

CLERK'S CONTRACT and AGREEMENT COVER PAGE

Legistar File ID#: 2017-0622

Innoprise Contract #: C17-0125

Year: 2017

Amount: \$13,500.00

Department: VMO - Karie Friling/Marisa Perez

Contract Type: Services

Contractors Name: Glover & Associates

Contract Description: Employee Training & Development 2017

MAYOR
Keith Pekau

VILLAGE CLERK
John C. Mehalek

14700 S. Ravinia Avenue
Orland Park, IL 60462
708.403.6100
OrlandPark.org



TRUSTEES

Kathleen M. Fenton
James V. Dodge
Patricia A. Gira
Carole Griffin Ruzich
Daniel T. Calandriello
Michael F. Carroll

October 31, 2017

Mr. Paul Glover
Glover & Associates
4929 Forest Avenue, Unit 2B
Downers Grove, Illinois 60515

NOTICE TO PROCEED – Employee Training & Development 2017

Dear Mr. Glover:

This notification is to inform you that the Village of Orland Park has received all necessary paperwork in order for work to commence on the above stated project. As we discussed, the Village is waiving our insurance requirements.

Please contact Joe LaMargo at 708-403-6151 to arrange the commencement of the work.

The Village will be processing a Purchase Order for this service and it will be emailed to your company. This number on the Purchase Order should be noted on all invoices, correspondence, etc. All invoices should be sent directly to the Accounts Payable Department at 14700 S. Ravinia Ave. Orland Park, IL 60462 or accountspayable@orlandpark.org. Also, your final invoice for this service should state that it is the final invoice pertaining to that Purchase Order.

For your records, I have enclosed one (1) original executed proposal/contract dated July 18, 2017 in an amount not to exceed Thirteen Thousand Five Hundred and No/100 (\$13,500.00) Dollars. If you have any questions, please call me at 708-403-6173.

Sincerely,

Denise Domalewski
Purchasing & Contract Administrator

Encl:

CC: Joe LaMargo

MAYOR
Keith Pekau

VILLAGE CLERK
John C. Mehalek

14700 S. Ravinia Avenue
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TRUSTEES
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Michael F. Carroll

October 19, 2017

Mr. Paul Glover
Glover & Associates
4929 Forest Avenue, Unit 2B
Downers Grove, Illinois 60515

NOTICE OF AWARD – Employee Training & Development 2017

Dear Mr. Glover:

This notification is to inform you that the Village of Orland Park Board of Trustees approved the proposal you submitted dated July 18, 2017 for the Employee Training & Development for an amount not to exceed Thirteen Thousand Five Hundred and No/100 (\$13,500.00) Dollars.

In order to begin this engagement, you must comply with the following within ten business days of the date of this Notice of Award, which is by November 2, 2017. We hope to complete training by year end.

- I am attaching the Contract for Employee Training & Development 2017. Please sign and return directly to me. I will obtain signatures to fully execute the Contract and a copy will be returned to you for your files.
- Also enclosed is the Affidavit of Compliance. Please complete and return directly to me along with the contract.

Deliver this information directly to me, Denise Domalewski, Purchasing & Contract Administrator, at Village Hall located at 14700 S. Ravinia Ave., Orland Park, IL 60462. The signed Contracts and Affidavit are required to be in place and received at my office prior to the commencement of work on this project. You will be issued a Notice to Proceed letter and a purchase order when you are in full compliance with this process. If you have any questions, please do not hesitate to call me at 708-403-6173 or e-mail me at ddomalewski@orlandpark.org.

Sincerely,



Denise Domalewski
Purchasing & Contract Administrator

cc: Village Manager's Office

Paul Glover Coaching

Committed to Achieving Individual & Organizational Improvement

P: 630.913.6555 Email: paul@paulglovercoaching.com

P: 708.805.2368 Email: maureen@keanecommunication.com

"It is not necessary to change. Survival is not mandatory."

W. Edwards Demming

Orland Park

PROPOSAL

Submitted by Maureen Keane & Paul Glover

(July 18, 2017)

THE PROJECTS: In June 2017, The Village of Orland Park, (hereafter “Orland Park”) requested *Paul Glover Coaching* (hereafter “Consultants”), as a part of the High Performance Organization Initiative, submits a Proposal to conduct:

1. A Leadership Workshop with the Orland Park Staff,
2. Focus Groups and Trust Workshop with the Public Works Department.
3. A Myers-Briggs Assessments/Coaching Program for six Development Service Department Employees.
4. A Myers-Briggs Assessments/Coaching Program for twelve Recreation Department Employees.

This Proposal is in response to that request.

