PART 1 -- Introduction and Purpose of the RFP

1.1 Introduction - General Information
The DuPage County Treasurer is requesting proposals from short-term fixed income managers. Short term fixed income strategies must be limited to securities allowed under Illinois state statute 30ILCS 235 (Public Funds Investment Act). DuPage County has approximately $250 million to allocate to short-term fixed income investment strategies, actual amount may vary. Investable funds include $44mm in securities from 2 County funds currently being managed by a 3rd party asset manager. A detailed chart of funds to be invested is included in Section 2. Multiple managers will be considered for this mandate.

1.2 Purpose
The County Treasurer is soliciting proposals from qualified investment management firms for an investment in short term fixed income investment strategies. The intent of the contractual relationship will be to establish an ongoing relationship between the County Treasurer and the selected firm(s) for the purpose of providing the County Treasurer with short term fixed income investment management services for a mandate size to be determined.

PART 2 – Background Information on DuPage County

2.1 County Profile
DuPage County provides a broad range of public services, including a court system, police protection, jail operation and maintenance, youth detention, health and welfare services, a convalescent center for the elderly and disabled, building code enforcement, maintenance and construction of highway, streets, bridges, and traffic signals, water and sewer service, building inspection and planning services, and other community and human services.

The County’s most recent annual financial reports issued can be found at:

http://www.dupageco.org/Finance/CAFR/
2.2 Statement of Investment Policy
The County Treasurer and Staff stand in a fiduciary relationship to the County Taxpayers regarding the investment and disbursement of any of the monies in the Fund.

In exercising this fiduciary responsibility, the County Treasurer and Staff are governed by the prudent man rule.

Within this framework the County Treasurer and Staff seeks to optimize the total return on the Fund’s portfolio through a policy of secure investment to achieve maximum rates of return within a parameter of prudent risk as measured on the total portfolio.

County Treasurer’s current Statement of Investment Policy can be found at:

https://www.dupageco.org/treasurer/

2.3 Portfolio Description
DuPage County’s portfolio structure for placement is distinguished by four funds. General County Funds are designated for County operating and capital improvement purposes and have historically been relatively stable with predictable cashflows. American Rescue Plan Act (ARPA) funds are available to the County for projects that will assist in recovery from COVID-19 disruptions. The 2nd tranche is expected in early May. The Emergency Telephone System Board (ETSB) fund was designated for multi-year projects to enhance and improve the County 911 System. Health Department funds are used for the overall mission of providing Health and Operation services to the residents and businesses in DuPage County.

Below are the funds available for placement in each of the funds. Portfolios may not be co-mingled for investment purposes. Exhibit A provides addition detail on annual forecasted spending.

<table>
<thead>
<tr>
<th>DuPage County Funds available for placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>General County</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>ARPA</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>ETSB</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Health Dept</td>
</tr>
</tbody>
</table>

$251,900,000
The Short-Term Bond funds are currently managed by an Investment Advisor that is exiting the fixed income market. DuPage County holds 2 separate accounts with the Advisor, with similar portfolio allocations. On February 28, 2022, each portfolios’ investment allocation was as follows:

### Short-Term Bond Portfolio
**General County and ETSB**

<table>
<thead>
<tr>
<th>Asset Class</th>
<th>Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>US Treasury</td>
<td>40%</td>
</tr>
<tr>
<td>Agency MBS</td>
<td>8%</td>
</tr>
<tr>
<td>Corporate Bonds</td>
<td>29%</td>
</tr>
<tr>
<td>CMBS</td>
<td>16%</td>
</tr>
<tr>
<td>Cash</td>
<td>7%</td>
</tr>
</tbody>
</table>

**PART 3 – Instructions to Financial Institutions**

#### 3.1 General Rules
The County Treasurer will consider proposals from respondents which are qualified commercial banks and Investment Advisors (collectively referred heretofore as “Advisor,” or “Advisors.”)

