



**Purchasing Division**  
18 North County Street, 9th Floor  
Waukegan, Illinois 60085-4350  
Phone 847-377-2992  
Fax 847-984-5889  
purchasing@lakecountyil.gov

## Award Information – 1/29/2018

### Contract Information

Purchase Description: Services for the Lake County Foreclosure Mediation Program

Contract Start Date: February 14, 2018

Initial Term: One year

Term Dates: February 14, 2018 – February 13, 2019

Renewals: Four one-year renewals

### Vendor Information

Company Name: Resolution Systems Institute

Address: 11 East Adams Street

*Street Address*

*Suite/Unit #*

Chicago

*City*

IL

*State*

60603

*ZIP Code*

Contact Name: Susan Yates

Funding Account  
Description:

General Fund, Foreclosure Mediation, Miscellaneous Contractual Services

Budget Information:

Funding for this professional services agreement and the entire  
Foreclosure Mediation Program is provided by the \$125 fee  
assessed to banks for each foreclosure and the contract.

Department: 19<sup>th</sup> Judicial Circuit

Department Contact: Mary Stevens

Award Amount: \$60,730

### Bid / RFP Information

Registered Vendors: Insert Number (X Local)

Responses Received:

Insert Number (X Local)

### Intent:

The Attorney General's Office has provided grant funding to Resolution Systems Institute (RSI) of Chicago, Illinois to provide services for the Lake County Foreclosure Mediation Program since 2014. The 19<sup>th</sup> Judicial Circuit has received notice that the grant funding is due to end in May 2018 and would like to continue the services and contract directly with RSI. Funding for this professional services agreement and the entire Foreclosure Mediation Program is provided by the \$125 fee assessed to banks for each foreclosure and the contract. The contract will be managed by the 19<sup>th</sup> Judicial Circuit.

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**Scope of Work:**

Consultant shall provide at least one full time staff member to serve as the Program Coordinator for the Lake County Foreclosure Mediation Program. The Program Coordinator shall be responsible for coordinating all necessary meetings and tasks associated with the Lake County Foreclosure Mediation Program. In addition, the Program Coordinator shall be responsible for submitting all the necessary data requested by Lake County to complete the quarterly reports for foreclosures for the State of Illinois. All data must be submitted on or before the 15<sup>th</sup> day of the month following the fiscal year quarters (i.e. January 15<sup>th</sup>, April 15<sup>th</sup>, July 15<sup>th</sup>, and October 15<sup>th</sup>). Lastly, the Program Coordinator shall be responsible for scheduling and attending a quarterly meeting with the 19<sup>th</sup> Judicial Circuit Court Judge assigned to foreclosures. A written memo detailing the items discussed shall be submitted for the file two weeks following the meeting.

All reports and communication shall be sent to:

Mary Stevens  
Director of Administrative Services  
18 N. County Street  
Waukegan, IL 60085

**BID EXEMPTION RECOMMENDATION:**

A meeting was held on January 29, 2018 with attendees from the County Clerk, State's Attorney Office, Treasurer, 19<sup>th</sup> Judicial Circuit, County Administrator and Finance & Administrative Services departments to review the bid exemption along with the Purchasing Agent and the requesting department. The attendees of this meeting determined that this particular procurement was suitable for the bid exemption based on the existence of a long standing, successful relationship for professional services, and the knowledge gained through this relationship adds value integral to the services provided.