

FILE COPY

JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT

COMPLETE THIS SECTION IF NEW CONTRACT

For contract(s) in this request, answer applicable questions in each of the 4 major subject areas below in accordance with the Instructions for Preparation of Non-Competitive Procurement Form on the reverse side.

Request that negotiations be conducted only with Gwen Hillary
(Name of Person or Firm)

as described herein.

This is a request for ☒ (One-Time Contractor Requisition # 31558
☐ Delegate Agency (Check one). If Delegate Agency, this request is for "blank.

John O'Brien

Term Agreement or
e

Storytelling Workshops and Programs
(Program Name)

Pre-Assigned Spe
Pre-Assigned Con

COMPLETE THIS SECTION IF AMENDMENT OR MODIFICATION

Describe in detail the change in terms of dollars, time period, scope of services, etc., its relationship to the original contract and the specific reasons for the change. Indicate both the original and the adjusted contract amount and/or expiration date with this change, if applicable. Attach copy of all supporting documents. Request approval for a contract amendment or modification to the following:

Contract #:

Company or Agency Name: _____

Specification #:

Contract or Program Description: _____

Modification #: _____ (Attach List, if multiple)

Olivia Boyd
Originator Name

747-4296
Telephone

Olivia Boyd
Signature

Library
Department

1/9/07
Date

Indicate **SEE ATTACHED** in each box below if additional space is needed:

() PROCUREMENT HISTORY	<u>See Attached</u>	S. S. R. B. <u>DATE 1-29-07</u>
() ESTIMATED COST	<u>See Attached</u>	APPROVED... <u>MST</u> CONDITIONALLY APPROVED... RETURN TO DEPT... DISAPPROVED...
() SCHEDULE REQUIREMENTS	<u>See Attached</u>	
() EXCLUSIVE OR UNIQUE CAPACITY	<u>See Attached</u>	
() OTHER		

APPROVED BY: Frankie V. Knezy
DEPARTMENT HEAD

1/9/07
DATE

Monika Z...
BOARD/CHAIRMAN

1-29-07
DATE

Chicago Public Library #07-1
TO: James Brennwald, Department of Law, Labor Division

To Holly McGrath
OBM 1/23/07

CITY OF CHICAGO
REQUEST FOR INDIVIDUAL CONTRACT SERVICES

Department: Chicago Public Library

Date: 1/22/07

Explain Why Contractor Necessary:

see attached

Explain Why Individual Considered Independent Contractor, and Not Employee:

see attached

Number of Contractors Needed: 1 Hours Per Week: avg 4 hrs/wk

Project Assignment: Story telling Workshops and Performances

Duration of Assignment: 6 weeks - April 4th - May 9th, 2007

Department Representative to Contact for Further Information

Name: Brandie Knazze Phone: 312-747-4269

Total Available Funding: \$9,600 Chargeable To:

Fund:	Dept. #:	Org. #:	Approp.:	Object:
0346	91	2005	0123	0123
				0140

-----APPROVED-----

Department Head: [Signature] Date: 1/22/07
Law Department: [Signature] Date: 1/23/07
Budget Office: [Signature] Date: 1/23/07

-----NOT APPROVED-----

Law Department: _____ Date: _____

Budget Office: _____ Date: _____

Explain why the Contractor is necessary:

The Chicago Public Library (CPL) would like to retain Gwen Hilary to train librarians employed at various branch locations on the basic elements of effective storytelling and effective delivery techniques. This is a professional development program designed to instruct CPL librarians on how to engage young readers, promote literacy and develop their oral presentation skills. Although many librarians are familiar with children's literature, they may lack the tools to perform for divergent library audiences and knowledge of how to select culturally diverse tales. This program will give participants the ability to obtain classroom instruction, observe the techniques employed by Ms. Hilary during her storytelling performances and conclude with a lessons learned seminar. Ms. Hilary is a librarian for the Chicago Public School system and she has over thirty years of experience as a professional storyteller. She is a highly regarded storyteller because of her understanding of the educational needs of children, knowledge of age appropriate stories and folktales and familiarity with the library system. It is the Chicago Public Library's goal to develop the literacy skills of children. Librarians note that there is a direct correlation between stories told and titles checked out in any public library. Additionally, storytelling teaches oral and listening skills and promotes vocabulary. (Groce, 2001) The storytelling workshops are a discrete program that will take place over six weeks and will include a total of 24 hours of instruction for 30 librarians.

Explain why the individual is considered an Independent Contractor, and not an employee:

Ms. Hilary is employed by the Chicago Public Schools as a librarian, and has unique experience and skills as a storyteller. The Chicago Public Library is retaining her strictly to train employees of the Chicago Public Library on storytelling techniques. Ms. Hilary is responsible for supplying her own transportation, materials, handouts and props. Once the program has concluded, Ms. Hilary's services will be terminated.

The professional development workshop for librarians will be held on April 4, 2007 and May 9, 2007 from 1:00pm to 4:30pm at the Harold Washington Library Center, 400 S. State Street.

The anticipated storytelling performance dates at the (30) thirty library branches are denoted below with an asterisk * on the calendar. Performances will be held at 10am, 1pm and 6pm. Library locations will be determined closer to performance dates and according to branch and librarian availability. See attached program schedule.

Program Schedule for Storytelling Performances

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
April 1	2	3	4 Workshop	5	6	7
8	9 *	10	11	12	13	14
15	16*	17*	18	19*	20	21
22	23*	24*	25	26*	27	28
29	30*					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		May 1	2	3*	4	5
6	7*	8	9 Workshop	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT

COMPLETE THIS SECTION IF NEW CONTRACT

For contract(s) in this request, answer applicable questions in each of the 4 major subject areas below in accordance with the Instructions for Preparation of Non-Competitive Procurement Form on the reverse side.

