Appendix 1

THE FOLLOWING SECTION CONTAINS TERMS AND CONDITIONS REGARDING
THE CITY COLLEGES OF CHICAGO
MINORITY & WOMEN BUSINESS ENTERPRISE CONTRACT
PARTICIPATION PLAN

Revised 6/20/2007
MINORITY AND WOMEN CONTRACT PARTICIPATION PLAN (M/WBE)

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Business Commitment and the Women
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SECTION I
INTRODUCTION

1. The Board of Trustees of Community College District No. 508. (The "Board") has adopted the amended Minority and Women Business Enterprise Plan (The "Plan") to ensure that Minority Businesses and Women Businesses shall have maximum feasible opportunities to participate on City Colleges Contracts, and to remedy the effects of historical discrimination while minimizing its impact upon Non-MBE and Non-WBE businesses. The plan includes goals for participation of certified MBE and WBE firms, and the Bidders/Proposers utilization of such firms is considered in determining responsibility in performing this contract.

1.1 The purpose of revised Terms and Conditions is to describe the current requirements of the amended Plan including the MBE and WBE goals that have been established for this contract and certain administrative and procedural provisions. Bidders/Proposers are required to submit information specifying the percentage of the total contract that will be performed by certified MBE and WBE firms on the attached Schedules.

SECTION II
POLICY STATEMENT AND TERMS

2.1 It is the policy of the Board to insure that the City Colleges of Chicago take all possible steps consistent with applicable law to insure that Minority Business Enterprises and Women Business Enterprises are afforded a fair and representative opportunity to participate fully in this institution’s contracting.

2.2 Consistent with this policy it shall be the responsibility of all contractors to exhaust all feasible means to insure significant participation by certified MBEs and WBEs.

SECTION III
DEFINITIONS

3.1 As used herein the following words shall have the meanings indicated below unless the context clearly indicates otherwise:

Board of Trustees or Board shall mean the Board of Trustees of Community College District No. 508.

Certified means any business or individual which has been certified by any of the CCC approved certifying agency to be an MBE or WBE and is on the Board's list of certified MBEs or WBEs.
Chancellor shall mean the Chancellor of City Colleges of Chicago or his/her designee.

City College shall mean the City Colleges of Chicago.

Commercially Independent Function shall mean the execution of a distinct element of work by actual performance, management and supervision.

Financial and Administrative Service Committee shall mean the Financial and Administrative Service Committee of the Board of Trustees of Community College District No.508 or such other committee as the Board of Trustees may from time to time designate.

General Contractor shall mean a firm that has entered into a contract with the Board to provide goods or services.

Joint Venture shall mean an association between two or more independent businesses formed to perform a specific contract.

Minority or Minority person shall mean a person who is a citizen or lawful permanent resident of the United States, who is a member of an identified racial/ethnic population group, specifically, Black, Hispanic, Asian, or any other racial/ethnic population group that the Chancellor determines, after notice and hearing, to suffer discrimination in the Chicago area and who has participated, or has attempted to participate, in the Chicago area market.

MBE or Minority Business Enterprise shall mean a certified business that is owned and controlled by a Minority or Minorities that is certified as an MBE as defined in Section III (Definitions, 3.1) and has participated, or has attempted to participate, in the Chicago area market.

Person shall mean a natural person, or partnership, corporation or joint venture.

Subcontractor shall mean a business that has entered into a contract with a General Contractor to provide goods or services pursuant to a contract between the General Contractor and the Board.

WBE or Women Business Enterprise shall mean a certified business that is owned and controlled by a woman or women, that is certified as a WBE as provided in Section III (Definitions, 3.1) and has participated, or has attempted to participate, in the Chicago area market.

Woman or Female shall mean a person who is a citizen or lawful permanent resident of the United States who us of female gender.

SECTION IV
GOAL PERCENTAGES

4.1 (A) Participation Goals
Goals for participation by certified MBE and WBE firms for this Contract shall be not less than the following percentage of the total contract price:

  MBE Participation goal: 25%
  WBE Participation goal: 7%

4.2 (B) Bidder/Proposer’s Commitment and Responsibility
Each Bidder's commitment to the utilization of certified MBE and WBE firms shall be considered as further evidence of the responsibility of Bidder/Proposer. Further, the Contractor agrees to use its
best efforts to include certified MBE and WBE firms in any Contract modification and amendments.

4.3 (C) Failure to Carry Out Commitment

Failure to carry out the commitments and policies set forth in this Plan shall constitute a material breach of contract and may result in termination of the contract or such other remedy as the Board deems appropriate.

SECTION V
COUNTING MBE/WBE PARTICIPATION TOWARD THE CONTRACT GOALS

5.1 Only certified MBE and WBE participation shall be counted toward the MBE and WBE goals set in this Contract and applied as follows:

(A) Only Certified MBE/WBE Firms Count Toward Contract Goals
A Bidder/Proposer may count toward its MBE and WBE goal only expenditures to certified firms that perform a commercially useful function in the work of a contract. A firm is considered to perform a commercially useful function when it is responsible for a distinct element of work of a contract and carries out the responsibilities by actually performing, managing, and supervising the work involved. To determine whether a firm is performing a commercially useful function, the Office of M/WBE Contract Compliance will be available to make that determination.

(B) MBE/WBE Contractors Subcontracting Their Work
Consistent with normal industry practices, a certified MBE or WBE may enter into subcontracts. If a certified MBE/WBE contractor subcontracts a significantly greater portion of the work of the contract than would be expected on the basis of normal industry practices, the certified MBE or WBE shall be presumed not to be performing a commercially useful function. Evidence may be presented, in writing, to the Office of M/WBE Contract Compliance by the contractors involved to rebut this presumption.

(C) Counting MBE/WBE Manufacturers
A Contractor may count toward its goals expenditures to certified MBE or WBE manufacturers (i.e., suppliers that produce goods from raw materials or substantially alters them before resale).

(D) Counting MBE/WBE Suppliers
A Contractor may count toward its goals expenditures to certified MBE or WBE suppliers provided that the supplier performs a commercially useful function in the supply process.

