

CLERK'S CONTRACT and AGREEMENT COVER PAGE

Legistar File ID#: 2025-0889

Contract #: 20250502

Start date: 11/3/2025

End date: 11/2/2026

Amount: \$ 60,000.00

Contingency Amount: \$ 0.00

Department: Village Manager

Total Contract Amount: \$ 60,000.00

Contract Type: Professional Services

Contractors Name: Matthew O'Shea Consulting Inc

Status of Ownership: N/A

Status of Sub: N/A

Certification: Attached ☐ Self-Certifying ☐ Did not disclose ☒

Contract Description: Advocacy & Legislative Consulting Services



ORLAND PARK

AGREEMENT BETWEEN THE VILLAGE OF ORLAND PARK AND MATTHEW O'SHEA CONSULTING, INC. FOR PROFESSIONAL SERVICES

THIS AGREEMENT (hereinafter, the "Agreement" or the "Contract") is made November 3, 2025, by and between the VILLAGE OF ORLAND PARK (hereinafter referred to as "Village") and Matthew O'Shea Consulting, Inc. (hereinafter referred to as "Consultant") for the performance of certain professional services for the Village in connection with Advocacy & Legislative Consulting Services (hereinafter referred to as the "Project", the "Work", or the "Services").

WITNESSETH:

In consideration of the mutual covenants set forth herein by the Village and the Consultant (hereinafter referred to collectively as the "Parties"), the Parties agree as follows:

1. **Scope of Work:** The Consultant agrees to and shall timely perform and fully complete the "Scope of Services" as set forth in:

☒ The Consultant's Proposal dated September 1, 2025; and/or

☒ Village of Orland Park RFQ/RFP/Purchase Order No. RFP No. 25-047.

which is/are attached hereto and made a part of this Agreement as Exhibit A (the "Work" or the "Project"). The terms, conditions and specifications set forth in Village's Request for Qualifications (RFQ), Request For Proposal ("RFP"), and/or Purchase Order and any other Village document shall supersede, govern, and prevail over any inconsistent terms, conditions, and/or specifications on any other documents submitted by the Consultant. Any provisions in the Consultant's Proposal or Bid or other submittals which are in conflict with or inconsistent with any of the same provisions in the Village's RFQ, RFP, and/or Purchase Order shall be void to the extent of such conflict or inconsistency and the terms of the Village's RFQ, RFP, and/or Purchase Order shall control.

2. **Payment:**

A. **Compensation:** The Village agrees to pay the Consultant, and the Consultant agrees to accept as compensation for all Services and/or Work and/or the Project required by this Agreement the amount(s) set forth as follows:

☐ the amount(s) set forth on Exhibit A (the "Consultant's Proposal");

☐ the amount(s) based upon the Schedule of Fees set forth on Exhibit B attached hereto and thereby made a part hereof; and

☒ A not-to-exceed amount of \$5,000.00 per month, for a total not-to-exceed contract price of \$60,000.00. ("Contract Price")

(i) It is expressly understood and agreed to by both Parties that in no event shall the total amount to be paid by the Village for the complete and satisfactory performance of services, under this Agreement exceed \$5,000.00 per month, for a total not-to-exceed contract price of \$60,000.00. Said price shall be the total compensation for Consultant's performance hereunder including, but not limited to, all work, deliverables, materials, supplies, equipment, subcontractor's fees, and all reimbursable travel and miscellaneous or incidental expenses to be incurred by Consultant. In the event the Consultant incurs cost in excess of the sum authorized for service under this Agreement, the Consultant shall pay such excess from its own funds, and the Village shall not be required to pay any part of such excess, and the Consultant shall have

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no claim against the Village on account thereof. For the avoidance of doubt, in no event shall Consultant be entitled to receive more than this not-to-exceed amount and this amount includes all costs incurred by Consultant in connection with the work and services authorized hereby, including, but not limited to: (i) any known or unknown and/or unexpected condition(s); (ii) any and all unforeseen difficulties; (iii) any unanticipated rises in the cost of labor, materials or equipment, changes in market or negotiating conditions, and errors or omissions made by the Consultant or others; (iv) the character of the work and/or services to be performed; and (v) any overrun in the time or cost necessary for the Consultant to complete the work due to any causes, within or beyond its control. Under no circumstances shall the Village be liable for any additional charges if Consultant's actual costs and reimbursable expenses for such work, service or deliverable exceed the not-to-exceed price. Accordingly, Consultant represents, warrants and covenants to the Village that it will not, nor will Consultant have anyone on its behalf, attempt to collect an amount in excess of the not to exceed price agreed to by the Consultant as set forth above

- B. Invoices: The Consultant agrees to and shall prepare and submit:
- ☐ an invoice to the Village which the Village shall pay upon completion and approval of the Work; or
 - ☒ invoices for progress payments to the Village as hereinafter set forth for Services completed to date. Invoices shall be prepared monthly and shall document the time/hours expended as the Work is completed to date by the Consultant.
- C. Payment: Notwithstanding any provision of the Illinois Local Government Prompt Act (50 ILCS 505/1, et seq.) (the "Act") to the contrary, the Parties agree that any bill approved for payment by the Corporate Authorities shall be paid within sixty (60) days after the date of approval. If payment is not made within such sixty (60) day period, an interest penalty of 1% of any amount approved and unpaid shall be added for each full thirty (30) day period, without proration, after the expiration of the aforementioned sixty (60) day payment period, until final payment is made. No other provision of the Act shall apply to this contract.
- D. Withholding Payment: Notwithstanding anything to the contrary herein contained, no compensation will be paid to or claimed by the Consultant for services required to correct deficiencies attributable to errors or omissions of the Consultant, and all such errors or omissions must be corrected by the Consultant at their sole cost and expense. Notwithstanding anything to the contrary herein contained, the Village has the right to withhold from payment due the Consultant such sums as are reasonably necessary to protect the Village against any loss or damage which may result from: (i) the negligence of or unsatisfactory Services of the Consultant; (ii) the failure by the Consultant to perform the Consultant's obligations hereunder; or (iii) claims filed against the Village relating to the Services. Any sums withheld from the Consultant as provided in this section, and subsequently determined to be due and owing to the Consultant, will be paid to the Consultant.
- E. Appropriation of Funds: The Parties hereto agree that, if the term of this Agreement extends beyond the current fiscal year of the Village (the current fiscal year being the year in which the first date of the term of this Agreement falls), this Agreement is subject to the appropriation of funds by the Village Board of Trustees and/or any other funding agencies for each subsequent year. If the Village, and/or any other governmental agency providing funding for this Service, fails to make such an appropriation, the Village may terminate this Agreement and the Consultant will be entitled to receive, as its sole and exclusive remedy, compensation for Services properly performed to the date of termination to the extent the Village has funds available and appropriated to pay the Consultant such amount. Upon the request of the Consultant, the Village will inform

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the Consultant as to whether any governmental agency other than the Village is providing funding to pay all or a portion of the Services.

- F. Records: The Consultant's records relating to the Services must be kept in accordance with generally accepted principles of accounting consistently applied and must be retained by the Consultant for a period of not less than five (5) years following the completion of the Services. Such records must be available to the Village or any authorized representative of the Village, upon reasonable prior notice, for audit and review during normal business hours at the Village offices, 14700 S. Ravinia Ave. Orland Park, IL 60462. In addition, such records must be available, upon reasonable prior notice, for audit and review by any other governmental agency providing funding for all or any portion of this Service.

3. Contract Documents: The term "Contract Documents" means and includes, but is not limited to, this Agreement and the following, which are each attached hereto and thereby made a part hereof:
- ☒ Scope of Services as set forth in the Consultant's proposal dated September 1, 2025 (Exhibit A), and RFP No. 25-047.
 - ☐ Schedule of Fees (Exhibit B)

In the event of any conflict between this Agreement and any other Contract Document, this Agreement shall prevail and control over the terms and conditions set forth in such other Contract Documents.

4. Time is of the Essence; Dates of Commencement and Completion; Progress Reports:

A. Time is of the essence in this Contract. The Services to be performed by the Consultant under the Contract Documents shall commence no later than November 3, 2025 (hereinafter the "Commencement Date"), and shall be completed no later than November 2, 2026 (hereinafter the "Completion Date"), barring only Acts of God, due to which the Completion Date may be modified in writing with the prior approval of the Village. If the Consultant fails to complete the Services by the Completion Date, the Village shall thereafter have the right to have the Services completed by another independent consultant, and in such event, the Village shall have the right to deduct the cost of such completion so incurred by the Village from payments otherwise due to the Consultant for the Services and/or the right to recover any excess cost of completion from the Consultant to the extent that the total cost incurred by the Village for the completion of the Work which is the subject of the Contract Documents exceeds the Contract Price.

B. Progress Reports. The Consultant must prepare and submit monthly progress reports describing the Services performed in the prior month and anticipated to be performed in the following one-month period. The Services schedule shall insure that each of the Services provided being completed within a timeframe that does not negatively impact the Village's compliance any federal, state, or local regulations (if applicable).

5. Venue and Choice of Law: The Consultant and the Village agree that the venue for any and all disputes shall solely be in Cook County, Illinois, in which the Village's Village Hall is located. This Contract and all other Contract Documents shall be construed and interpreted in accordance with the laws of the State of Illinois.
6. Nonassignability: The Consultant shall not assign this Contract, or any part thereof, to any other person, firm, or corporation without the prior written consent of the Village, and in no case shall such consent relieve the Consultant or its surety from the obligations herein entered into by the same or change the terms of this Contract.

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7. Notices and Communications: Where notice is required by the Agreement it shall be considered received if it is delivered in person, sent by registered United States mail, return receipt requested, delivered by messenger or mail service with a signed receipt, sent by facsimile or e-mail with an acknowledgment of receipt, to the following:

To the Village:

Name: Brandi Watson
Village of Orland Park
14700 South Ravinia Avenue
Orland Park, Illinois 60462
Telephone: 7084036195
Email: bwatson@orlandpark.org

To the Consultant:

Name: Matthew O'Shea
Company: Matthew O'Shea Consulting, Inc.
Address: 11635 Burnley Dr.
City, State, Zip: Orland Park, IL, 60467
Telephone: 630-333-7844
Email: oshea.matthew@gmail.com

or to such other person or persons or to such other address or addresses as may be provided by either party to the other party.

8. Right to Alter Scope of Services Reserved: The Village reserves the right to alter the plans, extend or shorten the Scope of Services, add to the Scope of Services as may be necessary, and increase or decrease the scope and/or quantity of the Services, including the deduction or cancellation of any one or more of the unit price items, or to cancel the Contract and the Services in their entirety for any reason.
9. Control and Inspection of Work: Unless otherwise specified in the Contract Documents, inspection, acceptance or rejection of goods and/or Services shall be made after delivery. Final inspection, acceptance and/or rejection of the goods and/or Services shall not impose liability on the Village for goods and/or Services not in accordance with the Contract Documents as determined solely by the Village. Payment shall not be due on rejected goods and/or Services until and unless fully corrected and/or replaced as determined by the Village. All Services performed by the Consultant shall be done in conformance with this Agreement and the other Contract Documents as determined solely by the Village, and this Agreement shall control.
10. Timely Written Response and Written Report(s) of Resolution Relative to Certain Incident(s), Claim(s) and/or Complaint(s):
- A. All alleged incident(s), claim(s), or complaint(s) related to any alleged death, injury and/or damage to persons and/or to public or private property related to the Consultant's work or services provided pursuant to this Contract shall be reported to the Village and resolved by the Consultant and/or its agent in a timely manner.
 - B. Within three (3) business days after receipt by Consultant of an initial written or verbal notice of any such incident, claim, or complaint, the Consultant shall also provide to the Village, and to any third-party making such claim or complaint, the name, telephone number, and cellular number of the Consultant's officer or employee who will be responsible for managing the resolution thereof until its final resolution by the Consultant and/or by the Consultant's insurer or agent.
 - C. Within ten (10) business days after the Consultant's receipt of the first notice of an alleged incident, claim, or complaint related to any alleged death, injury, and/or damage to persons and/or to public or private property (the "incident, claim, or complaint"), the Consultant or its agent(s)

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shall provide to the Village and to any third-party person making such claim or complaint an initial written response relative to such incident, claim or complaint, and the efforts and current progress of the Consultant and/or its agents to date toward the resolution of such incident, claim or complaint.

- D. If complete resolution of the incident, claim, or complaint has not been reached within the aforesaid ten (10) business day period, the Consultant or its agent shall continue to use all reasonable efforts to fully resolve the incident, claim, or complaint, and to that end, further updated written status reports of resolution, or progress toward resolution, as the case may be, of such incident, claim, or complaint shall be provided to the Village by the Consultant not less than monthly until such incident, claim, or complaint is fully resolved.
- E. The Consultant or its agents will be expected to fully resolve most incident(s), claim(s), or complaint(s) involving minor damage to public or private property within said initial ten (10) business day period after the Consultant receives its initial verbal or written notice of such incident, claim, or complaint.

