



**ILLINOIS  
MEDICAL  
DISTRICT  
COMMISSION**

**REQUEST FOR PROPOSALS**  
for  
**Executive Search Services**

**IMDC RFP 25-003**

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## SECTION 1 GENERAL INVITATION AND INFORMATION

*In this document, IMDC may be referred to as “Commission”, “we,” or “us”. The person submitting a Proposal may be referred to as “Respondent,” “Proposer,” “Proposing Party,” “Proposing Entity,” “Contractor,” “Vendor”, “Firm” or “You.” “Proposal” shall also refer to a Respondent’s “Response,” “Submittal,” and/or “Offer” in connection with this solicitation.*

*Interested Respondents are responsible for periodically visiting the IMDC website for any and all notifications, updates, and addenda (<https://medicaldistrict.org/commission/#rfps>).*

### 1.1 PURPOSE OF THE REQUEST FOR PROPOSALS (“RFP”)

The Illinois Medical District Commission (“IMDC”) is requesting proposals (“Proposals”) from qualified, responsible executive search firms (“Respondents”) to assist the IMDC in filling the position of Chief Financial Officer (“CFO”).

IMDC seeks to work with firms that demonstrate an understanding of IMDC’s business, organizational goals, mission, vision, and values; the qualities of a CFO that are needed to ensure the IMDC’s continued success; and market conditions relevant to the recruitment and hiring process.

### 1.2 KEY DATES

IMDC anticipates a timely completion of the Request for Proposals (“RFP”) process with the selection of one qualified Respondent. An executed agreement for professional services, if any, will have an estimated commencement date in January 2025. IMDC reserves the right to make adjustments to the schedule throughout the process.

RFP Issuance	November 21, 2024
Question Submission Cut-Off	November 29, 2024
Responses to Questions Posted	December 4, 2024
RFP Response Due Date	December 13, 2024
Shortlist Selection	December 20, 2024 (estimate)
Final Selection	January 6, 2025 (estimate)

#### Project Contact:

Gina Oka  
 Illinois Medical District Commission  
 2100 W Harrison St., Chicago, IL 60612  
[goka@medicaldistrict.org](mailto:goka@medicaldistrict.org); 312-738-5800

### 1.3 SUBMISSION OF QUESTIONS / CLARIFICATIONS

Questions regarding the RFP must be sent in writing via email to the Project Contact. Submitted questions and IMDC responses will be posted on the IMDC website (<https://medicaldistrict.org/commission/#rfps>). Suspected errors in the RFP should be directed to the attention of the Project Contact via email.

In accordance with the provisions of the Quiet Period described below, Respondents may be disqualified for discussing this RFP or any related potential or actual Proposal, either directly or indirectly, with any IMDC officer or employee other than the IMDC Project Contact.

#### 1.4 QUIET PERIOD

The Quiet Period governs how and when IMDC may communicate with prospective Respondents during the pendency of a solicitation. The Quiet Period rules are designed to ensure that prospective vendors have equal access to information regarding selection parameters, communications related to selection are consistent and accurate, and IMDC's process for selecting vendors is transparent, efficient, diligent, and fair.

The following Quiet Period rules will apply during this RFP:

1. The Quiet Period begins upon the public release of the RFP and will end upon IMDC's public announcement of its final selection.
2. Throughout the Quiet Period, all IMDC Commissioners and staff shall refrain from communicating with potential vendors regarding the Services or anything related to the RFP. If any Commissioner or IMDC staff member is contacted by a potential vendor regarding the Services or the RFP during the Quiet Period, the Commissioner/staff member shall refer the vendor to the Project Contact without responding to any question.
3. Notwithstanding the Quiet Period, IMDC staff are not prohibited from communicating with representatives of any party that already holds an existing contract with IMDC, so long as such communications relate only to the business already being conducted by the vendor on behalf of IMDC and so long as such communications do not relate to this RFP or the services solicited herein.
4. Communications between staff designated by the Executive Director and shortlisted Respondents are not prohibited.
5. A potential vendor may be disqualified from consideration under the solicitation for a violation of the Quiet Period.

#### 1.5 PROPOSAL SUBMITTAL, DUE DATE, TIME, AND SUBMISSION LOCATION

Proposals must be submitted via email as a PDF attachment.

Respondents may request confidential treatment of any portion of their Proposal. Any such request must be included in the cover letter, must be indicated on the enclosed forms, and a PDF copy of the Proposal with confidential information redacted must be included.

Requests for confidential treatment will not supersede IMDC's obligations under the Illinois Freedom of Information Act ("FOIA") (5 ILCS 140) or other applicable law.