(E) Counting Total Dollar Value Awarded To Certified MBEs/WBEs
The total dollar value of contract awarded to a certified MBE or WBE firm shall be credited to such participation. Only certified minority business participation may be counted toward MBE goal participation, and only certified women business participation may be counted toward WBE goal participation.

(F) Counting Total Dollar Value To Either MBE or WBE, Not Both
The total dollar value of a contract with a certified firm owned and controlled by minorities or women is counted toward either the MBE or WBE goal, but not both. The Contractor employing the certified firm may choose the goal to which the contract value is applied. Various work done by one and the same subcontractor shall be considered, for the purpose of this principle, as work effectively under one subcontract only, in which the subcontractor may be counted toward only one of the goals, but not toward both.

(G) MBE/WBE Controlled Firms
In a certified firm owned and controlled by both minority males and minority females, if the minority females own and control 51% or more of the business, then the total dollar value of a contract with such firm may be counted toward either MBE participation or WBE participation but not both. If the minority females, however, own and control less than 51% of the firm, then the firm's participation may be counted only toward MBE utilization.

(H) Counting Total Dollar Value of Eligible Joint Ventures
A Contractor may count toward its MBE or WBE goal the portion of the total dollar value of a contract with an eligible joint venture equal to the percentage of the ownership and control of the MBE or WBE partner in the joint venture. A joint venture seeking to be credited for MBE participation may be formed among certified MBE and WBE firms, or between certified MBE and WBE firms and a non-MBE/WBE firm. A joint venture satisfies the eligibility standards of this Plan if the certified MBE or WBE participant of the joint venture:

- Shares in the ownership, control, management responsibilities, risks and profits of the joint venture; and

- Is responsible for a clearly defined portion of work to be performed in proportion to the certified MBE or WBE ownership percentage.

5.2 A Contractor may count toward its MBE/WBE goal the following expenditures to certified firms that are not manufacturers or regular dealers:

(A) Fees or Commissions For Providing Services
The fees or commissions charged for providing a bona fide service, such as professional, technical, consultant or managerial services and assistance in the procurement of essential personnel, facilities, equipment, materials or supplies required for performance of the contract, provided that the fee or commission is determined by the Office of M/WBE Contract Compliance to be reasonable and not excessive as compared with fees customarily allowed for similar services.

(B) Fees For Delivering Materials and Supplies
The fees charged for delivery of materials and supplies required on a job site (but not the cost of the materials and supplies themselves) when the hauler, trucker, or delivery service is not also the manufacturer of or a regular dealer in the materials and supplies, provided that the fee is determined by the Office of M/WBE Contract Compliance to be reasonable and not excessive as compared with fees customarily allowed for similar services.

(C) Fees or Commissions For Bonds or Insurance
The fees or commissions charged for providing any bonds or insurance specifically required for the performance of the contract, provided that the fee or commission is determined by the Office of M/WBE Contract Compliance to be reasonable and not excessive as compared with fees customarily allowed for similar services.

SECTION VI
PROCEDURE TO DETERMINE BID COMPLIANCE

6.1 The following schedules and documents constitute the Bidder/Proposer's MBE/WBE compliance proposal. They must be submitted at the time of the bid or proposal submission:

(A) Schedule A: Affidavit of MBE/WBE Goal Implementation Plan
Bidders/Proposers must submit, together with the bid/proposal, a completed Schedule A committing them to the utilization of each listed certified MBE/WBE firm. Except in cases where the bidder/proposer has submitted a complete request for a waiver or variance of the MBE/WBE
goals in accordance with Section VIII (below), the bidder/proposer must commit to the expenditure of a specific dollar amount of participation by each certified MBE/WBE firm included on their Schedule A. The total dollar commitment to proposed certified MBE firms must at least equal the MBE goal, and the total dollar commitment to proposed certified WBEs must at least equal the WBE goal. Bidders/Proposers are responsible for calculating the dollar equivalency of the MBE and WBE goals as percentages of their total bids.

All commitments made by the bidder/proposer's Schedule A must conform to those presented in the submitted Schedule C, where Schedule C is to be submitted at the time of the bid/proposal submission. Except in cases where substantial and documented justification is provided, bidders will not be allowed to reduce the dollar commitment made to any certified MBE or WBE in order to achieve conformity between Schedules A and C.

(B) Letters of Certification

A copy of each proposed MBE/WBE firms current letter of certification from an approved certifying agency must be submitted with the bid/proposal as a part of Schedule A.

All letters of certification must include a statement of the certified MBE/WBE firm’s area of specialty. The certified MBE/WBE firm’s scope of work, as detailed by their Schedule C must conform to their area of specialty.

(C) Schedule C: Letter of Intent from MBE/WBE

The Letter of Intent from certified MBE/WBE to perform as a subcontractor, consultant and/or material supplier. A Schedule C executed by the respective certified MBE/WBE firm(s) or Joint Venture Subcontractor(s) must be submitted, at the time of the bid/proposal submission, by the bidder/proposer for each certified MBE/WBE included on their Schedule A and must accurately detail the work to be performed by the certified MBE/WBE firm at the agreed rates and prices to be paid.

All fully completed and executed Schedule C must be submitted with the bid. Failure to submit the completed Schedule C in accordance with this section will be cause for finding bid/proposal non-responsive and may result in rejection of bid/proposal.

(D) Joint Venture Agreements

If the bidder/proposer's MBE/WBE proposal includes the participation of certified MBE/WBE firms as a joint venture on any tier (either as the bidder/proposer or as a subcontractor), the bidder/proposer must provide a copy of the joint venture agreement, as a part of Schedule A submission.

In order to demonstrate the certified MBE/WBE partner's share in the ownership, control, management responsibilities, risks and profits of the joint venture, the proposed joint venture agreement must include specific details related to: (1) contributions of capital and equipment (2) work responsibilities or other performance to be undertaken by the certified MBE/WBE firm; (3) the commitment of management, supervisory and operative personnel employed by the certified MBE/WBE to be dedicated to the performance of the contract. The joint venture agreement must also clearly define each partner's authority to contractually obligate the joint venture and each partner's authority to expend joint venture funds (e.g. check signing authority).