Request that negotiations be conducted only with Gwen Hillary for the product and/or services described herein.
(Name of Person or Firm)

This is a request for ☒ (One-Time Contractor Requisition # 31558 copy attached) or _____ Term Agreement or
_____ Delegate Agency (Check one). If Delegate Agency, this request is for "blanket approval" of all contracts within the

Storytelling Workshops and Programs
(Program Name) (Attached List)

Pre-Assigned Specification No. 54270
Pre-Assigned Contract No. _____

COMPLETE THIS SECTION IF AMENDMENT OR MODIFICATION TO CONTRACT

Describe in detail the change in terms of dollars, time period, scope of services, etc., its relationship to the original contract and the specific reasons for the change. Indicate both the original and the adjusted contract amount and/or expiration date with this change, if applicable. Attach copy of all supporting documents. Request approval for a contract amendment or modification to the following:

Contract #:

Company or Agency Name: _____

Specification #:

Contract or Program Description: _____

Modification #: _____ (Attach List, if multiple)

Olivia Boyd
Originator Name

747-4296
Telephone

Olivia Boyd
Signature

Library
Department

1/9/07
Date

Indicate **SEE ATTACHED** in each box below if additional space is needed:

<input type="checkbox"/> PROCUREMENT HISTORY	<u>See Attached</u>	S. S. R. B.
<input type="checkbox"/> ESTIMATED COST	<u>See Attached</u>	DATE _____ APPROVED... _____ CONFIDENTIALITY APPROVED... _____
<input type="checkbox"/> SCHEDULE REQUIREMENTS	<u>See Attached</u>	REVIEWED... _____ DATE... _____
<input type="checkbox"/> EXCLUSIVE OR UNIQUE CAPACITY	<u>See Attached</u>	
<input type="checkbox"/> OTHER		

APPROVED BY: Grandie V. Kozz 1/9/07
DEPARTMENT HEAD DATE

BOARD/CHAIRMAN

DATE

- Harold Washington Junior College, Storytelling trainer
- Illinois State Board of Education approved provider for professional development offerings in Storytelling
- Chicago Public Schools State Pre-Kindergarten and Head Start teacher training
- ETA Artist in Residence, Mt. Vernon Elementary School
- Consultant, Matteson, IL, School District 162
- Presenter, Chicago Public Library Best of the Best

Ms. Hillary has performed in the following venues:

- Illinois Storytelling Festival
- Center for Inner City Studies
- Printer's Row Book Fair
- Art Institute of Chicago Public Library Du Sable Museum
- Field Museum of Natural History
- Oak Lawn Children's Museum
- ETA Creative Arts Foundation
- Chicago Public Schools
- East Chicago, IL Public Libraries
- Roosevelt University
- Truman College
- Chicago Public Schools, State Pre-Kindergarten, HeadStart, Community Partnership Programs
- Opening Minds Conferences
- US Securities and Exchange Commission
- Tellebrations
- Chicago Association of Black Storytellers

Chicago Public Library
Sole Source for Gwen Hillary

Procurement History

This is a first time request with the Department of Procurement Services. Storytelling programs are the bedrock of children's programming in public libraries. These programs go far beyond entertainment. They help stimulate children's interest in reading and books and aid in language acquisition. Librarians note that there is a direct correlation between stories told and titles checked out in any public library. Additionally, storytelling teaches oral and listening skills and promotes vocabulary development. (Groce, 2001) The Chicago Public Library wishes to develop programs around these primary goals to help develop our youngest readers.

Developing the storytelling skills of children's librarians is an important aspect of professional development. A librarian, who is comfortable with storytelling and public speaking, is able to reach a more diverse audience and incorporate key literacy tools in their performance to help improve the skill sets of young readers. Storytelling is not just a skill but an art, and as such, professional training, methodology and mentoring is critical to successful skill building. The acquisition of these skills is something that must be done in a planned manner and with a trained storytelling professional. Choosing appropriate stories or folktales, using a library collection to develop resources and speaking to an audience in a public library are all important aspects to be considered.

In choosing a storyteller to lead a training workshop and conduct professional programs for our librarians, the Chicago Public Library used the following criteria to select a storyteller:

- The storyteller must have a library degree and a familiarity with library service to children.
- The storyteller must have a wide repertoire of culturally diverse tales
- The storyteller must have a proven track record in performing for divergent library audiences
- The storyteller must be able to incorporate Chicago Public Library resources into workshops and performances.

Estimated Cost

The total cost is \$9,600. The two-part storytelling workshop is \$600 and each storytelling performance is \$300 per show, with 30 shows

Schedule of Requirements

Ms. Hillary will present a two-part storytelling workshop for approximately 30 Chicago Public Library children's librarians. Additionally, she will perform at a storytelling performance at each participating librarian's library branch to demonstrate the appropriate techniques for storytelling to the librarians. Workshop participants will learn what it is like to tell stories in front of a live audience, develop techniques to engage their audience and create a framework to take materials from their library collection and incorporate them to storytelling.

Exclusive or Unique Capability:

The goal of this project is to develop the skills of our children's librarians so that they may effectively tell stories to their young patrons. This is accomplished providing a two-part workshop series and incorporating an additional component of observation of a professional storyteller in the branch library setting. Ms. Hillary is uniquely qualified for this project because she is a local storyteller with a national reputation and over 30 years experience in teaching storytelling and librarianship. She has a Master of Science in Education and Library Studies from Chicago State University and has spent much of her career as an administrator and educator at the Chicago Public Schools, Department of Libraries. In her role as an administrator for the Chicago Public Schools, she worked closely with the Chicago Public Library providing services and guidance to Chicago Public Library librarians. Her expertise in folklore and the traditional stories found in the Chicago Public Library collections make her highly qualified to host the storytelling program for our librarians. Additionally, she understands the unique nature of city life and the need to respect and promote the diversity that children encounter while living in the City of Chicago.

Ms. Hillary has prior experience in conducting storytelling workshops to the Chicago Board of Education and through the City's After-School Matters program. She is on the Black Caucus of Storytellers and has presented at the National Storytelling Association.

Ms. Hillary's experience as an instructor and presenter of storyteller includes the following accomplishments:

- Adjunct Storytelling Professor, Dominican University, School of Library and Informational Studies, River Forest, IL
- Chicago Tribune Teacher Resource Fair Storytelling Instructor, 2005-06
- Chicago Metro AEYC "Opening Minds" Conference, Keynote presenter on Storytelling and teaching, 2005-06
- After-School Matters Storytelling Instructor – Ore High School, 2002-2005
- Illinois State University, Normal, IL Guest lecturer
- Chicago State University, Guest lecturer and trainer
- Columbia College, Guest lecturer
- Truman College, Storytelling trainer

Gwendolyn A. Hilary
3140 S. Calumet Avenue
Chicago, IL 60616-3930
312.842.3062
ghilary43@aol.com

SELECTED PROFESSIONAL WORK EXPERIENCES

Independent Contractor

Professional Storyteller and Trainer

currently
 Perform at Storytelling festivals, cultural institutions and venues in the Chicago area including the Art Institute, Botanic Gardens, DuSable Museum, Children's Museum, Chicago Public Library (50+ branches), Printers Row, South Shore Cultural Center, and Swedish Museum. Provide staff development and parent workshops on storytelling techniques and the inclusion of storytelling into the school curriculum and family reading. Perform storytelling in CPS public and private schools to students ranging from Pre-Kindergarten through High School, parents and community groups.

