

**Involvement of the Chicago Housing Authority's personnel**

McGladrey's internal audit methodology is based around frequent collaboration with our clients and using your input to guide the project approach and communications.

We plan to actively engage with and integrate the Chicago Housing Authority staff into our internal audit plan and approach. We suggest bi-weekly project status meetings during the course of the year so that we can identify and resolve issues quickly if they arise.

Kick-off or closing meetings will be held for each internal audit conducted, with frequent communication with the Chicago Housing Authority's process owners and our internal audit liaison throughout the process. We will also share and discuss all drafts of our reports with the applicable stakeholders prior to finalizing to be sure our facts are accurate and allow management to respond appropriately.

We will also reach out to key stakeholders throughout the organization on a periodic basis to understand the risks facing their area of responsibility and use the input to continuously evaluate the annual internal audit plan and risk profile. For complex areas, we will also seek the feedback from the individuals involved to gain their perspective of the unique risks involved.

## **G. Fee proposal form**

*Respondent must complete the Fee Proposal Form in its entirety and return with this RFP package. Fee Forms must separate prices for each option year and provide a cost breakdown. Rates must reflect the approach/work plan that is being evaluated under the Article IV-Scope of Services and must include any costs not covered on the Fee Proposal Form but that are a part of the total price submittal.*

Please see the completed fee proposal form attached in a separate file.

## H. Insurance

*Respondent must submit a current certificate of insurance in the form required by this RFP. At the time of contract award, the Selected Respondent shall be required to provide an updated certificate of insurance, and all required endorsements adding the CHA and any other required party as an additional insured at contract award that meets the CHA's minimum insurance requirements as set forth in Attachment B.*

All of our engagements with large governments require we provide certificates of insurance. The following pages contain copies of certificates of insurance detailing the coverage amounts as outlined in your request for proposal.

Our firm has historically maintained professional liability insurance and our current coverage meets the requirements of your request for proposal. The coverage is issued on a 'claims made' basis, which means that it extends only to claims filed during the existence of the policy.

Annually McGladrey negotiates for professional liability insurance coverage with a limited number of insurance companies that write policies for larger CPA firms. Each year available coverage amounts and insurance deductibles are affected by the claims experience of the entire accounting profession.

Refer to the following pages for current certificates of insurance.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
09/15/2015

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 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).

<b>PRODUCER</b> Marsh USA Inc. 2405 Grand Boulevard, #900 Kansas City, MO 64108 Attn: KansasCity CertRequest@marsh.com Fax: 212-948-0015	<b>CONTACT</b> NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS:	
	<b>FAX</b> (A/C, No):	
<b>INSURED</b> McGladrey LLP One South Wacker Drive, Suite 800 Chicago, IL 60606	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Sentry Insurance A Mutual Company	<b>NAIC #</b> 24988
	<b>INSURER B:</b> Sentry Casualty Company	28460
	<b>INSURER C:</b> N/A	N/A
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
<b>INSURER F:</b>		

## COVERAGES

CERTIFICATE NUMBER:

CHI-006427080-01

REVISION NUMBER: 2

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"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER			90-18524-04	11/30/2014	11/30/2015	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 OTHER \$
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			90-18524-05 (AOS) 90-18524-06 (MA)	11/30/2014 11/30/2014	11/30/2015 11/30/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ OTHER \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ OTHER \$
A	<input checked="" type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	90-18524-01 (AOS) 90-18524-02 (WI)	11/30/2014 11/30/2014	11/30/2015 11/30/2015	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E L EACH ACCIDENT \$ 1,000,000 E L DISEASE - EA EMPLOYEE \$ 1,000,000 E L DISEASE - POLICY LIMIT \$ 1,000,000

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

RE: EVENT NO 211 (2015)

Certificate Holder is named as Additional Insured (except Workers Compensation) if required to be so by written contract. Coverage shown is primary and non-contributory if required to be so by written contract. Waiver of Subrogation is granted if required to be so by written contract.

## CERTIFICATE HOLDER

Chicago Housing Authority  
60 E Van Buren  
Chicago, IL 60605

## CANCELLATION

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  
of Marsh USA Inc.

Keith A. Stiles

© 1988-2014 ACORD CORPORATION. All rights reserved.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
09/15/15

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 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).

<b>PRODUCER</b> Aon Risk Services Northeast, Inc. 199 Water Street, 9th Floor New York, N.Y. 10038	<b>CONTACT NAME:</b>	
	<b>PHONE</b> (A/C, No., Ext):	<b>FAX</b> (A/C, No.):
<b>INSURED</b> McGladrey LLP 331 West Third Street, Suite 200 Davenport, IA 52801	<b>E-MAIL ADDRESS:</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> North American Capacity Insurance Company	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
<b>INSURER F:</b>		
<b>NAIC #</b>		

## 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
	<b>COMMERCIAL GENERAL LIABILITY</b>						
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						EACH OCCURRENCE \$
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
							GENERAL AGGREGATE \$
							PRODUCTS - COMPIOP AGG \$
							\$
	<b>GEN'L AGGREGATE LIMIT APPLIES PER:</b>						
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						
	<input type="checkbox"/> OTHER						
	<b>AUTOMOBILE LIABILITY</b>						
	<input type="checkbox"/> ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	<b>UMBRELLA LIAB</b>	<input type="checkbox"/> OCCUR					EACH OCCURRENCE \$
	<b>EXCESS LIAB</b>	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						\$
	<b>WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY</b>						
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	If yes, describe under DESCRIPTION OF OPERATIONS below						E L EACH ACCIDENT \$
							E L DISEASE - EA EMPLOYEE \$
							E L DISEASE - POLICY LIMIT \$
A	Miscellaneous Professional Liability Insurance			ZZL0000117-02	04-Jan-15	01-Jul-16	Not less than US\$1,000,000 each claim and in the general aggregate, including costs and expenses

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

EVENT NO. 211 (2015)

## CERTIFICATE HOLDER

## CANCELLATION

Chicago Housing Authority  
60 E Van Buren  
Chicago IL 60605

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

*Aon Risk Services Northeast, Inc.*

© 1988-2014 ACORD CORPORATION. All rights reserved.

## **I. Joint venture agreement**

*Firms entering into a joint venture must submit a copy of its joint venture agreement and all required submittals must be signed by a principal of each joint venture partner including, but not limited to, subcontractors' information submittals, MBE/WBE/DBE and Section 3 Utilization Plans.*

This section is not applicable. Our approach will be to subcontract work to qualified firms.

## J. Liens, suits and judgments

*Respondent must provide its legal action details and include a detailed description of any disputes they currently are involved in, as well as, a complete list of any lawsuits, judgments occurring within the last five (5) years, and all current liens pending.*

McGladrey has had no regulatory sanctions levied against the firm related to McGladrey's government practice by any state or federal regulatory agencies, or as a result of any federal or state desk review or QCR, during the past five years.

Like all major accounting firms, McGladrey is currently involved in certain litigation or administrative findings, in the ordinary course of our business. We are prohibited in most cases from disclosing these, due to contractual or settlement agreements or ongoing action. McGladrey has not had any professional license discipline taken against the firm or any disciplinary action taken or pending with state regulatory bodies or professional organizations, during the past five years.

In summary, there are no actions related to McGladrey's government internal audit services. There are no matters that would prevent the firm from providing the requested auditing services to the Chicago Housing Authority.



## **K. Audit findings and other compliance reports and evaluations**

*Respondents shall submit to the CHAs Department of Procurement and Contracts any third party reports or evaluations of Respondents' compliance with any applicable laws, rules, regulations, policies procedures, contract provisions, or requirements with respect to Respondents' performance of services similar in nature to those being solicited by this RFP in the past five years, including, but no limited to, any and all final findings made by the Office of the Inspector General (OIG) or Internal Auditor including (including those conducted by CHA's Inspector General and/or CHA's Internal Auditor) with respect to Respondents' performance of services, compliance with terms of the contract, findings in an Administrative or Internal Investigations, or any findings of failure to cooperate in an OIG inquiry or with internal Auditors.*

As a professional accounting firm, McGladrey is subject to policies and requirements imposed by the American Institute of Certified Public Accountants, the state Boards of Accountancy (or equivalents) in each state in which we operate, the Securities Exchange Commission, the Public Company Accounting Oversight Board, the Internal Revenue Service, and numerous other organizations and independent bodies providing oversight and credentialing of specific services. We have extensive policies and procedures at the enterprise level and each line of business and service offering addressing such requirements.

There are no pending or actual matters pertaining to the aforementioned paragraph that could reasonably be expected to impact our ability to serve our clients generally, or to provide the services contemplated by this proposal, specifically. We are also not aware of any audit findings or other compliance reports and evaluations from the past five years that would impact our ability to provide the services contemplated by this proposal.

### **Peer Review Report**

McGladrey is subject to the triennial peer review requirements of the AICPA. The peer review focuses on the member firm's non-SEC audit practice. The firm of BKD, LLP performed the peer review of McGladrey's system of quality control for the accounting and auditing practice applicable to non-SEC issuers in effect for the year ended April 30, 2013.

BKD issued an unmodified opinion dated December 4, 2013 on our system of quality control.

A copy of our most recent peer review report is provided on the following page.



910 E. St. Louis Street, Suite 200 // P.O. Box 1190 // Springfield, MO 65801-1190  
417 865 8701 // fax 417 865 0682 // [bkd.com](http://bkd.com)

## System Review Report

To the Partners of  
McGladrey LLP  
and the National Peer Review Committee  
of the American Institute of Certified  
Public Accountants Peer Review Board

We have reviewed the system of quality control for the accounting and auditing practice of McGladrey LLP (the "firm") applicable to non-SEC issuers in effect for the year ended April 30, 2013. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*, audits of employee benefit plans, audits performed under FDICIA, and audits of carrying broker-dealers, and examinations of service organizations [Service Organizations Control (SOC) 1 and 2 engagements].

In our opinion, the system of quality control for the accounting and auditing practice of McGladrey LLP applicable to non-SEC issuers in effect for the year ended April 30, 2013, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. McGladrey LLP has received a peer review rating of *pass*.

**BKD, LLP**

December 4, 2013







**Peer Review Program**

Administered by the National Peer Review Committee

American Institute of CPAs  
220 Leigh Farm Road  
Durham, NC 27707-8110

December 19, 2013

Joseph Michael Adams, CPA  
McGladrey LLP  
1 S Wacker Dr Ste 800  
Chicago, IL 60606

Dear Mr. Adams:

It is my pleasure to notify you that on December 12, 2013 the National Peer Review Committee accepted the report on the most recent system peer review of your firm. The due date for your next review is October 31, 2016. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Sincerely,

Betty Jo Charles  
Chair, National Peer Review Committee  
nprc@aicpa.org 919 402-4502

cc: John Mark Edwardson; Andrew V. Lear

Firm Number: 10046712

Review Number 347652

Letter ID: 850189

## L. Financial information

*Respondent/Financially Responsible Party shall demonstrate its financial responsibility by submitting the most recent two years of audited, reviewed or compiled financial statements prepared by a third party licensed Certified Public Accountant (CPA).*

McGladrey LLP's total firm revenue (in \$000s) by line of business for the previous two fiscal years is provided below.