6.2 Correct Completion of Schedules

The MBE/WBE compliance proposal must have all blank spaces on both of the Schedules applicable to the Contract correctly filled in. Agreements between a Bidder/Proposer and a certified MBE and certified WBE in which the certified MBE/WBE promises not to provide subcontracting quotations to other Bidders/Proposers are prohibited.
SECTION VII
EVALUATION OF BID PROPOSALS

7.1 (A) Commitment To Provide Information Upon Request
During the period between bid opening and Contract award, the submitted documentation will be evaluated by the Office of M/WBE Contract Compliance. The Bidder/Proposer agrees to provide, upon request, earnest and prompt cooperation to the Office of M/WBE Contract Compliance in submitting to interviews that may be necessary, in allowing entry to places of business, in providing further documentation, or in soliciting the cooperation of a proposed certified MBE or WBE firm in providing such assistance. A bid/proposal may be treated as non-responsive by reason of the determination that the Bidder/Proposer's proposal did not contain a sufficient level of certified MBE or WBE participation, that the Bidder/Proposer was unresponsive or uncooperative when asked for further information relative to the bid/proposal, or that false statements were made in the Schedules.

(B) Determination of Bid/Proposal Deficiencies
If the Office of M/WBE Contract Compliance's review of a Bidder/Proposer's proposal concludes that the MBE/WBE proposal was deficient, the Office of M/WBE Contract Compliance shall promptly notify the Director of Business Services (Purchasing) of the apparent deficiencies which may be cause for rejection of the Bidder/Proposer's submission as non-responsive.

(C) Modifications To Bid/Proposal Not Permitted
Bidders/Proposer will not be permitted to modify their MBE/WBE compliance bid/proposal. Therefore, all term and conditions stipulated for prospective certified MBE and WBE subcontractors or suppliers should be satisfactorily addressed prior to the submission of the bid/proposal.

7.2 If circumstances should arise, however, where a proposed certified MBE/WBE is no longer available, the process described below in Section IX entitled, "MBE/WBE Substitutions" should be followed.

SECTION VIII
REQUEST FOR WAIVER

8.1 Inability To Identify Certified MBEs/WBEs
If a Bidder/Proposer is unable to identify certified MBE and WBE firms to perform sufficient work to fulfill the MBE or WBE percentage goals for this Contract, the bid/proposal must include a written request for waiver. Please note that a request for a waiver is not an automatic approval of the requested waiver (see attached form). The approval of the requested waiver will be based, in part by the supporting documentation demonstrating the Bidder/Proposer’s inability to obtain sufficient certified MBE and WBE firms, notwithstanding good faith attempts to achieve such participation. Examples of such good faith efforts may include, but are not limited to, the following:

- Attendance at the Pre-bid/proposal conference.
- The Bidder/Proposer's general affirmative action policies regarding the utilization of MBE and WBE firms, plus a description of the methods used to carry out those policies.
- Advertisement in trade association newsletters and minority-oriented and general circulation media for specific sub-bids/proposals.
• Timely notification of specific sub-bids/proposals to minority and women assistance agencies and associations.

• Description of direct negotiations with certified MBE and WBE firms for specific sub-bids/proposals, including:

(1) the name, address and telephone number of the certified MBE and WBE firms contacted;

(2) a description of the information provided to certified MBE and WBE firms regarding the portions of the work to be performed; and

(3) the reasons why additional certified MBE and WBE firms were not obtained in spite of negotiations.

A statement of the efforts made to select portions of the work proposed to be performed by certified MBE and WBE firms (such as sub-supplier, transport, engineering, distribution, or any other roles contributing to production and delivery as specified in the Contract) in order to increase the likelihood of achieving such participation.

A detailed statement of the reasons for the Bidder/Proposer's conclusion that each certified MBE and WBE contacted, were not qualified.

Efforts made by the Bidder/Proposer to expand its search for certified MBE and/or WBE firms beyond usual geographic boundaries.

General efforts made to assist MBE and WBE firms to overcome participation barriers.

8.2 Unacceptable Basis for Waiver Request
If the bidder does not meet the MBE/WBE goal, price alone shall not be an acceptable basis for which the bidder may reject a certified MBE/WBE sub-bid/proposal unless the bidder can show to the satisfaction of the Office of M/WBE Contract Compliance that no reasonable price can be obtained from a certified MBE/WBE. A determination of reasonable price is based on such factors as the estimate for the work under a specific subcontract, the bidder's own estimate for the specific subcontract, and the average of the bona fide prices quoted for the specific subcontract. A bid from a certified MBE/WBE for a subcontract will be presumed to be unreasonable if the MBE/WBE price exceeds the average price quoted by more than 15 percent.

8.3 Subsequent Waiver by Request of Contractor
(A) During the performance of a contract, a contractor may request a partial waiver from compliance with its original MBE or WBE proposal for the following reasons:

(1) Due to substantially changed circumstances the contractor is unable to meet the previously stated MBE or WBE goal(s);

(2) Despite every good faith effort on the part of the contractor, it is unable to meet the previously stated MBE or WBE goal(s).

8.4 Waiver Initiated by City Colleges of Chicago

(A) Granting of Waiver By Chancellor

Revised Contract Compliance Participation Plan
Office of M/WBE Contract Compliance
Dr. Sheadrick A. Tillman IV
June 20, 2007
The Chancellor on his or her own initiative may grant a waiver from MBE or WBE requirements to an individual contract upon a determination by the Chancellor that there are insufficient certified MBEs or WBEs available to fulfill such requirements for that particular contract.

(B) Chancellor’s Waiving of Requirements Are In Writing
A determination by the Chancellor to waive MBE or WBE requirements for an individual contract must be stated in writing, and placed in the appropriate project file.

(C) Waivers may be partial or total.

8.5 Additional Criteria
In determining whether to grant a waiver, the decision-maker may take into consideration the additional cost which would be incurred by denying the waiver and awarding the contract to the next lowest bidder/proposer who has not requested a waiver. Where the Office of M/WBE Contract Compliance has determined that the lowest bidder is not responsible because a waiver request contained in the bid/proposal has been denied, the Office of M/WBE Contract Compliance may negotiate with the lowest responsible bidder to obtain a lower price.