11. Insurance:

A. Prior to Commencement of Work:

- (i) Prior to commencement of any Services under the Contract Documents, Consultant shall supply to the Village certificates of insurance as specified below. Consultant shall not start the Services contemplated by the Contract until Consultant has obtained all insurance required under this Paragraph 11, and all such insurance coverage has been obtained and approved by the Village Manager, or his designee.

- (ii) Minimum Scope of Insurance:

Coverage shall be at least as broad as Insurance Services Office ("ISO") Commercial General Liability occurrence form CG 00 01 04 13 with the "Village of Orland Park and its officers, officials, employees, agents and volunteers" named as additional insureds on a primary and non-contributory basis. This primary, non-contributory additional insured coverage shall be confirmed through the following required policy endorsements (or their substantial equivalents): ISO Additional Insured Endorsement CG 20 10 04 13 or CG 20 26 04 13, and CG 20 01 04.

☐ If this box is checked, a Completed Operations Endorsement (CG 20 37 04 13) is also required.

- B. Insurance Required: The Consultant shall procure and maintain, for the duration of the Contract, insurance against claims for injuries to persons or damage to property, which may arise from or in connection with the performance of the Work hereunder by the Consultant, its employees, subconsultants, and other agents, and:

- (i) Commercial General Liability:

- (a) \$1,000,000 combined single limit per occurrence for bodily injury, and property damage and \$1,000,000 per occurrence for personal injury. The general aggregate shall be \$2,000,000.
- (b) The Village of Orland Park, and its officers, officials, employees, agents and volunteers, are to be named and covered as additional insureds as respects: liability arising out of the Consultant's work, including activities performed by or on behalf of the Consultant; products and completed operations of the Consultant; premises owned, leased or used by the Consultant, or automobiles owned, leased, hired or borrowed by the Consultant. The coverage shall contain no special limitations on the scope of

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protection afforded to the Village of Orland Park and its officers, officials, employees, agents and/or volunteers.

- (c) The Consultant's insurance coverage shall be primary and non-contributory as respects the Village of Orland Park and its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the Village of Orland Park and/or on behalf of its officers, officials, employees, agents and/or volunteers shall be excess of Consultant's insurance and shall not contribute with it.
- (d) Any failure to comply with reporting provisions of any applicable insurance policies shall not affect coverage provided to the Village of Orland Park and/or its officers, officials, employees, agents and/or its volunteers.
- (e) The Consultant's insurance shall contain a Severability of Interests/Cross-Liability clause or language stating that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- (f) If any commercial general liability insurance is being provided under an excess or umbrella liability policy that does not "follow form", then the Consultant shall be required to name the "Village of Orland Park, and its officers, officials, employees, agents and volunteers" as additional insureds.
- (g) All general liability coverages shall be provided on an occurrence policy form. Claims-made general liability policies will not be accepted.
- (h) The Consultant and all subconsultants hereby agree to waive any limitation as to the amount of contribution recoverable against them by the Village of Orland Park, and/or by its officers, officials, employees, agents and/or its volunteers. This specifically includes any limitation imposed by any state statute, regulation, or case law including any Workers' Compensation Act provision that applies a limitation to the amount recoverable.
- (ii) ISO Business Auto Liability coverage form number CA 00 01, Symbol 01 "Any Auto":
\$1,000,000 combined single limit per occurrence for bodily injury, and property damage and \$1,000,000 per occurrence for personal injury.
- (iii) Workers' Compensation Insurance:
Such coverage as required by the Workers' Compensation Act of the State of Illinois with coverage of statutory limits and Employers' Liability Insurance with limits of \$500,000 per accident. The insurer shall agree to waive all rights of subrogation against the "Village of Orland Park, its officers, officials, employees, agents and volunteers" for losses arising from work performed by the Consultant for the Village.
- (iv) Professional Liability:
 - (a) Professional liability insurance with limits not less than \$1,000,000 each claim with respect to negligent acts, errors and omissions in connection with professional services to be provided under the contract, with a deductible not-to-exceed \$50,000 without prior written approval.
 - (b) If the policy is written on a claims-made form, the retroactive date must be equal to or preceding the effective date of the contract. In the event the policy is cancelled, non-renewed or switched to an occurrence form, the Consultant shall be required to purchase supplemental extending reporting period coverage for a period of not less than three (3) years.
- (v) Umbrella Policy:

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If the general aggregate limit for Commercial General Liability coverage provided is less than \$2,000,000, pursuant to Section 11(B)(i) above, then a \$2,000,000 Umbrella Policy shall also be provided which policy shall follow all required coverages as set forth above, other than Worker's Compensation and Professional Liability coverages.

- (vi) ☐ Cyber Liability Coverage: for losses arising out of the Consultants work or work product resulting from a network/data breach, malware infection, cyber extortion, ransomware, exposure of confidential, personally identifiable and financial information, intellectual property and other related breaches. This coverage will apply to but not limited to damages for notification cost, credit monitoring expenses, public relations expenses, computer system/software damage and related financial losses.
- C. Deductibles and Self-Insured Retentions: Any deductibles or self-insured retentions must be declared to and approved by the Village of Orland Park.
- D. All Coverages:
- (i) No Waiver. Under no circumstances shall the Village, or its officers, officials, employees, agents or volunteers be deemed to have waived any of the insurance requirements of this Contract by any act or omission, including, but not limited to:
 - (a) Allowing work by Consultant or any subconsultant to start before receipt of Certificates of Insurance and Additional Insured Endorsements.
 - (b) Failure to examine, or to demand correction of any deficiency, of any Certificate of Insurance and Additional Insured Endorsement received.
 - (ii) Each insurance policy required shall have the Village of Orland Park expressly endorsed onto the policy as a Cancellation Notice Recipient. Should any of the policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.
 - (iii) When requested by the Village Manager, or his designee, Consultant shall promptly provide the respective original insurance policies for review and approval by the Village Manager, or his designee.
- E. Acceptability of Insurers: Insurance is to be placed with insurers with a Best's rating of no less than A-, VII and approved to do business in the State of Illinois.
- F. Verification of Coverage: Consultant shall furnish the Village of Orland Park with certificates of insurance naming the "Village of Orland Park, its officers, officials, employees, agents and volunteers", as additional insureds (except on Professional Liability), and with original endorsements affecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the Village Manager, or his designee, before any work commences. The following additional insured endorsements may be utilized (or their substantial equivalent): ISO Additional Insured Endorsements CG 20 10 04 13 or CG 20 26 04 13, and CG 20 37 04 13 – Completed Operations, where required. In the event a claim is filed, the Village reserves the right to request full certified copies of the insurance policies and endorsements.
- ☐ If this box is checked, a Completed Operations Endorsement (CG 20 37 04 13) is also required.
- G. Subconsultants: Consultant shall include all subconsultants as insureds under its policies or shall furnish separate certificates and endorsements for each subconsultant. All coverages for subconsultants shall be subject to all of the requirements stated herein.
- H. Assumption of Liability: Consultant assumes liability for all injury to or death of any person or persons including employees of the Consultant, any subconsultant, any supplier or any other person and assumes liability for all damage to property sustained by any person or persons occasioned by or in any way arising out of any work performed pursuant to this Contract.

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- I. Insurance Certifications: In addition to providing Certificates of Insurance as required by the contract documents, the Consultant shall submit to the Village a signed certification with each Request for Payment, stating that all the insurance required of the Consultant remains in force. Failure to submit such a certification shall be grounds to withhold payment in full or in part.
- J. Insurance Requirements Cannot Be Waived by Village: Under no circumstances shall the Village be deemed to have waived any of the insurance requirements of the related Contract by any act or omission, including, but not limited to: (1) allowing the Work to commence by the Consultant or any subconsultant of any tier before receipt of Certificates of Insurance; (2) failing to review any Certificates of Insurance received; (3) failing to advise the Consultant or any subconsultant of any tier that any Certificate of Insurance fails to contain all the required insurance provisions, or is otherwise deficient in any manner; or (4) issuing any payment without receipt of a Sworn Statement from the Consultant and all subconsultants of any tier stating that all the required insurance is in force. The Consultant agrees that the obligation to provide the insurance required by this Agreement or any of the contract documents is solely its responsibility and that this is a requirement which cannot be waived by any conduct, action, inaction or omission by the Village. Consultant shall also protect the Village by specifically incorporating this Paragraph into every subcontract entered into relative to the Work contemplated herein and also requiring that every subconsultant incorporate this Paragraph into every sub-subcontract it enters into relative to the Work contemplated herein.
- K. Liability of Consultant and Subconsultant is Not Limited by Purchase of Insurance: Nothing contained in the insurance requirements of this Agreement or any Contract Documents is to be construed as limiting the liability of the Consultant or the liability of any subconsultant of any tier, or either of their respective insurance carriers. The Village does not, in any way, represent that the coverages or limits of insurance specified is sufficient or adequate to protect the Village, the Consultant, or any subconsultant's interest or liabilities, but are merely required minimums. The obligation of the Consultant and every subconsultant of any tier to purchase insurance shall not, in any way, limit their obligations to the Village in the event that the Village should suffer an injury or loss in excess of the amount recoverable through insurance, or any loss or portion of the loss which is not covered by either the insurance of the Consultant or any subconsultant's insurance.
- L. Notice of Bodily Injury or Property Damage: The Consultant shall notify the Village, in writing, of any actual or possible claim for personal injury or property damage relating to the Work, or of any occurrence which might give rise to such claim, promptly upon obtaining first knowledge of same.
- M. Updated Proof Required: The Consultant agrees that at any time upon the demand of the Village, updated proof of such insurance coverage will be submitted to the Village. There shall be no additional charge to the Village for said insurance.
- N. Higher and More Expansive Standard Applicable: To the extent other insurance requirements of the Contract Documents contradict this Paragraph 11, the more expansive and higher standard, in terms of type and amount of coverage, shall govern.
12. Indemnity:
- A. To the fullest extent permitted by law, the Consultant hereby agrees to defend, indemnify and hold harmless the Village, its elected and appointed officials, employees and agents against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, costs and expenses, which may in anywise accrue against the Village, its elected and appointed officials, employees, and agents arising in whole or in part or in consequence of the performance of the

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Work by the Consultant, its employees, or subconsultants, or which may in anywise result therefrom, except that arising out of the sole legal cause of the Village, its elected and appointed officials, employees or agents, the Consultant shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith, and, if any judgment shall be rendered against the Village, its elected and appointed officials, employees or agents, in any such action, the Consultant shall, at its own expense, satisfy and discharge the same.

- B. Consultant expressly understands and agrees that any performance bond or insurance policies required by this Contract, or otherwise provided by the Consultant, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Village, its elected and appointed officials, employees or agents as herein provided.
 - C. Consultant further agrees that to the extent that money is due the Consultant by virtue of this Contract as shall be considered necessary in the judgment of the Village, such funds may be retained by the Village to protect itself against said loss until such claims, suits, or judgments shall have been settled or discharged and/or evidence to that effect shall have been furnished to the satisfaction of the Village.
 - D. In the event that the Village is not immune from liability under any applicable law, and only in such event, the Village hereby agrees to indemnify and hold harmless the Consultant, its officers, directors, employees and subconsultants (collectively, Consultant) against all damages, liabilities or costs, including reasonable attorney's fees and defense costs, to the extent caused by the Village's negligent acts in connection with the Project and the acts of the Village, and/or any of its officers, trustees and/or employees.
 - E. Neither the Village nor the Consultant shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence, or for the acts of their respective officers, trustees, employees and/or agents.
 - F. The provisions of this Paragraph 12 shall survive any termination of the Contract.
13. Village Confidential Information:
- A. Consultant warrants that it shall not disclose, use, sell, rent, trade, or otherwise provide Village Confidential Information to any person, firm, or entity for any purpose outside of the specific purposes of the Contract Documents, except as necessary to comply with applicable State or Federal laws.
 - B. The provisions of this Paragraph 13 shall survive any termination of the Contract.
14. Professional Standard: The Consultant hereby covenants and agrees that the Consultant will perform all Services described in this Agreement in accordance with the Professional Standard. In connection with the execution of this Agreement, the Consultant warrants and represents as follows:
- A. Feasibility of Performance. The Consultant (i) has carefully examined and analyzed the provisions and requirements of this Agreement, including all Exhibits hereto; (ii) understands the nature of the Services required; (iii) from its own analysis has satisfied itself, to the extent reasonably possible, as to the nature of all things needed for the performance of this Agreement and all other matters that in any way may affect this Agreement or its performance; (iv) represents that this Agreement is feasible of performance in accordance with all of its provisions and requirements; and (v) can and will perform, or cause to be performed, the Services in accordance with the provisions and requirements of this Agreement.
 - B. Ability to Perform: The Consultant hereby represents and warrants to the Village, with the intention that the Village rely thereon in entering into this Agreement, that: (a) the Consultant is

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financially solvent; (b) the Consultant, and each has the training, capability, experience, expertise, and licensing necessary to perform the Services in accordance with the requirements of this Agreement and the Professional Standard; (c) the Consultant possesses and will keep in force all required licenses, permits and accreditations to perform the Services; (d) the Consultant has full power to execute, deliver and perform this Agreement and has taken all necessary action to authorize such execution, delivery and performance; (e) the individual(s) executing this Agreement are duly authorized to sign the same on the Consultant's behalf and to bind the Consultant hereto; and (f) the Consultant will perform the Services described herein promptly, diligently and continuously with an adequate number of qualified personnel to ensure such performance.