Consultant: Gifted Program, Matteson, IL School District 162 **2003- 2006**

ETA Artist-in-Residence: Mt. Vernon Elementary School, Chicago, IL **2004 – 2005**

Instructor, Words37 (After School Matters) **2002 - 2005**
 Instruct and train high school apprentices at Orr High School in the art of storytelling for career and personal development, incorporating literature, writing and job training experiences.

Chicago Public Schools

Department of Libraries & Information Services

Mentor: Library Mentoring Program **2002 - 2003**
 Evaluated and monitored library programs of seven new CPS librarians and provided recommendations and assistance to upgrade librarians' skills and facilities.

Coordinator: State Library Grant
 Facilitated the development and implementation of a scholarship program for over 50 CPS teachers and librarians seeking to obtain State endorsements in Library Science at Chicago State University and Dominican University.

Television Presenter: Channels 23 and 21
 Presented book reviews, performed storytelling and hosted programs. Trained and coordinated the scheduling of book review presentations by school librarians on the *Chicago Educator*, Chicago Public School's educational television program.

Region Librarian**1997 – 2002**

Provided consultation to 100 schools, focusing on developing and implementing effective library programs that are integral to teaching and learning system-wide.

Developed and implemented strategies to enhance collection development, coordination of school and public library resources, curriculum and library integration, use of technology and online educational data bases, library automation, and professional development of librarians.

Collaborated with other departments of the Chicago Public Schools & city agencies to provide expertise and assistance with joint projects including programs with the Chicago Reading Initiative, Teachers Academy, Mayor Daley's High School Book Club Conferences, Reading Excellence Act, Goals 2000, Links to Literacy and CPS Community Partnership Program. Planned and facilitated joint programs with administrative staff from the Chicago Public Library.

Teacher-Librarian, Chicago Public Schools**1974–79, 1981-1996**

Drake, Drummond, and Cardenas Schools. Provided library instruction to students, incorporating technology and research. Collaborated with staffs to co-teach and supplement units of classroom instruction and provide resources. Instructed students with limited English proficiency.

Teacher, Chicago Public Schools**1964 - 1973**

Lewis Champlain, Drake and Hughes Schools. Taught Third, Seventh and Eighth grades, Gifted students; served as Master-Teacher.

Related Experiences**Adjunct Professor****1998 - 2003**

Library Science Department, Dominican University.
Guest Storytelling and Young Adult Literature instructor at city and state universities and institutions.

Consultant, Hug-A-Book, Inc, Chicago, IL**1991 - 1997**

Provided in-services to administrators, staff and parents of Head Start, Day Care, and After School Programs on literacy and reading to young children. Organized lending libraries.

Administrative Assistant, Illinois Family Planning Council, Chicago, IL**1979 - 1981**

Served as the assistant to the Executive Director. Responsible for planning statewide conferences and meetings, functioning as liaison to the Board of Directors, hiring and interviewing personnel, preparing major grants, and coordinating citywide and state programs.

Education

Chicago State University – Masters of Science in Education – Concentration: Library Science

Roosevelt University – Bachelors of Arts – Major: German; Minor: French

Ongoing professional development courses and training

State Certification: Elementary (Type 3); Endorsement – Library Science; Type 10 – Library Media Specialist (K-12)

Approved as a Professional Development Provider for the Illinois State Board of Education

Gwen Hilary

Storyteller

Selected Venues

Illinois Storytelling Festival

Printer's Row Book Fair

Art Institute

DuSable Museum

Field Museum of Natural History

Oak Lawn Children's Museum

eta Creative Arts Foundation

Chicago Public Libraries (45+)

Chicago & suburban schools (60+)

East Chicago, IN Public Libraries

Roosevelt University

Truman College

Early Childhood Centers

CPS - State PreK, Head Start, Community Partnership Departments

"Opening Minds" Conferences - McCormick Place

Swedish Museum

Center for Inner City Studies

U.S. Securities and Exchange Commission

Tellabratons

Ase – Chicago Association of Black Storytellers Concerts

American Girl

Shedd Aquarium

Botanic Gardens

Downers Grove Polar Express Train

Evanston Ethnic Arts Festival

Swedish Museum

African Festival of the Arts

Rotary Club – Matteson IL

Oakbrook Park District

Governors State University Performing Arts Theater

Hot House

Chicago Tribune Teacher Resource Fair

Hug-a-Book Festivals

Open Book Project

Lutheran Synod Conventions

DPS PROJECT CHECKLIST

For DPS Use Only

Date Received _____
Date Returned _____
Date Accepted _____
CA/CN's Name _____

IMPORTANT: PLEASE READ AND FOLLOW THE INSTRUCTIONS FOR COMPLETING THE PROJECT CHECKLIST AND CONTACT THE APPROPRIATE UNIT MANAGER IF YOU HAVE ANY FURTHER QUESTIONS. ALL INFORMATION SHOULD BE COMPLETED, ATTACH ALL REQUIRED MATERIALS AND SUBMIT FOR HANDLING TO THE DEPARTMENT OF PROCUREMENT SERVICES, ROOM 403, CITY HALL, 121 N. LASALLE STREET, CHICAGO, ILLINOIS 60602.

GENERAL INFORMATION:

Date: 1/9/07

REQ No.: 31558

Contact Person: Olivia Boyd

Tel: 7-4296 Fax: 7-4522

E-mail: oboyd@chipublib.org

@cityofchicago.org

PO No.: (if known):

Project Manager: Brandie Knazze

Tel: 7-4269 Fax: 7-4522

E-

mail: bknazze@chipublib.org

@cityofchicago.org

Modification No.: (if known):

Previous PO No.: (if known):

Project Description: STORYTELLING WORKSHOPS AND PROGRAMS AT THE CHICAGO PUBLIC LIBRARY

FUNDING:

City: ☒ Corporate ☐ Bond ☐ Enterprise ☐ Grant* ☐ Other
State: ☐ IDOT/Transit ☐ IDOT/Highway ☐ Grant* ☐ Other
Federal: ☐ FHWA ☐ FTA ☐ FAA ☐ Grant* ☐ Other

LINE	FY	FUND	DEPT	ORGN	APPR	ACTV	OBJT	PROJECT	RPTG	\$ DOLLAR AMOUNT
01	06	0346	91	2005	0123		0123			9600

Estimated Value \$9,600.00

*IF GRANT FUNDED, A COPY OF THE APPROVED GRANT AND APPLICATION ARE REQUIRED
and any other Terms and Conditions that may apply.