This Request for Proposals ("RFP") is an invitation for Advisors to submit a proposal to the County Treasurer. It is not to be construed as an official and customary request for bids, but as a means by which the County Treasurer can facilitate the acquisition of information related to the purchase of services. Any proposal submitted as provided herein constitutes a suggestion to negotiate and NOT A BID.

#### 3.2 Timeline
While there is no fixed date for the selection of fixed income investment management firm(s), it is anticipated that the selection of a fixed income investment management firm(s) will be completed by May 16, 2022.

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/28/2022</td>
<td>Release of RFP</td>
</tr>
<tr>
<td>4/8/2022</td>
<td>Closing Date for all questions, 4:30pm</td>
</tr>
<tr>
<td>4/15/2022</td>
<td>Final date for receiving proposals, 4:30pm</td>
</tr>
<tr>
<td>April 25-29</td>
<td>Call-back meetings</td>
</tr>
<tr>
<td>5/6/2022</td>
<td>Contract(s) awarded</td>
</tr>
<tr>
<td>5/16/2022</td>
<td>Expected Implementation Start Date</td>
</tr>
</tbody>
</table>
3.3 Proposal Submission
Responses are required to be submitted electronically in their original format to RFPTreasurer@dupageco.org, not later than the end of business day April 15, 2022.

All proposals must be complete in every respect and must answer concisely and clearly all questions asked in the original format of this RFP.

Late proposals will not be accepted.

3.4 Inquiries and Additional Information

Requests for clarification or additional information should be emailed to RFPTreasurer@dupageco.org. Responses to requests will be furnished to all potential proposers. The cutoff date to submit questions will be April 8, 2022. The County Treasurer will not be conducting private appointments with proposing institutions.

3.5 County Treasurer’s Right to Withdraw, Cancel, Suspend and/or Modify RFP

The County Treasurer reserves the right to withdraw, cancel, suspend, amend and/or modify this RFP for any reason and at any time with no liability to any prospective Institution for any costs or expenses incurred in connection with the RFP or otherwise. However, the Institution shall not alter any language contained in the RFP documents.

3.6 Advisor’s Right to Withdraw or Modify Proposal

A proposal may be withdrawn on written request of the Advisor prior to the proposal due date. Prior to the proposal due date, changes may be made, provided the change is submitted in writing and signed by an officer or authorized representative of the Advisor. No modification, unless in writing, will be accepted.

3.7 Proposals Will Not Be Returned

Upon submission, proposals will not be returned.

3.8 Public Disclosure of Proposal Documents

Procurement information shall be a public record subject to the exceptions of disclosure to the extent provided in the Illinois Freedom of Information Act and shall be available to the public as provided by the County Treasurer’s Policy implementing said Act.

If the Advisor believes non-public, confidential, or proprietary data is included in its proposal, Advisor shall clearly identify the data and cite the Illinois Freedom of Information Act exemption(s) provided for under Section 7.

3.8 Public Disclosure of Proposal Documents (cont’d.)

However, the Advisor agrees, as a condition of submitting a proposal, the County Treasurer will not be liable or accountable for any loss or damage which may result from a breach of confidentiality, as may be related to the proposal. Pricing, fees, and costs are public data.

The Advisor agrees to indemnify and hold the County Treasurer and the County of DuPage, their officials, agents, and employees harmless from all claims arising out of, resulting from, or in any manner attributable to any violation of any provision of the Illinois Freedom of Information Act, including legal fees and disbursements paid or incurred to enforce this provision.

3.9 Advisor’s Costs

The County Treasurer shall not be responsible for any costs incurred by Advisor in connection with this RFP. Advisor shall bear all costs associated with proposal preparation, submission, and attendance at presentation interviews, or any other activity associated with this RFP or otherwise.

3.10 Anti-competitive practices

If the County Treasurer determines that collusion or other anti-competitive action has occurred among Advisors, none of the proposals of the participants in such collusion shall be considered. The County Treasurer’s determination shall be final.