- C. Authorized to do Business in Illinois: The Consultant certifies that it is a legal entity authorized to do business in Illinois, 30 ILCS 500/1.15.8, 20-43.
 - D. Certification to Enter into Public Contracts: The Consultant certifies that it 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 violating the prohibition set forth in Section 50-10.5(e) of the Illinois Procurement Code, 30 ILCS 500/50-10.5e or any similar offense of any State of the United States which contains the same elements as the Illinois offenses of bid-rigging or bid rotating.
 - E. Payment to the Illinois Department of Revenue: Consultant certifies that it is not delinquent in payment of any taxes to Illinois Department of Revenue.
 - F. Debarment. The Consultant certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the Agreement by any federal department or agency. The Consultant will not knowingly use the services of any related party barred or ineligible for contracts by any federal, state or local governmental agency or applicable Laws for any purpose in the performance of the Services.
 - G. Interest of members of the Village: Consultant certifies that no member of the governing body of the Village and no other officer, employee, or agent of the Village who exercises any functions or responsibilities in connection with the planning or carrying out of the Services, has any personal financial interest, direct or indirect, in this Agreement; and the Consultant shall take appropriate steps to assure compliance.
 - H. Interest of Professional Services Provider and Employees. Consultant certifies that it presently has no interest and shall not acquire interest, direct or indirect, in the various project areas or any parcels therein or any other interest which would conflict in any manner or degree with the performance of Consultant Services hereunder. The Consultant further covenants that in the performance of this Agreement, no person having such interest shall be employed.
15. No Conflicts of Interest: The Consultant warrants that it has no conflict of interest and has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Consultant, any fee, commission, percentage, brokerage fee, gift(s), or any other consideration, contingent upon or resulting from the award or the making of this Contract.
16. Compliance with Laws: Consultant shall comply with all applicable federal, state, and local laws, ordinances, rules and regulations, and any and all orders and decrees of any court, administrative body or tribunal applicable to the performance of the Contract. Included within the scope of the

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laws, ordinances, rules and regulations referred to in this paragraph, but in no way to operate as a limitation, are: Occupational Safety & Health Act (“OSHA”); Illinois Department of Labor (IDOL”), Department of Transportation, and all forms of traffic regulations; public utility, Intrastate and Interstate Commerce Commission regulations; Workers’ Compensation Laws, the Social Security Act of the Federal Government and any of its titles, the Illinois Human Rights Act, and EEOC statutory provisions and rules and regulations. Evidence of specific regulatory compliance will be provided by the Consultant if requested by the Village.

17. Equal Employment Opportunity: The Consultant shall be an “equal opportunity employer” as defined in the United States Code Annotated. The Consultant shall be required to comply with the President’s Executive Order No. 11246, as amended, and the requirements for Bidders and Consultants under this order are explained in 41 CFR 60-4. The Consultant shall fully comply with all applicable provisions of the Illinois Human Rights Act.
18. Certifications: By the execution of this Agreement, the Consultant certifies that: (1) the Consultant is not delinquent in the payment of any tax administered by the Illinois Department of Revenue as required by 65 ILCS 5/11-42.1-1; (2) the Consultant has a written sexual harassment policy as required by and shall otherwise comply in all respects with the Illinois Human Rights Act (775 ILCS 5/2-105(A)(4)); (3) the Consultant will provide a drug-free workplace as required by and shall otherwise comply with the Illinois Drug-Free Workplace Act (30 ILCS 580/1, et seq.); (4) the Consultant has in place a written policy as required by and that it does and shall otherwise comply with the Illinois Substance Abuse Prevention on Public Works Projects Act (820 ILCS 265/1, et seq.); and (5) the Consultant is not and/or was not barred from bidding on this Contract pursuant to Section 33E-3 or 33E-4 of the Illinois Criminal Code (720 ILCS 5/33E-3 and 5/33E-4).
19. Project Documentation: Upon execution of this Agreement relative to the Project, notwithstanding anything contained in any other Contract Documents to the contrary, the Consultant and its subconsultants agree to and shall release to the Village any and all right, title, and interest in and to any and all Project Documentation depicting, documenting, or recording the Services, and/or the Work, and/or the Project which is the subject of the Contract Documents, prepared or created by the Consultant and/or its subconsultants, including but not limited to any and all drawings, plans, specifications, photos, reports, videos, and/or other recordings on any electronic media (sometimes collectively referred to as “Project Documentation”), and any and all of such Project Documentation shall become the property of the Village. The Consultant and its subconsultants further warrant to the Village that they have the legal right to convey said Project Documentation to the Village. The Work contemplated by the Contract Documents shall not be considered complete until and unless legible and complete physical and electronic copies of all such Project Documentation have been delivered to the Village. The Village may reuse Project Documentation without the prior written authorization of the Consultant, but the Village agrees to waive any claim against the Consultant arising from any unauthorized reuse or modification of the Project Documentation.
20. Illinois Freedom of Information Act: The Illinois Freedom of Information Act (FOIA) applies to public records in the possession of a party with whom the Village has an Agreement. The Village of Orland Park will have only a very short period of time from receipt of a FOIA request to comply with the request, and there is a significant amount of work required to process a request including collating and reviewing the information. Vendor acknowledges the requirements of FOIA and agrees to comply with all requests made by the Village for public records (as that term is defined by Section

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2(c) of FOIA) and to provide the requested public records to the Village within two (2) business days of the request being made by the Village. Vendor agrees to indemnify and hold harmless the Village from all claims, costs, penalty, losses and injuries (including but not limited to, attorney's fees, other professional fees, court costs and/or arbitration or other dispute resolution costs) arising out of or relating to its failure to provide the public records to the Village under this agreement.

21. Independent Contractor: It is mutually understood and agreed that the Consultant shall have full control of the ways and means of performing the Professional Services referred to above and/or which is the subject of this Agreement and the related Contract and that the Consultant or his/its employees, representatives or Subconsultants are in no sense employees of the Village, it being specifically agreed that in respect to the Village, the Consultant and any party employed by the Consultant bears the relationship to the Village of an independent contractor.
22. Duration: This Agreement and the related Contract Documents shall be in effect from the date of the Contract until the completion of the Services, but the obligations of the Consultant under Paragraphs 12 and 13 shall continue after such termination.
23. Advertisement: The Consultant is specifically denied the right to use in any form or medium the name of the Village for public advertising unless express permission is granted by the Village.
24. Amendments: No agreement or understanding to modify this Agreement or the related Contract Documents shall be binding upon the Village unless in writing and signed by the Village's authorized agent. All specifications, drawings, and data submitted to the Consultant with this Agreement or the related Contract Documents are hereby incorporated and made part thereof.
25. Termination; Remedies: Notwithstanding any other provision hereof, the Village may terminate the Agreement in the event of a default by the Consultant or without cause at any time upon 15 days prior written notice to the Consultant. In the event that the Agreement is so terminated and the Consultant is not in default or breach of this Agreement, the Consultant shall be paid for Services actually performed and reimbursable expenses actually incurred, if any, prior to termination, not exceeding the value of the Services completed which shall be determined on the basis of the rates set forth in the Consultant's Proposal.
26. Supersede: The terms, conditions and specifications set forth in this Agreement shall supersede, govern, and prevail over any inconsistent terms, conditions, and/or specifications on any other Contract Documents.
27. Severability: In the event any section, subsection, paragraph, sentence, clause, phrase or provision of this instrument or part thereof shall be deemed unlawful, invalid, unenforceable or ineffective by any court of competent jurisdiction, such decision shall not affect the validity, enforceability or effectiveness of the remaining portions of this instrument.
28. Facsimile or Digital Signatures: Facsimile or digital signatures shall be sufficient for purposes of executing, negotiating, and finalizing this Contract, and this Contract shall be deemed delivered as if containing original signatures if such delivery is made by emailing a PDF of a scanned copy of the original, hand-signed document, and/or by use of a qualified, established electronic security procedure mutually agreed upon by the Parties.

1551994-02-12-13

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29. Counterparts: This Agreement may be executed in one or more counterparts, which counterparts when affixed together, shall constitute one and the same original document.
30. No Third Party Beneficiaries: The parties do not intend to confer any benefit hereunder on any person, firm or corporation other than the parties hereto.
31. Entire Agreement: The Contract Documents (including all Exhibits attached thereto which by reference are made a part of the Agreement) and all other written agreements signed by all of the parties hereto which by their express terms are a part of the Contract Documents, are the final expression of, and contain the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior understandings with respect thereto.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officer in quadruplicate counterparts, each of which shall be considered as an original.

Matthew O'Shea Consulting, Inc.

E-SIGNED by Matthew O'Shea

By: on 2025-12-02 03:49:14 GMT

VILLAGE OF ORLAND PARK

E-SIGNED by George Koczwar

By: on 2025-12-02 17:51:10 GMT

Name: Matthew O'Shea

Name: George Koczwar

Its President

& Authorized Agent Title: Village Manager

EXHIBIT A

[ATTACH]

Scope of Work as set forth in Consultant's Proposal dated September 1, 2025
and/or in Village RFP No. 25-047 dated September 2, 2025.

EXHIBIT B

[ATTACH IF REQUIRED]

Schedule of Fees

1551994-02-13-13

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EXHIBIT A



**MATTHEW O'SHEA
CONSULTING**

MATTHEW O'SHEA | PRESIDENT

630.333.7844

oshea.matthew@gmail.com

SARAH KUHN | VICE PRESIDENT

219.614.8968

sarahlynnkuhn@gmail.com

11635 BURNLEY DR.
ORLAND PARK, ILLINOIS 60467

WWW.MOCONSULTINGINC.COM

Village of Orland Park
RFP 25-047
Advocacy and Legislative Consulting

The Honorable Mayor, Council and Village Administrator:

Thank you for the opportunity to apply for this RFP. The name of the main consultant for this RFP:

Matthew O'Shea
Matthew O'Shea Consulting, Inc
11635 Burnley Dr.
Orland Park, IL 60467
630-333-7844
oshea.matthew@gmail.com

Matthew O'Shea will be the lead in answering any technical and/or contractual questions. If awarded the contract, we can work off of the Village's agreement or we have a municipal agreement we use, as well. On the insurance requirements, we are happy to work with the village and the legal counsel regarding these requirements. No other municipal client that we represent requires this insurance making this a brand-new requirement for us. However, as a business entity we carry insurance that can be discussed with the appropriate person if contract is awarded. In addition, we did not offer a fee schedule with sample Agreement based on 'Proposed Work Plan' stating, "do not submit a cost proposal with this initial submittal."

Sincerely,

Matthew O'Shea
Matthew O'Shea Consulting

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Consultant Background and Statement of Staff Experience

Our consulting team brings together decades of experience in Illinois government, legislative advocacy, and municipal affairs. Collectively, we have managed municipal operations, represented regional organizations, and advanced legislation on behalf of cities, villages, and public agencies. We understand the complex relationship between local governments and the State of Illinois, and we have a proven record of helping municipalities secure resources, navigate regulations, and advance their priorities.

Firm Experience

The firm has represented a diverse range of public and private clients, including municipalities, transportation agencies, trade associations, and nonprofit organizations. Our work has involved securing state funding for local projects, guiding legislation that impacts municipal governance, and building broad coalitions between local leaders and the General Assembly. This direct municipal experience, combined with our extensive relationships in Springfield, positions us to effectively represent Orland Park and ensure its needs are heard and acted upon in the areas of:

1. Transportation
2. Economic Development
3. Grant Funding
4. Public Safety Funding
5. Advocating for LGDF increase
6. Defending municipal revenue/mandates
7. Defending against Tier 2 pension changes
8. TIF
9. Trouble shooting with ComEd, NICOR, AT&T, Verizon...

It is important from an economic development to continue to build up LaGrange Road and look at advancing projects like the Mainstreet Triangle, I-80 corridor and helping to continue to bring state-of-the-art retail and recreation experience to the community.