SCOPE STATEMENT:

☒ Attached is a Detailed Scope of Services and/or Specification

IMPORTANT: THIS IS A CRITICAL PORTION OF YOUR SUBMITTAL. IN ORDER FOR DPS TO ACCEPT YOUR SUBMITTAL YOU MUST COMPLETE THE SPECIFIC SCOPE REQUIREMENTS AS SET FORTH IN THE SUPPLEMENTAL CHECKLIST FOR THAT UNIT.

The following is a general description of what should be included in a Scope of Services or Specification:

A clear description of all anticipated services and products, including: time frame for completion, special qualifications of prospective vendors, special requirements or needs of the project, locations, anticipated participating user departments, citation of any applicable City ordinance or state/federal regulation or statute.

TYPE OF PROCUREMENT REQUESTED (check all that apply):

NEW REQUEST

☐ Blanket Agreement
☒ Standard Agreement
☒ Small Orders

MOD/AMENDMENT

☐ Time Extension
☐ Vendor Limit Increase
☐ Scope Change/Price Increase/Additional Line Item(s)
☐ Other (specify):

FORMS:

☒ Requisition

☐ Special Approvals

☒ Non-Competitive Review Board (NCRB)

CONTRACT TERM:

Requested Term (number of months):



Gwen Hilary

Storyteller

ghilary@sbcglobal.net

phone: (312) 203-2281 fax: (312) 842-8786

Professional Storytelling and Training Workshops City of Chicago, Chicago Public Library April 4 – May 9, 2007

Scope of Services

I, the contractor, will present (2) three-hour workshops for thirty participants, Chicago Public Librarians, who enroll to learn effective storytelling techniques. The professional development workshops for the librarians will be held at the Harold Washington Library Center, 400 S. State Street. In addition, I will conduct a 45 minutes storytelling program at each librarian's library branch for each librarian that attends the program. There will be a total of 30 storytelling performances. The fee for each of the 2 workshops and the 30 performances will \$300 each or a total of \$9, 600 for the 32 sessions.

The introductory workshop will be on April 4, 2007. Two goals are to share the purpose of developing effective storytelling skills and introduce the techniques and skills for successful storytelling. Another objective is to create enthusiasm, motivation and confidence within the participants to seriously take on the challenge of learning and incorporating storytelling into their programs.

The agenda for the initial workshop will include all of the basic elements of storytelling and effective delivery including:

- Importance and benefits of storytelling
- Four main sources for procuring or developing stories
- Criteria for selecting stories to tell
- Storytelling for the different age levels
- Techniques to create participation during story time
- How to learn and transform a written story for storytelling
- Performance skills and tips
- Rubric for evaluating effective oral performance
- Props - commercial and everyday objects.
- Important storytelling websites and resources

A key component of the first session will be for the librarians to partner and work together to practice the skills and then, have the experience of telling a short story. This will be a wonderful learning experience and will provide the experience of telling before a group and gaining insight and ideas from observing their peers tell.

The second training workshop will be conducted at the conclusion of the program and will serve as a lessons learned session. When the participants return on May 9, 2007, each librarian will showcase (perform) a story that has been learned and told at the branch. When I perform storytelling at each of the librarian's library branches, it will provide a demonstration model. The librarian will critique the performance and the audience reactions. This will also be an opportunity for any questions or to provide any requested storytelling assistance.

The Chicago Public Library will be responsible for securing and advertising the program to age appropriate audiences for the storytelling programs.

Within the scope of services that I provide, I will develop materials for both the professional development workshops and the thirty storytelling programs, including retrieval of appropriate resources, preparation of handouts and development of appropriate props and storytelling aids used in the workshops. Each librarian will receive a set of handouts which I, the contractor, will be responsible for copying and supplying. I will also provide a bibliography of storytelling resources which will assist in furthering skill development and provide a core list of storytelling resources.

It will be my responsibility to provide transportation to the various locations where I will be performing storytelling and conducting the workshops. The attached calendar provides the anticipated storytelling dates. Generally on these dates, there will be three performances (10am, 1pm and 6pm with a few exceptions. The actual locations will be determined closer to the performance dates, based upon branch and librarian availability

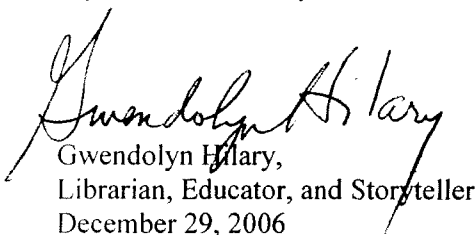
The rationale for providing this training is based upon my many experiences with storytelling. As a practitioner who tells at all of the major cultural and educational institutions in Chicago, I have seen firsthand the impact of connecting to listeners through the spoken word. It is a phenomenal experience which develops a love of story and literature, which is one of the key purposes of providing library experiences to youth. The benefits for the Chicago Public Library which will ensue from the sessions are many.

First and foremost, the patrons will engage in an enriching and meaningful interaction with the librarian which will create a unique bonding experience between the listeners and teller. One result will be a motivation to return and experience more of the same. Of course, book circulation around the stories told and related books will increase each time as this is always the result. There will be enthusiastic patrons who will seek this alternative to secluded time on the computers. Difficult themes and concepts are easily related and hard to find materials at certain reading levels are suddenly available through storytelling as the librarians can gear the topics for any age level. A librarian motivated to incorporate storytelling as part of doing book talks to teen readers will find a new way to relate to this audience.

I have had extensive experience in providing applicable storytelling workshops to many teachers, librarians, and parents, which will all be incorporated in this program. Some of them include:

- Adjunct Storytelling Professor, Dominican University, River Forest, IL
- Storytelling presenter for teachers and librarians from all areas of the state at the Chicago Tribune Teacher Resource Fair for 2 years
- Storytelling trainer for the Chicago Public School Department of Libraries and over 200 State Pre-Kindergarten and Head Start teachers in techniques of storytelling
- Guest storytelling lecturer and trainer at universities and colleges including Illinois State University (Normal, IL), Chicago State University, Columbia College, Truman College, Daley and Harold Washington Junior Colleges
- Illinois State Board of Education approved provider for professional development offerings in Storytelling

My resume and a partial list of storytelling venues, which continues to expand as storytelling permeates all aspects of our society, are attached.


