



# Board of Commissioners of Cook County

118 North Clark Street  
Chicago, IL

## Legislation Details

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<b>File #:</b>	20-1578	<b>Version:</b>	1	<b>Name:</b>	Mind Your Manners Limited d/b/a The William Everett Group, Chicago, Illinois
<b>Type:</b>	Contract Amendment	<b>Status:</b>			Approved
<b>File created:</b>	2/6/2020	<b>In control:</b>			Finance Committee
<b>On agenda:</b>	2/27/2020	<b>Final action:</b>			4/23/2020
<b>Title:</b>	PROPOSED CONTRACT AMENDMENT				

Department(s): Bureau of Economic Development

Vendor: Mind Your Manners Limited d/b/a The William Everett Group, Chicago, Illinois

Request: Authorization for the Chief Procurement Officer to increase contract

Good(s) or Service(s): Census 2020 Program Administration Services

Original Contract Period: 10/1/2019- 12/31/2020, one (1) one (1) year renewal option  
Proposed Amendment Type: Increase]

Proposed Contract Period: N/A

Total Current Contract Amount Authority: \$2,126,200.00

Original Approval (Board or Procurement): Board, 9/26/2019, \$1,991,200.00

Increase Requested: \$1,047,883.50

Previous Board Increase(s): N/A

Previous Chief Procurement Officer Increase(s): 11/29/2019, \$135,000.00

Previous Board Renewals: N/A

Previous Chief Procurement Officer Renewals: N/A

Previous Board Extension(s): N/A

Previous Chief Procurement Officer Extension(s): N/A

Potential Fiscal Impact: FY 2020 \$1,047,883.50

Accounts: 11000.1027.11947.521314; 11000.1490.11947.521314.00000.00000

Contract Number(s): 1823-17707

Concurrences:

The vendor has met the Minority-and Women-owned Business Enterprise Ordinance via direct participation.

The Chief Procurement Officer concurs.

Summary: The Cook County Board of Commissioner approved \$2 Million for FY20 Census efforts.

The Cook County Census Commission is expected to approve up to \$2 Million in census outreach grants which will exceed the \$1 Million amount that the Board authorized when the Census Outreach program was approved by the Board on 9/26/2019.

In the contract with The William Everett Group (TWEG) that was executed in October 2019, the Program Administrator was provided a budget of \$1 Million to allocate to agencies doing census outreach efforts, i.e., Local Government Complete Count Commissions (LGCCC's) and Local Complete Count Committees (LCCC's). As a result of the additional \$2 Million funding being allocated in FY20 for census efforts, there have been significantly more LGCCC's and LCCC's awarded funding than was originally anticipated in TWEG's contract. In order to effectively manage this level of grantees and oversee their census outreach programs and activities, more staffing is required by the Program Administrator. Therefore, the Bureau is requesting the approval of an additional \$125,000.00 for additional staffing for the management and oversight of the increased number of grantees.

In this amendment, it is requested that TWEG's contract be amended as follows:

\$922,883.50 for grant payments by TWEG to LGCCC's and LCCC's. These funds will be derived from the Bureau of Economic Development's FY20 Census budget that was approved by the Board. There will be no impact to the budget from this increase.

\$125,000.00 for program management and day-to-day support for LGCCC's and LCCC's. This additional funding was identified from additional resources in the County's corporate fund appropriation.

This contract was awarded through a competitive Request for Proposal (RFP) process in accordance with the Cook County Procurement Code. Mind Your Manners Limited d/b/a The William Everett Group was selected based on established evaluation criteria.

**Sponsors:**

**Indexes:** XOCHITL FLORES, Chief, Bureau of Economic Development

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
4/23/2020	1	Board of Commissioners	approve	Pass
2/27/2020	1	Board of Commissioners	refer	