Due Date and Time: Proposals must be received by 3:00 p.m. CDT on the Response Due Date indicated in Section 1.2 ("Due Date and Time"). IMDC is not obligated to consider Proposals or modifications received after the Due Date and Time.

**DELIVER OFFERS VIA EMAIL TO:**

Gina Oka

[goka@medicaldistrict.org](mailto:goka@medicaldistrict.org)

Illinois Medical District Commission

2100 W. Harrison St.

Chicago, IL 60612

**SUBJECT LINE:**

Executive Search Services RFP Response

**BODY OF EMAIL:**

[Respondent Name, Address, and Phone Number]

Prior to the Due Date and Time, Respondents may email Proposals, modifications, and withdrawals. IMDC will not accept fax or any other hard copy submissions.

All Proposals must remain firm for 270 days from opening (“Proposal Firm Time”).

**1.6 REVIEW AND EVALUATION OF PROPOSALS**

IMDC will review and evaluate all Proposals pursuant to the criteria established in Section 4. IMDC may request clarifications, additional information, or interviews from Respondents as it deems necessary to assess the Proposals.

**1.7 NOTICE OF SELECTED RESPONDENTS**

IMDC will post a notice to the IMDC website identifying the apparent selected Respondent. The notice extends the Proposal Firm Time until IMDC and the selected Respondent sign a contract or determine not to sign a contract. IMDC may accept or reject any Proposal as submitted or may request contract negotiations. If negotiations do not result in an acceptable agreement, IMDC may reject the selected Proposal that is the subject of such negotiations. IMDC reserves the right to reject any or all Proposals received in response to this solicitation.

**1.8 PUBLIC RECORDS AND REQUESTS FOR CONFIDENTIAL TREATMENT**

Proposals become the property of IMDC and will not be returned to Respondents. Proposals may be available to the public under FOIA (5 ILCS 140) and other applicable laws and rules. Respondents may request that certain information be treated as exempt. IMDC reserves the right to review such requests on a case-by-case basis. A request for confidential treatment will not supersede IMDC’s legal obligations. IMDC will not honor requests to exempt entire Proposals. Respondents must identify the specific grounds in FOIA or other law or rule that support exempt treatment. Regardless, IMDC may disclose the successful Respondent’s name, substance of the Proposal, and pricing. If you request exempt treatment, you must submit an additional copy of the Proposal with exempt information redacted. This copy must disclose the general nature of the material removed and shall retain as much of the Proposal as possible. Respondents will be responsible for any costs or damages associated with our defending your request for exempt treatment. Respondents agree IMDC may copy the Proposal to facilitate evaluation, or to respond to requests for public records. By submitting a Proposal, all Respondents warrant that such copying will not violate the rights of any third party.

## 1.9 DIVERSITY

IMDC encourages Respondents to use best efforts to use a diverse team, including but not limited to the participation of minority- and women-owned businesses and diverse individual team members at all tiers of this engagement. IMDC has set a goal of twenty-five percent (25%) participation by certified minority business enterprises (MBE) and five percent (5%) by certified women-owned business enterprises (WBE). Only certifications by the State of Illinois (Business Enterprise Program), Cook County or the City of Chicago (MBE/WBE Programs) will be accepted for these purposes. Respondents may achieve the MBE/WBE participation goal by the Respondent's own status as a certified MBE or WBE or Respondent's subcontracting portions of the Services to certified MBE or WBE entities (but only to the extent of any actual, meaningful and substantive work performed by the subcontractor). Utilization of local West Side businesses or businesses owned by West Side residents will also be considered in evaluation of Proposals.

## 1.10 RESERVATIONS

IMDC reserves the right to reject any or all Proposals or portions of Proposals; and to award by item, group of items, or grand total. IMDC may request clarifications, interview staff, request a presentation, or otherwise verify the contents of a Proposal. IMDC may request best and final offers. IMDC will make all decisions on compliance, evaluation, terms and conditions, and shall make decisions solely in the best interests of IMDC.

### Cancellation

IMDC reserves the right, at any time and in its sole and absolute discretion, to reject any or all submittals, or to withdraw the RFP without notice. In no event shall IMDC be liable to any Respondent for any damages or other costs incurred in connection with this RFP and any response thereto.

### Clarifications and Addenda

IMDC reserves the right to clarify or change this RFP at any time. Respondents must acknowledge receipt of clarifications or addenda in its submittal with the signature of an individual legally authorized to bind the Respondent.