SECTION IX
MBE/WBE SUBSTITUTIONS

9.1 Termination or Reduction of Scope of Work Not Permitted
After submitting executed MBE and/or WBE sub-agreements to the Office of M/WBE Contract Compliance, the Contractor shall thereafter neither terminate the sub-agreement, nor reduce the scope of the work to be performed by the certified MBE or WBE firm, nor decrease the price to the MBE or WBE firm, without in each instance receiving the prior written approval of the Office of M/WBE Contract Compliance. If it becomes necessary to substitute a new MBE and/or WBE to fulfill the Contractor's MBE and/or WBE commitments, the Office of M/WBE Contract Compliance must be given reasons justifying the release of prior specific MBE and/or WBE commitments established in the Contractor’s bid/proposal in order to review the propriety of the proposed substitution.

9.2 Notification Procedure Should Scope of Work Needs To Be Reduced or Terminated
The Contractor must notify the Office of M/WBE Contract Compliance immediately in writing of an apparent necessity to reduce or terminate a certified MBE and/or WBE subcontract and propose a substitute a certified firm for some phase of work. The Contractor's notification must include the name, address and principal office of any proposed certified substitute MBE and/or WBE firm and the dollar value and scope of work of the proposed subcontract. Attached should be all of the same MBE/WBE schedules, affidavits, documents, and letter of intent which are required of Bidders/Proposers as enumerated in Section VI above.

9.3 Including Remedies For Non-Compliance
In addition, each subcontract between the Bidder/Proposers and any certified MBE or WBE firm performing work on the Contract shall include remedies for non-compliance with the commitment to MBE and WBE participation, including an agreement to pay damages to the certified MBE and WBE firms which were underutilized.

9.4 Unexcused Reduction or Termination of Scope of Work
The unexcused reduction of certified MBE or WBE participation in connection with the Contract including any modification thereof, shall entitle the affected certified MBE and WBE firms to payments pursuant to such agreement. Such provisions shall include an undertaking by the Contractor to submit any dispute concerning such damages to binding arbitration by an independent arbitrator, other than the City Colleges of Chicago, with reasonable expenses, including attorneys' fees,
being recoverable by a prevailing certified MBE or WBE. Nothing herein shall be construed to limit the rights of and remedies available to the City Colleges of Chicago.

SECTION X
REPORTING AND RECORD-KEEPING REQUIREMENTS

10.1 Execution of Subcontract By Contractor
The Contractor, within five (5) working days after Contract award, shall execute a formal subcontract or purchase order in compliance with the terms of the Contractor’s bid/proposal and MBE and WBE assurances, and submit to the Office of M/WBE Contract Compliance a copy of the MBE and WBE subcontracts or purchase orders, each showing acceptance of the subcontract or purchase order by the certified MBE and WBE firms. During the performance of the Contract, the Contractor shall submit monthly notarized documentation attesting to current payment amounts and the cumulative dollar amount of payments made to date. The Contractor shall file regular MBE and WBE payment reports, on the form entitled "Monthly and Quarterly Report of Payments to MBE and WBE Subcontractors," at the time of submitting each monthly payment voucher which reflects the current status of cumulative payments to certified MBE and WBE firms. The Contractor shall provide the Office of M/WBE Contract Compliance, on a quarterly basis with photocopies of the cancelled checks (front and back) paid to certified MBE and WBE subcontractors.

10.2 Maintenance of Relevant Records
The Contractor shall maintain records of all relevant data with respect to the utilization of certified MBE and WBE firms, including without limitation payroll records, tax returns and records, and book of accounts, and retain such records for a period of at least three (3) years after final acceptance of the work. Full access to such records shall be granted to the Office of M/WBE Contract Compliance or its designee, on five (5) business days' notice in order to determine the Contractor's compliance with its MBE and WBE commitments and the status of any certified MBE or WBE firm performing any portion of the Contract.

SECTION XI
REMEDIES FOR NON-COMPLIANCE

11.1 Non-Compliance
Whenever the Office of M/WBE Contract Compliance believes that the contractor or any of its subcontractors may not be operating in compliance with this Plan, it shall conduct an appropriate investigation.

11.2 Notification
Upon indications of inadequate compliance or non-compliance, the Office of M/WBE Contract Compliance will notify the contractor and the subcontractor, in writing. The Office of M/WBE Contract Compliance, the contractor or subcontractor may request an opportunity to meet to discuss the contractor's or subcontractor's compliance. The contractor or subcontractor shall make such request to the Office of M/WBE Contract Compliance in writing within five (5) working days of receiving notice. The meeting shall be scheduled by the Office of M/WBE Contract Compliance at a reasonable date, time and place, with notice to contractor and subcontractor.

11.3 Criteria
If, after notification, the Office of M/WBE Contract Compliance determines that a contractor is not meeting or has not met applicable MBE or WBE goals and is not demonstrating or has not
demonstrated every good faith to meet the goals, the contractor shall be subject to suitable sanctions as set forth in paragraph 11.4 (Sanctions) below.

11.4 Sanctions

(A) Terms and Conditions of Plan Applying To All Contracts
The MBE/WBE requirements of these Terms and Conditions shall be incorporated into all of the contracts between City Colleges and its vendors. In addition to any other remedies City Colleges may have, the following apply:

(1) Where the Office of M/WBE Contract Compliance determines the conditions set forth in paragraph 11.3 (Criteria) above to exist during the term of the contract, the Office of M/WBE Contract Compliance may recommend that the Board suspend or terminate the contract, in whole or in part, and may also declare the contractor ineligible for future contracts for a period of two (2) years.

The Contractor shall be liable to the City Colleges for any consequential damages incurred as a result of suspension or termination of the contract including damages arising either from delay or increased price in securing performance of the work by other contractors, attorney’s fees and court cost.

(2) Where the Office of M/WBE Contract Compliance determines the conditions set forth in paragraph 11.3 (Criteria) above to exist at the conclusion of a contract, the Office of M/WBE Contract Compliance may declare the contractor ineligible for future contracts for a period of two (2) years.

(3) If a Contractor has provided false or misleading information in connection with certification, bid or proposal documents, compliance progress reports, or any other aspect of this Plan, the Office of M/WBE Contract Compliance may impose any of the sanction described in paragraph 11.4 (Sanctions) and all its subsections.

