This Request for Qualifications (RFQ) is for the purpose of establishing a contract with a single qualified firm/consultant to provide a fraud risk assessment for the Village of Tinley Park, IL.

GENERAL REQUIREMENTS: Proposers are to submit ten (10) packets, to be opened and evaluated in private. Submit one original plus nine complete copies of the proposals.

SUBMISSION LOCATION: Village of Tinley Park- Clerk’s Office
16250 South Oak Park Avenue
Tinley Park, IL 60477

SUBMISSION DATE: Friday, March 17, 2017 by 4:30 PM
Qualifications received after the time specified will not be opened.

CONTACT / QUESTIONS: Submit questions via email to: Village of Tinley Park, Brad Bettenhausen, at bbettenhausen@tinleypark.org or via fax at (708) 444-5099. Questions are required no less than three (3) business days prior to the qualifications opening date. Phone: (708) 444-5000. Absolutely no informal communication shall occur regarding this RFQ, including requests for information, or speculation between Offeror’s or any of their individual members and any Village elected official or employee. All questions will be answered with a copy of the question and answer to each proposer.

CONTENTS: The following sections, including this cover sheet, shall be considered integral parts of this solicitation:
- Notice of RFQ
- General Terms and Conditions
- Project Overview
- Submission Requirements
- References
GENERAL TERMS AND CONDITIONS

1. **Negotiations:**
The Village of Tinley Park reserves the right to negotiate specifications, terms and conditions, which may be necessary or appropriate to the accomplishment of the purpose of this RFQ.

2. **Confidentiality:**
RFQ’s are subject to the Illinois Freedom of Information Act.

3. **Reserved Rights:**
The Village of Tinley Park reserves the right at any time and for any reason to cancel this RFQ or any portion thereof, to reject any or all RFQ’s. The Village reserves the right to waive any immaterial defect in any RFQ. The Village may seek clarification from a proposer at any time, after the submission date, and failure to respond promptly is cause for rejection. The Village reserves the right to negotiate with the highest ranked responsive responsible proposer. However, should the Village not be able to negotiate a fair and reasonable price with the highest ranked responsive, responsible proposer, it reserves the right to proceed to negotiations with the next highest ranked responsive, responsible proposer.

4. **Incurred Costs:**
The Village of Tinley Park will not be liable for any costs incurred by respondents in replying to this RFQ.

5. **Award:**
Award will be based on the highest ranked responsive, responsible proposer based upon the evaluation criteria established by the Village of Tinley Park, in its sole discretion. Award will be based on the evaluation criteria set forth herein.

6. **Discussion of RFQ:**
The Village of Tinley Park may conduct discussions with any proposer who submits an RFQ. During the course of such discussions, The Village shall not disclose any information derived from one RFQ to any other proposer.

7. **Contract Period:**
Time is of the essence. The consultant shall be able to devote sufficient resources to this project.

8. **Responsibility & Default:**
The Proposer shall be required to assume responsibility for all items listed in this RFQ. The successful proposer shall be considered the sole point of contact for purposes of this contract.

9. **Consultants:**
If consultants/sub consultants are to be used, your firm must list and identify the name and qualifications of the consultants/sub consultants, history of the consultant’s firm, list of previous work completed, references and similar projects.

10. **Payments:**
Payments shall be made in accordance with the Local Government Prompt Payment Act.

11. **Interpretations or Correction of Request for Qualifications:**
Proposers shall promptly notify the Village of any ambiguity, inconsistency or error that they may discover upon examination of the RFQ’s. Interpretation, correction and changes to the RFQ’s will be made by written addendum. Interpretation, corrections or changes made in any other manner will not be binding.

12. **Addenda:**
Addenda are written instruments issued by The Village prior to the date of receipt of qualifications, which modify or interpret the RFQ by addition, deletions, clarifications, or corrections. Each proposer shall ascertain prior to submitting a qualifications packet that all addenda issued have been received, and by submission of a qualification packet, such act shall be taken to mean that such proposer has received and understands fully the
13. **Taxes:**
The Village is exempt from paying certain Illinois State Taxes.