The firm also has an excellent working relationship with your current legislative leadership of State Senator Bill Cunningham, State Senator John Curran, State Representative Mary Gill, State Representative Nicole LaHa and State Representative Justin Slaughter.

Staff Experience

Matthew O'Shea – President of Matthew O'Shea Consulting, Inc. (MOC)

Matthew O'Shea is President of Matthew O'Shea Consulting, Inc., and brings more than 30 years of experience in legislative strategy and local government management. His career includes serving as Village Administrator for Forest Park, where he oversaw a \$24 million municipal budget, economic development projects, and day-to-day operations of more than

120 employees. Matt also brings years of experience on the legislative side where he rose as Deputy Chief of Staff, Chief Legal Counsel and then to Chief of Staff to House Republican Minority Leader Tom Cross. Matt took that municipal, legislative and legal background to form his own company in 2011 which includes a focus on municipal clients and their needs.

Matt also closely with the DuPage Mayors and Managers Conference, advocating on behalf of municipalities across the region on issues such as economic development, transportation funding, and intergovernmental cooperation. In addition, Matt represents a group of municipalities in Cook, Will and DuPage. MOC has been successful working with municipal leadership and members of the legislature to bring back millions to their communities. His unique combination of legislative expertise and direct municipal leadership equips him to help Orland Park advance priorities that intersect state policy and local governance. Matthew resides in Orland Park, is an active member of the St. Michael School Board and has a daughter in the Orland Park school district.

Sarah Kuhn – Vice President of Matthew O’Shea Consulting, Inc.

Sarah began her career in the Illinois House of Representatives in 2004 and went on to serve in the Government Affairs department at Pace Suburban Bus in 2008, a regional transit agency serving 284 municipalities across northeastern Illinois. At Pace, Sarah worked directly with legislators, local officials, and community leaders to secure funding and pass legislation critical to municipal transit needs. Her work required close collaboration with mayors and city councils to ensure transit solutions supported local priorities. Since joining MOC in 2015, Sarah has continued to represent municipalities and local governments, advising on legislative strategy, economic development, and regulatory challenges. Her municipal experience gives her strong insight into the needs of local governments and the importance of aligning them with state resources. Sarah has resided in Orland Park her entire adult life and is raising both of her children in the community.

Matthew O’Shea Consulting also represents a variety of other clients across many broad subject matters.

Chris Lowery – Chris Lowery Consulting, LLC

Chris Lowery spent more than a decade inside the Illinois House of Representatives, where he served as House Floor Manager and senior legislative coordinator, staffing committees and advancing policy with a focus on municipal and human services issues. He then founded his own consulting firm, focusing on non-profits, human services and trade associations. In addition, Chris has worked closely with the Illinois Tax Increment Association (ITIA), where he monitored legislation impacting municipalities and presented to community and municipal leaders on proposed changes to TIF policy and local economic development initiatives. Through this work, he has helped municipalities navigate complex financing tools to spur local growth. Combined with his legislative background and campaign management experience, Chris brings a practical understanding of how municipalities can successfully leverage state policy to meet their local needs.

Explanation of Consultants

Matthew O'Shea Consulting, Inc., Matthew & Sarah, will serve as the primary contracting firm for this engagement making up 75% of the contract. As part of the team, Chris Lowery Consulting, LLC will be engaged as a subcontracted consultant making up 25% of the contract, ensuring a seamless and coordinated approach to fulfilling the contract. Together, the two firms will operate as one unified team on behalf of Orland Park.

Scope of Services and Proposed Work Plan

Our team will provide comprehensive lobbying and advocacy services to advance the Village of Orland Park's legislative and policy priorities before the Illinois General Assembly and relevant state agencies.

Scope of Services

The consulting team will:

1. Develop and Execute a Legislative Agenda

- Work with Village leadership to identify, prioritize, and formalize Orland Park's annual legislative agenda.
- Craft strategy to secure passage of favorable legislation and oppose measures that negatively impact the Village.

2. Legislative Monitoring and Policy Analysis

- Track and analyze legislation, budget developments, and regulatory changes that affect Orland Park.
- Provide clear and timely assessments of potential impacts and opportunities.

3. Direct Lobbying and Advocacy

- Represent Orland Park's interests before legislators, legislative leadership, and executive branch officials.
- Engage in committee hearings, stakeholder meetings, and rulemaking processes.

4. Funding and Appropriations Advocacy

- Identify and pursue state funding opportunities, including capital appropriations, infrastructure investments, and grant programs.
- Support Orland Park's applications and proposals to maximize chances of securing resources.

5. Municipal and Regional Engagement

- Collaborate with organizations to amplify Orland Park's voice.
- Engage mayors, trustees, and community leaders to ensure Orland Park's interests are represented in broader municipal policy discussions.

6. Communication and Reporting

- Provide weekly written reports and real-time updates on legislative developments.
- Maintain open communication with the Mayor, Village Manager, and designated staff to ensure alignment and responsiveness.

7. Evaluation and Review

- Deliver session summary reports, mid-year reviews, and ongoing progress updates.
- Provide transparent evaluation of activities performed and outcomes achieved.

Proposed Work Plan

Our approach to fulfilling the above scope of services will include the following steps:

1. Strategic Planning

- Convene a kickoff session with Orland Park leadership to identify legislative priorities.
- Develop a written legislative agenda with clear objectives and measurable outcomes.

2. Monitoring and Reporting

- Track all bills and amendments of interest to Orland Park.
- Provide proactive analysis of budgetary, regulatory, and legislative developments.
- Flag opportunities for funding and emerging policy issues relevant to municipal operations.

3. Advocacy and Representation

- Conduct direct lobbying on Orland Park's behalf with legislative leaders, committee chairs, and executive agencies.
- Testify, submit comments, or otherwise participate in hearings and rulemaking processes.
- Build support among legislators through one-on-one meetings, caucus briefings, and targeted communications.

4. Relationship Building

- Maintain strong working relationships with key state officials and regional organizations.
- Present to community and municipal leaders on relevant issues
- Coordinate with other municipalities to amplify common priorities and protect Orland Park's interests.

5. Communication and Reporting

- Provide weekly updates during session and monthly updates outside of session.
- Issue real-time alerts on urgent matters requiring immediate action.
- Schedule periodic check-ins and strategy sessions with Village officials.

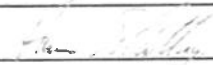
6. Evaluation and Review

- Mid-Year Review/End of Session to evaluate progress and recalibrate strategies.
- Annual Evaluation Report with recommendations for the next legislative cycle.

PROPOSAL SUMMARY SHEET
RFP #25-047
Advocacy & Legislative Consulting

Business Name: Micheal Best Strategies, LLC
Street Address: 444 W Lake Street Suite 3200
City, State, Zip: Chicago, IL 60606
Contact Name: Aaron Harris
Title: Partner & Senior counsel
Phone: 312.596.5899 Fax: _____
E-Mail address: Aaron.Harris@michaelbest.com

AUTHORIZATION & SIGNATURE

Name of Authorized Signee: Anne Slattery
Signature of Authorized Signee: 
Title: Director of Finance and Operations Date: August 22, 2025

REFERENCES

Provide three (3) references for which your organization has performed similar work.

Bidder's Name: Michael Best Strategies LLC
(Enter Name of Business Organization)

- | | |
|-----------------|---|
| 1. ORGANIZATION | <u>Mallinckrodt Pharmaceuticals</u> |
| ADDRESS | <u>675 McDonnell Blvd. St. Louis, MO 63042</u> |
| PHONE NUMBER | <u>314.654.3000</u> |
| CONTACT PERSON | <u>Sean Grove (Sean.Grove@mnk.com)</u> |
| YEAR OF PROJECT | <u>Servicing client for 2 years</u> |
| | |
| 2. ORGANIZATION | <u>Illinois Association of Nurse Anesthesiology</u> |
| ADDRESS | <u>100 East Washington Street Springfield, IL 62701</u> |
| PHONE NUMBER | <u>217.528.6221</u> |
| CONTACT PERSON | <u>Micah Roderick (micah@frontlineco.com)</u> |
| YEAR OF PROJECT | <u>Servicing client for 4+ years</u> |
| | |
| 3. ORGANIZATION | <u>One Hope United</u> |
| ADDRESS | <u>333 south Wabash Ave, Suite 2750 Chicago, IL</u> |
| PHONE NUMBER | <u>312.922.6733</u> |
| CONTACT PERSON | <u>Damon Cates (dcates@onehopeunited.org)</u> |
| YEAR OF PROJECT | <u>Servicing client 4+ years</u> |



Michael Best Strategies LLC

Response to RFP #25-047 for Advocacy & Legislative Consulting,
Prepared for:

The Village of Orland Park

September 2, 2025

RESPECTFULLY SUBMITTED BY:

Aaron Harris

Partner

Michael Best Strategies LLC

Senior Counsel

Michael Best & Friedrich LLP

Aaron.Harris@michaelbest.com

T. 312.596.5899

California | Colorado | Illinois | Nebraska | North Carolina | Texas | Utah | Washington, D.C. | Wisconsin

michaelbeststrategies.com

Cover Letter

Village of Orland Park
Office of the Village Clerk
14700 South Ravinia Avenue
Orland Park, IL 60462

September 2, 2025

Dear Village of Orland Park team:

Thank you for the opportunity to provide information about Michael Best Strategies' (Strategies) capabilities to serve as government relations advisors to the Village of Orland Park (the Village or Orland Park). We're excited about the prospect of partnering with the Village to advance your policy goals and build relationships in Illinois.

To design and execute solutions for our clients, Strategies has assembled some of the nation's most prominent and respected advisors from inside the halls of business and government. We identify opportunities for strategic engagement with government, industry partners, media, and communities to advance each client's objectives.

Strategies offers Orland Park a powerful combination of experience, relationships, and subject-matter expertise, as outlined in the following proposal. I, Aaron Harris, am authorized to answer technical, price, and/or contract questions related to this RFP response.

Please feel free to reach out with any questions. We appreciate the opportunity to partner with the Village of Orland Park, and we look forward to hearing from you.

Sincerely,



Aaron Harris
Partner, Michael Best Strategies LLC
Aaron.Harris@michaelbest.com
T. 312.596.5899

Proposing Office:
444 W Lake Street, Suite 3200
Chicago, IL 60606

Authorized to bind the consulting firm:



Alison Prange
Managing Director, Michael Best Strategies LLC
Alison.Prange@michaelbest.com
T. 414.271.6560

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Consultant Background & Statement of Staff Experience

Firm Experience

Detail the firm's experience and how this relates to Orland Park's legislative needs.

Founded in 2014, Michael Best Strategies® is a forward-thinking consulting firm that uses an integrated services approach to help clients accelerate their success. The firm has built a diverse team of professionals with the inside experience, skills, and relationships to help each client achieve their goals more quickly and fully.

Michael Best Strategies has the expertise and government relationships necessary to represent the Village of Orland Park and advocate for your interests at the local, state, and federal levels. We know how agendas are established, and decisions are made in the legislative and administrative arms of government. We leverage this understanding to help clients define, shape, and navigate governmental decisions to quickly obtain positive outcomes.

In Illinois, and around the nation, Michael Best Strategies is ideally situated to represent your interests. We have strong ties to policymakers, regulators, business and community organizations, and media. We know the issues, the people, and the politics.

Our Illinois and nationwide teams provide:

- Decades of experience managing government relations for nonprofits, trade associations, businesses, and more.
- Close, long-standing working relationships at the highest levels of government.
- Bipartisan and bicameral firm with depth on our bench.
- Policy expertise and experience serving in government roles.
- An understanding of the interaction between politics and policy.
- Our client service team approach means we can hit the ground running.
- Additional services, such as federal advocacy, federal reporting compliance, political giving strategies, shared value consulting, crisis communications, public affairs, grassroots organizing, and grassroots organizing.

Proposed Team

Provide the names and experience of all persons who will be involved in fulfilling the responsibilities and specific activities. If necessary, include the names and experience of any outside consultants and associates. Proposals shall also include the role and the percent of time that each person will be assigned to this contract.

We understand the interest in ensuring that any retained consultant provides sufficient time and attention to its priorities. While it is challenging to quantify the work in strict hours given the nature of legislative advocacy, the Illinois team has designed a team-based service model that ensures every client receives the same high-level engagement and “white glove” service regardless of size or scope:

Name	Title	Percentage of Time of the Project:
Aaron Harris	Partner (Engagement)	25%
Rob Dixon	Principal (Strategy)	30%
Tre Sylvester	Sr. Policy Advisor	25%
Chelsi Jones	Policy Analyst	20%

Our approach is as follows:

- **Lead Engagement by Senior Team Members** – A senior member of our six-person team, **Aaron Harris**, will be assigned as the Village’s primary point of contact. Aaron will be directly responsible for engagement, strategy development, and client satisfaction. This ensures that the Village’s leadership always has access to experienced, senior-level counsel.
- **Dedicated Team Support for Execution** – While a senior partner directs the strategy, junior and mid-level policy advisors support execution. This structure allows us to handle day-to-day monitoring, research, and reporting with efficiency, while ensuring all deliverables are reviewed and guided by senior professionals.
- **Flexible Resource Allocation** – Instead of dividing time by fixed percentages across clients, we allocate resources dynamically based on real-time legislative needs and the Village’s priorities. When the Village requires immediate attention—such as during legislative session, hearings, or funding opportunities—our team is positioned to surge resources as necessary.
- **Consistency Through Regular Cadence** – Each client, including the Village, receives structured communication through scheduled meetings, weekly reports, and session-end summaries. These touchpoints guarantee consistent engagement, while ad hoc updates and legislative alerts provide real-time awareness of developments impacting the Village.