3.11 Conflict of Interest

The Advisor affirms that, to the best of its knowledge, its proposal does not present a conflict of interest with any party or entity, which may be affected by the terms of a contract resulting from this RFP. The Advisor agrees that, should any conflict or potential conflict of interest become known, it will immediately notify the County Treasurer of the conflict or potential conflict, and will advise the County Treasurer whether it will or will not resign from the other engagement or representation. Further, the County Treasurer may make reasonable efforts to avoid, mitigate, or neutralize an organizational conflict of interest by an Advisor in all competitive procurements. To avoid an organizational conflict of interest by an Advisor, the County Treasurer may utilize methods including disqualifying an Advisor from eligibility for a contract award or canceling the contract if the conflict is discovered after a contract has been issued. To mitigate or neutralize an organizational conflict of interest by an Advisor, the County Treasurer may use methods such as revising the scope of work to be conducted, allowing Advisors to propose the exclusion of task areas that create a conflict, or providing information to all Advisors to assure that all facts are known to all Advisors. The County Treasurer may, at its sole and absolute discretion, waive any conflict of interest.
PART 4 – Scope of Services

The DuPage County Treasurer seeks to employ investment managers who possess superior capabilities in the management of the assets for government entities. County Treasurer further requires those investment managers selected and working on its behalf to meet the following set of conditions:

A. To recommend actions which in their best professional judgment are in the best interests of DuPage County to meet the investment objectives of this RFP. The investment manager will construct and manage investment portfolios that are consistent with DuPage County Treasurer’s investment guidelines. The investment manager will select, buy and sell specific securities or investments within the parameters specified by their investment management agreement with DuPage County Treasurer.

B. To select, in its sole discretion, the firms that are to act as securities broker/dealers with respect to the purchase and sale of assets of the Master Trust allocated to the Fund. The investment manager or any entity controlled by or controlling it, or affiliated with it, shall not act as a securities broker/dealer with respect to purchases and sales of assets allocated to the Fund unless DuPage County specifically approves such action.

4.1 Term of Agreement

The term of engagement shall commence on the effective date of the contract.

4.2 Cancellation of Agreement

Advisor may terminate the agreement by giving the Treasurer at least six (6) months written notice. Treasurer may terminate agreement for cause at any time.

4.3 Modification of Agreement

The County Treasurer recognizes that changing operational or financial conditions at County will necessitate changes to investments, both in terms of invested amount and asset type. During the term of the agreement, the County Treasurer may adjust the contract based on mutual agreement between the County Treasurer and the Advisor(s).

4.4 Criteria for the Post Performance Review

Performance shall be evaluated based upon successful execution of the services to be performed under the Investment Management Agreement that will include performance based on the agreed benchmark.
4.5 Technical Requirements

Attachment 1: DuPage Treasurer RFP 2022 - Product Summary spreadsheet (Required for All Proposals)
Exhibit A: Funds use Forecast
Exhibit B: Respondent Proposal Form (Required for All Proposals)
Exhibit C: DuPage County Treasurer Standard Terms and Conditions

4.6 Incorporation of Standard Terms and Conditions

The County Treasurer’s standard terms and conditions set forth in Exhibit C shall be part of any Agreement between the Treasurer and the Advisor arising from this RFP. Unless otherwise expressly agreed to by the Treasurer, all responses to this RFP and any resulting contract are subject to these standard terms and conditions.

PART 5 – Qualifications for the Assignment

Eligible managers will have an established firm in place with all key personnel required to operate the strategy employed.

If selected as a finalist, the firm must be registered as an Investment Advisor or a Bank as defined under the Investment Advisers Act of 1940.

If selected as a finalist, the firm must agree to act as a fiduciary with respect to DuPage County.

5.1 Investment Advisor’s/ Advisor’s Signature (Exhibit B)

Each proposal shall be signed by a principal of the Investment Advisor or Bank, or another person, who is fully authorized to act on behalf of the Investment Advisor or Bank. See Exhibit B.