### Nonmaterial Variances

IMDC reserves the right to waive or permit cure of nonmaterial variances in a Response. "Nonmaterial variances" include minor informalities that do not affect responsiveness; that are merely a matter of form or format; that do not prejudice other Respondents; that do not change the meaning or scope of the RFP; or that do not reflect a material change in the RFP. In the event IMDC waives or permits cure of nonmaterial variances, such waiver or cure will not modify the RFP requirements or excuse the Respondent from full compliance with RFP specifications or other contract requirements if the Respondent is awarded a contract. The determination of materiality is in the sole discretion of IMDC.

### SUBMITTAL DOES NOT GUARANTEE A CONTRACT

The RFP process will enable IMDC to evaluate Respondents for the provision of professional services. Respondents do not develop a right to an award by submitting a Proposal, nor do Respondents have right to a contract based on our posting any Respondent's name on any IMDC website notice. IMDC is not responsible for and will not pay any costs associated with the preparation and submission of a Respondent's Proposal. Any Respondent that may be selected must not commence work prior to the date all parties execute the contract unless approved in writing in advance by IMDC.

#### 1.11 GOVERNING LAW, POLICIES, AND FORUM

*This RFP was prepared in accordance with the IMDC Procurement Policy, available at <https://medicaldistrict.org/commission/#procurement-policy>.*

Illinois laws and rules govern any contract resulting from this solicitation. Respondents must bring any action relating to this RFP or any resulting contract in the appropriate court in Illinois. IMDC will not consent to binding arbitration.

**NON-DISCRIMINATION POLICY:** *In compliance with the State and Federal Constitutions, the Illinois Human Rights Act, the U.S. Civil Rights Act, and Section 504 of the Federal Rehabilitation Act, IMDC will not discriminate on the basis of any protected class when making selection decisions for employment, contracts, or any other IMDC activity.*

## SECTION 2: IMDC OVERVIEW AND SCOPE OF WORK

### 2.1 OVERVIEW OF THE IMDC, IMD, AND CANDIDATE OPPORTUNITY

#### IMDC

The IMDC is a political subdivision, unit of local government, and body politic and corporate that was formed by an act of the Illinois State Legislature in 1941 (70 ILCS 915/0.01, *et seq.*), as amended from time to time for the purpose of:

- Administering, developing, and zoning property within the IMD to attract and retain academic centers of excellence, viable health care facilities, medical research facilities, and emerging high technology enterprises;
- Attracting and facilitating medically-related commerce and research and new business ventures for the economic vitality and general welfare of the IMD, the State of Illinois, Cook County, and the City of Chicago; and
- Generating and maintaining revenue streams from real estate development sufficient to fund the operations of the IMDC and for the benefit of the IMD.

Thus, our mission is to support the IMD as a leader in patient care and medical research by utilizing our diversity and unique assets to drive inclusive economic growth.

Our vision is to be a catalyst for change; serving the greater good by bringing people and resources together to create value that no single entity can create alone.

Our values are compassion, collaboration, equity, diversity, inclusion, and creating transparency in the workplace.

The IMDC is led by a board of seven commissioners, four of whom are appointed by the Illinois Governor, two by the Chicago Mayor, and one by the Cook County Board President. Working in concert with the board to advance the IMD's growth, development, and mission, the IMDC's Executive Director leads day-to-day operations with a 12-person staff.

#### IMD

The IMD includes 560 acres of medical research facilities, labs, a biotech business incubator, universities, raw land development areas and more than 40 healthcare-related facilities located less than two miles from downtown on the near West Side of the City of Chicago. One of the largest medical districts in the U.S., the IMD is bounded by the I-290 Expressway on the north, Ashland Avenue on the east, Oakley Boulevard on the west, and the Union Pacific inter-modal yard on the south.

The IMD represents a valuable urban and economic development asset for the City, the County, and the State. With four major medical institution anchors, two medical universities, and medical research and healthcare industries, the IMD is unlike any other medical district in the U.S. and represents a rare opportunity for new growth and investment. To that end, the IMD has already seen an increased level



of re-investment by major stakeholders over the last decade, signaling clear growth and development in the area.

On a daily basis, the IMD welcomes 29,000 employees, 10,000 health science and medical students, and 50,000 visitors; taken together, the size and daily population of the IMD approaches that of a mid-size urban city such as Evanston, Illinois. In addition, the IMD is surrounded by tens of thousands of permanent residents and hundreds of thousands of office workers and employees.

