



COOK COUNTY BOARD OF ETHICS

69 W. WASHINGTON STREET, SUITE 1130
CHICAGO, ILLINOIS 60602
312/603-4304 OFFICE · 312/603-9988 FAX

Vendor Requirements

Receiving and soliciting gifts and favors – Section 2-574:

- Once you are doing or seeking to do business with the County, you are considered a prohibited source (see definition of prohibited source in Section 2-562 of the Ethics Ordinance), and you are restricted from giving gifts to any County employee, official or members of their household.
- A single prohibited source may gift item(s) to a County employee during a calendar year for a cumulative total value of ***LESS THAN \$100.00***.
- No County employee or official should solicit any gifts from you. If any County employee or official tells you that giving a gift is a condition of doing or continuing to do business with the County notify the Board of Ethics immediately.

Post Employment Restrictions – Section 2-580(c):

- For a period of 364 calendar days following their separation, no County official or employee who participated personally and substantially in the decision to award a contract shall accept employment with a prohibited source.
 - Please refer to Ethics Ordinance Section 2-580(c) **and** the prohibited source's contractual agreement for additional information.

Familial Relationship Disclosure Provision (EDS 9-12 forms) – Section 2-582(e, f, & g):

- Prior to execution of the contract, vendors must disclose the existence of familial relationships between the person or entity doing business with any County elected official, employee, and appointee. Cook County's Ethics Ordinance defines 'relative' in Section 2-562. This disclosure is made on **EDS 9-12 form and submitted to the Procurement Office.**
- **After submitting your initial disclosure, vendors must file annually with the Board of Ethics online. This disclosure may be a certification that there are no changes to your prior disclosure or report new familial relationships.** Annual disclosures shall be filed by January 2 of each calendar year. Notice of the reporting deadline and link to the online form is sent by email from the Board of Ethics to the contact person you designated when executing a contract with the County.

Limitations on campaign contributions to candidates for County office – Section 2-585:

- Anyone (individual or business entity) who does or is seeking to do business with the County is subject to the following campaign contribution limits:
- \$1,500.00 in a calendar year to any current County official and any candidate for County office. This includes contributions to any associated local, state or federal political committees that are established in support of a specific candidate for County office.
 - A calendar year for the purposes of this section is from January 1 to December 31⁵.

A few things to consider:

- If you are using the services of a Lobbyist or Lobbying firm as it relates to any contract to do business with Cook County, you must disclose all persons that have made lobbying contacts on your behalf. Disclosures should be made prior to the execution of a contract in the documents provided by the procurement office. See the Economic Disclosure Forms (“eds”-3, Required disclosures, Disclosure of Lobbyist Contacts).
- **All County vendors are required to comply with the County’s Living Wage requirements. Please scan the middle QR code below for more information.**



Cook County Ethics Ordinance



Living Wage Ordinance and Regulations



Annual Familial Disclosure Form