(4) If there is a bona fide payment dispute between a Contractor and its certified M/WBE subcontractor for work performed under the Plan, the City Colleges may withhold payment of the disputed amount from the Contractor and place such funds in an interest bearing account pending resolution of the dispute, by judicial or other means.

(B) Contractor’s Right To Appeal Decision
A contractor shall have the right to appeal a decision from the Office of M/WBE Contract Compliance declaring it ineligible for future City College contracts. Such appeal shall be made to the Chancellor or his/her designee.

(C) Sanctions Available To The City Colleges of Chicago
The failure of City Colleges to impose any sanction it may have under this Section shall not be deemed a waiver of its right to impose such a sanction for subsequent violations. The listing of sanctions available to City Colleges in paragraph 11.4 shall not be deemed to exclude any other sanctions or remedies available at law or in equity.

SCHEDULE A

Affidavit of Bidder/Proposer MBE / WBE Goal Implementation Plan
Contract Name:

State of:                                           County of:

In connection with the above - captioned contract:

I HEREBY DECLARE AND AFFIRM that I am a duly authorized representative of:

__________________________
(print name of bidder/proposer)

__________________________
(print and sign signature of bidder/proposer)

and that I have personally reviewed the material and facts set forth herein describing our proposed plan to achieve the MBE/WBE goals of this contract.

All MBE/WBE firms included in this plan have been certified as such by approved certifying agencies, (Letters of Certification attached).

SECTION I. DIRECT PARTICIPATION OF CERTIFIED MBE/WBE FIRMS IN THE PERFORMANCE OF THIS CONTRACT

(Note: The bidder/proposer shall, in determining the manner of MBE/WBE participation, must first consider involvement with MBE/WBE firms as joint venture partners, subcontractors, and suppliers of goods and services directly related to the performance of this contract).

A. If bidder/proposer is a certified MBE or WBE firm, attach a copy of the Letter of Certification. (Certification of the bidder/proposer as an MBE satisfies the MBE goal only. Certification of the bidder/proposer as a WBE satisfies the WBE goal only.)

B. If bidder/proposer is a joint venture and one or more joint venture partners are certified MBEs or WBEs, attach copies of Letters of Certification and a copy of Joint Venture Agreement clearly describing the role of the MBE/WBE goal only.

C. Certified MBE/WBE Subcontractors/Suppliers/Consultants:

1. Name of MBE/WBE: _________________________________________________
   Address: ___________________________________________________________
   Telephone Number: __________________________________________________
   Contact Person: ______________________________________________________
   Dollar Amount of Participation: $_______________
   Percent Amount of Participation: ________________%

Schedule C attached ?   Yes (      )   No (      )___

C. Certified MBE/WBE Subcontractors/Suppliers/Consultants - Continued:

2. Name of MBE/WBE: _________________________________________________
Address: _________________________________________________
Telephone Number: _________________________________________________
Contact Person: _________________________________________________
Dollar Amount of Participation: $___________
Percent Amount of Participation: ____________%
Schedule C attached ?: Yes (  ) No (  )

3. Name of MBE/WBE: _________________________________________________
Address: _________________________________________________
Telephone Number: _________________________________________________
Contact Person: _________________________________________________
Dollar Amount of Participation: $___________
Percent Amount of Participation: ____________%
Schedule C attached ?: Yes (  ) No (  )

4. Name of MBE/WBE: _________________________________________________
Address: _________________________________________________
Telephone Number: _________________________________________________
Contact Person: _________________________________________________
Dollar Amount of Participation: $___________
Percent Amount of Participation: ____________%
Schedule C attached ?: Yes (  ) No (  )

All Schedule C and Letters of Certification must be submitted with bid/proposals. Please duplicate this blank page when additional certified MBE/WBE subcontractors are being used on this contract.

SECTION II. INDIRECT PARTICIPATION OF CERTIFIED MBE/WBE FIRMS

(Note: This section need not be completed if the MBE/WBE goals have been met through the direct participation outlined in Section I. If the MBE/WBE goals have not been met through
direct participation, Contractor will be required to demonstrate that the proposed MBE/WBE
direct participation represents the maximum achievable under the circumstances. After such a
demonstration is presented, in writing, with the bid/proposal then indirect participation will be
considered).

1. Name of MBE/WBE: _________________________________________________
   Address: ____________________________________________________________
   Telephone Number: __________________________________________________
   Contact Person: _______________________________________________________
   Dollar Amount of Participation: $_______________
   Percent Amount of Participation: ________________%
   Schedule C attached ?:   Yes (  ) No (  )

2. Name of MBE/WBE: _________________________________________________
   Address: ____________________________________________________________
   Telephone Number: __________________________________________________
   Contact Person: _______________________________________________________
   Dollar Amount of Participation: $_______________
   Percent Amount of Participation: ________________%
   Schedule C attached ?:   Yes (  ) No (  )

3. Name of MBE/WBE: _________________________________________________
   Address: ____________________________________________________________
   Telephone Number: __________________________________________________
   Contact Person: _______________________________________________________
   Dollar Amount of Participation: $_______________
   Percent Amount of Participation: ________________%
   Schedule C attached ?:   Yes (  ) No (  )

4. Name of MBE/WBE: _________________________________________________
   Address: ____________________________________________________________
Telephone Number: ________________________________

Contact Person: ________________________________

Dollar Amount of Participation: $__________

Percent Amount of Participation: _____________%

Schedule C attached?: Yes ( ) No ( )

All Schedule C and Letters of Certification must be submitted with bid/proposals. Please duplicate this blank page when using additional certified MBE/WBE subcontractors are being used on this project.

