



# Board of Commissioners of Cook County

118 North Clark Street  
Chicago, IL

## Legislation Text

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**File #:** 22-0707, **Version:** 1

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### **PROPOSED CONTRACT**

**Department(s):** County Clerk

**Vendor:** Institute of Compliance and Learning, Inc. (ICL), Chicago, Illinois

**Request:** Authorization for the Chief Procurement Officer to enter into and execute

**Good(s) or Service(s):** Financial and Operational Risk Assessment and Process Improvement Plans for Vital Records, Real Estate and Taxes, Recording Division and the Election/Ethics Divisions

**Contract Value:** \$288,000.00

**Contract period:** 5/1/2022 - 4/30/2023 with one (1), one-year renewal option

**Potential Fiscal Year Budget Impact:** FY 2022 \$216,000.00 FY 2023 \$72,000.00

**Accounts:** 11000-1110-35610-520840

**Contract Number(s):** 2205-12282

**Concurrences:**

The contract-specific goal set on this contract was zero.

The Chief Procurement Officer concurs.

**Summary:** The purpose of this contract is for the vendor to conduct an in-depth finance review and financial and operational risk assessments and process improvement plans for Vital Records, Real Estate and Tax Services, Recording Division and Election/Ethics Divisions. In addition, the vendor will perform and identify key policies and procedures for the Clerk's Office finance, accounting, and budget operations to ensure compliance with best practice. The vendor will implement a plan to support the "Assumption of Duties" of the finance operations, of the Recorder of Deeds, as a new division with the Clerk's Office.

This is a Sole Procurement pursuant to Section 34-139 of the Cook County Procurement Code.