Line of Business	FY2015	FY2014
Assurance	\$642,795	\$594,824
Tax	603,039	535,417
Consulting	372,943	313,936*
Other	18,088	26,561*
Total	\$1,636,865	\$1,470,738

\* - FY2014 restated for comparability to current year presentation

As a limited liability partnership, McGladrey LLP has no requirement to prepare financial statements for external release. However, to affirm that McGladrey has significant size and financial strength to serve the Chicago Housing Authority, attached below is a copy of our CFO certificate attesting to the financial condition of the firm.

**Chicago Housing Authority – Internal Audit Services,  
306218155, September 25, 2015**



McGladrey LLP

801 Nicollet Mall  
Suite 1100 - West Tower  
Minneapolis, MN 55402-2528  
O 612.332.4300 F 612.455.9900  
www.mcgladrey.com

May 6, 2015

**PRIVATE & CONFIDENTIAL**

McGladrey LLP is a private limited liability partnership. As such, we have no audit requirement nor do we have a requirement to prepare financial statements for external release. However, to demonstrate the financial strength of the organization, I can state that as of April 30, 2015, McGladrey had working capital in excess of \$200,000,000 and net assets in excess of \$655,000,000 and revenues for the fiscal year ending April 30, 2015 in excess of \$1,630,000,000.

  
\_\_\_\_\_  
Douglas Oppheim  
Chief Financial Officer

Date: 2/6/15



## M. Debarment statement

*Respondent shall submit a statement that the Respondent, its joint venture partner, if applicable, its subcontractors, vendors and staff are not debarred, suspended or otherwise prohibited from conducting business with any Federal, State or local agency.*

McGladrey and our subcontractors, vendors and staff are not debarred, suspended or otherwise prohibited from conducting business with any Federal, State or local agency.

## N. Section 3 compliance efforts

*Respondent shall develop and submit a Section 3 Utilization Plan to include the possibility of long term employment and/or a career path that may include, e.g., employment opportunities on other projects with the Respondent, union sponsorship, mentor-protégé scenario, or internship, etc. This approach is requested in an effort to maximize the economic opportunities available to CHA's Section 3 residents, and increase the potential for a career track.*

McGladrey supports the meaningful inclusion of disadvantaged businesses as an imperative on every engagement. McGladrey staff serve as a mentor in the US Small Business Administration's (SBA) Mentor-Protégé program, provides its small business partners with advice, counsel and business support throughout the engagement process.

McGladrey hires primarily college graduates who are CPA candidates. We do not discriminate based on age, race, national origin or ethnicity. However, eligible candidates must possess a CPA certificate to advance beyond senior accountant within the firm. As such, we will not qualify for Tier 1 Hiring.

We are not aware of any CPA organizations that qualify for Tier II Contracting. Therefore, our approach to Section 3 Compliance is to participate in Tier III and contribute to a Section 3 compliance fund that will provide economic opportunities to Section 3 residents.

Refer to our Schedule B – Section 3 Utilization Plan in our Attachments.

## O. Electronic file transfer

*Respondent must demonstrate that an electronic means (E-room solution or SharePoint site) is available to the CHA to transfer documents to and from personnel so that file transfers can be documented and referenced for future review. (The Respondent and the CHA will share administrative rights to this site so that Change Management will be accomplished smoothly. The CHA will govern its personnel's access to this site.)*

To facilitate secure and effective communication and simplify the work-flow process, we will deploy our proprietary McGladrey Collaborate tool—a secure, internet-based platform designed to optimize engagement management and accountability. The Chicago Housing Authority project stakeholders can leverage McGladrey Collaborate to stay in touch with your engagement team from any location.

Joint use of this portal by the Chicago Housing Authority, McGladrey, our sub-contractors, and your external auditor (upon your request) used on the engagement will support efficient exchange of files while reducing risk of unauthorized access to information. Additional features of the McGladrey collaborate tool include:

- Engagement calendars to track milestones
- Functionality to assign tasks and due dates and track related progress
- Protocols to manage document iterations, assisting with version control
- Array of safeguards to enable secure transfer of files, centralization of data, and protection of confidential and sensitive information
- Ability to control information access with respect to distinct tasks
- Capability to issue updates, alerts and notifications of pending deadlines



## P. Submittal requirement checklist

*The following documents, properly executed and notarized shall be submitted with Respondent's proposal.*

The following documents, properly executed and notarized (when applicable), are included as attachments:

Submittal requirement	Included?
Statement of bidder's qualifications	Yes
Subcontractor information submittal form	Yes
Contractor's affidavit	Yes
Schedule A – M/W/DBE utilization plan	Yes
Schedule B – Section 3 utilization plan	Yes
Schedule C – M/W/DBE forms	Yes
Waiver request – M/W/DBE participation commitments, if a waiver is being requested	Not applicable
HUD Form 5369-C certifications and representations of offerors – non-construction contracts	Yes
Equal employment opportunity compliance certificate	Yes

## Appendix A – Engagement team biographies



### Dan Levenson

Partner, Risk Advisory Services  
McGladrey LLP  
Schaumburg, Illinois  
dan.levenson@mcgladrey.com  
847.413.4701



### Summary of Experience

Dan is a partner with over 25 years of experience in internal auditing, business process consulting, service organization control (SOC) reporting, public accounting and systems auditing in the real estate industry. Dan leads our Great Lakes Internal Audit and Controls practice. Prior to McGladrey, Dan spent 14 years with a "Big 4" firm providing various internal audit and internal control related services. He has a strong background in establishing internal audit functions, Sarbanes-Oxley compliance, operational and process auditing, internal control consulting, risk assessment and information systems.

Dan's relative experience includes:

Leads McGladrey's delivery of Internal Audit Services to clients in the Great Lakes region

Performed Internal Audit and Sarbanes-Oxley attest work and readiness work on behalf of SEC clients including numerous REITS.

Representative real estate clients served include Amli Residential, Ashley Capital, Brookfield Properties, CarrAmerica, CenterPoint Properties, Chicago Loop Parking, Equity Office Properties, General Growth Properties, Grubb & Ellis, Heitman, Inland Real Estate Group, Jones Lang LaSalle, Kimball Hill Homes, Kite Realty Group, Lend Lease, Miller Capital, North American Real Estate Fund, The RREEF Funds, SP Plus (Standard Parking), Strategic Hotel, TIAA-CREF, Trizec Properties, Waterton Associates and Westfield Properties.

Establishes and manages internal audit functions for clients; including developing and completing the audit plan, reporting audit results, and recommending internal control structure improvements

Leads teams completing information technology audits, including general computer controls, application controls and effectively completing integrated financial audits

Leader in internal audit risk assessment and evaluation projects to identify areas in which to expend audit resources most effectively and efficiently

Involved with over 200 SOC reports

Leader in business process reviews which focus on all aspects of the control structure including systems, operational, financial and compliance concerns from both an efficiency and effectiveness viewpoint. Benchmarking of internal control effectiveness.

Leader in performing quality assurance reviews of internal audit departments to improve efficiency and effectiveness and to determine adherence to standards established by the Institute of Internal Auditors. Six years of experience with Household International (now part of HSBC) relating to their bank, credit card, consumer finance and commercial lending operations. Specifically performed end-to-end operational audits relating to Household Mortgage Services, their mortgage servicing operations. Served as Manager of Financial and Regulatory for their private label credit card business.

### **Professional Affiliations and Certifications**

- Certified Public Accountant (CPA) and Certified Information Systems Auditor (CISA)
- Served as Board Member, Vice President of Education and Vice President of Operations for the Chicago Chapter of the Institute of Internal Auditors as well as on the Institute of Internal Auditors IIA International Membership Committee

### **Education**

- DePaul University, Chicago, Illinois, Masters of Business Administration, Finance
- University of Iowa, Iowa City, Iowa, Bachelor of Business Administration, Accounting





**Patrick J. Hagan**

Partner

State and Local Government National Industry Leader

McGladrey LLP

Chicago, IL

patrick.hagan@mcgladrey.com

312.634.3981



**Summary of Experience**

Pat Hagan is McGladrey's state and local government practice leader. He is responsible for client relationships, service delivery and large account support. His team provides Technology, Financial Advisory and Risk consulting service, as well as financial, performance and Single Audits, to states, cities, counties, higher education entities and special purpose authorities. He has special expertise with state agencies, compliance and control, federal programs and municipal finance.

Pat's consulting projects include:

- Select client projects for which Pat has served as Project Partner or Workstream Leader include:
- **State of Florida, Department of Children and Families** – Project Management Office (PMO) member and Risk workstream leader for an integrated eligibility implementation (ACCESS) project, implemented by a Tier I Systems Integrator, and funded by federal matching dollars.
- **State of Ohio, Department of Developmental Disabilities** – Advisory industry partner on implementation of Microsoft CRM case management solution for developmental disabilities program. The elmanage project was awarded Public Sector Project of the Year for 2013, by Microsoft.
- **State of Illinois, Governor's Office** – led Risk Consulting workstream for Shared Services project, which redesigned state-wide business processes and internal controls, to facilitate ERP technology implementation. Created service centers for payroll and accounts payable processing.
- **State of Wisconsin, Governor's Office** – led a workstream for "Accountability, Consolidation & Efficiency" initiative, assessed cost savings and FTE reductions at 42 agencies, and produced budgetary savings of \$511 million, through 35 strategies, such as real estate disposition, IT server consolidation and procurement sourcing.
- **State of Minnesota, Governor's Office** – supported bargaining unit negotiations, with 13 labor unions and 9,000 members, on benefits and work rules, after budget impasse, including use of furlough, vacation and comp time.
- **Santa Clara Valley Transportation Authority (CA)** – serving as the Auditor General. Developed initial risk assessment for light rail and bus operations, and ranked capital planning, transit operations and performance, contractual and grant compliance, municipal finance and technology risks. Presented results in public meetings.
- **District of Columbia Water and Sewer Authority** - serving as the outsourced Internal Auditor. Developed risk assessment for plant and other operations. Ranked risks such as aging infrastructure, capital planning, procurement operations, federal permit compliance, rate setting and IT projects.