- **Proven Capacity Across Clients** – Our six-member team has developed an efficient system of collaboration, communication, and accountability. This breadth demonstrates both our capacity and our ability to balance multiple priorities without compromising quality.

Our proposed team includes three senior members (partner, senior director, and principal), who will have primary responsibility for working with the Village to develop and execute your government relations strategy; and three junior members (policy advisors), who will support the strategy execution. Below is an overview of each team member's experience.

Aaron Harris

Partner; Michael Best Strategies LLC |

Senior Counsel; Michael Best & Friedrich LLP | Aaron.Harris@michaelbest.com | 312.596.5899



Aaron leverages his background and connections in Illinois state government to help clients further their business objectives. Before joining Michael Best Strategies, he held influential positions in Illinois' Office of the Governor, Department of Juvenile Justice, and State Police.

Most recently, Aaron served as the Interim Legislative Director in the Office of Governor JB Pritzker where he managed the Governor's Office of Legislative Affairs staff and statewide legislative liaison workforce. In this role, he advised the Governor on proposed bills, regulatory and administrative procedure, and legislative strategy. Aaron assisted with the successful enactment of the Governor's landmark legislative agenda that included the proposed fair tax, legalization of cannabis, and increased minimum wage programs and **the historic Rebuild Illinois Capital Plan by securing support from members of the Illinois General Assembly.**

Prior to assuming this role, Aaron served as the First Assistant Deputy Chief of Staff for Legislative Affairs, where he oversaw 16 state agencies legislative priorities, including energy, environment, infrastructure, public safety, and elections.

Earlier in his career, Aaron was Chief of Intergovernmental Relations for the Illinois Department of Juvenile Justice's Office of Governmental Relations. In that role he drafted, passed, and implemented criminal justice reform and other legislation to advance the department's legislative agenda, while securing a \$120 million annual budget appropriation.

Education

- University of Illinois College of Law, Juris Doctor (J.D.)
- Morehouse College, Bachelor of Arts (B.A.); magna cum laude, Political Science

Keith Wheeler

Senior Director; Michael Best Strategies, LLC | Keith.Wheeler@michaelbest.com | 312.596.5897

Keith is a public policy consultant and technology business leader with experience in both the private and public sectors. A former Illinois State Representative, he has worked extensively on economic development, technology, and energy policy, as well as regulatory reform.

Additionally, Keith worked very closely with mayors and city councils of his district's municipalities during his time in the legislature. Those relationships helped achieve many important local initiatives, including grant funding along with bridge, sound barrier, and highway construction. **The opportunity to leverage that experience and understanding of unfunded mandates, potential threats to the Local Government Distributed Fund, and funding requests for vital infrastructure can be a great benefit to Orland Park.**

Keith most recently served as senior advisor in the Office of House Republican Leader Tony McCombie (R-IL), where he guided policy working groups, advised leadership during floor debates, and facilitated bipartisan negotiations on privacy, gaming, and energy matters.

During his eight years in the Illinois General Assembly, Keith held leadership roles including assistant minority leader; co-chair of the Joint Committee on Administrative Rules; and minority spokesperson on the Executive, Public Utilities, and Cybersecurity Committees. He authored the Blue Collar Jobs Act, a construction job tax credit that became a key component of Illinois' 2019 bipartisan budget agreement.

In addition to his public service, Keith owned Responsive Network Services LLC for more than 30 years, providing IT solutions for small businesses and local governments. Since his time on House staff, Keith has been representing clients in legislative and regulatory matters.

Education

- University of Illinois at Urbana-Champaign, Bachelor of Arts (B.A.), 2009; Economics

Robert E. Dixon

Principal, Michael Best Strategies LLC | Rob.Dixon@michaelbest.com | 312.661.2140

Rob is a seasoned business and political strategist with over 14 years of experience leading government relations, public policy, and regulatory affairs initiatives across the public and private sectors. He has built a reputation for translating complex legislative and operational challenges into actionable strategies, fostering bipartisan relationships, and advancing institutional goals through strategic communication and disciplined execution.

As director of government relations at the Illinois Department of Central Management Services, Rob led legislative affairs and external engagement efforts, aligning agency initiatives with the governor's office. He developed and executed legislative strategies that supported the modernization of state government operations. He also managed the agency's bill review process, served as the primary liaison to the General Assembly, and implemented internal systems that improved legislative tracking and stakeholder engagement.

In the private sector, Rob served as senior director of legislative and regulatory affairs at iA, Innovation Associates®, where he established and led a department focused on public affairs and regulatory strategy. His work enabled the adoption of new regulations in multiple states, expanded the company's commercial footprint, and supported the launch of new product offerings. He also advised customer partners on licensing strategies and regulatory compliance, contributing to the company's growth and innovation in pharmacy automation.

Rob's earlier public service included leadership roles at the Illinois Department of Financial and Professional Regulation, where he oversaw the development and passage of over 300 legislative proposals. His efforts supported major policy reforms, including cannabis legalization, real estate regulation, and student loan servicing. During the COVID-19 pandemic, he coordinated cross-agency responses that expanded healthcare access and provided financial relief to residents. He also held key roles at the Illinois Emergency Management Agency, where he managed emergency response communications and developed continuity plans for state agencies. He also served as James H. Dunn Fellow-Legislative Affairs in the Office of the Governor, where he experienced the highest levels of public policymaking.

Education

- University of Illinois at Urbana-Champaign, Master of Business Administration (M.B.A.), 2025; Mergers & Acquisitions and Entrepreneurship
- University of Illinois at Springfield, Master of Public Administration (M.P.A), 2017; Public Administration

Kassandra Silva

Senior Policy Advisor; Michael Best Strategies LLC | Kassandra.Silva@michaelbest.com | 312.596.5839



As a Senior Policy Advisor for Michael Best Strategies, Kassandra assists the team with strategic communications and provides support on government relations and legislative matters.

Prior to joining Michael Best Strategies, Kassandra served as a Legislative Liaison for the Illinois Department of Human Services, where she represented the agency in the state legislative process. Kassandra reviewed bills and policy proposals, developed and implemented legislative strategies to help achieve the agency's priorities, and prepared agency leaders and program directors for committee and budget hearings. Within this role, she also developed educational communications and drafted monthly newsletters of agency updates to maintain consistent communication with legislators.

Earlier, Kassandra worked as a Program Specialist for the Illinois House of Representatives Office of the Speaker, where she created and managed outreach plans for legislators by drafting statements and press releases on issue positions, bills, and current affairs. She also prepared and managed committee hearings by reviewing bills up for consideration, developing hearing agendas, and conducting roll calls. Additionally, Kassandra gained valuable experience through her participation in the University of Illinois-Springfield's Illinois Legislative Staff Internship Program.

Education

- University of Illinois at Urbana-Champaign, Bachelor of Arts (B.A.)

Trevon Sylvester

Senior Policy Advisor; Michael Best Strategies LLC | Trevon.Sylvester@michaelbest.com | 312.596.5809



Trevon focuses on government relations, legislative advocacy, and strategic communications to help clients implement legislative change and advance their business objectives.

Prior to joining Michael Best Strategies, Trevon served as the Senate Liaison in the Office of Illinois Governor JB Pritzker. In this role, he oversaw the legislative agendas of ten state agencies and managed a legislative portfolio that included issues related to early childhood education, K-12 education, college affordability and accessibility, public safety, and elections. He also worked with agency officials, legislators, and advocates to ensure that legislation moving through the General Assembly aligned with the Governor's priorities.

Earlier, Trevon was Member Services Manager for the Illinois Senate Democratic Caucus' communications department, where he advised various members on communications and messaging strategy around pending legislation and key issues. This included crafting and executing media engagement plans, often in collaboration with stakeholders and policy coalitions, to maximize press coverage and garner grassroots support for high-profile initiatives.

Trevon also gained valuable experience as Communications Director for the Tennessee Democratic Party. He crafted op-eds and speeches, spearheaded digital fundraising campaigns on behalf of the state party chair and Democratic candidates, and revamped the party's communications strategy.

Education

- Southern Illinois University at Carbondale, Bachelor of Arts (B.A.), 2016; Political Science

Chelsi Jones

Policy Analyst; Michael Best Strategies LLC | Chelsi.Jones@michaelbest.com | 312.596.5845

Chelsi brings a strong foundation in public policy, communications, and community engagement. With experience in state government, higher education, and nonprofit sectors, she supports clients by offering insights into legislative processes, strategic communications, and stakeholder engagement.

Before joining Michael Best Strategies, Chelsi served as a communications specialist in the Illinois State Senate, where she developed policy briefs, speeches, press materials, and digital content focused on advancing legislative priorities. She also worked as a grant coordinator at Richland Community College, where she led successful funding strategies and built partnerships with community and institutional stakeholders. Earlier in her career, Chelsi was a Community Engagement Specialist at Baby TALK, spearheading outreach initiatives to support early childhood education and family services.

Chelsi's policy experience began at the Illinois Department of Transportation, where she contributed to policy development and compliance tracking as a policy administration intern.

Education

- Education
- Southern Illinois University at Carbondale, Bachelor of Arts (B.A.), 2016; Political Science

Proposed Work Plan

Detail the manner in which the scope of services will be performed. Do not submit a cost proposal with this initial submittal. Any suggested changes to the scope should be explained in detail in the Additional Data and Other Information section.

Michael Best Strategies will seamlessly transition onto the Village of Orland Park's legislative team to work alongside any internal and external team members to achieve results and exceed expectations. Michael Best Strategies will utilize its knowledge, expertise, and experience to influence stakeholders, executive members of state agencies, members of the Illinois General Assembly, and the Office of the Governor to ensure that the Village of Orland Park is well positioned to achieve its goals.

We work as one team focused on achieving your goals. Our diverse team will serve as your strategic partner to help build long-term success, working collaboratively to deliver the best results. We will leverage our deep network of relationships and past experiences to provide the Village with effective advocacy and engagement.

At the beginning of the engagement, Michael Best Strategies will meet with the Village of Orland Park to discuss key issues, key stakeholders, and priorities related to the goals outlined in the RFP (e.g., funding for municipal projects). From this initial strategy session, we will develop the best outreach and legislative strategy to move forward and meet the Village's goals.

In addition, Strategies will provide the following services:

- **Legislative Services & Support:** Our team will track and monitor legislation that may impact the Village and provide timely legislative alerts to ensure awareness and planning. We will work with the Village to develop legislative initiatives and strategies that advance meaningful goals, such as securing state funds, promoting economic development, local control, and enhancing public safety. As a full-service team, we will navigate the legislative process by identifying bill sponsors, drafting legislation and bill analyses, and managing related activities. In addition, we will deliver weekly, monthly, and end-of-session reports to the Village manager and present legislative updates at Village board meetings, ensuring consistent communication and alignment throughout the legislative session.
- **Strategic Engagement & Relationship Management:** Under the direction of the Village manager, we will establish, strengthen, and maintain long-term relationships with legislators, legislative staff, state agencies, boards, and committees. Our team will facilitate high-level introductions and briefing sessions to educate key stakeholders on the Village's initiatives and funding needs, while also developing and executing strategies to secure state resources. In addition, we will proactively communicate the impact of harmful legislation to defend the Village's interests, supported by position papers, legislative testimony, and targeted media engagement.
- **Complimentary Services:** Leveraging the broader resources of our firm and our affiliated law firm, we can also provide grant writing support, legal representation, and other services on an à la carte basis.

Additional Information & Concluding Remarks

Since data not specifically requested must not be included in the foregoing proposal sections, provide any additional information considered essential to the proposal in this section. Alternative proposals that may benefit the parties may also be offered. This section shall also contain any final remarks or elaboration believed to be important in gaining a clear understanding of the proposed services and/or the consultant's capabilities.

EXPERIENCE WITH STATE LEGISLATURES

Unlike many state lobbyists, we also bring the policy and technical expertise necessary to work effectively with administrative agencies, advocating for rulemaking, approvals, and decisions that support our clients.

