

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda

 X Resolution or Ordinance (Blue) _____ *Waiver of First Requested*
_____ Recommendations of Boards, Commissions & Committees (Green)
_____ Other Business (Pink)

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: David A. Hulseberg, Village Manager

DATE: May 12, 2011 (B of T) Date: May 19, 2011

TITLE: Contract for Social Services Program

SUBMITTED BY: Village Manager's Office

BACKGROUND/POLICY IMPLICATIONS:

The Village Manager's Office transmits for your consideration a resolution authorizing the signatures of Village President and Clerk on a one-year Social Services Contract with Association for Individual Development (AID) in the amount of \$25,000.

Staff recommends approval of this request.

Please place this item on the May 19, 2011 Board of Trustees agenda.

Fiscal Impact/Funding Source:

Review (as necessary):

Village Attorney X _____ Date _____

Finance Director X _____ Date _____

Acting Village Manager X Timothy Sexton _____ Date 5/16/11

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the Agenda Distribution.



TO: Village President and Board of Trustees

FROM: David Hulseberg, Village Manager

DATE: May 12, 2011

RE: **Social Services Contract—Recommendation To Hire Association for Individual Development (AID)**

Attached is the one-year contract with Association for Individual Development (AID) for a social services program in Lombard. The program will be under the Village Manager's Office.

AID submitted a proposal to the Village based on the criteria put forth for the proposed program. Three RFPs were submitted and AID was chosen by a unanimous decision.

AID serves other municipalities including the cities of Aurora, Batavia, North Aurora and the Sugar Grove Fire Protection District. Human Resources conducted reference checks with Batavia, North Aurora, the City of Aurora, and Sugar Grove and all confirmed excellent service and satisfaction with AID.

The contract is set to begin June 1, 2011 and is for one year. The contract has been reviewed by the Village attorney and is attached for your consideration.

Please place this on the Board of Trustees consent agenda for May 19, 2011.

Attachment: Contract

RESOLUTION
R _____ 11

**A RESOLUTION AUTHORIZING SIGNATURES
OF PRESIDENT AND CLERK ON
A SOCIAL SERVICES CONTRACT**

WHEREAS, the Corporate Authorities of the Village of Lombard have received a one-year Victims Services Contract for Program Operation from Association for Individual Development (A.I.D.) in the amount of \$25,000, as attached hereto and marked as Exhibit A; and

WHEREAS, the Corporate Authorities deem it to be in the best interest of the Village of Lombard to approve this Contract.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LOMBARD, DUPAGE COUNTY, ILLINOIS, as follows:

SECTION 1: That the Village President be and hereby is authorized to sign on behalf of the Village of Lombard said Contract.

SECTION 2: That the Deputy Village Clerk be and hereby is authorized to attest said Contract.

Adopted this ____ day of _____, 2011.

Ayes: _____

Nayes: _____

Absent: _____

Approved this ____ day of _____, 2011.

William J. Mueller
Village President

ATTEST:

Brigitte O'Brien
Village Clerk

such claims results from the negligent acts, errors or omissions, or willful misconduct of Lombard or its officers, employees or agents.

.06 Insurance and Limitation of Liability:

A.I.D. shall maintain insurance coverage as set forth below:

Worker's Compensation - Statutory
Employer's Liability - \$1,000,000 per person/\$1,000,000 per disease/\$1,000,000 aggregate
General Liability - \$1,000,000 per Occurrence/\$2,000,000 Aggregate
Automotive Liability - \$1,000,000
Professional Liability - \$1,000,000
Umbrella-\$2,000,000 excess of Employer's Liability, General Liability, Auto Liability and Professional Liability

Upon request, A.I.D. shall furnish copies of insurance certificates showing insurance coverage on its behalf in the amounts as set forth above, and further, showing that Lombard, and its officers, agents and employees are named as additional insureds on said policies and indicating that any such insurance shall be primary to any insurance obtained by Lombard. Said insurance coverage shall remain in full force and effect during the term of this Agreement.

In consideration for the services to be provided, the Village of Lombard shall pay the Association for Individual Development the sum of \$25,000.00 in quarterly payments of \$6,250.00 each. First payment due August 31, 2011, second November 30, 2011, third February 28, 2012 and final payment to be made prior to May 31, 2012. Services shall begin June 1, 2011 and conclude on May 31, 2012.

Approval: _____ Date: _____
Executive Director, Association for Individual Development

Approval: _____ Date: _____
Village Manager, Village of Lombard

**Victims Services
Contract for Program Operation
By and Between the Village of Lombard (Lombard) and
Association for Individual Development (A.I.D.)**

- .01 Statement of Purpose:**
A.I.D.'s Victims Services Program employees will respond to crime victim's psychological and emotional needs and have been professionally trained to do so. This is achieved through crisis intervention, counseling, advocacy, education, information, and referral for victims of crime and/or trauma, the mentally ill, witnesses, and communities. In addition to these primary responsibilities, the program provides assistance to criminal justice personnel, the community and others in non-crime situations. The overall mission is to positively impact the quality of life for the citizens of Lombard by assisting victims/survivors, families/neighborhoods and Village employees experiencing crime and/or trauma whether or not job related.
- .02 Organization and Staffing:**
The program evaluation will be done quarterly to ensure it is organized in such a way that it meets the changing needs of the Lombard community. This evaluation may result in changes, over time, to redistribute resources to optimally address contemporary issues and conditions. A.I.D. shall give Lombard reasonable notice prior to major redistribution of resources or termination of the program. Provided, however, the program shall not be terminated prior to the conclusion of the services period, May 31, 2012. The A.I.D. will be in charge of, and responsible for, all staff. It is also the responsibility of A.I.D. to ensure the program is staffed to adequately handle the needs in the Lombard community. Termination of the program prior to the conclusion of the contract, by either AID or Lombard, requires a minimum of a 60 day notification.
- .03 Utilization and Deployment:**
A.I.D.'s Victims Services Program will respond to requests for assistance from the Lombard Police and Fire Departments, Emergency Medical Services, civilians and any community entities, as well as employees of the Village. There shall be no limit to the number of requests. Types of assistance shall include, but are not limited to: on-scene crisis stabilization counseling, community and emergency personnel debriefings, critical incident mental health response, judicial advocacy, case management, follow-up services, and information and referral assistance with victims' compensation. In addition, the division provides training and presentations to volunteers, law enforcement personnel and other internal and external organizations as requested.
- .04 Goals and Objectives:**
Program goals and performance measures are the responsibility of A.I.D. and are tallied on a quarterly basis. Periodic reports indicating progress are available by contacting the Program Director and will be made to Lombard as required. A.I.D. program representatives will meet quarterly with Village staff in order to discuss evaluation of the program.
- .05 Indemnification:**
To the fullest extent permitted by law, A.I.D shall indemnify, defend and hold Lombard and its officers, employees and agents, harmless from and against all demands, claims, suits, liabilities and costs, including reasonable attorney's fees, and litigation costs, caused by or arising out of the negligent acts, errors or omissions, or willful misconduct of A.I.D. or its employees, agents or subcontractors, except to the extent, if any, that any