- **California Teachers Retirement System (CalSTRS) Pension Retirement System** - Improved pension plan accounting procedures, redesigned financial and demographic information flow and assessed technology needs.
- **State of Illinois, Budget Office** – advised a Blue Ribbon Commission on Pension Benefits, modeled financial impact on five state plans for changes in pension age and service requirements, and employee contributions.
- **State of Wisconsin, Board of Elections** – led Project Management Oversight (PMO) activities for \$300 million Help America Vote Act (HAVA) technology system implementation by a national systems integrator. Established project monitoring and issues log and assessed contractual compliance and vendor change orders.
- **State of Illinois, Dept. of Healthcare and Family Services** – provided accounting advisory services related to reporting requirements under GASB 33 for a Health Assessment Tax, levied on local health care providers, under federal CMS Medicaid program guidelines.
- **State of Illinois, Office of Internal Audit** – led first state-wide risk assessment, prioritized risks across 52 departments, utilizing internal control software, and assessed culture and organizational ability to change.
- **State of Illinois, Department of Transportation** – issued close out audits for 425 Preliminary Engineering and Construction Engineering projects. Tested labor costs, provisional indirect overhead rates, subcontractor costs, and profits, for 65 construction, architectural and engineering firms.
- **City of Chicago, Budget Office** – performed an organizational redesign and led departmental consolidation effort. Developed organizational structure, operating budget and roll-out plan. Assessed overlapping functions and positions. Resulted in annualized \$43 million savings.
- **O'Hare International Airport** – reviewed \$4.2 billion capital program, and assessed construction management effectiveness, airport owner's representative contract compliance, and key areas of cost, schedule, and safety.

Recent audit clients served include: Archdiocese of Chicago (Catholic Charities); Chicago Public Schools, Chicago Transit Authority, City Colleges of Chicago, City of Chicago and airports, Cook County and Health Systems, Illinois Municipal Retirement Fund, Government Finance Officers Association, Illinois Sports Facilities Authority, METRA Commuter Railroad Corp, Metropolitan Pier and Exposition Authority, Regional Transportation Authority, Public Building Commission of Chicago, and Washington Metropolitan Transportation Authority (WMATA)

#### **Professional Affiliations and Credentials**

- Association of Government Accountants, Professional Development Award winner
- City Club of Chicago (public policy group)
- Chicago Sister Cities International Program, Galway Committee
- Civic Federation
- Illinois Governor Quinn's "Taxpayer Action Board", Human Services Subcommittee Leader
- Chicago Mayor Daley's "Committee for Better Government", Advisory Consultant
- Cook County Board President Preckwinkle's Transition Team, Budget Committee Member
- American Institute of Certified Public Accountants

#### **Education**

- Bachelor of Business Administration, accountancy, University of Notre Dame



**Brent Olson**

Director, Risk Advisory Services  
McGladrey LLP  
Chicago, Illinois  
brent.olson@mcgladrey.com  
312.634.5331



**Summary of Experience**

Brent Olson specializes in providing internal audit, Sarbanes-Oxley (SOX) and contract compliance services to middle market and Fortune 500 clients from many industries, including manufacturing, industrial products, consumer products, technology, energy, oil and gas, and public sector. Brent has overseen numerous international and cross-functional teams. Brent is also a leader in our risk advisory services practice for assisting clients with implementing the 2013 Committee of Sponsoring Organizations of the Treadway Commission (COSO) Framework, including the development of firm's methodology, tools and templates, and training material.

Prior to joining McGladrey LLP, Brent spent several years working with Big Four and national consulting firms, overseeing internal audit, SOX and compliance engagements. Brent's representative experience includes:

- Internal audit - Brent manages and performs internal audit outsourcing, co-sourcing and project engagements focusing on the entire internal audit cycle, including enterprise risk assessment, audit plan development and execution, process improvement recommendations, quality assurance and reporting to senior leadership and audit committees. Brent has also assisted organizations with establishing or re-organizing an internal audit function and in performing quality assessment reviews.
- SOX - Brent manages and performs SOX engagements, including initial and ongoing compliance and controls optimization with a focus on planning, documentation and testing assistance. Brent has also assisted numerous companies with implementing the 2013 COSO framework.
- Contract compliance - Brent manages and performs contract compliance engagements focusing on procurement, suppliers, third parties and construction projects. Past engagements have resulted in significant cost recoveries and process improvement recommendations.

**Professional Affiliations and Certifications**

- Certified Public Accountant
- Certified Internal Auditor
- Certification in Control Self-Assessment
- Certified Government Audit Professional
- The Institute of Internal Auditors (IIA), Chicago Chapter
- Association of Certified Fraud Examiners
- American Institute of Certified Public Accountants (AICPA)

**Education**

- Bachelor of Science, business administration and accounting, Northern Michigan University





**Scott Shinnars**

Director, Risk Advisory Services  
McGladrey LLP  
Schaumburg, Illinois  
Scott.shinnars@mcgladrey.com  
847.413.6418



**Summary of Experience**

Scott Shinnars is a director with the risk advisory services group and he is the regional leader for the information technology audit solution set. Scott has over 24 years of professional experience specializing in internal and external audits focused on information technology, business processes, operations, and accounting internal controls; internal audit risk assessment; application systems; SAP and other ERP systems; and information technology controls. He also has experience providing leadership in the areas of continuous audit, data analytics, information technology security, risk management, and corporate governance.

Prior to joining McGladrey, LLP, Scott worked for a major consumer packaged goods food manufacturer, where he was a Finance Director in Internal Audit and most recently the Finance Director of Global Marketing. Before that, he was a senior manager for a Big Four accounting firm specializing in enterprise risk services including external audit, internal audit, SOX advisory, and information technology controls. Scott has led teams across a wide variety of industries and for organizations of various sizes and served as the primary account executive for three large internal audit clients and two large public SEC manufacturing clients, running SOX, financial, operational, and IT audits.

**Professional Affiliations and Credentials**

- American Institute of Certified Public Accountants
- Institute of Internal Auditors
- ISACA
- Certified public accountant
- Certified internal auditor
- Certified information systems auditor

**Education**

- Master of Business Administration, finance, Kellogg Graduate School of Management, Northwestern University
- Master of Accounting, The University of Iowa, Iowa City



## **Dave Haronik**

Manager, Risk Advisory Services  
McGladrey LLP  
Schaumburg, Illinois  
dave.haronik@mcgladrey.com  
847.413.6926



## **Summary of Experience**

Dave Haronik has over sixteen years of experience providing financial, operational, and compliance audit and consultation services to organizations of varying size, industry and global reach. Dave has played a lead role on large, multi-national internal audit and Sarbanes-Oxley ("SOX") engagements with extensive project management responsibilities. He is skilled in evaluating client risks as well as recommending internal control rationalization and efficiencies. Prior to joining McGladrey LLP, Dave spent over four years working in the Internal Audit (IA) departments for a multi-national pharmaceutical and healthcare company and a global spirits company. Additionally, Dave spent almost seven years at a Big Four firm providing internal audit, risk, and compliance services.

Dave's representative experience includes:

- Co-managed an annual compliance attestation examination that included 130+ individual examinations performed annually across the country for a governmental non-profit agency. Responsible for managing the planning, documentation, testing, and reporting phases of the examinations, as well as project staffing, coordinating with the beneficiary personnel, and progress reporting to the internal engagement Project Management Office ("PMO").
- Assisted clients or directly worked for companies in the Consumer and Industrial Markets, Financial Services, Information and Communication, Healthcare, Real Estate, Insurance, and the Public Sector; which included annual risk assessments and the creation of global audit plans covering financial, operational, compliance, IT, and strategic audits.
- Managed internal audit engagements and/or SOX documentation and testing efforts in over 28 countries utilizing international and cross-functional teams.
- Led significant SOX 404, Model Audit Rule, and J-SOX (Japanese SOX) initiatives including the assessment and scoping of business processes, documentation of key controls, benchmarking, gap analysis, and remediation of internal control deficiencies.
- Successfully implemented the 2013 Committee of Sponsoring Organizations (COSO) framework for two fortune 500 organizations.
- Performed reviews of major processes such as order-to-cash, procure-to-pay, hire-to-fire, and treasury operations including stock compensation and equity, as well as specific fixed asset, inventory, supply chain, and real estate & construction evaluations.
- Instrumental in the creation of internal audit functions following the successful implementation of SOX 404 programs for multiple companies.

- Performed Quality Assessment Review (QAR) readiness assessments as well as formal reviews for established IA functions of various sizes and maturity.

### **Professional Affiliations and Credentials**

- Certified Internal Auditor
- Certified in Risk Management Assurance
- Six Sigma Green Belt Certification, University of Michigan
- American Institute of Certified Public Accountants
- Institute of Internal Auditors - Chicago Chapter
- Chicago National Eagle Scout Association

### **Education**

- Bachelor of Arts, accounting, Augustana College, Illinois





## **Micah Wenz**

Manager, Risk Advisory Services  
McGladrey LLP  
Chicago, Illinois  
[micah.wenz@mcgladrey.com](mailto:micah.wenz@mcgladrey.com)  
312.634.5934



## **Summary of Experience**

Micah Wenz specializes in Service Organization Control (SOC) engagements (formerly Statement on Auditing Standards No. 70 [SAS 70] audits) and general information technology (IT) risk assessments and controls reviews. Micah's audit and consulting experiences span several industries, including manufacturing, financial services, utilities, health care, marketing, not for profit, retail, technology, telecommunications and real estate investment trusts.

Prior to joining McGladrey LLP, Micah provided internal audit and consulting services to midsize and large public companies for a top CPA and consulting firm. Micah's professional experience includes audit and consulting across multiple operating systems, database management systems and enterprise resource planning packages.

Micah has gained IT general controls and application controls experience within the following components:

- Control design
- Control documentation
- Gap analysis
- Test design
- Test documentation and recommendation

Reviews include IT governance, application and system change control, physical and logical security, computer operations and job scheduling, and segregation of duties.

## **Professional Certification and Memberships**

- Certified Information Systems Auditor (CISA)—Information Systems Audit and Control Association (ISACA)
- Certified Information Systems Security Professional (CISSP)—International Information Systems Security Certification Consortium, Inc. (ISC)<sup>2</sup>
- Institute of Internal Auditors (IIA)
- ISACA

## **Education**

- Ohio University, Athens, Bachelor of Business Administration in Management Information Systems and Finance



## **Dave Potak**

Supervisor, Risk Advisory Services  
McGladrey LLP  
Chicago, Illinois  
dave.potak@mcgladrey.com  
312.634.4778



### **Summary of Experience**

Dave Potak provides contract compliance audits, cost reviews, consultation services, forensic investigations, and litigation support. He has performed reviews of costs and payments related to construction contracts, royalties and licensing agreements, services agreements, and procurement contracts. His experience includes a significant focus on the construction industry, where he has worked with public owners, private owners, and contractors in auditing project costs and analyzing claims on construction projects. The types of contracts he has reviewed include fixed price contracts, guaranteed maximum price ("GMP") contracts, and cost-reimbursable (time and material) contracts. Dave has also provided a wide range of litigation support related to construction claims and lost profit damages. The work involved on these engagements has included affirmative damage preparation, rebuttal damage analysis, deposition and testimony preparation, and document requests. He has over eight years of professional experience related to contract reviews and litigation support. Prior to his career in contract compliance, Dave served as an infantryman in the United States Army's 10th Mountain Division.

