

REQUIREMENTS FOR STATEMENTS OF QUALIFICATIONS

Each Firm interested in being selected to conduct a comprehensive community needs assessment within Hanover Township, Cook County, Illinois (referred to as "the Project"), with the aim of reviewing and evaluating the availability and effectiveness of services and facilities for individuals with mental illness, developmental or intellectual disabilities, or substance use disorders, and with findings used to assist the Hanover Township Mental Health Board (the "Mental Health Board") in developing a written plan for a program of community mental health services and facilities for persons in the Township with a mental illness, a developmental disability, or a substance use disorder, shall submit a statement of qualifications. This statement must, at a minimum, must include the following information, in the order presented:

1. A cover letter on the letterhead of the firm transmitting the statement of qualifications to the Hanover Township Mental Health Board (the "Mental Health Board"). The cover letter shall describe the composition and proposal contents and identify a contact person, including contact information, should questions arise from the submitted document.
2. Name, address, and brief history of firm.
3. List of key staff, presented in a company organizational chart format, starting with individuals of a higher ranking or classification near the top of the chart, that are proposed to provide the majority of services.
4. List of other firm support staff that are not anticipated to perform major items of work but may be available should their assistance be required.
5. *Curricula Vitae* of all personnel to be assigned to this project.
6. List of proposed sub-consultants, if any.
7. List of ongoing or completed projects of similar scope and magnitude that demonstrate the firm has experience in performing the services requested by the Mental Health Board for the Project. Include the name of the project, the owner, a contact person, and the dollar amount for each project.
8. Firms are invited to include additional information not included above, if useful and applicable to the Project. Photographs, tables, charts, or other graphics may be inserted to help promote your understanding and interest in providing the requested services.