THE PROPOSAL:

1. The PROPOSED Leadership Workshop contains these elements:

- a. A Pre-Workshop Assessment where the Orland Park Staff take the online Myers-Briggs Personality Assessment and meeting with the Consultants to discuss why this information is important and how they can use this information to better perform in their positions with the Village of Orland Park’s stakeholders.
- b. A four-hour Workshop with the primary topics being Communication, Collaboration, High Performance Team Building and Conflict Management.

2. The PROPOSED Public Works Department (hereafter “PWD”) Program contains these elements:

- a. A meeting with the Union representing the PWD to explain the Program and solicit its input about the issues to address.
- b. Six or more Focus Groups, consisting of 10 or less PWD Employees, to discover/confirm the issues that need to be addressed so the Department becomes a High Performance Team.
- c. A Written Report to the relevant members of the Leadership Team detailing the information collected through the PWD focus groups and containing recommendations for the issues disclosed in the PWD Focus Groups.
- d. A meeting with relevant members of the Leadership Group and the PWD Supervisors/Managers to discuss the PWD Focus Groups, the Written Report, and the recommendations for the issues disclosed by the Focus Groups.
- e. A four-hour Workshop with relevant members of the Leadership Team and the PWD Supervisors/Managers on Trust, its importance in developing a High Performance Work Team and how to create trust. In the Workshop, each participant creates an Action Plan to improve trust with their team (i.e. better communication, delegation, engagement). Participants choose an Accountability Partner and

have weekly Accountability Calls to monitor the progress of their Action Plans.

- f. Four weeks after the Trust Workshop a two-hour follow up meeting is held with the relevant members of the Leadership Team and the PWD Supervisors/Managers to discuss the progress of the Trust Initiative.
- g. A meeting with relevant members of the Leadership Team to discuss the next steps to take.

3. The PROPOSED Myers-Briggs Program for the 6 Development Service Department Employees contains these elements:

- a. A preparatory meeting with the Development Service Department Employees to discuss the reasons for the Myers-Briggs Program and its goals.
- b. Each of the Development Service Department Employees takes the online Myers-Briggs Personality Assessment.
- c. The Consultants meet individually with each Development Service Department Employee to discuss their Myers – Briggs Personality Profile.
- d. A follow-up meeting with the Development Service Department Employees Members to discuss how they can use this information for better communications, improved teamwork and more effective conflict resolution.

4. The PROPOSED Myers-Briggs Program for the 12 Recreation

Department Employees contains these elements:

- a. A preparatory meeting with the Recreation Department Employees to discuss the reasons for the Myers-Briggs Program and its goals.
- b. Each of the Recreation Department Employees takes the online Myers-Briggs Personality Assessment.
- c. The Consultants meet individually with each Recreation Department Employee to discuss their Myers – Briggs Personality Profile.
- d. A follow-up meeting with the Recreation Department Employees Members to discuss how they can use this information for better communications, improved teamwork and more effective conflict resolution.

THE FEE:

The fee is **\$13,500.00** for the following:

1. The Leadership Workshop with the Orland Park Staff.
2. The Myers-Briggs Assessments/Coaching Program for the six (6) Development Service Department Employees.

3. The Myers-Briggs Assessments/Coaching Program for the twelve (12) Recreation Department Employees.
4. The Focus Groups and Trust Workshop for the Public Works Department.

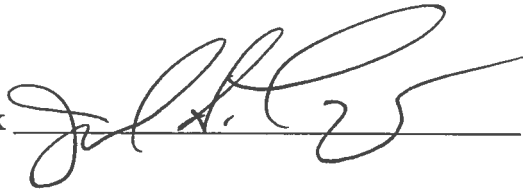
Contact either Paul Glover or Maureen Keane to discuss the elements of this Proposal in detail.

Paul Glover

Paul Glover, President Glover & Associates

Date: October 30, 2017

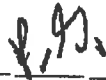
For the Village of Orland Park



3. The Myers-Briggs Assessments/Coaching Program for the twelve (12) Recreation Department Employees.
4. The Focus Groups and Trust Workshop for the Public Works Department.

Contact either Paul Glover or Maureen Keane to discuss the elements of this Proposal in detail.