Notable engagements include the following;

Contract compliance audits and consulting engagements for the Santa Clara Valley Transportation Authority (VTA) in San Jose, Ca. Engagements to date include reviewing existing agreements for the approximately \$2.4 billion Silicon Valley BART Extension project and making recommendations to strengthen contract language for the operations and maintenance of the Extension. Additionally, a contract compliance review of an approximately \$24 million agreement between the VTA and the Office of the Sheriff for law enforcement services.

A special purpose audit of University of Connecticut's \$1.5 billion UConn 2000 Construction Program, which includes reviewing contracts, change orders and payments to vendors for adherence to process and procedures. Included in the audit are all substantially completed projects and deferred maintenance projects in excess of \$500,000. Project types include new construction, renovation and capital maintenance of residential housing, academic buildings, campus improvements, laboratories, library buildings, healthcare facilities, administrative buildings and parking facilities.

On behalf of Sound Transit (Seattle, WA), a contract compliance review of costs billed under multiple architectural and engineering agreements totaling approximately \$60 million in contract costs. The engagement included reviewing billings of the prime consultant and selected subconsultants for adherence to the terms of respective agreements, as well as assessing overall controls over project management and reporting



On behalf of the City of San Francisco, a review of change order costs and change order approval procedures related on the construction of the Sunol Valley (CA) Water Treatment Plant. The engagement included verifying change order costs were incurred in accordance with the terms of the contract and reviewing project management's adherence to program policies and procedures.

A review of construction costs on the approximately \$85 million New Student Union Building for the University of North Texas. The project included demolition of an existing structure, expansion and new construction incurred over an approximately two year period. McGladrey was also engaged to make recommendations for improving the University's existing construction agreement, focused on effective management and control of construction costs through clarification of agreement terms.

Financial close-out audits for a national gaming corporation related to new hotel and casino construction and renovation projects, which involved reviewing multiple subcontractor agreements and billings under guaranteed maximum price contracts with project spend ranging from \$20 million to \$130 million. Construction cost reviews for a national REIT in the Southeast. Engagements to date include the review of new student housing projects ranging from \$40-50 million in project spend performed under Construction Manager at Risk agreements.

Construction cost review for a \$22 million shell and tenant build-out project for a national REIT, which focused on compliance with compensatory contract terms, and making recommendations for contract administration and management processes and procedures based on industry best practices. An operational review a national REIT's construction management policies and procedures, which included verifying that project management functions and duties were performed in accordance with standard operating procedures for various shell and tenant build-out projects.

A contract compliance audit of an antitrust agreement between a state attorney general and a major airline, which included reviewing the airline's profitability at a hub location and assessing their financial performance for compliance with the terms of the agreement.

#### **Professional Affiliations and Credentials**

- Certified public accountant in the state of Illinois
- American Institute of Certified Public Accountants

#### **Education**

- Bachelor of Arts in Business Administration, finance, University of Washington
- Certificate in Accounting, University of Washington





## **Ian Blackwell**

Supervisor, Risk Advisory Services  
McGladrey LLP  
Chicago, Illinois  
ian.blackwell@mcgladrey.com  
312.634.3722

### **Summary of Experience**

Ian Blackwell is a consulting supervisor in the risk advisory services practice with five years of related work experience. The first 2 years of his career were spent as the head of finance for a start-up company in the media market. In this role Ian was responsible for the planning and management of cash flows and revenues, payroll processing, and calculation and filing of company taxes.

He then spent the last 3 years working with a national consulting firm in the public sector. Ian worked with a large federal government client in internal audit and financial improvement. This position included documenting business processes, identifying and testing of controls, and compliance testing with federal and business regulations.

Since leaving the public sector, Ian has been involved in multiple projects including evaluation of business processes and associated internal control procedures to ensure proper risk mitigation across departments within the organization.

### **Professional Affiliations and Credentials**

- Certified Public Accountant
- American Institute of Certified Public Accountants

### **Education**

- Bachelor of Science, Accounting, Indiana University



**Katelyn Rattner**

Associate, Risk Advisory Services  
McGladrey LLP  
Schaumburg, IL  
katelyn.rattner@mcgladrey.com  
847.413.6922



**Summary of Experience**

Katelyn Rattner provides information technology compliance audit and consultation services to a variety of public and private sector entities. She focuses on IT security, financial institution audits, and Sarbanes-Oxley 404 IT controls testing.

**Representative Experience**

Katelyn performs IT security engagements which include information systems internal controls reviews, risk assessment, and policy/procedures development that involve a variety of hardware, software, and system environments. These engagements encompass all aspects of computer security and include reviewing the following controls:

- Operational
- Systems development and documentation
- Hardware and systems access
- Data and procedural
- Physical security
- Application and processing
- Off-site storage

**Education**

- Bachelor of Science in Business Administration with concentrations in information technology & supply chain management, Marquette University

Katelyn's position requires her to annually participate in continuing professional education for an average of 40 hours or more.



**Maria Fides Balita, CPA, CIA**

Director  
Adelfia LLC  
Chicago, Illinois  
mfbalita@adelfiacpas.com  
312.240.0295



**Summary of Experience**

Maria Fides Balita has over 20 years of experience in public accounting and industry, including 15 years in public accounting. Prior to joining Adelfia LLC, Maria served as Audit Manager for Mitchell & Titus, a member firm of Ernst & Young Global since March 2010. Prior to that, she also worked for Deloitte's Employee Benefit Plan Practice, KPMG's Internal Audit Advisory Services, and E.C. Ortiz & Co. LLP. Maria also worked at Far East Bank & Trust Company, Philippines as Branch Operations Officer and as Staff Auditor for SyCip, Gorres, Velayo & Co. (Manila, Philippines) (member firm of Ernst & Young). She has met continuing education requirements under *Government Auditing Standards*.

**Educational Background:**

- Bachelor of Science in Commerce, Major in Accounting ..... April 1988  
De La Salle University, Philippines

**Credentials:**

- Certified Public Accountant – Illinois ..... May 2001
- Certified Public Accountant – Indiana ..... May 2012
- Certified Public Accountant – Philippines ..... October 1989
- Certified Internal Auditor ..... May 2006

**Professional Memberships:**

- American Institute of Certified Public Accountants
- Illinois CPA Society
- The Institute of Internal Auditors
- International Society of Filipinos in Finance and Accounting – President (2012-2015)
- CPA Endowment Fund of Illinois CPA Society – Board Member

**Work Experience with Adelfia LLC:**

- Internal Audit and Advisory:
  - Lottery Evening Drawing Observation Verifying Auditor – Illinois State Lottery, serves as Project Manager
  - Roosevelt University – Internal Audit services including annual risk assessment, developing a multi-year audit plan, process and compliance reviews, institutional advancement review, expense reviews, follow-up reviews, and accreditation compliance review
  - Illinois Institute of Technology – restricted assets compliance and controls review
  - Regional Transit Authority – revenue recognition audit
- State Agency Engagements with the Office of the Auditor General as special assistant involving Financial/Single Audit and/or Compliance Examination:
  - Illinois Workers Compensation Commission
  - Illinois Attorney Registration and Disciplinary Commission
  - Illinois Capital Development Board
  - Illinois Criminal Justice Information Authority
- Financial Audits:
  - Northern Illinois Research Foundation (included Single Audit 2012)



**Chicago Housing Authority – Internal Audit Services,  
306218155, September 25, 2015**

- Mandame LLC
- Statewide Financial Reporting:
  - Illinois Department of Revenue – Shared Services
- Peer Reviewer:
  - Review of compilations, reviews, and audit engagements of various CPA firms
  - Engagement Quality Reviewer for benefit plans including assistance to address U.S. Department of Labor findings.
- Grant Audits:
  - Northern Illinois University – Illinois Board of Higher Education (IBHE): Cooperative Work Study Program
  - Northern Illinois University – IBHE: Promoting Achievement Through Literacy Skills
  - Northern Illinois University – IBHE: Illinois Manufacturing Extension Center
- Benefit Plan – 403(b), 401(a) and pension plan audit, and Form 5500 assistance:
  - W. K. Kellogg Foundation (subcontractor to Mitchell & Titus)
  - Liberty Home Health - Form 5500 assistance
  - Warren's 401(k) Plan – Quality Review
  - Peoria Citizens Community for Economic Opportunity 403(b) Plan financial audit
  - Entera Home Health Care – 401(k) IRS audit assistance

**Work Experience Prior to Joining Adelfia LLC:**

- Public sector industry – Outsourced internal audit services and consulting:
  - Chicago Housing Authority and Chicago Public Schools:
    - Review of department programs, financial and programmatic processes and internal controls, including evaluation of operational efficiency and effectiveness, as well as recommend improvements to strengthen controls.
    - Risk assessments and development of multi-year internal audit plan
  - City of Milwaukee Employee Retirement System:
    - Risk assessment and development of multi-year internal audit plan
  - Universal Service Administrative Company (USAC):
    - Compliance attestation examinations and performance audits of federal funding provided through USAC to school districts across the United States. Audits included review of beneficiaries' compliance with applicable federal regulations, and identification of improper payments, waste and opportunities for improvements.
  - Illinois Department of Healthcare and Family Services – Bureau of Medicaid Integrity:
    - Long-Term Care Facilities Post Payment Audits
    - Long-Term Care Facilities Post Payment Re-Audits
  - Illinois Department of Lottery – Mid-day Lottery Drawing Secondary Auditor
- Employee benefit plan industry: Audit and/or financial statement preparation services to sponsors of employee benefit plans, such as 401(k), 403(b), cash balance, traditional defined benefit pension and health and welfare plans:

<ul style="list-style-type: none"><li>➤ Chicago Transit Authority</li><li>➤ Advocate Health Care Network</li><li>➤ Policemen Annuity and Benefit Fund of Chicago</li><li>➤ W. K. Kellogg Foundation</li><li>➤ USG Corporation</li><li>➤ John Deere</li></ul>	<ul style="list-style-type: none"><li>➤ Underwriters Laboratories, Inc.</li><li>➤ CareFirst Inc.</li><li>➤ Transwestern Commercial Services</li><li>➤ Allstate</li><li>➤ CNA</li><li>➤ Alivio Medical Center</li></ul>
--	--
- A-133 Audit : Public Sector and Not-for-Profit Industries:
  - City of Chicago
  - Cook County
  - Catholic Charities of City of Chicago
  - Ezzard Charles School

Marites (Tes) Sy  
Partner  
E.C. Ortiz & Co., LLP  
Chicago, Illinois  
musy@ecortiz.com  
312.876.1900

### **Summary of Experience**

Marites (Tes) U. Sy, CPA, CIA, CISA, is a partner of E. C. Ortiz & Co., LLP. She has been in public accounting since 1994.