Strategies' team members have many years of senior-level, bipartisan state government and legislative experience. We're known as trusted brokers of information and solutions within state legislatures, governors' offices, and executive agencies.

Positioning clients for long-term success within the state legislature takes the right trusted relationships, a thorough understanding of the client's business and our policy issues, political insights, tactical foresight and ability, and an intimate understanding of the legislature's process (formal and informal). We have built our Illinois Government Relations team to ensure that we can deliver across all these factors, helping our clients create and deploy strategies tailored to the dynamics of our state.

We represent clients before all types of governing bodies, including the following State of Illinois entities:

- Aging, Dept. of
- Agriculture, Dept. of
- Attorney General
- Attorney General's Office
- Capital Development Board
- Central Management Services, Dept. of
- Commerce and Economic Opportunity, Dept. of
- Commerce Commission
- Comptroller's Office
- Employment Security, Dept. of
- Environmental Protection Agency, Dept. of
- General Assembly Members
- Governor's Office
- Health Facilities and Services Review Board
- Healthcare and Family Services
- Hospital Licensing Board
- Human Rights, Dept. of
- Human Services, Dept. of
- Illinois Finance Authority
- Illinois Housing Development Authority
- Illinois Power Agency
- Illinois State Toll Highway Authority
- Innovation and Technology, Dept. of
- Joint Committee on Administrative Rules
- Labor Relations Boards, State and Local
- Labor, Dept. of
- Lieutenant Governor
- Liquor Control Commission
- Lottery Control Board
- Revenue, Dept. of
- Secretary of State's Office
- Treasurer

- Financial and Prof. Regulation, Dept. of
- Gaming Board
- Illinois Workers Compensation Commission

REPRESENTATIVE PROJECTS

Our Illinois team has successfully executed projects that align closely with municipal priorities such as securing funding, building community partnerships, and advancing legislation with significant local impact. Below are some examples of how our team has brought value to our clients:

- **Securing State Budget Funding:** Obtained more than \$900,000 in recurring line-item state budget funding over a two-year period to support community-based programs, despite extremely tight fiscal conditions.
- **Public-Private Partnerships:** Facilitated an agreement between a nonprofit provider and a major state agency that secured ongoing state funding for a first-of-its-kind residential care model for system-involved youth. Within the first year, five facilities were either open or in development across Illinois, directly benefiting local communities.
- **Successful Passage of Client Initiatives:** Secured passage of legislation in spring 2025 creating a cost-neutral program to cover veterinary care for retired police dogs and K9s injured in the line of duty—removing the financial burden from handlers who adopt them after service. Additionally, our team advanced legislation in spring 2025 strengthening Scott's Law (the "Move Over Law") by extending protections to all emergency vehicles and emergency workers responding at an emergency scene.
- **Defending our Client's Interests:** Extensive knowledge of Illinois video gaming laws and a strong understanding of the need to protect the existing revenue-sharing structure that supports local governments allowed our team to prevent the passage of harmful legislation.

We hope to put our collective experience to work for the Village of Orland Park. Thank you for your consideration of Michael Best Strategies.

References

Provide references of government clients similar in size and scope of work.

Client Name: Mallinckrodt Pharmaceuticals

Contact: Sean Grove, Director of Government Affairs

Email: sean.grove@mnk.com

Client Name: Illinois Association of Nurse Anesthetists

Contact: Micah Roderick, Executive Director

Email: micah@frontlineco.com

Client Name: One Hope United

Contact: Damon Cates, CEO

Email: dcates@onehopeunited.org

Client Name: ComEd

Contact: Gia Orr, Senior Manager, State Government Affairs

Email: Gia.Orr@comed.com

Client Name: Chicago Teachers Pension Fund

Contact: Carlton Lenoir, Sr., Executive Director

Email: lenoirc@ctpf.org

 ORLAND PARK
CERTIFICATE OF COMPLIANCE

The undersigned MATTHEW O'SHEA, as President
(Enter Name of Person Making Certification) (Enter Title of Person Making Certification)

and on behalf of MATTHEW O'SHEA CONSULTING 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.#: 45-3138046
(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 8/31/2011
(State of Incorporation) (Date of Incorporation)

2) STATUS OF OWNERSHIP

Illinois Public Act 102-0265, approved August 2021, requires the Village of Orland Park to collect "Status of Ownership" information. This information is collected for reporting purposes only. Please check the following that applies to the ownership of your business and include any certifications for the categories checked with the proposal. Business ownership categories are as defined in the Business Enterprise for Minorities, Women, and Persons with Disabilities Act, 30 ILCS 575/0.01 *et seq.*

Minority-Owned ☐	Small Business ☐ (SBA standards)
Women-Owned ☐	Prefer not to disclose ☐
Veteran-Owned ☐	Not Applicable ☒
Disabled-Owned ☐	

How are you certifying? Certificates Attached ☐ Self-Certifying ☐

STATUS OF OWNERSHIP FOR SUBCONTRACTORS

This information is collected for reporting purposes only. Please check the following that applies to the ownership of subcontractors.

Minority-Owned ☐	Small Business ☐ (SBA standards)
Women-Owned ☐	Prefer not to disclose ☐
Veteran-Owned ☐	Not Applicable ☒
Disabled-Owned ☐	

3) 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.

4) SEXUAL HARASSMENT 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."

5) 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.

6) TAX CERTIFICATION: Yes ☒ No ☐

Contractor 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.

7) AUTHORIZATION & SIGNATURE:

I certify that I am authorized to execute this Certificate of Compliance on behalf of the Contractor set forth on the Proposal, 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 Certificate 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:

Matthew O'Shea
Signature of Authorized Officer

MATTHEW O'SHEA
Name of Authorized Officer

President
Title

11/18/2025
Date



DISCLOSURE TYPE:

☐ Original
☐ Amended
☐ 1 of () Disclosures

BUSINESS RELATIONSHIP DISCLOSURE FORM

Business Relationships. Pursuant to Village Code, all business relationships between vendors and Officials must be disclosed. Vendors and Officials shall complete this Business Relationship Disclosure Form when applicable. Failure to comply shall be considered a violation of the ordinance and can result in penalties.

For Vendors. Any vendor who has had any business relationship within the preceding ten years or reasonably expects such a relationship in the following twelve months with a current official or a past official during the preceding 10 years, where such relationship resulted in or is expected to result in financial benefit, shall disclose the following if the relationship entitled the current or past official to compensation, economic opportunity, or payment in excess of \$7,500 annually. A business relationship does not include a political contribution, otherwise duly reported as required by law.

For Officials. Any official who has had any business relationship within the preceding ten years or reasonably expects such a relationship in the following twelve months with a vendor, where such relationship has resulted in or is expected to result in financial benefit, shall disclose the following if the relationship entitled the official to compensation, economic opportunity, or payment in excess of \$7,500 annually. A business relationship does not include a political contribution, otherwise duly reported as required by law.

Submission of a disclosure does not disqualify a Vendor from consideration for a contract, grant, concession, land sale, lease or any other matters subject to the Village approval.

(1) Check applicable box ☒ Vendor ☐ Official

(2) For Vendor

☒ I do not have a business relationship with any current Village of Orland Park Official or reasonably expect such a relationship in the following twelve months that entitled the Official to compensation, economic opportunity, or payment in excess of \$7,500 annually. See Appendix A for a listing of current Officials. (Please check the box if applicable and complete Certification section only.)

☒ I did not have a business relationship with any past Village of Orland Park Official in the preceding ten (10) years that entitled the past Official to compensation, economic opportunity, or payment in excess of \$7,500 annually. See Appendix B for a listing of past Officials is included with this disclosure form. (Please check the box if applicable and complete Certification section only.)

(3) Please provide the name(s) of the Vendor(s) or Official(s) or related party.

(4) What is the nature of the business relationship with the Vendor(s) or Official(s) or related party?

(5) Provide the date(s)[month/year] of engagement or expected engagement:

(6) If the Vendor has been acquired or purchased within the preceding five (5) years:

a. The date(s) of acquisition of the Vendor: _____

b. The name(s) of the preceding Vendor, if changed: _____

Certification

The undersigned MATTHEW O'SHEA as President and on
(Print Name of Person Making Disclosure) (Print Title of Person Making Certification)

behalf of MATTHEW O'SHEA CONSULTING certifies the information supplied is true and accurate.
(Print Name of Vendor / Official)

Signature: 

Date: 11/18/2025

See Appendix A for the List of Current Officials

See Appendix B for the List of Officials for the Past Ten (10) Years



ORLAND PARK

INSURANCE REQUIREMENTS

Please sign and provide a policy Specimen Certificate of Insurance showing current coverages.

If awarded the contract, all Required Policy Endorsements noted in the left column in red bold type **MUST** be provided.

Standard Insurance Requirements	Please provide the following coverage if box is checked.
<u>WORKERS' COMPENSATION & EMPLOYER LIABILITY</u> Full Statutory Limits - Employers Liability \$500,000 – Each Accident \$500,000 – Each Employee \$500,000 – Policy Limit Waiver of Subrogation in favor of the Village of Orland Park	<u>LIABILITY UMBRELLA</u> (Follow Form Policy) ☐ \$1,000,000 – Each Occurrence \$1,000,000 – Aggregate ☐ \$2,000,000 – Each Occurrence \$2,000,000 – Aggregate ☐ Other: _____ EXCESS MUST COVER: General Liability, Automobile Liability, Employers' Liability
<u>AUTOMOBILE LIABILITY</u> (ISO Form CA 0001) \$1,000,000 – Combined Single Limit Per Occurrence Bodily Injury & Property Damage. Applicable for All Company Vehicles.	<u>PROFESSIONAL LIABILITY</u> ☐ \$1,000,000 Limit – Claims Made Form, Indicate Retroactive Date ☒ \$2,000,000 Limit – Claims Made Form, Indicate Retroactive Date ☐ Other: _____ Deductible not-to-exceed \$50,000 without prior written approval
<u>GENERAL LIABILITY</u> (Occurrence basis) (ISO Form CG 0001) \$1,000,000 – Combined Single Limit Per Occurrence Bodily Injury & Property Damage \$2,000,000 – General Aggregate Limit \$1,000,000 – Personal & Advertising Injury \$2,000,000 – Products/Completed Operations Aggregate	☐ <u>BUILDERS RISK</u> Completed Property Full Replacement Cost Limits – Structures under construction
<u>ADDITIONAL INSURED ENDORSEMENTS:</u> (Not applicable for Goods Only Purchases) • ISO CG 20 10 or CG 20 26 (or Equivalent) Commercial General Liability Coverage • CG 20 01 Primary & Non-Contributory (or Equivalent) The Village must be named as the Primary Non-Contributory which makes the Village a priority and collects off the policy prior to any other claimants. • Blanket General Liability Waiver of Subrogation - Village of Orland Park A provision that prohibits an insurer from pursuing a third party to recover damages for covered losses.	☐ <u>ENVIRONMENTAL IMPAIRMENT/POLLUTION LIABILITY</u> \$1,000,000 Limit for bodily injury, property damage and remediation costs resulting from a pollution incident at, on or mitigating beyond the job site ☐ <u>CYBER LIABILITY</u> \$1,000,000 Limit per Data Breach for liability, notification, response, credit monitoring service costs, and software/property damage ☐ <u>CG 20 37 ADDITIONAL INSURED</u> – Completed Operations (Provide only if box is checked)

Any insurance policies providing the coverages required of the Consultant, excluding Professional Liability, shall be specifically endorsed to identify "The Village of Orland Park, and their respective officers, trustees, directors, officials, employees, volunteers and agents as Additional Insureds on a primary/non-contributory basis with respect to all claims arising out of operations by or on behalf of the named insured." The required additional Insured coverage shall be provided on the Insurance Service Office (ISO) CG 20 10 or CG 20 26 endorsements or an endorsement at least as broad as the above noted endorsements as determined by the Village of Orland Park. Any Village of Orland Park insurance coverage shall be deemed to be on an excess or contingent basis as confirmed by the required (ISO) CG 20 01 Additional Insured Primary & Non- Contributory Endorsement. The policies shall also contain a Waiver of Subrogation in favor of the Additional Insureds in regard to General Liability and Workers' Compensation coverage. The certificate of insurance shall also state this information on its face. Any insurance company providing coverage must hold an A-, VII rating according to Best's Key Rating Guide. Each insurance policy required shall have the Village of Orland Park expressly endorsed onto the policy as a Cancellation Notice Recipient. Should any of the policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. Permitting the contractor, or any subcontractor, to proceed with any work prior to our receipt of the foregoing certificate and endorsements shall not be a waiver of the contractor's obligation to provide all the above insurance.

Consultant agrees that prior to any commencement of work to furnish evidence of Insurance coverage providing for at minimum the coverages, endorsements and limits described above directly to the Village of Orland Park, 14700 S. Ravinia Avenue, Orland Park, IL 60462. Failure to provide this evidence in the time frame specified and prior to beginning of work may result in the termination of the Village's relationship with the contractor.