### Candidate Opportunity

The CFO will take an active role in the IMDC's unique opportunity to guide one of the largest medical districts in the nation. While this role reports to the Executive Director, the CFO will have a close working relationship with all members of the leadership team and staff. The CFO will manage complex real estate finance, drive efficiency, enhance controls, and move forward the annual strategic plan and 10-year master plan to improve and guide economic growth into the community. The ideal candidate profile will include the following elements:

- Cultural fit – Key characteristics include being mission-driven, adaptable, organized, and process-oriented.
- Leadership style – Successful leaders at the IMDC are collaborative, hands-on, and enjoy mentorship and team development.
- Vision for the role – The CFO will contribute to the organization's future. They will play a key role in building a new financial framework and fostering growth and supporting the community.

A draft job posting with additional details is attached hereto at Exhibit B.

## 2.2 SCOPE OF WORK

The selected firm will work closely with the IMDC's Executive Director and will perform the following work (the "Scope of Work" or "Services"), with the goal of placing the successful candidate in time for a March 2025 start date:

1. In collaboration with the Executive Director, finalize the scope of responsibility and personal characteristics required for the CFO position. This will also include:
  - (a) Advising on the salary range.
  - (b) Updating and finalizing a comprehensive job posting and position description.
2. Provide market insights, including updates on market conditions, e.g., candidate availability and salary expectations.
3. Use traditional and innovative strategies to identify and contact qualified candidates.

4. Evaluate potential candidates. This will include:
  - (a) Telephone screens to determine which candidates should be selected for further evaluation.
  - (b) Reference checks and background verification.
  - (c) Candidate pre-interviews and evaluations.
5. Work with the Executive Director to identify finalists. This will include written reports on each finalist.
6. Provide regular status reports on search progress, candidate feedback, and any challenges encountered.
7. Provide additional related services as requested, such as assisting with scheduling interviews with the Executive Director, drafting interview questions, and determining the format and content of interviews and any potential deliverables to be required of candidates.

## SECTION 3 OFFER REQUIREMENTS

### 3.1 RESPONDENT CONTACT

Respondents must identify the Respondent Contact for the project and complete the form included in Exhibit A1 of the Responsibility Forms.

### 3.2 FORMAT

Proposals shall be prepared to fit on standard 8 ½" x 11" letter size paper. Proposals contents must be organized into separate sections according to the RFP Response Contents Sections below. Response sections must be clearly identified.

### 3.3 RFP RESPONSE CONTENTS

Respondents must submit only one response package. Each submittal must include the items listed below in the order they are listed. Portions of the submittal containing proprietary information may be designated as confidential information. Any confidential information must be clearly marked as CONFIDENTIAL. Please see Section 1.9 for additional information related to confidential materials.

#### Title Page

A page with a title and the name of the firm submitting the response should be evident. The title should be "Response to the Request for Proposals for Executive Search Services" and should be located on the top half of the page. The Respondent name should be located on the bottom half of the page.

#### Section 1: Table of Contents

A table of contents identifying, at minimum, all sections below and page numbers.

#### Section 2: Cover Letter

A cover letter, not to exceed two pages in length, signed by an authorized representative of the Respondent that confirms the Respondent's understanding of the scope, opportunities, preliminary approach, and the Respondent team's experience and unique expertise to perform and complete the engagement.

#### Section 3: Respondent Team, Experience, and Qualifications

Provide a narrative of the Respondent team, including, but not limited to, the following:

- Descriptions of the firm and key individuals of the Respondent team, identification of the individuals that will have project responsibility, their years of experience, their experience with similar engagements and their pertinent qualifications. Respondent shall describe how the firm and each key individual is qualified to provide the Services enumerated in Section 2.2. Firm and team member experience with the Services or relevance to the IMDC vision and objectives should be abundantly conspicuous. Respondent shall include current resumes for the team members that will perform the Services and shall identify Respondent's key contact personnel for communicating with IMDC on all engagement-related matters. Respondent should list the ownership structure, its principal owners, and its officers and executive management.
- A description of at least five engagements completed by Respondent in the last ten years that demonstrates the Respondent's experience in providing services similar to the Services for entities similar to IMDC. Please include engagement start and end dates, a summary of the

representation, and outcomes. Please also include references and current contact information for these engagements.

#### Section 4: Engagement Approach and Strategy

Respondents shall provide a detailed description, including timelines and deliverables, of Respondent's plan for successfully placing a candidate. This description shall also contain a narrative supporting why Respondent believes it is qualified to undertake the proposed engagement and uniquely serve the needs of IMDC as reflected in this RFP.

#### Section 5: Financial, Bonding and Insurance Capacity

Respondents must submit evidence of their financial capacity and insurance coverage to perform the Services. Respondents shall provide certificates of insurance evidencing Respondent's coverage for professional liability.