Tes is responsible for all aspects of client service and engagement management including engagement budgeting, supervision of staff personnel, preparation of financial statements and compliance examination reports, and others. Tes specializes in government audits including universities and other State agencies, internal control reviews, operational audits, and other reviews. She also leads the firm's casino engagements and SAS 70 audits.

Tes received her Bachelor of Science in Accountancy from the University of Negros Occidental-Recoletos, Philippines. She is a licensed CPA in both Illinois and California.

Professional affiliations include the Philippine CPAs of Greater Chicago, Illinois CPA Society, American Institute of Certified Public Accountants, The Institute of Internal Auditors, Information Systems Audit and Control Association, and National Council of Philippine American Canadian Accountants.



## Appendix B – Subject matter expert biographies



### Richard Edelheit

Partner, National Leader - Real Estate  
McGladrey LLP  
Chicago, Illinois  
richard.edelheit@mcgladrey.com  
312.634.4350



### Summary of Experience

Rick Edelheit has worked primarily in real estate, including the development, operating and syndication of properties. He has wide-ranging experience in directing the audits of real estate limited partnerships financed by mortgages insured by the Department of Housing and Urban Development (HUD). Rick also has directed services for multiple real estate partnerships, relating to all facets of real estate, including residential, commercial, retail and industrial, in both the development and operating phases. In addition, he has overseen the compilations of financial forecasts included in private placement memoranda in connection with real estate syndications.

Rick also has assisted with tax structuring involved with real estate syndications, in addition to acquisitions and dispositions of real estate. During his career, he has supervised several engagements involving due diligence work in connection with the acquisition and sale of real estate, in addition to equity and debt restructuring.

Rick's other experience includes performing valuations of residential and office properties based on their net realizable values and using techniques such as gross rent multiplier, CAP rate analyses, comparable property analyses and condo conversion. Moreover, he has performed due diligence work involving bankrupt publicly traded REITs and assisted in budget preparation pertaining to the development of residential and commercial projects, and analyzed cash flow for purposes of debt restructuring.

### Professional Affiliations and Credentials

Certified public accountant  
American Institute of Certified Public Accountants  
Illinois CPA Society

### Education

Bachelor of Science, accounting, Northern Illinois University





## **Mark Kultgen**

National Leader, Service Organization Assurance  
McGladrey LLP  
Milwaukee, Wisconsin  
mark.kultgen@mcgladrey.com  
414.298.2801



## **Summary of Experience**

Mark Kultgen has the ultimate oversight responsibilities of the team, which issues over 250 Service Organization Control (SOC) engagements (formerly Statement on Auditing Standards No. 70 [SAS 70] audits). He has over 30 years of experience in public accounting and industry; including oversight of a shared service operation of a \$2 billion multilocation company. Prior to joining McGladrey LLP as a partner, he was an office managing partner at a Big Four firm. He brings a strong background in SOC engagements and other process and information system attestation services.

## **Representative Experience**

- Oversaw the initial implementation and ongoing annual attestations for:
  - Over 20 SAS 70 audits—Clients included such companies as Fiserv Corporation, Deluxe Data and Emjay Corporation
  - More than a dozen Sarbanes-Oxley Section 404 reviews—Clients included such companies as ManpowerGroup, Value City Department Stores, Limited Too and TDS/US Cellular
  - Over 15 FSLIC certification reviews—Clients included First Financial Corporation, Bank Mutual and First Federal Corporation
- As a component of the creation of a 250-person shared service center, oversaw the integration of:
  - Multiple information technology platforms onto one platform
  - Three distinct decentralized accounting functions into one centralized location utilizing common processes
- Managed the complete outsourced internal audit functions for over 10 Fortune 1000 companies, including such companies as McDonald's Corporation, Maytag Corporation, Big Lots and Schneider National
- Experienced in business process analysis, running group facilitation sessions and surveying techniques (Additionally, Mark is experienced in risk assessment modeling, business process analysis and running group facilitation sessions.)
- Has conducted numerous seminars for corporations, universities and trade organizations on a variety of topics, including corporate governance, enterprise risk management, process analysis and best practices within internal audit

### **Professional Affiliations and Certifications**

- Certified Public Accountant (CPA)
- U. S. General Service Administration (GSA) certified
- American Institute of CPAs member
- Wisconsin Institute of CPAs member
- Institute of Internal Auditors (IIA) International Membership Committee

### **Education**

- Bachelor of Business Administration, accounting and management information systems, University of Wisconsin



## **Daimon E. Geopfert**

National Leader and Principal, Security and Privacy Consulting  
Risk Advisory Services  
McGladrey LLP  
Chicago, Illinois  
daimon.geopfert@mcgladrey.com  
312.634.4523



## **Summary of Experience**

Daimon Geopfert specializes in penetration testing, vulnerability and risk management, security monitoring, incident response, digital forensics and investigations, and compliance frameworks within heavily regulated industries. Daimon has over 17 years of experience in a wide array of information security disciplines. He serves as the firm's national leader for the security and privacy practice, responsible for the development of the firm's overall strategy related to security and privacy services and applicable methodologies, tool kits and engagement documentation.

Daimon is a regular presenter for organizations such as Information Systems Audit and Control Association (ISACA), InfraGard, the Certified Fraud Examiners and SC Magazine's World Congress. He has been quoted in a variety of publications, including The Wall Street Journal, Fortune Magazine, The Washington Post and the Kansas City Business Journal.

## **Representative Experience**

- Information systems security assessment  
Daimon has served as the manager and lead technician for security assessments performed on some of the largest corporations and government entities in the world. He has designed and implemented testing frameworks and methodologies used to properly capture and communicate the technical, operational and regulatory impact of identified security weaknesses.

Daimon's experience in this area includes analyses and reviews of the following:

- Security testing across the enterprise: network, host, application and database
- Wireless, Voice over Internet protocol (VoIP), cellular, modem/telco assessment
- Security operations structure and effectiveness
- Social engineering testing, including phishing/pharming, phone and physical
- Corporate security policies and procedures
- Application secure architecture and coding analysis



- Incident response, forensics and security monitoring  
Daimon acts as the lead developer for McGladrey LLP's forensic and monitoring service offerings, and has designed and deployed incident response and security monitoring programs within several highly regulated clients. These frameworks are based on customized versions of National Institute of Standards and Technology (NIST) SP800-81, ISO 18044:2004 and the SANS IR 6 Step. Daimon previously served as a special agent with the Air Force Office of Special Investigations as a researcher with the CIA's Directorate of Science and Technology, and deployed and ran Security Operations Centers for the Department of Defense (DoD).
- Security program management  
Daimon has managed and performed a myriad of security program engagements across a variety of industries. The purpose of these projects was to assist organizations in deploying efficient, manageable and cost-effective solutions and processes that would address the wide ranging business and regulatory aspects of IT security. Daimon has deep experience in Payment Card Industry (PCI), HIPAA/Health Information Technology for Economic and Clinical Health (HITECH), FFIEC/Federal Deposit Insurance Corporation (FDIC), Federal Information Security Management Act (FISMA), NIST SP800 series, ISO 2700X, National Information Assurance Certification and Accreditation Process (NIACAP)/DoD Information Assurance Certification and Accreditation Process (DIACAP), American Electric Reliability Corporation (NERC)/Critical Infrastructure Protection (CIP), EU Data Privacy Directive, and various state security and privacy laws.

### **Professional Affiliations**

- Information Systems and Controls Association (ISACA)
- International Information Systems Security Certification Consortium (ISC)<sup>2</sup>
- FBI InfraGard, Michigan Chapter—Member, Presenter, Speaker Committee
- The SANS (SysAdmin, Audit, Networking, and Security) Institute
- The Ethical Hacker Network

### **Professional Certifications**

- Certified Information Systems Security Professional (CISSP)—(ISC)<sup>2</sup>
- Certified Information Security Manager (CISM)—ISACA
- Certified Information Systems Auditor (CISA)—ISACA
- GIAC Certified Incident Handler (GCIH)—The SANS Institute
- GIAC Certified Reverse Engineer of Malware (GREM)—The SANS Institute
- Certified Ethical Hacker (CEH)—EC-Council

### **Education**

- Master of Science, computer science, University of Michigan
- Bachelor of Science, computer science, United States Air Force Academy
- 2006—EnCase Advanced Analysis and Reporting for Government and Law Enforcement
- 2006—EnCase Intermediate Analysis and Reporting for Government and Law Enforcement
- 2003—Criminal Investigative Training Program, Federal Law Enforcement Training Center
- 2003—Air Force Office of Special Investigations Academy, FLETC



## **John M. Croy**

Director, Risk Advisory Services  
McGladrey LLP  
Phoenix, Arizona  
john.croy@mcgladrey.com  
602.636.6000



### **Summary of Experience**

John Croy has 30 years' experience, which includes construction, engineering, forensic and manufacturing accounting, and auditing for commercial and governmental projects in North America and several foreign countries. He has given seminars, published articles and has been a guest speaker at national conferences for the Institute of Internal Auditors, Association of Certified Fraud Examiners and the Association of Healthcare Internal Auditors. He has provided litigation support for several major construction programs and has conducted investigation leading to indictments of government officials and civilians.

John held senior-level positions for major publicly traded construction and engineering companies, including chief financial officer and assistant director of internal audit.

### **Construction Industry Specialization**

- Colleges and universities
- Healthcare
- Gaming
- Mining
- Manufacturing
- Energy

### **Notable Engagements**

- Directed audit of professional \$1 billion sports stadium that identified in excess of \$20 million in over billings.
- Directed or managed construction audits in the healthcare industry for clients across the country. The construction value for the projects audited was approximately \$5 billion. On the average, identified approximately 5 percent of contract value in over charges for the industry. In one instance, a review of workmanship resulted in the contractor refunding \$25 million to the owner.
- Provided litigation support and depositions for several clients resulting in favorable client results and incarceration of public officials. The clients were in the healthcare, energy, education and entertainment industry.
- Identified and assisted in the recovery of \$5 million in over billings for a statewide school construction program.