ACCEPTED & AGREED THIS 22 DAY OF August, 2025


Signature

Anne Slattery
Printed Name & Title

Authorized to execute agreements for:

Michael Best Strategies, LLC
Name of Company



MICHBES-01

KDRESCHER

DATE (MM/DD/YYYY)
8/21/2025

CERTIFICATE OF LIABILITY INSURANCE

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 have **ADDITIONAL INSURED** provisions or 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).

PRODUCER
Robertson Ryan - Milwaukee
330 East Kilbourn Avenue, Suite 850
Milwaukee, WI 53202

CONTACT NAME: Kelly Drescher
PHONE (A/C, No, Ext): (414) 271-3575
FAX (A/C, No): (877) 700-0139
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE**NAIC #****INSURER A:** Federal Insurance Company

20281

INSURER B:**INSURER C:****INSURER D:****INSURER E:****INSURER F:****INSURED**

Michael Best Strategies LLC
790 North Water St. Suite 2500
Milwaukee, WI 53202

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	ADOL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	X COMMERCIAL GENERAL LIABILITY					
	CLAIMS-MADE X OCCUR		35845130	1/1/2025	1/1/2026	EACH OCCURRENCE \$ 1,000,000
	X Per loc aggregate					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 - COM/OP AGG \$ 2,000,000
						\$
A	AUTOMOBILE LIABILITY		73550613	1/1/2025	1/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	ANY AUTO OWNED AUTOS ONLY	SCHEDULED AUTOS				BODILY INJURY (Per person) \$
	X HIRED AUTOS ONLY	X NON-OWNED AUTOS ONLY				BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
						\$
A	UMBRELLA LIAB X OCCUR					EACH OCCURRENCE \$ 20,000,000
	X EXCESS LIAB CLAIMS-MADE		78184504	1/1/2025	1/1/2026	AGGREGATE \$ 20,000,000
	DED X RETENTION \$ 0					\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N	71709953	1/1/2025	1/1/2026	X PER STATUTE OTH-ER \$ 500,000
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N/A				E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$ 500,000
						E.L. DISEASE - POLICY LIMIT \$ 2,000,000
A	Crime		J06088831	1/1/2025	1/1/2026	Crime Limit

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
If the insured is awarded the contract, we will provide the general liability additional insured, primary and non-contributory & waiver of subrogation endorsements

CERTIFICATE HOLDER

Village of Orland Park
14700 S. Ravinia Avenue
Orland Park, IL 60462

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



MICHBES-03

CHATHAMMOSS

DATE (MM/DD/YYYY)

9/3/2024

CERTIFICATE OF LIABILITY INSURANCE

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 have ADDITIONAL INSURED provisions or 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).

PRODUCER Thompson Flanagan & Company, LLC 626 West Jackson Blvd 5th Floor Chicago, IL 60661	CONTACT NAME: Jack Liljeberg PHONE (A/C, No, Ext): E-MAIL: jiljeberg@thompsonflanagan.com ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Lloyds Syndicate 623 (Beazley Furlonge Limited) INSURER B: Liberty Surplus Insurance Corporation INSURER C: Axis Surplus Insurance Company INSURER D: INSURER E: INSURER F:	FA# (A/C, No): NAIC # XXXXXX 10725 26620
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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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE ☐ OCCUR X Primary Cyber Liab. GEN'L AGGREGATE LIMIT APPLIES PER: POLICY ☐ PRO-JECT ☐ LOC OTHER:			W15811241101	9/1/2024	9/1/2025	EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ Per Claim/Agg. \$ 5,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE ☐ OTH-ER ☐ E L EACH ACCIDENT \$ E L DISEASE - EA EMPLOYEE \$ E L DISEASE - POLICY LIMIT \$
B	1st Excess Liab.			EOCHAB2OCJ005	9/1/2024	9/1/2025	Per Claim \$ 5,000,000
C	2nd Excess Liab.			P-001-000409046-04	9/1/2023	9/1/2024	Per Claim \$ 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Deductible: \$100,000

Limits Breakdown:
Beazley: \$5,000,000/\$5,000,000
Liberty Mutual: \$5,000,000 excess of \$5,000,000
Axis: \$5,000,000 excess of \$10,000,000
Total Cyber Program: \$15,000,000/\$15,000,000

CERTIFICATE HOLDER

CANCELLATION

For Evidence Only

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

ACORD 25 (2016/03)

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The ACORD name and logo are registered marks of ACORD



MICHBES-02

KOLEMANFICHT

DATE (MM/DD/YYYY)

3/4/2025

CERTIFICATE OF LIABILITY INSURANCE

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.

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PRODUCER
Thompson Flanagan & Company, LLC
626 West Jackson Blvd
5th Floor
Chicago, IL 60661

CONTACT Jack Liljeberg
NAME:
PHONE
(A/C, No, Ext):
E-MAIL liljeberg@thompsonflanagan.com
ADDRESS:

FAX
(A/C, No):

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Allied World Surplus Lines Insurance Co

24319

INSURER B: Homesite Insurance Company of Florida

11156

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED

Michael Best Strategies LLC
790 N Water St, Ste 2500
Milwaukee, WI 53202

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 SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY					EACH OCCURRENCE \$
	CLAIMS-MADE	OCCUR				DAMAGE TO RENTED PREMISES (Ea occurrence) \$
						MED EXP (Any one person) \$
						PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$
	POLICY	PRO-JECT	LOC			PRODUCTS - COMP/OP AGG \$
	OTHER					\$
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$
	ANY AUTO					BODILY INJURY (Per person) \$
	OWNED AUTOS ONLY	SCHEDULED AUTOS				BODILY INJURY (Per accident) \$
	HIRED AUTOS ONLY	NON-OWNED AUTOS ONLY				PROPERTY DAMAGE (Per accident) \$
						\$
	UMBRELLA LIAB	OCCUR				EACH OCCURRENCE \$
	EXCESS LIAB	CLAIMS-MADE				AGGREGATE \$
	DED	RETENTION \$				\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N				PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$
A	Professional Liab.		0314-2003	3/4/2025	3/4/2026	Per Claim/Agg. 5,000,000
B	Excess Liab.		EEO-029965-01	3/4/2025	3/4/2026	Per Claim/Agg. 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Total Limits: \$10,000,000/\$10,000,000
Deductible: \$25,000

CERTIFICATE HOLDER

For Evidence Only

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



Effective: Jan 15, 2025
Policy #: 130870-5-2501
The Law Office of Matthew O'Shea

CERTIFICATE OF INSURANCE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policy listed below. The Insurer accepts no responsibility for any additions or changes made hereon that are not on record with the Insurer.

Name and Address of Insured:

The Law Office of Matthew O'Shea
11635 Burnley Drive
Orland Park, IL 60467

This is to certify that the policy of insurance listed below has been issued to the Insured named above and is in force at this time.

Type of Insurance:

Lawyers' Professional Liability Insurance

Policy Number:

130870-5-2501

Policy Period:

From 01/15/2025 To 01/15/2026

Limits of Liability:

\$500,000 Per Claim / \$1,000,000 Annual Aggregate

Deductible:

\$0



Effective: Jan 15, 2025
Policy #: 130870-5-2501
The Law Office of Matthew O'Shea

ISBA Mutual Insurance Company

(An Illinois Mutual Insurance Company)

Lawyers' Professional Liability Policy Declarations

- | | |
|--------------------------|---|
| 1. Policy Number: | 130870-5-2501 |
| 2. Named Insured: | The Law Office of Matthew O'Shea |
| 3. Principal Address: | 11635 Burnley Drive
Orland Park, IL 60467 |
| 4. Prior Acts Date: | 01/15/2021 |
| 5. Policy Period: | From 01/15/2025 To 01/15/2026
At 12:01AM CST at address in Item 3 of Insured named in Item 2 |
| 6. Annual Premium: | \$1,516 |
| 7. Limit of Liability: | Per Claim \$500,000 Aggregate \$1,000,000 |
| 8. Deductible: Per Claim | \$0 |
| 9. Date of Application: | 12/23/2024 |

Attached Forms and Endorsements:

ISBAMIC LPL Policy 01 2023	Policy
ISBAMIC 102 01 2018	Individual Prior Acts Date Endorsement

This schedule including all endorsements listed herein, is incorporated in and made part of the policy to which it applies.

ISBA Mutual Insurance Company

By:

Its Authorized Representative

Contractual Risk Transfer Evaluation Summary

Date 11/20/25

Vendor/Contractor Name: Law Office of Matthew O'Shea
 Contract/Project Name/ #: Village of Orland Park Professional Lobbyist Services
 Contract Type: ☐ Contractor ☒ Prof. Svcs ☐ Goods Only ☐ MSA
 MSA Title
 Type of Work: Lobbyist Services
 Contract/Project Summary: Village of Orland Park Professional Lobbyist Services
 Policy Expiration Date: 1/15/26

Required Coverages/Limits – Per Contract:

Compliant:

General Liability:	\$1 million	\$2 million General Agg.	Other:	☐ Yes	☐ No	☒ NA
Umbrella Liability:	\$1 million	\$2 million	Other:	☐ Yes	☐ No	☒ NA
Auto Liability:	\$1 million	Any Auto/Owned	Other:	☐ Yes	☐ No	☒ NA
Workers' Comp./ Employer Liability	\$500,000 Each Accident, Each Employee, Policy Limit		Other:	☐ Yes	☐ No	☒ NA
Prof. Liability:	\$1 million	\$2 million	Other: See Below	☒ Yes	☐ No	☐ NA
Env. Liability:	\$1 million	\$2 million	Other:	☐ Yes	☐ No	☒ NA
Exc./Umb. Prof.				☐ Yes	☐ No	☒ NA
Excess/Umb GL				☐ Yes	☐ No	☒ NA
Cyber Liability:	\$500,000	\$1 million	Other:	☐ Yes	☐ No	☒ NA
Builders Risk:	Completed Project Value		Other:	☐ Yes	☐ No	☒ NA
Other:	Lawyers Professional Liability		Other: \$500K/\$1M	☒ Yes	☐ No	☐ NA

Required Endorsements:

ISO Additional Insured Endorsement: (CG 20 10 or CG 20 26)	☐ Yes	☐ No	☒ NA
ISO Additional Insured – Completed Operations (CG 20 37)	☐ Yes	☐ No	☒ NA
Broad Form Manuscript Add'l. Insd. Endorsement Reviewed/Acceptable Alternate Accepted Form:	☐ Yes	☐ No	☒ NA
Primary Additional Insured Coverage Provided - ISO CG 20 01 or Acceptable Alternate Accepted Form:	☐ Yes	☐ No	☒ NA
Waiver of Subrogation - General Liability	☐ Yes	☐ No	☒ NA
Waiver of Subrogation – Workers' Compensation	☐ Yes	☐ No	☒ NA

Additional Coverages/Revisions Approved:

As agreed, Lawyers Professional Liability coverage limit noted above will be increased to \$1 million per claim & \$2 million aggregate at January 15th policy renewal.

Orland Park Hold Harmless/Indemnity Agreement Accepted: ☒ Yes ☐ No

Notes / Additional Comments:

Contractual Risk Transfer: Acceptable ☒ Not Acceptable ☐

..Title

Advocacy & Legislative Consulting Selection

..History

In August, the Village issued a Request for Proposals for Advocacy & Legislative Consulting.

The proposed scope of services calls for the consultant to act as a liaison with state and local government officials. Anticipated activities and tasks include:

- Research, prepare and lobby proposals desired by the Village.
- Position the Village to maximize local, state and federal funding opportunities.
- Promote the Village's legislative proposals by communicating with state and other governmental officials through personal contact, position papers, testimony and other such means as appropriate.
- Monitor legislation, arrange for bill sponsorship, perform issue analysis and brief Village officials on legislative issues.
- Draft legislation in support of the Village's legislative priorities.
- Prepare monthly informational reports and action calls during legislative sessions to inform the Village of the legislative process and status of Village proposals.
- Perform other duties in relation to the Village's intergovernmental relations, including counsel, attendance and testimony at intergovernmental meetings.

Five firms submitted proposals (see attached RFP Compliance Summary). Interviews were conducted with four of the five firms. Staff recommends the selection of Matthew O'Shea Consulting and Michael Best Strategies. Both firms have extensive experience and expertise in this field.

At a subsequent Committee of the Whole and Board of Trustee meetings, the Village Board will be asked to finalize legislative priorities that the Village would like to pursue.

..Financial Impact

As proposed, the cost would be \$5,000/month for each firm, resulting in an annual cost of \$60,000 per firm for one year.

..Recommended Action/Motion

I move to approve the selection of Matthew O'Shea Consulting and Michael Best Strategies for one-year terms for a cost not to exceed \$60,000 each.