5.2 Detailed Proposed Cost

Each proposal should provide appropriate detailed line-item cost information.

5.3 Subcontractors and Key Personnel

The Advisor shall identify its subcontractors and key personnel for the services requested in this RFP. The Advisor shall detail the role of each key person and their qualifications.

5.4 Conflict of Interest Disclosure

The Advisor shall identify all potential conflict of interest pursuant to Section 3.11 of this RFP.
5.5 Exceptions to The Treasurer’s Standard Terms and Conditions (Exhibit C)

The County Treasurer’s Standard Terms and Conditions are included as Exhibit C and are herein incorporated by reference. If an Advisor has a concern or objection to any of these provisions, it should so indicate in its proposal. The County Treasurer reserves the right to require compliance with these provisions and to negotiate final terms, conditions, and requirements with the successful Advisor(s) that are in the County Treasurer’s best interest.

PART 6 -- Evaluation and Selection

6.1 Proposal Evaluation and Recommendation for Selection

The RFP does not commit the County Treasurer to award a contract. Submission of a proposal as provided herein shall neither obligate nor entitle a Admission to enter into a contract with the County Treasurer. The County Treasurer, reserves the following rights, to be exercised in the County Treasurer’s sole and absolute discretion: 1) to determine whether any aspect of a proposal satisfactorily meets the criteria established in this RFP; 2) to seek clarification or additional information from any Advisor(s); 3) to negotiate, sequentially or simultaneously, pricing and/or terms with any Advisor(s) or contractor(s) that did not submit a proposal; 4) to reject any or all proposals with or without cause; 5) to waive any irregularities or informalities in a proposal; 6) to cancel and/or amend by addenda this RFP, in part or in its entirety; and 7) to award multiple contracts to Advisors and/or contractors that did not submit a proposal; and 8) to award contracts individually or in total.

Evaluation of proposals by a selection committee of the County Treasurer is advisory only. The County Treasurer may consider or reject such evaluation(s) for any or all proposals. Such evaluations are for the sole benefit of the County Treasurer and as such, they are not binding upon the County Treasurer, nor may they be relied upon in any way by an Advisor.

6.2 Evaluation of Responsiveness

The County Treasurer will consider all the material submitted by the Advisor to determine whether the Advisor’s offer follows the terms and conditions set forth in this RFP. Responses that do not comply with the provisions in this RFP may be considered nonresponsive and may be rejected.
6.3 Evaluation Criteria

The County Treasurer’s primary evaluation will focus on proposed strategy and price of service offerings. The County Treasurer retains, at her sole discretion, the right to screen and potentially eliminate any or all responses based on the following (which are not listed in order of importance or weighting):

- Advisor’s investment strategy as being clearly defined, reasonable as it relates to DuPage County’s stated objectives,
- Advisor’s experience and documented ability to meet investment performance benchmarks
- Experiences, resources, and qualifications of assigned staff,
- Total assumed costs of the eventual contract(s), including conversion and implementation costs, and internal management costs,
- Advisor’s capacity to be a partner with the County Treasurer to explore and achieve efficiencies in Investment services through its offering of services and products,
- Advisor’s engagement in and responsiveness to the (ESG) community’s banking and lending needs,
- Thoroughness and clarity of the response.