Gwendolyn Hilary,
Librarian, Educator, and Storyteller
December 29, 2006

CITY OF CHICAGO PURCHASE REQUISITION

Copy (Department)

DELIVER TO: 091-6002 CHILD SVCS 400 S. STATE ST. Chicago, IL 60605	REQUISITION: 31558
	PAGE: 1
	DEPARTMENT: 91 - CHICAGO PUBLIC LIBRARY
	PREPARER: Olivia E Boyd
	NEEDED:
	APPROVED: 1/8/2007

REQUISITION DESCRIPTION

STORYTELLING WORKSHOPS AND PROGRAMS AT THE CHICAGO PUBLIC LIBRARY
SPECIFICATION NUMBER: 54270

COMMODITY INFORMATION

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
1	9243520300	2.00	Each	300.00	600.00

IN-SERVICE TRAINING (FOR EMPLOYEES) - PROFESSIONAL TRAINING WORKSHOPS FOR LIBRARIANS

SUGGESTED VENDOR: GWEN HILARY

REQUESTED BY: Olivia E Boyd

DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	006	0346	0912005	0123	220123	0000	00000000	000000	00000	0000	600.00
LINE TOTAL:											600.00

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
2	9563810100	30.00	Each	300.00	9,000.00

LIBRARY PROGRAMS - PROFESSIONAL STORYTELLING PROGRAMS

SUGGESTED VENDOR: GWEN HILARY

REQUESTED BY: Olivia E Boyd

DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	006	0346	0912005	0123	220123	0000	00000000	000000	00000	0000	9,000.00
LINE TOTAL:											9,000.00

REQUISITION TOTAL: 9,600.00

SCOPE

The Contractor must provide a Professional Storytelling and Training Workshops, FOB, City of Chicago, Chicago Public Library, in accordance with all terms and conditions of this specification.

SCOPE OF SERVICES

The contractor will present (2) two three-hour workshops for thirty participants on effective storytelling techniques. The first workshop will be to introduce the skills and discuss the purpose of effective storytelling skills. The second workshop will be at the conclusion of the program and will serve as a lessons learned session. For each librarian that signs up to attend the program, the Contractor will conduct a 45 minutes storytelling program at that librarian's library branch. The Chicago Public Library will be responsible for securing and advertising the program to age appropriate audiences for the storytelling programs.

The Contractor will develop material for both the professional development workshops and the thirty storytelling programs, including retrieval of appropriate resources, preparation of handouts and development of any props or storytelling aids. The Contractor will also be responsible for supplying the program participants with any required handouts. The Contractor will be responsible for securing travel to the various locations and will be provided with a parking space where possible.

The professional development workshop for librarians will be held on April 4, 2007 and May 9, 2007 from 1:00pm to 4:30pm at the Harold Washington Library Center, 400 S. State Street.

The anticipated storytelling performance dates at the (30) thirty library branches are denoted below with and asterisk * on the calendar. Performances will be held at 10am, 1pm and 6pm. Library locations will be determined closer to performance dates and according to branch and librarian availability.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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15	16 *	17 *	18	19 *	20	21
22	23 *	24 *	25	26 *	27	28
29	30 *					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		May 1	2	3 *	4	5
6	7 *	8	9 Workshop	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**CITY OF CHICAGO
ECONOMIC DISCLOSURE STATEMENT
AND AFFIDAVIT**

SECTION I -- GENERAL INFORMATION

A. Legal name of Disclosing Party submitting this EDS. Include d/b/a/ if applicable:

Gwendolyn A. Hilary

Check ONE of the following three boxes:

Indicate whether Disclosing Party submitting this EDS is:

1. ☒ the Applicant
OR

2. ☐ a legal entity holding a direct or indirect interest in the Applicant. State the legal name of the Applicant in which Disclosing Party holds an interest: _____
OR

3. ☐ a specified legal entity with a right of control (see Section II.B.1.b.) State the legal name of the entity in which Disclosing Party holds a right of control: _____

B. Business address of Disclosing Party:

3140 S. Calumet Ave
Chicago, IL 60616

C. Telephone: 312 842 3062 Fax: 312 842 8786 Email: ghilary⁴³@aol.com

D. Name of contact person: Elizabeth McChesney

E. Federal Employer Identification No. (if you have one): 319 -36 -5617

F. Brief description of contract, transaction or other undertaking (referred to below as the "Matter") to which this EDS pertains. (Include project number and location of property, if applicable):

Storytelling Training for Chicago Public Library librarians

G. Which City agency or department is requesting this EDS? Chicago Public Library / Children's Services

If the Matter is a contract being handled by the City's Department of Procurement Services, please complete the following:

Specification # _____ and Contract # _____

SECTION II -- DISCLOSURE OF OWNERSHIP INTERESTS

A. NATURE OF DISCLOSING PARTY

1. Indicate the nature of the Disclosing Party:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Person | <input type="checkbox"/> Limited liability company* |
| <input type="checkbox"/> Publicly registered business corporation | <input type="checkbox"/> Limited liability partnership* |
| <input type="checkbox"/> Privately held business corporation | <input type="checkbox"/> Joint venture* |
| <input type="checkbox"/> Sole proprietorship | <input type="checkbox"/> Not-for-profit corporation |
| <input type="checkbox"/> General partnership* | (Is the not-for-profit corporation also a 501(c)(3))? |
| <input type="checkbox"/> Limited partnership* | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Trust | <input type="checkbox"/> Other (please specify) |

* Note B.1.b below.

2. For legal entities, the state (or foreign country) of incorporation or organization, if applicable:

DNA

3. For legal entities not organized in the State of Illinois: Has the organization registered to do business in the State of Illinois as a foreign entity?

DNA ☐ Yes

☐ No

☒ N/A

B. IF THE DISCLOSING PARTY IS A LEGAL ENTITY:

1.a. List below the full names and titles of all executive officers and all directors of the entity. For not-for-profit corporations, also list below all members, if any, which are legal entities. If there are no such members, write "no members." For trusts, estates or other similar entities, list below the legal titleholder(s).

Name

DNA

Title

1.b. If you checked "General partnership," "Limited partnership," "Limited liability company," "Limited liability partnership" or "Joint venture" in response to Item A.1. above (Nature of Disclosing Party), list below the name and title of each general partner, managing member, manager or

any other person or entity that controls the day-to-day management of the Disclosing Party. **NOTE:** Each legal entity listed below must submit an EDS on its own behalf.

Name

Title

2. Please provide the following information concerning each person or entity having a direct or indirect beneficial interest (including ownership) in excess of 7.5% of the Disclosing Party. Examples of such an interest include shares in a corporation, partnership interest in a partnership or joint venture, interest of a member or manager in a limited liability company, or interest of a beneficiary of a trust, estate or other similar entity. If none, state "None." **NOTE:** Pursuant to Section 2-154-030 of the Municipal Code of Chicago ("Municipal Code"), the City may require any such additional information from any applicant which is reasonably intended to achieve full disclosure.