#### Section 6: Legal Actions, Inquiries, and Investigations

List case numbers for and provide a brief description of all legal actions, and final disposition if applicable, of any matters within the past ten (10) years wherein any of the following entities or people were involved:

- the Respondent
- any officer or director of the Respondent
- any entity that owns more than 7.5% of the Respondent
- any senior manager who the Respondent has designated to work on the project
- any person that can be attributed with an ownership interest of more than 7.5% of the Respondent (including any person holding a beneficial interest in an entity that holds an ownership interest in the Respondent) is or has been within the past ten (10) years:
  - in default on any loan or financing agreement at any time
  - debtor in bankruptcy at any time
  - defendant in any foreclosure action at any time
  - defendant in any lawsuit or administrative action, including, specifically any action for deficient performance under a contract
  - defendant in any criminal action at any time
  - defendant in any action at any time relating to financial matters or deficient contractual performance
  - the subject of any government agency inquiry, investigation, or legal enforcement action or are currently subject to:
    - any liens
    - any unpaid judgments
    - payments under any order, decree or agreement with any federal, state or local entity.

By submitting a Response, if selected, you agree to permit IMDC to perform such background checks as it deems reasonable.

#### Section 7: Pricing/Fee Proposal

The Pricing Proposal shall include Respondent's proposed fees associated with the provision of the Services. IMDC reserves the right to negotiate pricing with any Respondent at any point during the RFP review and selection process and to obtain from Respondents revised and best and final offers.

#### Section 8: Special Considerations

This section is for the Respondent to describe any special situations, conditions and/ or circumstances that would be relevant to the proposed engagement, or to the financial condition of the Respondent or the Respondent's management team or leadership but has not otherwise been included in the Proposal because it did not fall under any category or respond to any item above under the RFP Response Contents section of this RFP.

#### Section 9: Responsibility Forms

IMDC has identified information required to determine Respondents' eligibility to contract with IMDC and be considered a responsible vendor. Review each of the Responsibility forms in Exhibit A, fill in all relevant blanks and provide any requested information. Respondents must include all completed forms as part of their Proposal, including signatures where requested, or risk disqualification:

- A1: Respondent Contact
- A2: Business and Directory Information
- A3: Disclosures and Conflicts of Interest
- A4: Taxpayer Identification Form

## SECTION 4 EVALUATION OF OFFERS

### 4.1 EVALUATION COMMITTEE

An Evaluation Committee (“EC”) of no fewer than three (3) persons will review and evaluate the Proposals. IMDC reserves the right to engage independent consultants or other third parties to assist with the evaluation of all or any portion of submitted Proposals. The EC will first assess the Respondent’s compliance with and adherence to the requirements of the solicitation. Any Proposal that is incomplete, missing key components necessary to fully evaluate the response, or fails to meet the stated requirements, may be rejected from further consideration as non-responsive. IMDC reserves the right to seek clarification of any information that is submitted by any Respondent in any portion of its Proposal or to request additional information at any time during the evaluation process. Any material misrepresentation made by a Respondent may void the Proposal and eliminate the Respondent from further consideration.

### 4.2 RFP RESPONSE EVALUATION CRITERIA

IMDC will consider the following in evaluating Proposals:

#### Team

- Respondent team and firm composition, depth and qualifications of individual team members and firm as a whole
- Key personnel to be assigned to this engagement, their experience related to the Services and the related roles and responsibilities to be assumed for the engagement
- A demonstrated understanding of IMDC’s organizational structure, related particularities, organizational objectives, mission, vision, and values
- Respondent team’s overall diversity and MBE/WBE status or participation

#### Related Experience and References

- Respondent’s firm or team experience with IMDC or similarly situated clients, particularly with placing CFOs in the government, real estate, medical, healthcare, and biotechnology sectors and within the Scope of Work
- Quality of references from prior engagements

#### Approach and Strategy

- Respondent’s detailed plan for fulfilling the RFP Scope of Work

#### Pricing

- Rates, structure, and competitiveness of pricing proposal

Deficient Submittals may receive reduced evaluation scores or may be rejected in their entirety.

### 4.3 SHORTLIST PROCESS AND PRESENTATIONS

The EC, after completing its review of the RFP responses, may develop a “shortlist” of Respondents who may be invited to deliver live presentations to the EC. The shortlisted Respondents will be advised of the content and format of the presentations and framework for evaluation at the appropriate time.