And authorize the Village Manager to sign each agreement subject to Village Attorney review.

AMW
✓ approved
5-2

Attached is a draft scope of services. The scope is broken into two projects: a service delivery review of the Police Department (because of its unique nature) and a separate service delivery review for the remainder of the organization.

Undoubtedly, the service delivery review will find that the Village of Orland Park excels in its service delivery mission. However, with the Village's renewed emphasis on continuous improvement, this service delivery review will provide an outside perspective confirming excellence but also highlighting areas where the organization can enhance its ability to fulfill its mission.

At the July 21, 2025 Committee of the Whole meeting, staff was directed to proceed with the RFP. The proposed scope of work calls for the following:

➤ **Police Department Service Delivery Review**

The review will help the department prepare for the future, maximize existing resources, and develop a staffing plan for both sworn and civilian positions. Areas to be reviewed will include Technology Evaluation, Environment, Organizational Leadership & Culture, Operations & Staffing, Patrol, Community Engagement, Investigations, Operational Policies, Data & Technical Equipment, Fleet, Training, Recruitment & Retention, Professional Standards, Dispatch, and Schedule & District Redesign.

➤ **Village-wide Assessment**

The review will help plan and identify the knowledge, skills, and abilities needed for effective service delivery across all departments. Areas to be reviewed will include organizational structure and functions, staffing levels, department goals/objectives, compensation, overtime, succession planning, performance measures, and user fees.

Six firms submitted proposals (see attached RFP Compliance Summary). Interviews were conducted with three of the six firms. Staff recommends the selection of Raftelis for the Police Department and Village-wide Assessment, with the exception of the compensation and user fees studies, which would be performed by Baker Tilly. Both firms have extensive experience and expertise in these areas.

The user fee study is designed to allow the Village to determine the extent to which service expenses could be recouped. Data will be collected to generate a fully burdened hourly cost for employees involved in each process. Village costs will be compared with peer communities, and a recommended fee schedule will be developed.

The compensation study will include 1-on-1s with department heads, review job descriptions, evaluate compensable factors for each position, assess the Fair Labor Standards Act designations, analyze benefits, and perform a market assessment of peer communities. Deliverables will include a compensation philosophy and a recommended pay plan.

..Title

Service Delivery Review Selection

..History

The Village offers a wide range of essential public services including emergency services, utilities, public works, and more, all aimed at fulfilling the Village's mission which is to enhance the quality of life for those that live, work and visit Orland Park. Those that rely on the Village want responsive, high-performing public services, without substantial increases to costs.

As a service provider, it is critical to have knowledgeable, dedicated, engaged professionals in every facet of the organization to not only achieve this mission but exceed it. As part of leadership development and training in 2023, the Village took part in a Q12 Gallup Employee Engagement Survey. Gallup has measured employee engagement across thousands of organizations using their 12-item engagement survey. The survey measures employees' perspectives on the most crucial elements of workplace culture. Measuring and managing engagement is critical to all leaders and teams. Engaged employees have higher wellbeing, better retention, lower absenteeism and higher satisfaction.

Based on the attached results of the 2023 Gallup Q12 results, a RFP was issued in 2023 seeking proposals for a Police Department Organizational assessment. In total, (8) proposals were received at the time. This Assessment was to be completed with the cooperation of the rank and file and was to be the vehicle for implementing any potential alternate schedules and other potential changes to enhance public safety and increase engagement. The then-Village Board opted not to proceed with the assessment.

A renewed emphasis is now being placed on making the Village a greater provider of services. All great organizations share one thing in common: a constant drive to be the best. Making steady, consistent progress toward its mission can only come from a culture of discipline, diligence in continuous improvement, and adapting as needs arise.

As part of this effort for continuous improvement, the Village will look to undertake a comprehensive organization-wide service delivery review. Following approval from the Mayor and Village Board, a RFP will be issued seeking proposals from qualified consultants for a full-service delivery review in order to ensure continued effectiveness and efficiency.

As part of the Village's renewed emphasis on fact-based, long-range planning, the Village will seek to plan and clearly identify the knowledge, skills and abilities needed for effective service delivery as well as the number of employees needed to meet the level of service desired. As part of this, the organizational structure will be evaluated to develop a model which meets the community's service expectations now and into the future.

..Financial Impact

The total cost to perform all elements of the scope of work will be \$634,875. Raftelis compensation will be \$418,175 and Baker Tilly will be \$216,700. Fee details by scope are as follows:

Raftelis Scope & Fee

Begin Engagement	\$19,025
OPPD Service Delivery Assessment	\$98,800
Village-wide Org & Op Assessment	\$275,000
Change Management & Implantation	\$25,350
TOTAL	\$418,175

Baker Tilly Scope & Fee

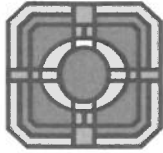
Compensation Study	\$162,800
User Fee Study	\$53,900
TOTAL	\$216,700

..Recommended Action/Motion

I move to approve the selection of Raftelis for \$418,175 and Baker Tilly for a cost of \$216,700.

And authorize the Village Manager to sign each agreement subject to Village Attorney review.

✓ unanimous approval



VILLAGE OF ORLAND PARK

14700 S. Ravinia Avenue
Orland Park, IL 60462
www.orlandpark.org

Master

File Number: 2025-0889

File ID: 2025-0889

Type: MOTION

Status: PASSED

Version: 0

Reference:

Controlling Body: Board of Trustees

File Created Date : 10/30/2025

Agenda Entry: Advocacy & Legislative Consulting Selection

Final Action: 11/03/2025

Title: Advocacy & Legislative Consulting Selection

Notes:

Sponsors:

Res/Ord Date:

Attachments: RFP 25-047 - Compliance Summary 9-2-25

Res/Ord Number:

Drafter:

Hearing Date:

Department

Effective Date:

Contact:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
0	Village Manager	10/30/2025	INTRODUCED TO BOARD	Board of Trustees			
0	Board of Trustees	11/03/2025	APPROVED				Pass

Text of Legislative File 2025-0889

..Title

Advocacy & Legislative Consulting Selection

History

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The proposed scope of services calls for the consultant to act as a liaison with state and local government officials. Anticipated activities and tasks include:

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- Promote the Village's legislative proposals by communicating with state and other governmental officials through personal contact, position papers, testimony

and other such means as appropriate.

- Monitor legislation, arrange for bill sponsorship, perform issue analysis and brief Village officials on legislative issues.
- Draft legislation in support of the Village's legislative priorities.
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Five firms submitted proposals (see attached RFP Compliance Summary). Interviews were conducted with four of the five firms. Staff recommends the selection of Matthew O'Shea Consulting and Michael Best Strategies. Both firms have extensive experience and expertise in this field.

At a subsequent Committee of the Whole and Board of Trustee meetings, the Village Board will be asked to finalize legislative priorities that the Village would like to pursue.

Financial Impact

As proposed, the cost would be \$5,000/month for each firm, resulting in an annual cost of \$60,000 per firm for one year.

Recommended Action/Motion

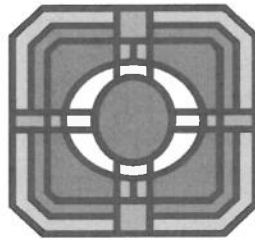
I move to approve the selection of Matthew O'Shea Consulting and Michael Best Strategies for one-year terms for a cost not to exceed \$60,000 each;

AND

Authorize the Village Manager to sign each agreement subject to Village Attorney review.

VILLAGE OF ORLAND PARK

*14700 S. Ravinia Avenue
Orland Park, IL 60462
www.orlandpark.org*



Meeting Minutes

Monday, November 3, 2025

7:00 PM

Village Hall

Board of Trustees

Village President James V. Dodge, Jr.

Village Clerk Mary Ryan Norwell

*Trustees, William R. Healy, Cynthia Nelson Katsenes, Michael R. Milani,
Dina Lawrence, John Lawler and Joanna M. L. Leafblad*

2025-0889 Advocacy & Legislative Consulting Selection

In August, the Village issued a Request for Proposals for Advocacy & Legislative Consulting.

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- Research, prepare and lobby proposals desired by the Village.
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At a subsequent Committee of the Whole and Board of Trustee meetings, the Village Board will be asked to finalize legislative priorities that the Village would like to pursue.

I move to approve the selection of Matthew O'Shea Consulting and Michael Best Strategies for one-year terms for a cost not to exceed \$60,000 each;

AND

Authorize the Village Manager to sign each agreement subject to Village Attorney review.

A motion was made by Trustee Lawler, seconded by Trustee Lawrence, that this matter be APPROVED. The motion carried by the following vote:

Aye: 5 - Trustee Milani, Trustee Lawrence, Trustee Lawler, Trustee M. L. Leafblad, and Village President Dodge Jr.

Nay: 2 - Trustee Healy, and Trustee Nelson Katsenes

Respectfully Submitted,

/s/ Mary Ryan Norwell

Mary Ryan Norwell, Village Clerk

MAYOR

James Dodge

VILLAGE CLERK

Mary Ryan Norwell

14700 S. Ravinia Avenue
Orland Park, IL 60462
(708)403-6100
orlandpark.org



**ORLAND
PARK**

FINANCE

TRUSTEES

William R. Healy

Cynthia Nelson Katsenes

Michael R. Milani

Dina M. Lawrence

John Lawler

Joanna M. Liotine Leafblad

November 17, 2025

Matthew O'Shea
Matthew O'Shea Consulting, Inc.
11635 Burnley Dr.
Orland Park, IL 60467

NOTICE OF APPROVAL – RFP #25-047 – ADVOCACY & LEGISLATIVE CONSULTING

Dear Mr. O'Shea,

This notification is to inform you that on November 3, 2025, the Village of Orland Park Board of Trustees approved entering into a contract with Matthew O'Shea Consulting, Inc. in accordance with the proposal you submitted dated September 1, 2025, for Advocacy & Legislative Consulting for an amount not to exceed sixty thousand dollars and 00/100 (\$60,000.00) Dollars.

In order to begin this project, you must comply with the following within ten (10) business days of the date of this Notice of Award, which is by December 2, 2025:

- Complete and return enclosed Certificate of Compliance, Insurance Requirements Form, and Business Relationship Disclosure Form.
- Submit electronically a **Certificate of Insurance** which must be accompanied by **all required policy endorsements** from your insurance company in accordance with all of the Insurance Requirements for a) primary & non-contributory additional insured status, b) the General Liability subrogation waiver and c) the Workers' Compensation subrogation waiver, per the Insurance Requirements. You may contact the Village's Contractual Risk Manager, Dan Letourneau at 630-846-8862 or ltcrs2019@gmail.com.
- In order to properly document your vendor relationship with the Village of Orland Park, your company must provide the Village with a completed W-9 Form.
- Included is an Electronic Funds Transfer (EFT) Authorization Form. Enrollment is optional, and by authorizing EFTs, you will receive payments from the Village faster and securely. Additionally, the Village will send you an email notification when payment has been remitted. If you'd like to enroll in EFT payments, complete, sign and submit electronically the EFT Authorization Form.

You will receive the contract via email from BidNet Direct ASC eSign after the Insurance Certificate and Endorsements have been approved by the Village. All documents listed above are to be submitted to Brandi Watson, Purchasing/Contract Administrator at bwatson@orlandpark.org and are required prior to the commencement of work. You will receive notification from BidNet Direct of the fully executed contract and will be issued a Notice to Proceed letter. Failure to comply with these conditions within the time specified will entitle the Village to consider your proposal abandoned and to annul this Notice of Award. If you have any questions, please do not hesitate to call me at 708-403-6195 or e-mail me at bwatson@orlandpark.org.

Sincerely,

Brandi Watson

Brandi Watson
Purchasing/Contract Administrator

MAYOR

James Dodge

VILLAGE CLERK

Mary Ryan Norwell

14700 S. Ravinia Avenue
Orland Park, IL 60462
(708)403-6100
orlandpark.org



TRUSTEES

William R. Healy

Cynthia Nelson Katsenes

Michael R. Milani

Dina M. Lawrence

John Lawler

Joanna M. Liotine Leafblad

December 2, 2025

Matthew O'Shea
Matthew O'Shea Consulting, Inc.
11635 Burnley Dr.
Orland Park, IL 60467

NOTICE OF PROCEED – RFP #25-047 – ADVOCACY & LEGISLATIVE CONSULTING

Dear Mr. O'Shea,

This notification is to inform you that the Village of Orland Park has received the electronic contract, certifications, and insurance documents in order for work to commence on the above stated project.

The Village has processed Contract Number #20250502 for this contract/service. It is imperative that this number 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 emailed to accountspayable@orlandpark.org. Also, your final invoice for this contract/service should state that it is the final invoice pertaining to that Contract Number.

Sincerely,

Brandi Watson

Brandi Watson
Purchasing/Contract Administrator