Name

Business Address

Percentage Interest in the
Disclosing Party

DNA

SECTION III -- BUSINESS RELATIONSHIPS WITH CITY ELECTED OFFICIALS

Has the Disclosing Party had a "business relationship," as defined in Chapter 2-156 of the Municipal Code, with any City elected official in the 12 months before the date this EDS is signed?

☐ Yes

☒ No

If yes, please identify below the name(s) of such City elected official(s) and describe such relationship(s):

SECTION IV -- DISCLOSURE OF SUBCONTRACTORS AND OTHER RETAINED PARTIES

The Disclosing Party must disclose the name and business address of each subcontractor, attorney, lobbyist, accountant, consultant and any other person or entity whom the Disclosing Party has retained or expects to retain in connection with the Matter, as well as the nature of the relationship, and the total

amount of the fees paid or estimated to be paid. The Disclosing Party is not required to disclose employees who are paid solely through the Disclosing Party's regular payroll.

"Lobbyist" means any person or entity who undertakes to influence any legislative or administrative action on behalf of any person or entity other than: (1) a not-for-profit entity, on an unpaid basis, or (2) himself. "Lobbyist" also means any person or entity any part of whose duties as an employee of another includes undertaking to influence any legislative or administrative action.

If the Disclosing Party is uncertain whether a disclosure is required under this Section, the Disclosing Party must either ask the City whether disclosure is required or make the disclosure.

Name (indicate whether retained or anticipated to be retained)	Business Address	Relationship to Disclosing Party (subcontractor, attorney, lobbyist, etc.)	Fees (indicate whether paid or estimated)
DNA			

(Add sheets if necessary)

☒ Check here if the Disclosing party has not retained, nor expects to retain, any such persons or entities.

SECTION V -- CERTIFICATIONS

A. COURT-ORDERED CHILD SUPPORT COMPLIANCE

Under Municipal Code Section 2-92-415, substantial owners of business entities that contract with the City must remain in compliance with their child support obligations throughout the term of the contract.

Has any person who directly or indirectly owns 10% or more of the Disclosing Party been declared in arrearage on any child support obligations by any Illinois court of competent jurisdiction?

☐ Yes ☒ No ☐ No person owns 10% or more of the Disclosing Party.

If "Yes," has the person entered into a court-approved agreement for payment of all support owed and is the person in compliance with that agreement?

☐ Yes ☒ No

B. FURTHER CERTIFICATIONS

1. The Disclosing Party and, if the Disclosing Party is a legal entity, all of those persons or entities identified in Section II.B.1. of this EDS:

- a. are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from any transactions by any federal, state or local unit of government;
- b. have not, within a five-year period preceding the date of this EDS, been convicted of a criminal offense, adjudged guilty, or had a civil judgment rendered against them in connection with: obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; a violation of federal or state antitrust statutes; fraud; embezzlement; theft; forgery; bribery; falsification or destruction of records; making false statements; or receiving stolen property;
- c. 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 offenses enumerated in clause B.1.b. of this Section V;
- d. have not, within a five-year period preceding the date of this EDS, had one or more public transactions (federal, state or local) terminated for cause or default; and
- e. have not, within a five-year period preceding the date of this EDS, been convicted, adjudged guilty, or found liable in a civil proceeding, or in any criminal or civil action, including actions concerning environmental violations, instituted by the City or by the federal government, any state, or any other unit of local government.

2. The certifications in subparts 2, 3 and 4 concern:

- the Disclosing Party;
- any "Applicable Party" (meaning any party participating in the performance of the Matter, including but not limited to any persons or legal entities disclosed under Section IV, "Disclosure of Subcontractors and Other Retained Parties");
- any "Affiliated Entity" (meaning a person or entity that, directly or indirectly: controls the Disclosing Party, is controlled by the Disclosing Party, or is, with the Disclosing Party, under common control of another person or entity. 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 to do business with federal or state or local government, including the City, using substantially the same management, ownership, or principals as the ineligible entity); with respect to Applicable Parties, the term Affiliated Entity means a person or entity that directly or indirectly controls the Applicable Party, is controlled by it, or, with the Applicable Party, is under common control of another person or entity;

- any responsible official of the Disclosing Party, any Applicable Party or any Affiliated Entity or any other official, agent or employee of the Disclosing Party, any Applicable Party or any Affiliated Entity, acting pursuant to the direction or authorization of a responsible official of the Disclosing Party, any Applicable Party or any Affiliated Entity (collectively "Agents").

Neither the Disclosing Party, nor any Applicable Party, nor any Affiliated Entity of either the Disclosing Party or any Applicable Party nor any Agents have, during the five years before the date this EDS is signed, or, with respect to an Applicable Party, an Affiliated Entity, or an Affiliated Entity of an Applicable Party during the five years before the date of such Applicable Party's or Affiliated Entity's contract or engagement in connection with the Matter:

- bribed or attempted to bribe, or been convicted or adjudged guilty of bribery or attempting to bribe, a public officer or employee of the City, the State of Illinois, or any agency of the federal government or of any state or local government in the United States of America, in that officer's or employee's official capacity;
- agreed or colluded with other bidders or prospective bidders, or been a party to any such agreement, or been convicted or adjudged guilty of agreement or collusion among bidders or prospective bidders, in restraint of freedom of competition by agreement to bid a fixed price or otherwise; or
- made an admission of such conduct described in a. or b. above that is a matter of record, but have not been prosecuted for such conduct; or
- violated the provisions of Municipal Code Section 2-92-610 (Living Wage Ordinance).

3. Neither the Disclosing Party, Affiliated Entity or Applicable Party, or any of their employees, officials, agents or partners, is barred from contracting with any unit of state or local government as a result of engaging in or being convicted of (1) bid-rigging in violation of 720 ILCS 5/33E-3; (2) bid-rotating in violation of 720 ILCS 5/33E-4; or (3) any similar offense of any state or of the United States of America that contains the same elements as the offense of bid-rigging or bid-rotating.

4. Neither the Disclosing Party nor any Affiliated Entity is listed on any of the following lists maintained by the Office of Foreign Assets Control of the U.S. Department of the Treasury or the Bureau of Industry and Security of the U.S. Department of Commerce or their successors: the Specially Designated Nationals List, the Denied Persons List, the Unverified List, the Entity List and the Debarred List.

5. The Disclosing Party understands and shall comply with (1) the applicable requirements of the Governmental Ethics Ordinance of the City, Title 2, Chapter 2-156 of the Municipal Code; and (2) all the applicable provisions of Chapter 2-56 of the Municipal Code (Office of the Inspector General).