#### 4.4 FINAL APPROVAL

IMDC, in its sole and absolute discretion, may select a Respondent with whom to commence negotiations for the Services. IMDC will attempt to negotiate a fair and reasonable agreement with the selected Respondent. If it is unable to negotiate such agreement to its conclusion with the selected Respondent, IMDC may either issue a new request for proposals, enter into discussions with other Respondents, or take any other action deemed fair and reasonable by IMDC. IMDC also reserves the right to make no selection as a result of this solicitation. IMDC will determine the award by considering the Offer, the Respondent's qualifications, and other relevant factors in its sole discretion.

#### 4.5 SELECTION SCHEDULE

Time is of the essence and IMDC will work diligently to ensure a timely selection process. IMDC reserves the right to adjust the timeframes and selection schedule while ensuring a comprehensive and fair process.

**EXHIBIT A**

**A1: Respondent Contact**

Executive Search Services: RFP 25-003

The undersigned authorized representative of the identified Respondent does hereby submit this Proposal to perform in full compliance with the subject solicitation. By completing and signing this Form, Respondent is making an offer to the IMDC that the IMDC may accept. Respondent also certifies compliance with the various requirements of the solicitation and the documents contained in the solicitation.

Respondent hereby certifies that no person or entity representing its Proposal has retained a person or entity to attempt to influence the outcome of a procurement decision made by the IMDC for compensation contingent in whole or in part upon the decision or procurement.

**Respondent Contact:** The contact person for purposes of responding to any questions the IMDC may have is:

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_  
(Respondent name)

(Signature of party authorized to bind the named Respondent)

\_\_\_\_\_  
Printed Name \_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_\_  
Address \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_



**A2: Business and Directory Information**

(a) Name of Business (Official Name and D/B/A) \_\_\_\_\_

(b) Business Headquarters (include Address and Telephone)

\_\_\_\_\_

\_\_\_\_\_

(c) If a Division or Subsidiary of another organization provide the name and address of the parent

\_\_\_\_\_

\_\_\_\_\_

(d) Billing Address \_\_\_\_\_

(e) Name of Chief Executive Officer \_\_\_\_\_

(f) Company website \_\_\_\_\_

(g) Organization Type (e.g., Sole Proprietor, Corporation, Partnership, etc. -- should be the same as on the Taxpayer ID form below) \_\_\_\_\_

(h) Length of Time in Business \_\_\_\_\_

(i) Annual Sales (for most recently completed Fiscal Year) \_\_\_\_\_

(j) Number of Full-Time Employees (average from most recent Fiscal Year) \_\_\_\_\_

(k) Type of and description of business \_\_\_\_\_

(l) State of incorporation, state of formation or state of organization \_\_\_\_\_

(m) Identify and specify the location(s) and telephone numbers of the major offices and other facilities that relate to the Respondent's performance under the terms of this solicitation.

\_\_\_\_\_

**A3: DISCLOSURES AND CONFLICTS OF INTEREST**

**Instructions:** Respondent shall disclose financial interests, potential conflicts of interest and contract information identified in Sections 1, 2, and 3 below as a condition of receiving an award or contract (30 ILCS 500/50-13 and 50-35). Failure to fully disclose shall render the contract, bid, proposal, subcontract, or relationship voidable by the IMDC if deemed in the best interest of the IMDC and may be cause for barring from future contracts, bids, proposals, subcontracts, or relationships with the IMDC.

A publicly traded entity may submit its 10K disclosure in satisfaction of the disclosure requirements set forth in Section 1 below. HOWEVER, if a Respondent submits a 10K, they still must complete Sections 2, 3, 4, 5, and 6 and submit the disclosure form.

If the Respondent is a wholly-owned subsidiary of a parent organization, separate disclosures must be made by the Respondent and the parent. For purposes of this form, a parent organization is any entity that owns 100% of the Respondent.

This disclosure information is submitted on behalf of (show official name of Respondent, and if applicable, D/B/A and parent):

Name of Respondent: \_\_\_\_\_

D/B/A (if used): \_\_\_\_\_

Name of Parent Organization: \_\_\_\_\_

**Section 1: Section 50-35 Disclosure of Financial Interest in the Respondent. (All Respondents must complete this section)**

*Respondent must complete subsection (a), (b) or (c) below. Please read the following subsections and provide the information requested.*

a. If Respondent is a Publicly traded corporation subject to SEC reporting requirements:

i. Respondent shall submit their 10K disclosure (include proxy if referenced in 10k) in satisfaction of the financial and conflict of interest disclosure requirements set forth in subsections 50-35 (a) and (b) of the Procurement Code. The SEC 20f or 40f, supplemented with the names of those owning in excess of 5% and up to the ownership percentages disclosed in those submissions, may be accepted as being substantially equivalent to 10K.

