

PLEASE NOTE: This packet consists of four (4) "Instruction" pages and eight (8) attached "Forms" titled 100, 101, 102, 103A, 103-B, 104, 105 and 106. If all pages are not attached, please contact: **Office of Business Diversity, Chicago Public Schools, 125 South Clark Street, 16<sup>th</sup> Floor, Chicago Illinois, 60603, PHONE: 773-553-2980 FAX: 773-553-2981.**  
**You may also download forms at <http://www.csc.cps.k12.il.us/purchasing>**

## Board of Education of the City of Chicago

### **REMEDIAL PROGRAM FOR MINORITY AND WOMEN BUSINESS ENTERPRISE ECONOMIC PARTICIPATION**

#### INSTRUCTIONS TO BIDDERS

On March 1, 2007, the Board of Education of the City of Chicago (the "Board") adopted the Remedial Program for Minority and Women Business Enterprise Economic Participation in Goods and Services Contracts ("M/WBE Program"). The M/WBE Program is the governing document establishing and explaining requirements concerning Minority and Women Business Enterprise participation and its terms are incorporated into the contract. Compliance with the provisions of the M/WBE Program is an element of bidder/proposer responsibility for award of the contract. The M/WBE Program, the compliance specifications, and all compliance materials as finally approved by the Office of Business Diversity, Waiver Review Committee, Appeals Committee, the Chicago Public Schools (the "District"), and/or the Board constitute the bidder/proposer Compliance Agreement and are incorporated as part of the contract. All heirs, executors, administrators or assignees and any other persons or entities claiming by or through the bidder/proposer, including but not limited to insurance companies, bonding companies, or sureties, are bound by the bidder/proposer Compliance Agreement.

Any questions regarding compliance with these requirements should be directed to the Office of Business Diversity, Chicago Public Schools, 125 South Clark Street, 16<sup>th</sup> Floor, Chicago Illinois, 60603, 773-553-2980, FAX: 773-553-2981. Notice by fax transmission is valid notice, if the originals are subsequently deposited in U.S. mail and the fax transmission is verifiable.

#### **DEFINITIONS**

<b>MINORITY:</b>	A member of any of the following racial/ethnic groups: <ul style="list-style-type: none"><li>- African Americans or Blacks (persons having origins in any of the Black racial groups of Africa);</li><li>- Hispanics (persons of Spanish culture with origins in Mexico, South or Central America or the Caribbean Islands, regardless of race); and</li><li>- Asians (persons having origins in any of the original peoples of East Asia, Southeast Asia, the Indian subcontinent, or the Pacific Islands).</li></ul>
<b>MBE:</b>	A business which is owned and controlled by a Minority person or persons,
<b>WBE:</b>	A business which is owned and controlled by a Woman or Women,
<b>CHICAGO SMSA:</b>	The six-county Chicago Metropolitan Statistical Area including: Chicago and Cook, DuPage, Kane, McHenry, Lake, and Will Counties.
<b>CERTIFICATION:</b> the (CERTIFIED)	Refers to an MBE or WBE that has been formally certified as such in accordance with M/WBE Program. (Where a provision of Program expressly makes certification a prerequisite to some benefit or activity, that requirement shall not be obviated because related Program text refers only to "M/WBEs" and not to "certified M/WBEs".)
<b>CONTRACTOR:</b> (PRIME)	A firm that enters into a contract (including through the receipt of a purchase order) with the District to provide goods or to perform services.
<b>JOINT VENTURE:</b>	An association between two or more independent firms formed, consistent with the laws of the State of Illinois to perform one or more specific contracts.
<b>SUBCONTRACTOR:</b> (SUPPLIER)	A firm which enters into a contract with a Prime Contractor to provide goods or services pursuant to a contract between the Prime Contractor and the District.

#### **GOAL STRUCTURE FOR MINORITY AND GENDER GROUPS**

One goal for MBE participation, to insure that the minority groups that are the principal discrimination victims will, in fact, receive the principal portion of the remedy, with a separate WBE participation goal. For purposes of meeting the WBE goal, businesses owned by Minority Women may be counted on a particular contract as an MBE or WBE, but not both.

For each competitively bid contract for commodities where it is determined that the prime bidder/proposer will perform a broker/distributor function for the manufacturer of said commodities, only the aggregate goal for MBE and WBE participation shall be applicable.

**METHODS OF ACHIEVING THE PROGRAM GOALS INCLUDE A COMBINATION OF ANY OF THE FOLLOWING**

1. Being a certified M/WBE prime contractor
2. Engaging in joint ventures with certified M/WBEs
3. Subcontracting with certified M/WBEs
4. Purchasing supplies and/or services directly related to the performance of the contract from certified M/WBEs
5. Purchasing supplies and/or services not directly related to the performance of the contract (upon District approval)
6. Business development activities

The Chief Executive Officer of the Chicago Public Schools may adopt other alternative forms of securing and administering M/WBE participation for a particular contract, upon notice to the Board. Such other alternative methods may be used when doing so will enable securing a level of M/WBE participation that otherwise would not be attainable.