Paul Glover



Paul Glover, President Glover & Associates

Date: October 30, 2017

For the Village of Orland Park



 ORLAND PARK
AFFIDAVIT OF COMPLIANCE



The undersigned PAUL GLOVER, as PRESIDENT
(Enter Name of Person Making Affidavit) (Enter Title of Person Making Affidavit)
and on behalf of GLOVER + ASSOCIATES, certifies that:
(Enter Name of Business Organization)

1) BUSINESS ORGANIZATION:

The Proposer is authorized to do business in Illinois: Yes ☒ No ☐

Federal Employer I.D. #: 01-0598634
(or Social Security # if a sole proprietor or individual)

The form of business organization of the Proposer is (check one):

☐ Sole Proprietor
☐ Independent Contractor (Individual)
☐ Partnership
☐ LLC
☒ Corporation ILLINOIS 1995
(State of Incorporation) (Date of Incorporation)

2) ELIGIBILITY TO ENTER INTO PUBLIC CONTRACTS: Yes ☒ No ☐

The Proposer is eligible to enter into public contracts, and is not barred from contracting with any unit of state or local government as a result of a violation of either Section 33E-3, or 33E-4 of the Illinois Criminal Code, or of any similar offense of "Bid-rigging" or "Bid-rotating" of any state or of the United States.

3) SEXUAL HARRASSMENT POLICY: Yes ☒ No ☐

Please be advised that Public Act 87-1257, effective July 1, 1993, 775 ILCS 5/2-105 (A) has been amended to provide that every party to a public contract must have a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105 (A) (4) and includes, at a minimum, the following information: (I) the illegality of sexual harassment; (II) the definition of sexual harassment under State law; (III) a description of sexual harassment, utilizing examples; (IV) the vendor's internal complaint process including penalties; (V) the legal recourse, investigative and complaint process available through the Department of Human Rights (the "Department") and the Human Rights Commission (the "Commission"); (VI) directions on how to contact the Department and Commission; and (VII)

protection against retaliation as provided by Section 6-101 of the Act. (Illinois Human Rights Act). (emphasis added). Pursuant to 775 ILCS 5/1-103 (M) (2002), a "public contract" includes "...every contract to which the State, any of its political subdivisions or any municipal corporation is a party."

4) EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE: Yes ☒ No ☐

During the performance of this Project, Proposer agrees to comply with the "Illinois Human Rights Act", 775 ILCS Title 5 and the Rules and Regulations of the Illinois Department of Human Rights published at 44 Illinois Administrative Code Section 750, et seq. The

Proposer shall: (I) not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, or physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; (II) examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization; (III) ensure all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, or physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; (IV) send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Vendor's obligations under the Illinois Human Rights Act and Department's Rules and Regulations for Public Contract; (V) submit reports as required by the Department's Rules and Regulations for Public Contracts, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and Department's Rules and Regulations for Public Contracts; (VI) permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and Department's Rules and Regulations for Public Contracts; and (VII) include verbatim or by reference the provisions of this Equal Employment Opportunity Clause in every subcontract it awards under which any portion of this Agreement obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as the other provisions of this Agreement, the Proposer will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Proposer will not utilize any subcontractor declared by the Illinois Human Rights Department to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations. Subcontract" means any agreement, arrangement or understanding, written or otherwise, between

the Proposer and any person under which any portion of the Proposer's obligations under one or more public contracts is performed, undertaken or assumed; the term "subcontract", however, shall not include any agreement, arrangement or understanding in which the parties stand in the relationship of an employer and an employee, or between a Proposer or other organization and its customers. In the event of the Proposer's noncompliance with any provision of this Equal Employment Opportunity Clause, the Illinois Human Right Act, or the Rules and Regulations for Public Contracts of the Department of Human Rights the Proposer may be declared non-responsible and therefore ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and this agreement may be canceled or avoided in whole or in part, and such other sanctions or penalties may be imposed or remedies involved as provided by statute or regulation.

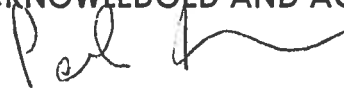
5) TAX CERTIFICATION: Yes ☒ No ☐

Proposer is current in the payment of any tax administered by the Illinois Department of Revenue, or if it is: (a) it is contesting its liability for the tax or the amount of tax in accordance with procedures established by the appropriate Revenue Act; or (b) it has entered into an agreement with the Department of Revenue for payment of all taxes due and is currently in compliance with that agreement.

6) AUTHORIZATION & SIGNATURE:

I certify that I am authorized to execute this Affidavit of Compliance on behalf of the Proposer set forth on the Proposal Summary Sheet, that I have personal knowledge of all the information set forth herein and that all statements, representations, that the Proposal is genuine and not collusive, and information provided in or with this Affidavit are true and accurate. The undersigned, having become familiar with the Project specified, proposes to provide and furnish all of the labor, materials, necessary tools, expendable equipment and all utility and transportation services necessary to perform and complete in a workmanlike manner all of the work required for the Project.

ACKNOWLEDGED AND AGREED TO:



Signature of Authorized Officer



Name of Authorized Officer



Title

Date

Subscribed and Sworn To
Before Me This 19 Day
of OCTOBER, 2017.

KM

Notary Public Signature

(NOTARY SEAL)