Check here if submitting a 10k , 20f , or 40f .

**OR**

b. If Respondent is a privately held corporation with more than 400 shareholders:

i. Respondent may submit the information identified in 17 CFR 229.401 and list the names of any person or entity holding any ownership share in excess of 5% in satisfaction of the financial and conflict of interest disclosure requirements set forth in subsections 50-35 a and b of the Illinois Procurement Code.

**OR**

c. If Respondent is an individual, sole proprietorship, partnership or any other entity that does not fall within subsections (a) or (b), above, complete (i) and (ii) below as appropriate.

i. For **each individual** having any of the following financial interests in the Respondent (or its parent), please mark each that apply and show the applicable name and address. Use a separate form for each individual.

1. Do you have an ownership share of greater than 5% of the offering entity or parent entity?  
                   Yes                    No

2. Do you have an ownership share of less than 5%, but which has a value greater than \$106,447.20?  
                   Yes                    No

3. If you responded yes to any of questions 1 – 2 above, please provide either the percentage or dollar amount of your ownership or distributive share of income: \_\_\_\_\_.  
 For partnerships with more than 50 partners, the percentage share of ownership of each individual identified above may be shown in the following ranges (dollar values must also be provided):  
 0.5% or less \_\_\_\_\_ >0.5 to 1.0% \_\_\_\_\_ >1.0 to 2.0% \_\_\_\_\_ >2.0 to 3.0 % \_\_\_\_\_ > 3.0 to 4.0% \_\_\_\_\_ % >4.0 to 5.0% \_\_\_\_\_ and in additional 1% increments as appropriate \_\_\_\_\_ %

Check the appropriate type of ownership/distributable income share:

Sole Proprietorship            Stock                    Partnership                    Other (specify) \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_

**Section 2: Debarment/Legal Proceeding Disclosure** *(All Respondents must complete this section).*

Respondent and each of the persons identified in Section 1 must identify any of the following that occurred within the previous 10 years:

Debarment from contracting with any governmental entity	Yes	No
Professional licensure discipline	Yes	No
Bankruptcies	Yes	No
Adverse civil judgments and administrative findings	Yes	No
Criminal felony convictions	Yes	No

If any of the above is checked yes, please describe the nature of the debarment or legal proceeding. The IMDC reserves the right to request additional information.

**Section 3: Current and Pending Contracts** *(All Respondents must complete this section).*

Does the Respondent have any contracts, pending contracts, bids, proposals, or other ongoing procurement relationships with units of State of Illinois government? Yes      No

If yes, please identify each contract, pending contract, bid, proposal, and other ongoing procurement relationship it has with units of State of Illinois government by showing the agency name and other descriptive information such as bid number, project title, purchase order number, or contract reference number.

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**Section 4: Representative Lobbyist/Other Agent** *(All Respondents must complete this section).*

Is the Respondent represented by or employing a lobbyist required to register under the Lobbyist Registration Act or other agent who is not identified under Sections 1 and 2 and who has communicated, is communicating, or may communicate with any IMDC employee concerning the bid, offer or contract?

Yes      No

If yes, please identify each agent / lobbyist, including name and address.

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Costs/Fees/Compensation/Reimbursements related to assistance to obtain contract (describe):

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Respondent certifies that none of these costs will be billed to the IMDC in the event of contract award.

This Disclosure is submitted on behalf of: \_\_\_\_\_  
(Respondent Name)

Name of Authorized Representative: \_\_\_\_\_

Title of Authorized Representative: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_

**A4: TAXPAYER IDENTIFICATION NUMBER**

I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).
  - If you are an individual, enter your name and SSN as it appears on your Social Security Card.
  - If you are a sole proprietor, enter the owner’s name on the name line followed by the name of the business and the owner’s SSN or EIN.
  - If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner’s name on the name line and the d/b/a on the business name line and enter the owner’s SSN or EIN.
  - If the LLC is a corporation or partnership, enter the entity’s business name and EIN and for corporations, attach IRS acceptance letter (CP261 or CP277).
  - For all other entities, enter the name of the entity as used to apply for the entity’s EIN and the EIN.