14. **Non-Discrimination:**
Proposer shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), which is incorporated herein by reference. Furthermore, the Vendor shall comply the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended and the Illinois Drug Free Workplace Act, Title 44, Chapter 10.

15. **Insurance: Please submit certificate with your proposal**
The Proposer must obtain, for the Contract term and any extension of it, insurance issued by a company or companies qualified to do business in the State of Illinois and provide The Village with evidence of insurance. Insurance in the following types and amounts is necessary:

- **Worker's Compensation Insurance** covering all liability of the Proposer arising under the Worker’s Compensation Act and Worker’s Occupational Disease Act at statutory limits.

- **General Liability:**
  - General Aggregate Limit $2,000,000
  - Each Occurrence Limit $1,000,000

- **Professional Liability** to include, but not be limited to, coverage for Errors and Omissions to respond to claims for loss therefrom.
  - General Aggregate Limit $2,000,000
  - Each Occurrence Limit $1,000,000

- **Comprehensive Automobile Liability, Bodily Injury, Property Damage:**
  - General Aggregate limit $1,000,000
  - Each Occurrence Limit $500,000

Proposer agrees that with respect to the above required insurance, The Village of Tinley Park, shall:

- Be named as additional insured by endorsement as their interest may appear;
- Be provided within thirty (30) days notice, in writing, of cancellation or material change;
- Be provided with Certificates of Insurance evidencing the above-required insurance, prior to commencement of this Contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least fifteen (15) days prior to the expiration of cancellation of any such policies.

16. **Change In Status:**
The Proposer shall notify The Village of Tinley Park immediately of any change in its status resulting from any of the following: (a) vendor is acquired by another party; (b) vendor becomes insolvent; (c) vendor, voluntary or by operation law, becomes subject to the provisions of any chapter of the Bankruptcy Act; (d) vendor ceases to conduct its operations in normal course of business. The Village of Tinley Park shall have the option to terminate its contract with the vendor immediately on written notice based on any such change in status.
17. **Precedence:**
Where there appears to be variances or conflicts, the following order of precedence shall prevail: The Owner and Consultant Agreement; The Village of Tinley Park Request for Qualifications; and the Proposer’s Response to Proposal.

18. **Submittal and Evaluation Factors:**
The contract will be awarded to the responsible, responsive proposer, or any other proposer determined by the Village of Tinley Park to be in the best interest of The Village, who meets or exceeds the criteria, provisions sought by The Village. The Village reserves the right to reject any or all qualifications or to waive any details in the qualifications received whenever such rejection or waiver is in the best interests of The Village. The Village also reserves the right to reject the RFQ of a proposer who has previously failed to satisfactorily perform, has not completed contracts on time, or whom, upon investigation shows, is not in a position to perform the contract.

In determining responsibility, the following qualifications will be considered by the Village. The relative important of each evaluation criteria is shown in parenthesis to the right of each selection criteria:

A. The competence and reputation of the firm (20%);
B. The firm’s background and experience providing similar tasks for other comparable entities (10%);
C. Quality and time availability of key project team members (10%);
D. Specific familiarity with municipal government risk assessments (20%);
E. Qualifications and experience of key personnel/employees who will be assigned to work with the Village (20%); and
F. The ability, capacity and skill of the proposer to perform the contract or provide the service required (20%).

Proposers are instructed to submit their qualifications (A-F above) and the Company References, Project Manager References, and Staff Qualifications in a bound format.

As part of its evaluation process the Village may seek additional information from firms found to have resources and methodologies best suited to this project.

**PROJECT OVERVIEW**

1. **Intent:**
This Request for Qualifications (RFQ) is for the purpose of establishing a contract with a single qualified firm/consultant to provide a fraud risk assessment for the Village of Tinley Park, IL.