SECTION III. Summary of MBE/WBE Proposal

A. MBE PROPOSAL

1. MBE Direct Participation (refer to Section I.):

<table>
<thead>
<tr>
<th>MBE Firm</th>
<th>Dollar Amount</th>
<th>Percent Amount</th>
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2. MBE Indirect Participation (refer to Section II):

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<th>Percent Amount</th>
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B. WBE PROPOSAL

1. WBE Direct Participation (refer to Section I):

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<th>WBE Firm</th>
<th>Dollar Amount</th>
<th>Percent Amount</th>
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2. WBE Indirect Participation (refer to Section II):

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<th>WBE Firm</th>
<th>Dollar Amount</th>
<th>Percent Amount</th>
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Revised Contract Compliance Participation Plan
Office of M/WBE Contract Compliance
Dr. Sheadrick A. Tillman IV
June 20, 2007
SCHEDULE C
Letter of Intent from Certified MBE/WBE
To Perform As
Subcontractor, Subconsultant and/or Material Supplier
Name of Project: ________________________________________________________________

From: ___________________________ MBE _______ WBE _______

(Name of Certified MBE or WBE)

To: _________________________________________________________________________

(Name of Prime Contractor or General Bidder/Proposer)

The undersigned intends to perform work in connection with the above-referenced project as
(check one):

_______ A Sole Proprietor _______ A Corporation

_______ A Partnership _______ A Joint Venture

The MBE/WBE status of the undersigned is confirmed by the attached Letter of Certification,
dated firm, a Joint Venture agreement.

The undersigned is prepared to provide the following described service(s) and or goods in
connection with above-named project:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

The above described service(s) or goods from the above-named certified MBE/WBE are offered
for the following price, with terms of payment as stipulated in the Contract Documents, provided
below: Price $_____________________

Terms of Payment ______________________________________________________________

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Partial Pay Item(s)

Do you as the Prime Contractor anticipate any partial payment items? Yes ( ) No ( )

If your response is yes, please indicate which partial pay items are to be made, specifically
describe the work and subcontract dollar amount:

(1) Description of Work _________________________________________________________

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Dr. Sheadrick A. Tillman IV
June 20, 2007
Sub-Contracting Levels

If MBE/WBE subcontractor will not be sub-contracting any of the work described in this Schedule, a zero (0) must be filled in each blank below.

______% of the dollar value of the certified MBE/WBE subcontract will be sublet to non-MBE contractors.

______% of the dollar value of the certified MBE/WBE subcontract to other certified MBE/WBE contractors.

If more than 10% percent of the value of the certified MBE/WBE subcontractor’s scope of work will be sublet, a brief explanation and description of the work to be sublet must be provided on a separate sheet. The undersigned certified MBE/WBE will enter into a formal agreement for the above work with you as a Prime Contractor, conditioned upon your execution of a contract with the City Colleges of Chicago, and will do so within five (5) working days of receipt of Contract Award notification.

Print Name of MBE/WBE

Phone: ( ) __________________________ Date: ________________

IF APPLICABLE for Joint Ventures:

By: __________________________________________

Print Name of Joint Venture Partner

Phone: ( ) __________________________ Date: ________________

APPRENTICESHIP AND CERTIFICATION HIRING PROGRAM

Introduction

A well-trained construction trade’s work force is critical for enhanced economic growth in the city of Chicago, in general, and the City Colleges of Chicago (CCC), specifically. The efficient and economical
construction of public works projects will be harmed if there is not an ample supply of trained construction workers. Apprenticeship training programs are necessary and critical, for graduates of the City Colleges of Chicago’s Construction Technology Programs, to enter and advance in the local construction workforce. Advancing the progress of CCC students being sent into the construction trades, with their resumes’ indicating their participating as apprentices on public works projects, ensures that a trained workforce will be available in sufficient numbers in the future.

Currently, Dawson Technical and West Side Technical Institutes offer pre-apprenticeship classroom training programs that provide basic skills and hands-on experience in the following construction trades areas:

- Bricklaying
- Cement Masonry
- Carpentry
- Industrial Maintenance
- Plumbing
- Precision Metalworking
- Welding

The classes are designed in accordance with industry standards for training programs recognized by the U.S. Bureau of Apprenticeship Training. Students that have completed the courses, earned the pre-requisite credit-hours and received a certificate of completion are ready for entrance into certified apprentice level positions with construction companies bidding on City Colleges of Chicago public works projects. It is the expectation of the City Colleges of Chicago that construction companies at the bidding stage, who bring on board apprentices from our programs, are making significant attempts to provide employment at the requisite hours and accommodate the corresponding classroom instruction to allow the participants to progress to the next level toward journeymanship.

Administrative Oversight

The Dean advises the Apprenticeship Coordinator on matters related to apprenticeship or certificate procedures. In conjunction with the faculty adviser and the Apprentice Coordinator, the Dean monitors whether policies governing the apprenticeship and certificate activities of the Dawson Technical Institute are being adhered to. The Dean and the Apprenticeship Coordinator administer the program by reviewing and approving all apprenticeship and certificate requests and by certifying that the students have met all necessary requirements prior to beginning their apprenticeship or certificate assignments.

Decisions and policy statements are open records for Dawson Technical Institute and West Side Technical Institute faculty and students. Individual student records or draft policy documents are confidential.

SCHEDULE D
Bid or RFP Response Incentive for Hiring Apprentice or Certificated Workers

Construction Technology Apprenticeships and Certification Program
As a result of a contractor being named as the successful recipient of a bid or RFP, the contractor should communicate, in writing, to the Provost for Entrepreneurial and Apprenticeship Programs their interest in hiring appropriately qualified Dawson Technical Institute and West Side Technical Institute graduates. The Provost is responsible for the establishment and conduct of policies and procedures related to the City Colleges of Chicago’s participation in the Apprenticeship and Certificated Workers Hiring Program.

Apprenticeship Requirements

For the construction trade areas at Dawson Technical and West Side Technical Institutes the following requirements by the Chicago and Cook County Building and Trades Council are germane to the trades available from the City Colleges of Chicago:

**Bricklaying**

**Length of Apprenticeship:** three (3) years; Minimum of 4,500 hours of on-the-job training; Apprentices begin by attending school for 12 weeks, Monday – Friday from 7:00 a.m. – 3:30 p.m.