- In addition to providing training to colleges and universities on a national and state level, conducted audits of 10 different colleges and universities across the country. Identified overbillings of approximately \$10 million.
- Provided construction audit services for a dozen clients in the gaming industry, including Indian gaming. The construction value for the projects was approximately \$20 billion. Provided operational reviews of overall construction program has published articles with respect to the construction audits in the gaming industry.
- Provided construction audit for numerous state agencies for the construction and construction programs for courthouses, prisons, repairs and maintenance at the federal, state, county and local level. Extensive experience on the requirement of the Federal Acquisition Regulations.

### **Publications and Presentations**

- Institute of Internal Auditors: Selected to speak at the All Star Conference and numerous national conferences and local chapter meetings.
- Association of Certified Fraud Examiners: Selected to speak on two occasions at the Annual Conference and also at regional conferences.
- Provided numerous webinars and also has spoken at various national and local conferences for Association of Healthcare Internal Auditors, Association of Colleges and University Auditors, Association of Government Accountants and Food Marketing Institute.

### **Professional Affiliations and Credentials**

- Idaho Society of Certified Public Accountants
- American Institute of Certified Public Accountants
- Certified Fraud Examiner
- Certified Internal Auditor

### **Education**

- Bachelor of Science, accounting, University of Idaho
- Master of Business Administration, University of Idaho



## Appendix C – Proposed changes to contract terms and conditions

We ("Vendor" or "Contractor") have reviewed the Chicago Housing Authority ("CHA") Request for Proposal Event No. 211(2015) ("RFP") for comprehensive internal audit and consulting services, including Attachment C – Professional Services Agreement, which contains the general terms and conditions ("Terms and Conditions") expected to be incorporated into a negotiated contract ("Agreement").

Except as indicated below, we are prepared to accept such Terms and Conditions. If CHA selects us based upon our response to the RFP, we would seek to negotiate in good faith modifications, additions, or clarifications of the Terms and Conditions of the Agreement in the areas discussed below. Given our extensive experience in contracting with organizations similar to CHA, we are confident that we can reach an agreement with you on these issues. Notwithstanding anything to the contrary contained in the RFP or this response thereto, our obligation to perform any services is contingent upon the execution by both parties of a definitive agreement.

**RFP Article VI, Submittal Requirements, H. Insurance Requirements and Attachment B, Insurance Requirements:** Vendor's insurance does not provide coverage to its subcontractors; however, if awarded the work and subcontractors are utilized, we will require any subcontractor to obtain and maintain the same types of coverage, and in the same amounts, as required by Vendor under the Agreement. Vendor will provide industry standard ACORD Certificates of Insurance to evidence proof of coverage.

(b) Commercial General Liability Insurance and (c) Automobile Liability Insurance: See above regarding subcontractor coverage. CHA will be provided additional insured status on these policies as requested via a blanket endorsement. Vendor's policies do act as primary, but they will not be endorsed to specifically reference CHA to reiterate the same.

(d) Professional Liability Insurance: Vendor's policy provides coverage on a per claim basis.

- Regarding the request for a current Certificate of Insurance, we are not able to provide the same via unsecured email. If awarded the work, Vendor will provide the required Certificate(s) of Insurance through secure email or method as mutually agreed to by the parties.
- Regarding Renewal Certificates, throughout the term of the Agreement, Vendor will provide CHA annually with Certificates of Insurance evidencing proof of continued coverage within thirty (30) days of binding subsequent policies.
- Regarding CHA's options for recourse in the case of non-compliance, we request deletion of item (2).
- We would request modification to the notice requirements in the Exhibit B so that the notice requirement regarding any change to the policies or limits will state that Vendor shall provide CHA with at least thirty (30) days prior written notice where any required policy is substantially changed, canceled or non-renewed and such change, cancellation or non-renewal does not result in equal or better coverage.
- Regarding CHA's request for certified copies of the required policies annually, we would request deletion of this requirement. Vendor cannot provide copies of its policies; however, we will provide Certificates of Insurance to evidence proof of coverage, and we are happy to participate in a call with CHA, and invite our insurance brokers, to address any questions or concerns CHA may have regarding Vendor's policies.



**Attachment C – Professional Services Agreement:**

Section 2.02 Performance Standards: We would request modification of the second paragraph on this section such that Contractor warrants it will provide warranty of services obligations typical for the professional services contemplated under the Agreement.

Section 2.07 Ownership of Work Product, Documents, Records and Reports, Items A – C, and Section 2.11 Patents and Copyrights: We would request additional language clarifying that these provisions are not intended to impact the ownership rights of our administrative records, pre-existing intellectual property or any intellectual property developed outside of the scope of our services.

Section 2.08 Audit Requirement: We would request language clarifying that these rights are limited solely to Contractor's time, billing and reimbursable expense records for services performed under the Agreement.

Section 2.09 Confidentiality: We would request modification to this provision to provide that, where legally compelled or obligated by law or regulation to disclose confidential information, Contractor may do so, which action shall be allowed under the Agreement. Contractor will provide written notice of such requests to CHA, to the extent legally permissible, prior to any mandated disclosure.

Section 3.02 Contract Extension Options: We would request modification of this provision to provide that Contractor reserves the right to negotiate rates in any of the three (3) additional 1-year extension option periods if CHA chooses to extend the contract after the initial three (3) year period expires.

Section 3.03 Timeliness of Performance: We would request the addition of language providing for mutually agreeable extension of time to perform where the delay is the result, at least in part, of CHA.

Section 6.02 Indemnification: We would request modification to this provision to limit Contractor's obligations to claims brought by third parties, which arise or result from the negligent or willful acts or omissions of Contractor. Further, we would request the addition of language providing that Contractor's total liability, except for its indemnification obligations, be limited to an amount equal to the fees we receive under the Agreement, and exclude indirect, consequential, exemplary or similar such damages. With respect to the last paragraph in this provision, we would request modification so that CHA shall have to the right, at CHA's expense and not Contractor's expense, to participate in the defense of any suit if it so chooses.

Section 7.02 Remedies: We would request deletion of Item E.

Section 7.06 Right to Offset, Item B: We would request deletion of liquidated damages as not applicable to the services contemplated under the Agreement.

**Exhibit V – General Conditions for Non-Construction Contracts:** We would request that the exceptions identified above in connection with Exhibit C – Professional Services Agreement be applied, as applicable, to the same or similar provisions as contained in this exhibit.

## Attachments-Submittal Requirement Forms

*The following documents, properly executed and notarized shall be submitted with the proposal.*

1. *Statement of Bidder's Qualifications*
2. *Subcontractor Information Submittal*
3. *Contractor's Disclosure Affidavit*
4. *Schedule A - MBE/WBE/DBE Utilization Plan*
5. *Waiver Request- MBE/WBE/DBE – N/A*
6. *Schedule B – Section 3 Utilization Plan*
7. *Schedule C – MWDBE and Section 3 Subcontractors, Suppliers, Consultants*
8. *HUD Form 5369-C Certifications & Representations of Offerors - Non Construction Contracts*
9. *Equal Employment Opportunity Compliance Certificate*

**Please see Attachments.**



## **1. STATEMENT OF BIDDER'S QUALIFICATIONS**

**CHICAGO HOUSING AUTHORITY**  
**Department of Procurement & Contracts**

**STATEMENT OF BIDDER'S QUALIFICATIONS**

This form must be submitted with each bid or proposal. Each business of a joint venture must submit this form. Complete all blanks by entering the requested information or "NA" if it is not applicable to your business.

SPECIFICATION OR RFP TITLE Request for Proposal (RFP) For Internal Audit Services		SPECIFICATION OR RFP NO. 30628155
COMPANY NAME McGladrey LLP	DUN & BRADSTREET NUMBER 073482424	
PARENT COMPANY (IF APPLICABLE)	PREVIOUS COMPANY NAME	

**PERSONS AUTHORIZED TO SIGN OFFERS AND CONTRACTS ON BEHALF OF COMPANY**

NAME	OFFICIAL CAPACITY
Daniel Levenson	Partner

**BANK REFERENCES**

BANK NAME US Bank	ADDRESS 800 Nicollet Mall		
CITY, STATE, ZIP CODE Minneapolis, MN 55402	CONTACT PERSON Ms. Linda Perlick	TELEPHONE NO. 612.303.3191	

**BUSINESS REFERENCES** (Provide three existing or completed work activities by your business which are similar to or support your ability to successfully complete the scope of work of this RFP/Spec.)

AGENCY/COMPANY NAME <small>Please see the references section of our proposal</small>		ACTIVITY	DOLLAR AMOUNT	
DATE COMPLETED	P.O./CONTRACT NO.	CONTACT PERSON	PHONE NO.	FAX NO.
AGENCY/COMPANY NAME		ACTIVITY	DOLLAR AMOUNT	
DATE COMPLETED	P.O./CONTRACT NO.	CONTACT PERSON	PHONE NO.	FAX NO.
AGENCY/COMPANY NAME		ACTIVITY	DOLLAR AMOUNT	
DATE COMPLETED	P.O./CONTRACT NO.	CONTACT PERSON	PHONE NO.	FAX NO.

The undersigned covenants and agrees to provide the Chicago Housing Authority current, complete and accurate information regarding their business' status. The undersigned further agrees to permit examination of books, records, and files by authorized representatives of the Chicago Housing Authority or the U. S. Department of Housing and Urban Development. Any material misrepresentation may be grounds for terminating any contract which may be awarded and/or for initiating action under federal or state laws concerning false statements.

SIGNATURE OF PRINCIPAL <i>Daniel Levenson</i>	PRINTED NAME OF PRINCIPAL Daniel Levenson, Partner	DATE SIGNED September 25, 2015
--	---	-----------------------------------

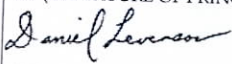
## **2. SUBCONTRACTOR INFORMATION SUBMITTAL FORM**



**CHICAGO HOUSING AUTHORITY**  
**Department of Procurement & Contracts**

**SUBCONTRACTOR INFORMATION SUBMITTAL**

It is expressly agreed by the undersigned Contractor and The Chicago Housing Authority that if portions of the scope of work for this Invitation for Bid or Request for Proposals or Purchase Order are subcontracted, awards of such subcontracts will be made to the subcontractors listed below. Further, any changes to the subcontractors listed below must be submitted in writing to the Director of the Department of Procurement and Contracts for approval. The Chicago Housing Authority reserves the right, at its own discretion, to approve or reject any subcontractor named below or as frequently added. Use additional blank sheets and append it to this form, if necessary, to complete your subcontractor listing. If you are not subcontracting, check the indicated box below.