6.4 Execution of Contract

No contract between the Advisor and the County Treasurer shall become effective until both parties have ratified and signed it. The County Treasurer possesses the sole authority to ratify any contract and in the absence of such ratification, there are no binding obligations whatsoever between the County Treasurer and the Advisor relative to the proposed contract.
PART 7 -- RFP Questionnaire: Short Term Fixed Income Search

I. ORGANIZATION INFORMATION

1. Provide a brief history and description of your organization including the fixed income investment team.
2. What are your firm’s ownership percentages and names?
3. Please list your products along with their current assets under management.
4. Briefly outline your business plans including succession plans.
5. Where is the firm’s main office located? Where is the team located for this strategy?
6. Please indicate your firm’s fiduciary classification.
7. Please provide details on the financial condition of your firm.
8. Are you currently out of compliance with the SEC, DOL, or any other regulatory agency? If yes, please explain. Please provide a copy of your most recent ADV Part I and Part II.
9. Please provide the name of the regulatory body overseeing the firm, this product, and the dates of registration.
10. Over the past ten years, has your organization or any of its affiliates or parent, or any officer or principal been involved in any business litigation or other legal proceedings related to your management or investment activities? If so, provide a brief explanation and indicate the status.

II. PORTFOLIO MANAGEMENT

1. Please provide a strategy/team organizational chart.
2. How many portfolio managers are employed in the product?
3. Please describe your research capabilities.
4. Please indicate the number of accounts per portfolio manager.
5. Please provide short bios for the key investment professionals in the group.
6. Describe your firm’s back-up procedures in the event a key investment professional assigned to this account should leave the firm or be transferred to other accounts or duties.

III. PRODUCT

1. Please complete the Product Summary spreadsheet as it relates to the proposed product(s): Total Asset in Product, Number of Accounts.
2. Please indicate the total capacity of the product. At what asset level would you close to new investors?
3. Please provide a percentage breakdown of the portfolio by sector and quality.
4. What benchmark is appropriate for your approach?
5. Describe the investment environments in which your strategy can be expected to: Outperform the benchmark and style peers; underperform the benchmark and style peers.
IV. INVESTMENT PROCESS AND METHODOLOGY

1. Describe your investment philosophy.
2. Please describe your investment process.
3. Please describe the research process.
4. Describe your portfolio construction process and parameters.
5. Describe any risk control techniques used in the portfolio construction and portfolio monitoring process.
6. Describe your sell decision process, including any automatic sell disciplines.
7. What unique features of your investment approach do you feel add the most value?

V. PERFORMANCE

1. Please provide the following quarterly and annual GROSS OF FEE performance data in the Product Summary spreadsheet. Composite should include all discretionary client accounts of similar style, both past and present, gross of fees, calculated on a size weighted basis. If your composite differs from the prior description, please provide an explanation of the difference. Please list your performance through the most recent quarter end.
2. Is the performance data entered above for your commingled product or a separately managed product?
3. Does your composite contain back-tested or simulated returns? If yes, please explain.
4. Is the firm GIPS compliant? Please explain if the firm is not GIPS compliant.

VI. FEES AND ACCOUNT MINIMUMS

Please use the attached Product Summary spreadsheet to provide the following detail regarding fees and account minimums for your proposed product(s).

1. Detail all fees, the methodology for calculating such fees, and any other fees (administrative, etc.) that may be applicable to the management of the proposed product(s).
2. Does your firm charge a minimum annual fee? If so, please detail the fee. Will this minimum fee level remain constant?
3. Are fees negotiable?
4. What is your billing frequency?
5. What is the minimum allocation your firm would accept for a separate account in the proposed product(s)?

VII. ESG INVESTING APPROACH

1. Does your Firm have a formalized ESG Policy?
2. Describe the general approach of the company with regards to how it takes environmental, social and governance (ESG) criteria into consideration.
VIII. COMPLIANCE & OPERATIONS

1. Please describe the structure of your compliance department. What is the reporting line for your compliance department?
2. Have any of the employees or the firm been under investigation during the past ten (10) years? Is there any pending litigation? If the answer is ‘yes’ to either question, please explain in full detail.
3. When was your most recent regulatory examination? Please describe any findings.
4. What procedures does the firm employ to monitor trading within client guidelines?
5. What is the size and extent of your operations department?
6. Describe your process for reconciling positions, accruals, cash balances, pricing and market values with custodians, bank, master record keeper etc.
7. Describe any Insurance that firm carries, including amounts, for Errors and Omissions, Directors and Omissions or Fiduciary Liability.