**Wage Information:**
- 6mos. 50% of Journeyman's Wage
- 1st year 60% of Journeyman’s Wage
- Year and a half 70% of Journeyman’s Wage
- Second year 80% of Journeyman’s Wage
- Two and a half years 90% of Journeyman’s Wage
- Up to Three years 95% of Journeyman’s Wage
- Three years and above 100% of Journeyman’s Wage

**Cement Masonry**

**Length of Apprenticeship:** three (3) years; minimum of 4,000 hours of on-the-job training; Apprentices must attend school one day a week for 30 weeks; Apprentices must attend six field classes a year. Each class is four hours; Apprentices must attend a ten hour O.S.H.A. Safety Course and an American Red Cross First Aid/CPR Training class.

**Wage Information:**
- First year 70% of Journeyman's Wage
- Second year 80% of Journeyman’s Wage
- Up to Third year 90% of Journeyman’s Wage
- Third year and above 100% of Journeyman’s Wage

**Carpentry**

**Length of Apprenticeship:** four (4) years; Apprentices average 144 hours per year in the classroom; Apprentices are required to attend five consecutive classroom days per quarter for the entire program; Apprentices must also obtain on-the-job training by working for union contractors throughout the term.

**Wage Information:**
- First year 40% of Journeyman’s Wage
- Second year 50% of Journeyman’s Wage
- Third year 65% of Journeyman’s Wage
- Up to Fourth year 80% of Journeyman’s Wage
- Fourth year and above 100% of Journeyman’s Wage

**Plumbing**

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June 20, 2007
Length of Apprenticeship: Five (5) years; Apprentices work on-the-job four days per week and spend one day per week in the classroom during the first three (3) years of the program; the fourth and fifth years consist only of on-the-job training (7,750 hours per year) and night school classes throughout the year.

Wage Information:
- Six months: 34% of Journeyman’s Wage
- First year: 37% of Journeyman’s Wage
- Second year: 44% of Journeyman’s Wage
- Third year: 50% of Journeyman’s Wage
- Fourth year: 66% of Journeyman’s Wage
- Up to Fifth year: 75% of Journeyman’s Wage
- Fifth year and above: 100% of Journeyman’s Wage

Sheet Metal Worker (Precision Metalworking)

Length of Apprenticeship: Four (4) years – eleven (11) months to five years; minimum of 1,400 hours of classroom instruction; Apprentices attend school for ten (10) weeks in the first year; second, third and fourth year apprentices go to school for 22 days, two times a year; Apprentices spend the remainder of time receiving on-the-job training.

Wage Information:
- Probationary Apprentice: 35% of Journeyman’s Wage
- Year 1 (1st six months): 40% of Journeyman’s Wage
- Year 1 (2nd six months): 45% of Journeyman’s Wage
- Year 2 (1st six months): 50% of Journeyman’s Wage
- Year 2 (2nd six months): 55% of Journeyman’s Wage
- Year 3 (1st six months): 60% of Journeyman’s Wage
- Year 3 (2nd six months): 65% of Journeyman’s Wage
- Year 4 (1st six months): 70% of Journeyman’s Wage
- Year 4 (2nd six months): 75% of Journeyman’s Wage
- After Year 4: 100% of Journeyman’s Wage

Definitions

For the purposes of this program only the following definitions apply:

“Apprentice” or Certificated Worker” means any person who is: (1) sponsored into an apprenticeship training program by a contractor that is authorized by a union to sponsor apprentices or certificated workers; (2) enrolled in, or has graduated from, a construction technology training program administered by the City Colleges of Chicago (Dawson Technical Institute and West Side Technical Institute). The union’s apprenticeship or certificated training programs must be registered with the U.S. Department of Labor, or approved or recognized by the State of Illinois.

“Bid Incentive” means an amount deducted, for bid or RFP response purposes only, from the total bid or RFP response price that is attributable to labor costs, in order to calculate the price to be used to evaluate the bid or RFP response on a competitively announced project.

“Labor-hours” means the total hours of workers receiving an hourly wage who are directly employed by an agreement award from the City Colleges of Chicago. “Labor-hours shall include hours performed by workers employed by the contractor and all subcontractors working on the awarded project. “Labor-hours shall not include hours worked by non-working foreman, superintendents, owners and workers who are not subject to prevailing wage requirements.
Illustration of Contractor Commitment to the Educational Experiences of Students

Historically, internal funds have been available to assist in providing apprenticeship stipends for unpaid or low-paying apprenticeships or certificate programs. The dollar amount of each apprenticeship or certificate stipend shall be based on union scale amounts for apprentices and certificated workers. Construction Technology-related trades, as a part of their compliance with the amended M/WBE Contract Compliance Participation Plan, are to hire Dawson and West Side Technical Institute graduates as apprentices or certificated workers during the duration of the general contractor’s contractual agreements with the City Colleges of Chicago. This expectation also includes sponsoring the apprentice into the appropriate union apprenticeship program.

An addendum (Schedule D) to the 2004 version of the M/WBE Contract Compliance Participation Plan is designed to evaluate responding contractor’s commitment to hiring apprentices and/or certificated workers from the pool of available Dawson and West Side Technical Institute graduates. The Schedule D form will consist of the following requests for information related to total bid costs of $25,000 or more:

- Name of the Project
- Total bid cost
- Number of apprentices categorized by gender, ethnicity, and trade/craft.
- Number of journey-level workers and labor-hours worked by them, categorized by gender, ethnicity, and trade/craft
- Percentage of labor-hours minorities and women who will participate during the life of the project (minimum of 15% for minorities and 5% for women)
- Name and labor-hour percentages of subcontractor(s) who agree to accept apprentices or certificated workers
- Name of the union(s) with whom you intend to sponsor the participating apprentices
- Statement of what is to be done with the certificated workers
- Number, type and rationale for exceptions granted

The procedures for handling the submitted Schedule D are the following:

- The vendors submitting bids or RFP responses are to complete the Schedule D and submit the responses with the bid or RFP responses as a part of their packet to the Department of Purchasing.
- The Department of Purchasing will forward the Participation Plan (Schedule A, C and D) to the District Director of M/WBE Contract Compliance to determine the contractor’s compliance with the revised Board approved Participation Plan.
- The traditional Excel spreadsheet evaluation is to be made with the addition of the number and percentages of apprentices and/or certificated workers being employed in projects with total base bids or RFP budgets of $25,000.
- Contractor’s who commit 5% to 10% of their total labor hours to be performed by apprentices or certificated workers may have their total bid cost reduced by ½%.
- Contractor’s who commit 11% to 15% of their total labor hours to be performed by apprentices or certificated workers may have their total bid cost reduced by 1%.
- Contractor’s who commit 16% to 20% of their total labor hours to be performed by apprentices or certificated workers may have their total bid cost reduced by 1.5%.
- Contractor’s who commit to more than 20% of their total labor hours to be performed by apprentices or certificated workers may have their total bid cost reduced by 2%.
- Contractor’s who elect not to respond to the Schedule D may be termed “not responsive”.
- The contractor shall maintain accurate and detailed books and records necessary to monitor compliance with this program and shall submit such reports as required by the District Director of M/WBE Contract Compliance.
• Full access to the contractor’s or subcontractor’s records shall be granted to the District Director of M/WBE Contract Compliance. The contractor and subcontractor shall maintain all relevant records for a period of at least three (3) years after final acceptance of the award.

• The Provost for Entrepreneurial and Apprenticeship Programs at Dawson Technical Institute is authorized to adopt, promulgate and enforce reasonable rules and regulations pertaining to the administration and enforcement of this program.

**Severability**

Should any component of this program be held invalid, such component shall be deemed excised from this program and the invalidity of such shall not affect any of the other components of this program. If the application of any component of this program to any person or circumstance is held to be invalid, it shall not affect the application of such component to other persons or circumstances.

**SCHEDULE D**

**HIRING APPRENTICE AND CERTIFICATED WORKERS COMMITMENT**

Name of the Project: ________________________________________________________________

Total Bid Cost: _$________________________
Number of apprentices: ______ Number of male apprentices: _____ Number of female apprentices: ______

Number of African American apprentices: _____ % of total labor-hours: _____ Male: _____ Female: _____

Number of Hispanic apprentices: _____ % of total labor-hours: _____ Male: _____ Female: _____

Number of Asian apprentices: _____ % of total labor hours: _____ Male: _____ Female: _____

Number of White apprentices: _____ % of total labor-hours: _____ Male: _____ Female: _____

Number of total Journey-level workers: _____ Number of males: _____ Number of females: _____

Number of African American Journey-level workers: _____ % of total labor-hours: _____ Male: _____ Female: _____

Number of Hispanic Journey-level workers: _____% of total labor-hours: _____ Male: _____ Female: _____

Number of Asian Journey-level workers: _____ % of total labor-hours: _____ Male: _____ Female: _____

Name of Subcontractor: _________________________________________ % of total labor-hours: _____

Number of Apprentices: _____ Number of male apprentices: _____ Number of female apprentices: _____

Name of the union(s) with whom you intend to sponsor the participating apprentice(s):
_____________________________________________
_____________________________________________
_____________________________________________

Provide a statement of what is to be done with the certificated workers?
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Have there been any exceptions, in the last 12 months have been made in the hiring of apprentices?
[    ] Yes   [    ] No   If Yes, explain the rationale for such exceptions on a separate page.

Employer Agreement Form (please type or print legibly)

Apprentice or Certificated Worker Name: ____________________________

Sponsoring Contractor
Contractor’s Name: ______________________________________________________
Street Address: __________________________________________________________
City: __________________________________ State: _______ Zip Code: ___________
Phone: (______) __________________ Fax: (______) ________________________
Cell Phone: (_____) __________________ Website: ___________________________

On-site Supervisor

Name: _________________________________________________________________
Title: __________________________ Department: ____________________________
Phone: (______) __________________ Fax: (______) ________________________
Cell Phone: (______) __________________ Email: ___________________________

Does your company have a safety program, or documented policies relating to safety?
[ ] Yes [ ] No

Do you have a safety-training program?
[ ] Yes [ ] No

Is your company insured?
[ ] Yes [ ] No

Please forward a copy of your Certificate of Insurance covering their period of the apprentice or
certificated worker work assignment to the Risk Manager.

Signature: ______________________________________________  Date: __________

Print Name of Signatory: ___________________________________________

MONTHLY AND QUARTERLY REPORT OF PAYMENTS TO
MBE AND WBE SUBCONTRACTORS
(Not to be filled out when submitting Bid or RFP response)

Title of Contract: ______________________________________________________

Total Contract Period:__________________________________________________

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Office of M/WBE Contract Compliance
Dr. Sheadrick A. Tillman IV
June 20, 2007
Total Revenue for Contract: $_________________________

Report Period:_________________________________________________________

Revenue Dispersed for Report Period: $_________________________

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<tr>
<th>List of Certified MBE/WBE Vendors</th>
<th>Target Goal</th>
<th>Payments</th>
<th>Short/(Over)</th>
<th>% Short/(Over)</th>
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<td><strong>TOTALS</strong></td>
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I, ________________________________ hereby affirm that I am duly authorized to represent _____________________________ which has contract(s) with the above listed MBEs and WBEs listed above as subcontractors or producers of goods and services on the above named contract. This is a true and complete statement of contract dollars expended with the designated Minority/Women Business Enterprises under each sub-agreement to this contract.

___________________________________________________ ____________________________________________________
Print Name of Authorized Representative                       Signature of Authorized Representative

SUBSCRIBED AND SWORN to me this_______________________ day of __________________________, 200_____

Notary Public      Seal of (binding) Notary Public

CERTIFYING AGENCIES RECOGNIZED BY
THE CITY COLLEGES OF CHICAGO
AMTRAK
Supplier Diversity
National Railroad Passenger Corporation

CHICAGO MINORITY BUSINESS DEVELOPMENT COUNCIL
Greater Chicago Minority Business Directory

CHICAGO TRANSIT AUTHORITY (CTA)
DBE Section Certification Office

CITY OF CHICAGO
Department of Procurement Services

COOK COUNTY
Contract Compliance Office

ILLINOIS DEPARTMENT OF TRANSPORTATION (IDOT)
Bureau of Small Business Enterprises

METRA
Office of DBE Administration

METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO
Affirmative Action Section

PACE
Purchasing Department

STATE OF ILLINOIS
Central Management Services

WOMEN BUSINESS DEVELOPMENT CENTER
Certification Section