2. **Background:**
The Village of Tinley Park was incorporated in 1892. It is governed by an elected board consisting of the Village President (Mayor), six Trustees, and a Village Clerk. The government provides a variety of municipal services to a community of approximately 57,000 people. Public Safety services include police, fire protection, fire prevention, emergency management services, and E911 dispatch. Ambulance services are provided under a contractual relationship with a private entity. Public Works services include street maintenance, stormwater management, and operations of commuter parking facilities and a water and sewer enterprise. Sewer treatment is provided by other governmental and private entities. Administrative services include building inspection, planning, economic development, finance, and general administration.

The Village has established a number of policies and procedures designed to provide for internal controls over its cash and other physical assets. The Village has previously identified areas where loss had occurred and has taken measures to improve the internal controls and procedures surrounding those areas.

3. **Project Scope of Services:**
The Village government would like to assess the effectiveness of the internal controls in place and identify areas of weakness or vulnerability to possible loss and recommendations for improvement. Work to be performed under this contract will include consultant services for establishing a contract with a single qualified firm/consultant to provide a
fraud risk assessment for the Village of Tinley Park. The Village will work with the selected vendor to determine a final scope of work. However, the Village would envision no less than the following:

a) Determination if adequate fraud prevention measures exist;
b) Identification of areas within the Village most vulnerable to fraud;
c) Identification of opportunities to reduce the cost of fraud; and
d) Recommendations of additional means/methods to reduce/eliminate fraud.

The consultant shall work closely with the Village during the full course of the program implementation. All work shall be done in accordance with local, state and federal regulations.

4. Preliminary Consultant Selection Schedule

<table>
<thead>
<tr>
<th>Task</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) RFQ Issuance</td>
<td>February 22, 2017</td>
</tr>
<tr>
<td>b) RFQ Due</td>
<td>March 17, 2017</td>
</tr>
<tr>
<td>c) Contract Award</td>
<td>April, 2017</td>
</tr>
</tbody>
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SUBMISSION REQUIREMENTS

Section 1.0 – Executive Summary
Provide a brief summary, which describes and highlights your firm’s experience, qualifications, and expertise and why your team would be the best choice for this project. Please state your firm’s business organization type (Sole Proprietor, Partnership, Corporation, etc)

Section 2.0 – Relevant Experience
Provide a detailed description and project profile sheets for similar projects containing services previously described. Emphasis should be placed on work completed within the last three (3) to five (5) years by the specific personnel being proposed to work on this project. Information regarding how previous projects have resulted in fraud reduction should also be provided.

Section 3.0 – Project Design and Management Team
Provide an organization chart graphically illustrating how your firm would staff and structure your proposed fraud risk assessment. Include delegation of responsibility and assignment of authority and interaction points with the Owner. List specific personnel (including consultants) proposed for the project team, including the project assignment and role or area of responsibility of each individual. Provide a resume for each proposed team member, specifically stating tenure with your firm, experience and qualifications of each individual.

Section 4.0 – Firm Differentiation
This section represents one of the most important sections for the selection of the short listed firms. Please respond to the individual questions carefully and succinctly.

Team Leadership
- Who on your team will provide consistent day-to-day leadership and management for the project?
- How much time is it anticipated they will spend on the project?
- What are your expectations for performance of this individual with regard to management of your design team?
- List and rank 10 key attributes or abilities this individual possess that the Owner is looking for.

Schedule
- What commitments and manpower are available from the firm to meet project schedules?
- What steps would the firm take in order to make up schedule time if that were required?

Budget
- How does your firm maximize and maintain quality fraud risk assessments while accounting for limited budget dollars available? Cite examples of specific things that you have done on other projects to meet this objective.

Quality Control
- List the steps and describe the quality control processes we can expect from the firm during each phase of the fraud risk assessment.

REFERENCES
Provide three (3) company references and three (3) references for the proposed project manager.