IX. CLIENT SERVICES

1. Please indicate the frequency for various forms of communication
2. How often would you be available to meet with the client and/or consultant at their offices?
3. Provide information about other resources offered to clients (e.g., research, training, educational opportunities, conferences).

X. REFERENCES

1. Please provide three references that have invested in the investment strategy you are proposing. Please provide the names, addresses, telephone numbers, fund invested, commitment size and dates the accounts commenced.
**Exhibit A: Funds Use Forecast**

Several DuPage County funds have specific capital projects in progress or, in the case of ARPA funds, are subject Federal Government regulation on usage and payout timelines. Where possible, DuPage County Treasurer has provided information on requirements for cash through 2026. As planning/budgeting discussions are ongoing, the below forecast is subject to modification.

**DuPage County - Funds usage forecast**  
(in $MMs)

<table>
<thead>
<tr>
<th>Fund</th>
<th>Asset Type</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
<th>2025</th>
<th>2026</th>
</tr>
</thead>
<tbody>
<tr>
<td>General County</td>
<td>Short-Term Bond Fund</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Add'l County Funds</td>
<td>-</td>
<td>8.0</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>ARPA</td>
<td>Tranche #1</td>
<td>45.0</td>
<td>5.0</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Tranche #2</td>
<td>0.0</td>
<td>28.0</td>
<td>38.0</td>
<td>17.0</td>
<td>6.6</td>
</tr>
<tr>
<td>ETSB</td>
<td>Short-Term Bond Fund</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Add'l ETSB Project Funds</td>
<td>6.5</td>
<td>13.5</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>Health Dept</td>
<td>Add'l Health Dept. Funds</td>
<td>-</td>
<td>-</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
</tr>
</tbody>
</table>
Exhibit B: DuPage County Treasurer Respondent Proposal Form

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

<table>
<thead>
<tr>
<th>Full Name of Offeror</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Business Address</td>
<td></td>
</tr>
<tr>
<td>City, State, Zip Code</td>
<td></td>
</tr>
<tr>
<td>Telephone Number</td>
<td></td>
</tr>
<tr>
<td>Fax Number</td>
<td></td>
</tr>
<tr>
<td>Offer Contact Person</td>
<td></td>
</tr>
<tr>
<td>Email Address</td>
<td></td>
</tr>
</tbody>
</table>

The undersigned declares that the only person or parties interested in this offer as principals are those named herein; that this offer is made without collusion with any other person, firm or corporation;

Further, the undersigned certifies and warrants that he is duly authorized to execute this certification/affidavit on behalf of the Offeror and in accordance with the Partnership Agreement or by-laws of the Corporation, and the laws of the State of Illinois and that this Certification is binding upon the Offeror and is true and accurate.

Further, the undersigned certifies that the Offeror is not barred from bidding on this contract as a result of a violation of either 720 Illinois Compiled Statutes 5/33 E-3 or 5/33E-4, bid rigging or bid-rotating or as a result of a violation of 820 ILCS 130/1 et seq., the Illinois Prevailing Wage Act.

The undersigned certifies that he has examined and carefully prepared this offer and has checked the same in detail before submitting this offer, and that the statements contained herein are true and correct.

Further, the offeror certifies that he has provided services comparable to the items specified in this contract to the parties listed in the reference section below and authorizes the County to verify references of business and credit at its option.

X __________________________________________________________________________
(Signature and Title)

CORPORATE SEAL
(If available)

BID MUST BE SIGNED FOR CONSIDERATION
INSTRUCTIONS TO OFFERORS

PROPOSAL REQUIREMENTS:
All proposals must be submitted on the blank proposal form furnished with these contract documents and shall conform to the terms and conditions set forth in this Request for Proposals (the RFP). Please make and retain a copy of your Response (Proposal) for your records. Offerors must sign, in ink, the proposal form where indicated. UnsIGNED proposals will not be read.