IFB/RFP/P.O. TITLE Request for Proposal (RFP) For Internal Audit Services		IFB/RFP/P.O. NO. 30628155	PAGE 1 OF 1
<input type="checkbox"/> My (our) firm(s) WILL NOT SUBCONTRACT any portion of the scope of work for this IFB, RFP or P.O.			
<b>SUBCONTRACTOR NAME AND ADDRESS</b>		<b>SCOPE OF WORK</b>	
Adelfia LLP 400 E. Randolph Street, Suite 705 Chicago, Illinois 60661-7725		Internal Audit Services	
E.C. Ortiz & Co. LLP 333 South Des Plaines Street, 2-N Chicago, Illinois 60661		Internal Audit Services	
<i>If a joint venture, a principle from EACH joint venture business must sign below.</i>			
CONTRACTOR'S NAME McGladrey LLP		BY (SIGNATURE OF PRINCIPLE) 	TITLE Partner
<b>APPROVED BY CONTRACT COMPLIANCE</b>		<b>RECEIVED BY OCAM</b>	
NAME	TITLE	NAME	TITLE
DATE		DATE	

### **3. CONTRACTOR'S AFFIDAVIT**

**CHICAGO HOUSING AUTHORITY**  
**Department of Procurement & Contracts**

**CONTRACTOR'S AFFIDAVIT**

Bidder/Proposer Name: RSM US LLP  
Bidder/Proposer Address: One South Wacker Drive, Suite 800  
Chicago, Illinois 60606  
IFB/RFP NUMBER: 306 28155

Federal Employee I.D. #: [REDACTED] or Social Security #: \_\_\_\_\_

Instructions:      **FOR USE WITH ALL CONTRACTS.** Every Contractor submitting a bid/proposal to the Chicago Housing Authority ("CHA") must complete this Contractor's Affidavit. Special attention should be paid to those Sections which require the Contractor to provide certain information to the CHA. The Contractor should complete this Contractor's Affidavit by signing and notarizing Section XIV. Please note that in the event the Contractor is a joint venture, the joint venture and each of the joint venture partners must submit a separate and completed Contractor's Affidavit. In the event the Contractor is unable to certify to any of the statements contained herein, the Contractor must contact the Department of Procurement and Contracts of the CHA and provide a detailed factual explanation of the circumstances leading to the Contractor's inability to so certify.

The undersigned Daniel Levenson as Partner  
(Name) (Title)

and on behalf of RSM US LLP ("Contractor") having been duly  
(Business Name)

sworn under oath certifies that:

I. **DISCLOSURE OF OWNERSHIP INTERESTS**

All bidders/proposers/contractors shall provide the following information with their bid/proposal/contract. Complete all blanks by entering the requested information or if the question is not applicable, answer with "NA". If the answer is none, please answer "none".

Bidder/Proposer is a:      ☐ Corporation      ☐ Sole Proprietor  
(Check One)                ☒ Partnership      ☐ Not-for-Profit Corporation  
                                 ☐ Joint Venture      ☐ Other



**CHICAGO HOUSING AUTHORITY**  
**Department of Procurement & Contracts**

**CONTRACTOR'S AFFIDAVIT**

Average Annual Sales - Last 3 years: \$1,491,396

Current Net Worth: \$1,636,865,000 Date Business Started 1926

**SECTION 1. FOR PROFIT CORPORATIONS**

- a. Incorporated in the State of Iowa.
- b. Authorized to do business in the State of Illinois YES ☒ NO ☐
- c. Names of all officers of corporation (or Attach List): Names of all directors of corporation (or Attach List):

NAME (Print/Type)	Title (Print/Type)	Name (Print/Type)	Title (Print/Type)
-------------------	--------------------	-------------------	--------------------

<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

- d. If the corporation has fewer than 100 shareholders, indicate here or attach a list of names and addresses of all shareholders and the percentage interest of each.

NAME (PRINT/Type)	Address	Ownership Interest
<hr/>	<hr/>	<hr/> %
<hr/>	<hr/>	<hr/> %
<hr/>	<hr/>	<hr/> %
<hr/>	<hr/>	<hr/> %

- e. Is the corporation owned partially or completely by one or more other Corporations?  
YES ☐ NO ☒
- f. If the corporation has 100 or more shareholders, indicate here or attach a list of names and addresses of all shareholders owning shares equal to or in excess of 10%

**CHICAGO HOUSING AUTHORITY**  
**Department of Procurement & Contracts**

**CONTRACTOR'S AFFIDAVIT**

of the proportionate ownership of the corporation and indicate the percentage interest of each.

NAME (PRINT/Type)	Address	Ownership Interest
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %
_____	_____	_____ %

**NOTE:** Generally, with corporations having 100 or more shareholders where no shareholder owns 10% of the shares, the requirements of this Section 1 would be satisfied by the bidder/proposer enclosing, with its bid/proposal, a copy of the corporation's latest published annual report and/or Form 10-K if the information is contained therein.

**SECTION 2. PARTNERSHIP**

If the bidder/proposer is a partnership, indicate the name of each partner (or attach list) and the percentage of interest of each therein.

NAME OF PARTNERS (Print/Type)	PERCENTAGE INTEREST
<u>We have more than 800 partners in 80 offices</u>	<u>Each partner has less than</u>
<u>across the nation.</u>	<u>1% interest</u> %
<u>A listing of partners was included in our proposal.</u>	_____ %
_____	_____ %

**SECTION 3. SOLE PROPRIETORSHIPS**

- a. The bidder/proposer is a sole proprietor and is not acting in any representative capacity in behalf of any beneficiary: YES ☐ NO ☐  
If NO, complete items b. and c. of this Section 3.
- b. If the sole proprietorship is held by an agent(s) or a nominee (s), indicate the principal(s) for whom the agent or nominee holds such interest.

**CHICAGO HOUSING AUTHORITY**  
**Department of Procurement & Contracts**

**CONTRACTOR'S AFFIDAVIT**

Name(s) of Principal(s) (Print/Type)

---

---

---

---

- c. If the interest of a spouse or any other party is constructively controlled by another person or legal entity, state the name and address of such person or entity possessing such control and the relationship under which such control is being or may be exercised:

---

---

---

---

**SECTION 4. NOT-FOR-PROFIT CORPORATIONS**

- a. Incorporated in the State of \_\_\_\_\_.
- b. Authorized to do business in the State of Illinois YES [ ] NO [ ]
- c. Names of all officers of corporation (or Attach List): Names of all directors of corporation (or Attach List):

NAME (Print/Type)	Title (Print/Type)	Name (Print/Type)	Title (Print/Type)
-------------------	--------------------	-------------------	--------------------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**NOTE:** The General Counsel may require any such additional information from any entity to achieve full disclosure relevant to the Contract. Further, any material change in the information required above must be provided by supplementing this statement at any time up to the time the Director of Procurement and Contracts takes action on the Contract or other action required of the General Counsel.



**CHICAGO HOUSING AUTHORITY**  
**Department of Procurement & Contracts**

**CONTRACTOR'S AFFIDAVIT**

**II. CONTRACTOR CERTIFICATION**

**A. CONTRACTOR'S ANTI-COLLUSIVE AFFIDAVIT**

1. The Contractor or any subcontractor to be used in the performance of this contract, or any affiliated entity of the Contractor or any such subcontractor, or any responsible official thereof, or any other official, agent or employee of the Contractor, any such subcontractor or any such affiliated entity, acting pursuant to the direction or authorization of a responsible official thereof has not, during a period of three (3) years prior to the date of execution of this Contractor's Affidavit or if a subcontractor or subcontractor's affiliated entity during a period of three (3) years prior to the date of award of the subcontract:
  - a. Violated any of the provisions of 18 U.S.C. §666 (a) (2) and 720 ILCS 5/33E-1 et seq.
  - b. Bribed or attempted to bribe, or been convicted of bribery or attempting to bribe a public officer or employee of the CHA, the State of Illinois, any agency of the federal government or any state or local government in the United States (if an officer or employee, in that officer's or employee's official capacity); or
  - c. Agreed or colluded, or been convicted of an agreement or collusion among bidders or prospective bidders in restraint of freedom of competition by agreement to bid a fixed price or otherwise; or
  - d. Made an admission of guilt of such conduct described in 1(a) and (b) above which is a matter of record but has not been prosecuted for such conduct.
2. The Contractor or any agent, partner, employee or officer of the Contractor is not barred from contracting with any unit of Federal, state or local government as a result of engaging in or being convicted of bid-rigging in violation of the Illinois Criminal Code, 720 ILCS 5/33e-3, or any similar offense of any state of the United States which contains the same elements as the offense of bid-rigging during a period of five (5) years prior to the date of submittal of this bid, proposal or response.
3. The Contractor or any agent, partner, employee, or officer of the Contractor is not barred from contracting with any unit of state or local government as a result of engaging in or being convicted of bid-rotating in violation of the Illinois Criminal Code, 720 ILCS 5/33E-



**CHICAGO HOUSING AUTHORITY**  
**Department of Procurement & Contracts**

**CONTRACTOR'S AFFIDAVIT**

4, or any similar offense of any state of the United States which contains the same elements as the offense of bid-rotating.

4. Additionally, that the undersigned is the party making the foregoing proposal or bid, that such bid or proposal is genuine and not collusive, and that said bidder/proposer has not colluded, conspired, connived or agreed, directly or indirectly with any proposer or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price of affiant or of any other proposer, to fix overhead, profit or cost element of said proposal price, or that of any other proposer and has not secured any advantage against the Chicago Housing Authority or any person interested in the proposed contract, nor has said proposer participated with any person or business entity in any collusive scheme to rotate proposals, provide any bribes, kickbacks to CHA employees in violation of any of the provisions of 18 U.S.C. §666 (a) (1) and 720 ILCS 5/33E-1 et seq. or engage in bid rigging; that proposer is not barred from bidding on the subject contract as a result of a violation of either Section 33-E-3 or 33-E-4 of the Illinois Criminal Code, 720 ILCS 5/33E-1 et seq. and that all statements on said proposal are true. Under penalties of perjury as provided by law pursuant to Section 1-109 of the Code of Civil Procedure, the undersigned certifies that the statements set forth in this Contractor's Affidavit are true and correct.
5. The Contractor, its agent, officers or employees have not directly or indirectly solicited non-public information from a CHA officer or employee; entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this proposal in violation of Illinois Criminal Code, 720 ILCS 5/33E-1 et seq. Failure to submit this statement as part of the bid/proposal will make the bid non-responsive and not eligible for award consideration.