6. If the Disclosing Party is unable to certify to any of the above statements in this Part B (Further Certifications), the Disclosing Party must explain below:

If the letters "NA," the word "None," or no response appears on the lines above, it will be conclusively presumed that the Disclosing Party certified to the above statements.

C. CERTIFICATION OF STATUS AS FINANCIAL INSTITUTION

For purposes of this Part C, under Municipal Code Section 2-32-455(b), the term "financial institution" means a bank, savings and loan association, thrift, credit union, mortgage banker, mortgage broker, trust company, savings bank, investment bank, securities broker, municipal securities broker, securities dealer, municipal securities dealer, securities underwriter, municipal securities underwriter, investment trust, venture capital company, bank holding company, financial services holding company, or any licensee under the Consumer Installment Loan Act, the Sales Finance Agency Act, or the Residential Mortgage Licensing Act. However, "financial institution" specifically shall not include any entity whose predominant business is the providing of tax deferred, defined contribution, pension plans to public employees in accordance with Sections 403(b) and 457 of the Internal Revenue Code. (Additional definitions may be found in Municipal Code Section 2-32-455(b).)

1. CERTIFICATION

The Disclosing Party certifies that the Disclosing Party (check one)

☐ is ☒ is not

a "financial institution" as defined in Section 2-32-455(b) of the Municipal Code.

2. If the Disclosing Party IS a financial institution, then the Disclosing Party pledges:

"We are not and will not become a predatory lender as defined in Chapter 2-32 of the Municipal Code. We further pledge that none of our affiliates is, and none of them will become, a predatory lender as defined in Chapter 2-32 of the Municipal Code. We understand that becoming a predatory lender or becoming an affiliate of a predatory lender may result in the loss of the privilege of doing business with the City."

If the Disclosing Party is unable to make this pledge because it or any of its affiliates (as defined in Section 2-32-455(b) of the Municipal Code) is a predatory lender within the meaning of Chapter

2-32 of the Municipal Code, explain here (attach additional pages if necessary):

If the letters "NA," the word "None," or no response appears on the lines above, it will be conclusively presumed that the Disclosing Party certified to the above statements.

D. CERTIFICATION REGARDING INTEREST IN CITY BUSINESS

Any words or terms that are defined in Chapter 2-156 of the Municipal Code have the same meanings when used in this Part D.

1. In accordance with Section 2-156-110 of the Municipal Code: Does any official or employee of the City have a financial interest in his or her own name or in the name of any other person or entity in the Matter?

☐ Yes

☒ No

NOTE: If you checked "Yes" to Item D.1., proceed to Items D.2. and D.3. If you checked "No" to Item D.1., proceed to Part E.

2. Unless sold pursuant to a process of competitive bidding, or otherwise permitted, no City elected official or employee shall have a financial interest in his or her own name or in the name of any other person or entity in the purchase of any property that (i) belongs to the City, or (ii) is sold for taxes or assessments, or (iii) is sold by virtue of legal process at the suit of the City (collectively, "City Property Sale"). Compensation for property taken pursuant to the City's eminent domain power does not constitute a financial interest within the meaning of this Part D.

Does the Matter involve a City Property Sale?

☐ Yes

☒ No

3. If you checked "Yes" to Item D.1., provide the names and business addresses of the City officials or employees having such interest and identify the nature of such interest:

Name

Business Address

Nature of Interest

4. The Disclosing Party further certifies that no prohibited financial interest in the Matter will be acquired by any City official or employee.

E. CERTIFICATION REGARDING SLAVERY ERA BUSINESS

The Disclosing Party has searched any and all records of the Disclosing Party and any and all predecessor entities for records of investments or profits from slavery, the slave industry, or slaveholder insurance policies from the slavery era (including insurance policies issued to slaveholders that provided coverage for damage to or injury or death of their slaves) and has disclosed in this EDS any and all such records to the City. In addition, the Disclosing Party must disclose the names of any and all slaves or slaveholders described in those records. Failure to comply with these disclosure requirements may make the Matter to which this EDS pertains voidable by the City.

Please check either 1. or 2. below. If the Disclosing Party checks 2., the Disclosing Party must disclose below or in an attachment to this EDS all requisite information as set forth in that paragraph 2.

☒ 1. The Disclosing Party verifies that (a) the Disclosing Party has searched any and all records of the Disclosing Party and any and all predecessor entities for records of investments or profits from slavery, the slave industry, or slaveholder insurance policies, and (b) the Disclosing Party has found no records of investments or profits from slavery, the slave industry, or slaveholder insurance policies and no records of names of any slaves or slaveholders.

☐ 2. The Disclosing Party verifies that, as a result of conducting the search in step 1(a) above, the Disclosing Party has found records relating to investments or profits from slavery, the slave industry, or slaveholder insurance policies and/or the names of any slaves or slaveholders. The Disclosing Party verifies that the following constitutes full disclosure of all such records:

SECTION VI -- CERTIFICATIONS FOR FEDERALLY-FUNDED MATTERS

NOTE: If the Matter is federally funded, complete this Section VI. If the Matter is not federally funded, proceed to Section VII.

A. CERTIFICATION REGARDING LOBBYING

1. List below the names of all persons or entities registered under the federal Lobbying Disclosure Act of 1995 who have made lobbying contacts on behalf of the Disclosing Party with respect to the Matter: (Begin list here, add sheets as necessary):

(If no explanation appears or begins on the lines above, or if the letters "NA" or if the word "None" appear, it will be conclusively presumed that the Disclosing Party means that NO persons or entities registered under the Lobbying Disclosure Act of 1995 have made lobbying contacts on behalf of the Disclosing Party with respect to the Matter.)

2. The Disclosing Party has not spent and will not expend any federally appropriated funds to pay any person or entity listed in Paragraph A.1. above for his or her lobbying activities or to pay any person or entity to influence or attempt to influence an officer or employee of any agency, as defined by applicable federal law, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress, in connection with the award of any federally funded contract, making any federally funded grant or loan, entering into any cooperative agreement, or to extend, continue, renew, amend, or modify any federally funded contract, grant, loan, or cooperative agreement.

3. The Disclosing Party will submit an updated certification at the end of each calendar quarter in which there occurs any event that materially affects the accuracy of the statements and information set forth in paragraphs A.1. and A.2. above.