Proposers shall acknowledge receipt of each addendum issued in the space provided on the proposal form.

COMPLETE PROPOSALS:
Proposals must be complete as of the proposal closing date. Incomplete proposals cannot be considered and cannot be supplemented by submissions delivered after the closing time and date of the RFP.

DEVIATIONS AND EXCEPTIONS:
Exceptions will be considered up to the deadline listed in Project Information. Exceptions must be fully described, on the Offeror’s letterhead and signed; exceptions must reference the Proposal number and the specification, contract term or other portion of the Request for Proposal which is being excepted. If the Offeror wishes to propose terms and conditions or alternative paperwork it must do so as an exception. In the absence of such statement, the Proposal shall be considered as if submitted in strict compliance with all terms, conditions, and specifications; by its submission, the Offeror agrees that if selected, it will be bound by same. No exceptions or changes to contract terms will be accepted with the Proposal.

EXAMINATION BY OFFEROR:
The Offeror shall, before submitting its proposal, carefully examine the proposal and specifications. If the Treasurer accepts a proposal, the Offeror will be responsible for all errors in its proposal resulting from its failure or neglect to comply with these instructions.

Unless otherwise provided in the SPECIAL CONDITIONS, when the specifications include information pertaining to preliminary investigations made by the Treasurer, such information represents only the opinion of the Treasurer as to the location, character or quantity of the materials encountered. That information is only included for the convenience of the Offeror. The Treasurer does not warrant the accuracy or the sufficiency of the information and assumes no responsibility therefore.

INTERPRETATION OF CONTRACT DOCUMENTS:
If a potential Offeror is uncertain as to the meaning of any part of the specifications or this RFP, the Treasurer expects that the Offeror will contact the Treasurer’s point-of-contact prior to the deadline listed.

PREPARATION OF PROPOSALS:
If the Offeror is a corporation, the President shall execute the proposal. In the event that the proposal is executed by other than the President, a certified copy of that section of the corporate by-laws or other authorization by the corporation, which permits the person to execute the offer for the corporation, shall be submitted.

If the Offeror is a partnership, all partners shall execute the proposal, unless one partner has been authorized to sign for the partnership, in which case, evidence of such authority satisfactory to the Procurement Services Manager shall be submitted.

If the Offeror is a sole proprietor, the owner shall execute the proposal.

A "Partnership" or "Sole Proprietor" operating under an Assumed Name shall be registered with the Illinois County in which located, as provided in the Illinois Compiled Statutes, 805/ILCS 405/1.
SUBMISSION OF PROPOSALS:
The Offeror shall be responsible for delivery of proposals to the Treasurer before the date and hour set for
the opening of proposals. The Treasurer will not consider late proposals.

 PROPRIETARY INFORMATION:
The Illinois Freedom of Information Act, presumes that all records in the possession of DuPage County and
its Treasurer are open to inspection or copying, unless a specific exception applies. 5 ILCS 140/1.2 One
such exemption excludes “[t]rade secrets and commercial or financial information obtained from a person
or business where the trade secrets or commercial or financial information are furnished under a claim that
they are proprietary, privileged or confidential, and that disclosure of the trade secrets or commercial or
financial information would cause competitive harm to the person or business, and only insofar as the claim
directly applies to the records requested.” 5 ILCS 140/7(1)(g). The Treasurer will assume that all
information provided to her in a proposal or proposal is open to inspection or copying by the public unless
clearly marked with the appropriate exception that applies under the Freedom of Information Act.
Additionally, whenever a Offeror provides documents that it believes fall under an exception to the Freedom
of Information Act, it must submit both an unredacted copy along with a redacted copy which has all portions
redacted that asserts falls under a Freedom of Information Act exception.

 CONTRACT AWARD INFORMATION:
The successful Offeror will be asked to sign a contract agreement.

 END OF INSTRUCTIONS TO OFFERORS