**B. SUBCONTRACTOR'S ANTI-COLLUSION AFFIDAVIT**

1. The Contractor has obtained from all subcontractors to be used in performance of this contract, known by the Contractor at this time, certifications in form and substance equal to Sub-Section A of Section II of this affidavit.
2. The Contractor will, prior to using any subcontractor(s), obtain from such all subcontractor(s) to be used in the performance of this contract, but not yet known by the Contractor at this time certifications in form and substance equal to the certification Subsection A of Section II of this Affidavit. The Contractor shall not, without the prior written permission of the CHA, use any of such subcontractors in the performance of this contract if the Contractor, based on such certifications or any other information known or obtained by Contractor, becomes aware of such subcontractor, subcontractor's



**CHICAGO HOUSING AUTHORITY**  
**Department of Procurement & Contracts**

**CONTRACTOR'S AFFIDAVIT**

affiliated entity or any agent, employee or officer of such subcontractor or subcontractor's affiliated entity having engaged in or been convicted of any of the conduct described in Section II (A) hereof.

3. The Contractor will maintain on file for the duration of the contract all certifications required by Section II for any subcontractors to be used in the performance of this contract and will make such certifications promptly available to the CHA upon request.
4. The Contractor will not, without the prior written consent of the CHA, use as subcontractors any individual, firm, partnership, corporation, joint venture or other entity from whom the Contractor is unable to obtain a certification in form and substance equal to the certification.
5. Contractor hereby agrees, if the CHA so demands, to terminate its subcontract with any subcontractor, if such Contractor or subcontractor was ineligible at the time that the subcontract was entered into for award of such subcontract under the State of Illinois Criminal Code 720 ILCS 5/33e-1 eq seq. as amended. The Contractor shall insert adequate provisions in all subcontracts to allow it to terminate such subcontracts as required by this Section II.

Notes 1-4 For Section II. Contractor's Certification

1. Business entities are affiliated if, directly or indirectly, one controls or has the power to control the other, or if a third person control or has the power to control both entities. Indicia of control include without limitation: interlocking management or ownership identity of interests among family members; shared facilities and equipment; common use of employees; or organization of a business entity following the ineligibility of a business entity using substantially the same management, ownership or principals as the ineligible entity.
2. No corporation shall be barred from contracting with any unit of State or local government as a result of a conviction, under either Section 33E-3 or Section 33E-4 of Article 33 of the State of Illinois Criminal Code of 1961, as amended, of any employee or agent of such corporation if this employee so convicted is no longer employed by the corporation and: (1) it has been finally indicated not guilty or (2) if it demonstrate to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of the State of Illinois Criminal Code.



**CHICAGO HOUSING AUTHORITY**  
**Department of Procurement & Contracts**

**CONTRACTOR'S AFFIDAVIT**

3. For purposes of Section II (A) of this certification, a person commits the offense of and engages in bid-rigging when he knowingly agrees with any person who is, or but for such agreement should be, a competitor of such person concerning any bid submitted or not submitted by such person or another to a unit of State or local government when with the intent that the bid submitted or not submitted will result in the award of a contract to such person or another and he either (1) provides such person or receives from another information concerning the price or other material term or terms of the bid which would otherwise not be disclosed to a competitor in an independent non-collusive submission of bids or (2) submits a bid that is of such a price or other material term or terms that he does not intend the bid to be accepted (See, 720 ILCS 5/33E-3).
4. For purpose of Section II (A) of this certification, a person commits the offense of and engages in bid rotating when, pursuant to any collusive scheme or agreement with another, he engages in a pattern over time (which, for the purposes hereof, shall include at least 3 contract bids within a period of ten years, the most recent of which occurs after January 1, 1989) of submitting sealed bids to units of State or local government with the intent that the award of such bids rotates, or is distributed among, persons or business entities which submit bids on a substantial number of the same contract (See, 720 ILCS 5/33E-4).

**III. STATE TAX DELINQUENCIES**

In completing this Section III, authorized signatory must initial on the line next to the appropriate subsection.

1.     *h*     Contractor is not delinquent in the payment of any tax administered by the Illinois Department of Revenue or, if delinquent, Contractor is contesting such delinquency in accordance with the procedures established by the appropriate Revenue Act, its liability for the tax or amount of the tax.
  2.          Contractor has entered into an agreement with the Illinois Department of Revenue for the payment of all such taxes that are due and is in compliance with such agreement.
  3.          Contractor is delinquent in the payment of any tax administered by the Department of Revenue and is not covered under any of the situations described in subsections 1 and 2 of this Section III, above 1.
1. 65 ILCS 5/11 - 42.1 - 1 provides that a municipality may not enter into a contract or agreement with an individual or other entity that is delinquent in the payment of any tax



**CHICAGO HOUSING AUTHORITY**  
**Department of Procurement & Contracts**

**CONTRACTOR'S AFFIDAVIT**

administered by the Illinois Department of Revenue unless the contracting party is contesting, in accordance with the procedures established by the appropriate Revenue Act its liability for the tax or the amount of the tax or unless the contracting party has entered into an agreement to pay the tax and is in compliance with the Agreement. Notwithstanding the above, the CHA may enter into the contract if the CHA's Operating Officer determines that:

- 1) the contract is for goods or services vital to the public health, safety, or welfare; and
- 2) the CHA is unable to acquire the goods or services at a comparable price and of comparable quality from other sources.

**IV. PUNISHMENT**

A Contractor or subcontractor who makes a false statement, material to Section II (A) and (B) of this certification commits a 3 class felony. 720 ILCS 5/33e-11(B). Making a false statement concerning Section III of this certification is a Class A misdemeanor, voids the Contract or and allows the CHA to recover all amounts paid to the Contractor under the contract in a civil action. 65 ILCS 5/11-42.1-1.

**V CERTIFICATION REGARDING SUSPENSION AND DISBARMENT**

- A. The Contractor certifies to the best of its knowledge and belief, that it and its principals:
1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal, state or local government or agency;
  2. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for: the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, Local) transaction or contract under a public transaction; a violation of Federal or State antitrust statutes; or the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property
  3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offense enumerated in Section II (A) (1) above; and
  4. Have not within a three-year period preceding this Agreement had one or more public transactions (Federal, State or Local) terminated for cause or default.

**CHICAGO HOUSING AUTHORITY**  
**Department of Procurement & Contracts**

**CONTRACTOR'S AFFIDAVIT**

- B. If the Contractor is unable to certify to any of the statements in this certification, the Contractor shall attach a detailed factual explanation to this certification.
- C. If any subcontractors are to be used in the performance of this Contract, the Contractor shall cause such subcontractors to certify as to paragraph of this Certification. In the event that any subcontractor is unable to certify to any of the statements in this certification, such subcontractor shall attach a detailed factual explanation to this certification.

**VI. EPA CONTRACTOR LISTING**

- A. Bidder/Proposer/Contractor shall comply with all applicable standards, orders and/or requirements established by and/or pursuant to:
  - 1. The Clean Air Act (42 U.S.C. 4701 et. seq.), as amended;
  - 2. The Clean Water Act (33 U.S.C. 1251 et. seq.), as amended;
  - 3. The Solid Waste Disposal Act as amended by the Resources Conservation and Recovery Act (RCA) of 1976 (42 U.S.C. 6901, et. seq.), as amended;
  - 4. The Toxic Substances Control Act (TSCA) (15 U.S.C. 2601 et. seq.), as amended;
  - 5. Occupational Safety and Health Administration (OSHA) regulations, and any amendments thereto;
  - 6. The Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) (42 U.S.C. 9601 et. seq.), as amended;
  - 7. Illinois Environmental Protection Agency regulations, as amended;
  - 8. Illinois Department of Labor regulations, as amended;
  - 9. City of Chicago Ordinances, as amended;
- B. Bidder/Proposer/Contractor shall not use any facility on the Environmental Protection Agency's ("EPA") List of Violating Facilities in the performance of this Contract for the duration of time that the facility remains on the List.



**CHICAGO HOUSING AUTHORITY**  
**Department of Procurement & Contracts**

**CONTRACTOR'S AFFIDAVIT**

- C. Bidder/Proposer/Contractor shall immediately notify HUD which has awarded funds for this project if a facility it intends to use in the performance of this Contract is on the EPA's List of Violating Facilities or knows that it has been recommended to be placed on the List of Violating Facilities.
- D. Furthermore, Bidder/Proposer/Contractor shall, in the performance of this Contract, comply with all requirements of the Clean Air Act ("CAA"), 42 U.S.C. §7401-7642 and the Clean Water Act ("CWA"), 33 U.S.C. §1251-1387, including the requirements of Section 114 of the CAA and Section 308 of the CWA, and all other applicable clean air standards and clean water standards.

**VII. CERTIFICATION OF RESTRICTION ON LOBBYING**

**THE CONTRACTOR CERTIFIES THAT:**

- A. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal Contract, grant, loan or cooperative agreement.
- B. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- C. The undersigned shall require that the language of this certification to be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-contractors shall certify and disclose accordingly.
- D. This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. §1352.



**CHICAGO HOUSING AUTHORITY**  
**Department of Procurement & Contracts**

**CONTRACTOR'S AFFIDAVIT**

Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 or more than \$100,000 for each such failure.

**VIII. CERTIFICATION OF NONSEGREGATED FACILITIES**

As used in this Affidavit, the term "subcontract" includes the term "purchase order" and all other agreements effectuating purchase of supplies or services. If this Affidavit is submitted as part of a bid or proposal, the term "Contractor" shall be deemed to refer to the Bidder or proposer, or subcontractor or supplier. This Affidavit shall be renewed annually. Notwithstanding the foregoing, the certifications made herein shall remain applicable until completion of all nonexempt contracts/subcontracts awarded while this Affidavit is in effect. The undersigned Contractor certifies the following to the CHA

- A. REPORTS: Within thirty (30) days after CHA award to the Contractor of any contract/subcontract and prior to each March 31 thereafter during the performance of work under said subcontract, the Contractor shall file Standard Form 100, entitle "Equal Employment Opportunity Employer Information Report EEO" in accordance with instructions contained therein, unless the Contractor has either filed such report within 12 months preceding the date of the award or is not otherwise required by law or regulation to file such a report.
- B. PRIOR REPORTS: If the Contractor has participated in a previous contract or subcontract subject to Equal Opportunity Clause (41 C.F.R. Sec 60-1.4(a) (1) through (7), or the clause originally contained in Section 301 of Executive Order No. 10925, or the clause contained in Section 201 of the Executive Order No. submission of all required compliance reports, signed by proposed subcontractors, prior to awarding subcontracts not exempt from the Equal Opportunity Clause.
- C. CERTIFICATION OF NONSEGREGATED FACILITIES: The Contractor certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location, under its control, where segregated facilities are maintained. The Contractor agrees that a breach of this certification is a violation of the Equal Opportunity Clause in the IFB or RFP. As used in this certification, the term "segregated facilities" means waiting room, waiting area, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom or otherwise. The Contractor further