability to work.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK-
SIGNATURE PAGE FOLLOWS]**

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representatives on the dates set forth below.

VILLAGE OF OAK PARK

CONTRACTOR

By: Cara Pavlicek
Its: Village Manager

By:
Its:

Date: _____, 2021

Date: _____, 2021

ATTEST

ATTEST

By: Christina Waters
Its: Village Clerk

By:
Its:

Date: _____, 2021

Date: _____, 2021



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/21/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Salvador Insurance Agency Inc. 3360 N Milwaukee Ave Chicago IL 60641	CONTACT NAME: Wil Salvador PHONE (A/C, No, Ext): 7737771922 E-MAIL ADDRESS: wil@salinsure.com	FAX (A/C, No): 7737772088
	INSURER(S) AFFORDING COVERAGE	
INSURED Carmona Strategic Solutions Inc. 3430 Harvey Ave Berwyn, IL, 60402	INSURER A: TWIN CITY FIRE INS CO CO	NAIC # 29459
	INSURER B: SENTINEL INS CO LTD	11000
	INSURER C: United States Liability Insurance Company	25895
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			83SBAAC8593	03/04/2021	03/04/2022	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			83SBAAC8593	03/04/2021	03/04/2022	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			83SBAAC8593	03/04/2021	03/04/2022	EACH OCCURRENCE	\$ 2,000,000
							AGGREGATE	\$ 2,000,000
								\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			83WECAC9H2W	03/04/2021	03/04/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
C	Professional Liability			SP1570354	03/04/2021	03/04/2022	Limits	\$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Additional Insured- Village of Oak Park

CERTIFICATE HOLDER **CANCELLATION**

Village of Oak Park 123 Madison St. Oak Park, IL 60302	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Henry Soliz</i>
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