**Name:** \_\_\_\_\_  
**Business Name:** \_\_\_\_\_  
**Taxpayer Identification Number:** \_\_\_\_\_

**Legal Status (check one):**

- |   |  |
|---|--|
| Individual  | Governmental   |
| Sole Proprietor   | Nonresident Alien  |
| Partnership   | Estate or trust  |
| Legal Services Corporation  | Pharmacy (Non-Corp.)   |
| Tax Exempt  | Pharmacy/Funeral Home/Cemetery (Corp.)                           |
| Corporate providing or billing medical and/or healthcare services       | Limited Liability Company (select applicable tax classification) |
| Corporation NOT providing or billing medical and/or healthcare services | D=disregarded entity   |
|   | C=corporation  |
|   | P=partnership  |

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## EXHIBIT B

### DRAFT Job Posting: Chief Financial Officer (CFO)

#### About the Role

The Illinois Medical District Commission is seeking an experienced Chief Financial Officer (CFO) to join our executive team. As the CFO, you will lead the organization's financial strategy and operations, ensuring sustainable financial health and supporting strategic initiatives. Reporting directly to the CEO & Executive Director, the CFO will play a key role in driving financial performance, overseeing budgeting processes, and advising on key business decisions.

#### Working Conditions

This is a hybrid position, requiring both remote and in-office work. Applicants must be within commuting distance of Chicago and able to work on-site as needed to support team and operational needs.

#### Essential Duties and Responsibilities

The CFO will:

- Lead the development of annual operating and capital budgets, monitoring revenue streams and cash flow to meet the organization's financial commitments.
- Drive growth by identifying and structuring innovative financing solutions, analyzing the financial impact of prospective contracts, and collaborating on business development opportunities.
- Prepare and present comprehensive financial reports, including Income Statements, Balance Sheets, and Statements of Cash Flow, to the Board and other stakeholders, ensuring clarity and transparency.
- Oversee the finance and accounting teams, directing activities related to financial analysis, procurement, contracting, revenue management, debt issuance, and investment.
- Ensure accurate and compliant accounting practices, including the management of Accounts Payable, Accounts Receivable, payroll, and certain HR functions.
- Maintain compliance with grant and contract terms, government regulations, and ensure appropriate use of funds.
- Develop and implement internal control systems to safeguard assets and optimize financial operations.
- Coordinate with independent auditors to resolve audit issues and ensure compliance with GAAP and GASB 87 standards.

- Manage banking relationships and oversee investment and debt compliance to support operational needs and long-term goals.
- Evaluate and recommend employee benefits to ensure cost-effective offerings.
- Manage the departmental budget to maintain expenses within the allocated financial framework.

#### Leadership Skills and Industry Specific Knowledge

- **Team Leadership:** Experience leading and developing high-performing finance teams, with the ability to motivate and mentor staff.
- **Stakeholder Engagement:** Skilled in building and maintaining relationships with internal and external stakeholders, including board members, executives, auditors, and regulatory bodies.
- **Change Management:** Ability to lead and manage organizational change, especially related to finance and operations.
- **Clear Communication:** Ability to convey complex financial information in a clear and accessible manner to non-financial stakeholders.
- **Board Reporting:** Expertise in preparing and presenting financial reports to executive leadership and board members.
- **Cross-Functional Collaboration:** Skilled at collaborating across departments to drive organizational success.
- **Real Estate/Facilities Management Finance:** Knowledge of financial practices specific to real estate development or facilities management.
- **Public Sector/Nonprofit Financial Management:** Familiarity with government financial management, including grant management and capital planning.

#### Qualifications

The ideal candidate will have:

- Bachelor's degree in Accounting, Finance, or a related field (MBA preferred).
- Certified Public Accountant (CPA) certification (required).
- 8–10 years of experience in a senior financial management role (required), with a blend of public and private sector expertise.
- Strong background in governmental fund accounting and experience with municipal debt and public finance (preferred).



- Proven financial management experience in real estate development or facilities management.
- Excellent leadership, team management, and multitasking abilities.
- Outstanding communication skills, both written and verbal, with the ability to distill complex information for diverse audiences.
- Demonstrated problem-solving skills and an analytical, organized approach to decision-making.

#### Special Working Conditions

- Ability to work extensively on computers and other digital devices.
- Physical capability to perform tasks such as bending, reaching, and lifting up to 25 pounds.
- Professional demeanor to effectively handle all workplace situations.

This role offers an exciting opportunity to make a significant impact as part of our leadership team. If you are a dynamic finance leader ready to help drive our organization's success, we encourage you to apply.

#### About the Illinois Medical District Commission

We are an equal opportunity employer and value diversity at our organization. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

We offer a competitive salary and a comprehensive benefits package, including health, dental, and vision insurance, retirement plan options, and generous paid time off.

Employment is contingent upon the successful completion of a background check. Candidates must also have authorization to work in the United States.