If the Matter is federally funded and any funds other than federally appropriated funds have been or will be paid to any person or entity for influencing or attempting to influence an officer or employee of any agency (as defined by applicable federal law), a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the Matter, the Disclosing Party must complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. The form may be obtained online from the federal Office of Management and Budget (OMB) web site at <http://www.whitehouse.gov/omb/grants/sflllin.pdf>, linked on the page http://www.whitehouse.gov/omb/grants/grants_forms.html.

4. The Disclosing Party certifies that either: (i) it is not an organization described in section 501(c)(4) of the Internal Revenue Code of 1986; or (ii) it is an organization described in section 501(c)(4) of the Internal Revenue Code of 1986 but has not engaged and will not engage in "Lobbying Activities".

5. If the Disclosing Party is the Applicant, the Disclosing Party must obtain certifications equal in form and substance to paragraphs A.1. through A.4. above from all subcontractors before it awards any subcontract and the Disclosing Party must maintain all such subcontractors' certifications for the duration of the Matter and must make such certifications promptly available to the City upon request.

B. CERTIFICATION REGARDING EQUAL EMPLOYMENT OPPORTUNITY

If the Matter is federally funded, federal regulations require the Applicant and all proposed subcontractors to submit the following information with their bids or in writing at the outset of negotiations.

Is the Disclosing Party the Applicant?

☒ Yes

☐ No

If "Yes," answer the three questions below:

1. Have you developed and do you have on file affirmative action programs pursuant to applicable federal regulations? (See 41 CFR Part 60-2.)

☐ Yes

☒ No

2. Have you filed with the Joint Reporting Committee, the Director of the Office of Federal Contract Compliance Programs, or the Equal Employment Opportunity Commission all reports due under the applicable filing requirements?

☐ Yes

☒ No

3. Have you participated in any previous contracts or subcontracts subject to the equal opportunity clause?

☐ Yes

☒ No

If you checked "No" to question 1. or 2. above, please provide an explanation:

SECTION VII -- ACKNOWLEDGMENTS, CONTRACT INCORPORATION, COMPLIANCE, PENALTIES, DISCLOSURE

The Disclosing Party understands and agrees that:

A. By completing and filing this EDS, the Disclosing Party acknowledges and agrees, on behalf of itself and the persons or entities named in this EDS, that the City may investigate the creditworthiness of some or all of the persons or entities named in this EDS.

B. The certifications, disclosures, and acknowledgments contained in this EDS will become part of any contract or other agreement between the Applicant and the City in connection with the Matter, whether procurement, City assistance, or other City action, and are material inducements to the City's execution of any contract or taking other action with respect to the Matter. The Disclosing Party understands that it must comply with all statutes, ordinances, and regulations on which this EDS is based.

C. The City's Governmental Ethics and Campaign Financing Ordinances, Chapters 2-156 and 2-164 of the Municipal Code, impose certain duties and obligations on persons or entities seeking City contracts, work, business, or transactions. The full text of these ordinances and a training program is available on line at www.cityofchicago.org/Ethics, and may also be obtained from the City's Board of Ethics, 740 N. Sedgwick St., Suite 500, Chicago, IL 60610, (312) 744-9660. The Disclosing Party must comply fully with the applicable ordinances.

D. If the City determines that any information provided in this EDS is false, incomplete or inaccurate, any contract or other agreement in connection with which it is submitted may be rescinded or be void or voidable, and the City may pursue any remedies under the contract or agreement (if not rescinded, void or voidable), at law, or in equity, including terminating the Disclosing Party's participation in the Matter and/or declining to allow the Disclosing Party to participate in other transactions with the City. Remedies at law for a false statement of material fact may include incarceration and an award to the City of treble damages.

E. It is the City's policy to make this document available to the public on its Internet site and/or upon request. Some or all of the information provided on this EDS and any attachments to this EDS may be made available to the public on the Internet, in response to a Freedom of Information Act request, or otherwise. By completing and signing this EDS, the Disclosing Party waives and releases any possible rights or claims which it may have against the City in connection with the public release of information contained in this EDS and also authorizes the City to verify the accuracy of any information submitted in this EDS.

F. The information provided in this EDS must be kept current. In the event of changes, the Disclosing Party must supplement this EDS up to the time the City takes action on the Matter. If the Matter is a contract being handled by the City's Department of Procurement Services, the Disclosing Party must update this EDS as the contract requires.

The Disclosing Party represents and warrants that:

G. The Disclosing Party has not withheld or reserved any disclosures as to economic interests in the Disclosing Party, or as to the Matter, or any information, data or plan as to the intended use or purpose for which the Applicant seeks City Council or other City agency action.

For purposes of the certifications in H.1. and H.2. below, the term "affiliate" means any person or entity that, directly or indirectly: controls the Disclosing Party, is controlled by the Disclosing Party, or is, with the Disclosing Party, under common control of another person or entity. 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 to do business with the federal government or a state or local government, including the City, using substantially the same management, ownership, or principals as the ineligible entity.

H.1. The Disclosing Party is not delinquent in the payment of any tax administered by the Illinois Department of Revenue, nor are the Disclosing Party or its affiliates delinquent in paying any fine, fee, tax or other charge owed to the City. This includes, but is not limited to, all water charges, sewer charges, license fees, parking tickets, property taxes or sales taxes.

H.2 If the Disclosing Party is the Applicant, the Disclosing Party and its affiliates will not use, nor permit their subcontractors to use, any facility on the U.S. EPA's List of Violating Facilities in connection with the Matter for the duration of time that such facility remains on the list.

H.3 If the Disclosing Party is the Applicant, the Disclosing Party will obtain from any contractors/subcontractors hired or to be hired in connection with the Matter certifications equal in form and substance to those in H.1. and H.2. above and will not, without the prior written consent of the City, use any such contractor/subcontractor that does not provide such certifications or that the Disclosing Party has reason to believe has not provided or cannot provide truthful certifications.

NOTE: If the Disclosing Party cannot certify as to any of the items in H.1., H.2. or H.3. above, an explanatory statement must be attached to this EDS.

CERTIFICATION

Under penalty of perjury, the person signing below: (1) warrants that he/she is authorized to execute this EDS on behalf of the Disclosing Party, and (2) warrants that all certifications and statements contained in this EDS are true, accurate and complete as of the date furnished to the City.

Gwendolyn A. Hilary
(Print or type name of Disclosing Party)

Date: 11-07-2006

By:

Gwendolyn A. Hilary
(sign here)

Gwendolyn A. Hilary
(Print or type name of person signing)

(Print or type title of person signing)

Signed and sworn to before me on (date) Nov. 02, 2006, by Gwendolyn Hilary
at COOK County, ILLINOIS (state).

Grace E. Flowers-Cox Notary Public.

Commission expires: 05-18-2010