**LIMITATION TO COMMERCIALY TYPICAL BUSINESS RELATIONSHIP**

MBE and WBE compliance participation shall not be recognized for any portion of the dollar value of the contract performance which is passed through to non-M/WBE firms in the form of (a) sub-contracts, or (b) equipment leasing or other acquisition of goods or services for performance of the contract in a manner which is not typical of industry practice with respect to such contracts.

**COMMERCIALY INDEPENDENT FUNCTION**

A M/WBE must be an independent business serving a Commercially Independent Function. This means that the M/WBE must execute a distinct element of work by actual performance, management, and supervision.

**DEMONSTRATION OF COMPLIANCE**

Each bidder/proposer must submit with its bid or proposal a signed commitment to comply with the M/WBE Program (Compliance Affidavit), or the bid/proposal will be deemed non-responsive. Each bidder/proposer must also submit, as part of its bid or proposal, a detailed Compliance Demonstration showing the manner in which the contractor will comply with MBE and WBE requirements. The Compliance Demonstration is an element of bidder responsibility. Requirements for Compliance Demonstrations may be further specified by the Compliance and Vendor Services and standard forms shall be provided to bidders/proposers.

The Compliance Demonstration must be provided on Form 100 through Form 106, copies of which are included with this solicitation. Additional forms and/or additional information, concerning your Compliance Demonstration with the M/WBE Program may be separately submitted, but applicable forms must be completed, and will be incorporated in the contract. Please refer to the table below to determine which forms must be completed.

- Form 100 - Prime Bidder/Proposer Information
- Form 101 - Direct/Indirect Participation – Subcontractors/Suppliers/Consultants
- Form 102 - Joint Venture
- Form 103A - Letter of Intent
- Form 103B - Non-Bid Professional Service Affidavit
- Form 104 - Vendor Diversity Profile
- Form 105 - Request for Waiver
- Form 106 - Student Internship Agreement

Other requirements established by the M/WBE Program are set forth in the Special Conditions included with the Solicitation. A copy of these Special Conditions must be submitted along with your bid/proposal and are incorporated into the contract regardless of whether submitted with the bid or proposal.

The Compliance Demonstration must show how all applicable goals and sub-goals will be fulfilled. Proposed MBEs and WBEs must be identified. If full compliance with all goals is not shown, Form 105 (Request for Waiver) must be submitted covering any deficiencies.

Prime Bidder is a: (Status)	Level of Participation		
	Full Compliance	Partial Compliance	No Additional Compliance
Non-Minority Firm	Forms 100, 101, 103A, 104	Forms 100, 101, 103A, 104, 105, 106	Forms 100, 101, 104, 105
M/WBE Firm	Forms 100, 101, 103A, 104	Forms 100, 101, 103A, 104, 105, 106	Forms 100, 101, 105
Joint Venture	Forms 100, 101, 102, 103A, 104	Forms 100, 101, 102, 103A, 104, 105, 106	Forms 100, 101, 102, 104, 105, 106
Non-Bid Consultant Firm <i>(utilizing M/WBE individual sole proprietors)</i>	Forms 100, 101, 103A, 104	Forms 100, 101, 103A, 104, 105, 106	Forms 100, 101, 104, 105

## **WAIVERS**

Bidders/proposers may request a waiver of the MBE/WBE goals applicable to this contract in whole or in part if, despite good faith efforts, it is impossible or economically unreasonable to meet an MBE or WBE goal. A bidder/proposer may request:

- Waiver of one or more goals or subgoals where others have been fulfilled;
- Acceptance of a lower percentage level of MBE and/or WBE participation; or
- Acceptance of a bid without any MBE or WBE participation.

Waiver requests shall be signed, accompanied by supporting documentation, and directed in writing to the Office of Business Diversity. (See Form 105) The waiver request must establish clearly and in detail why full compliance with MBE or WBE requirements is impossible or economically unreasonable under the circumstances. Information showing good faith effort should generally include, but not be limited to the Bidder/Proposer's general affirmative action policies; efforts to obtain minority/women participation as subcontractors or suppliers; and notification of minority and women contract assistance agencies of a solicitation for sub- bids.

A waiver request based on the assertion that prices quoted by M/WBEs were too high will be presumed insufficient, unless the contractor can establish to the satisfaction of the Waiver Review Committee that no reasonable price can be obtained from any MBE or WBE. A price quoted by an MBE or WBE for a subcontract or agreement will, however, be presumed unreasonable if it exceeds by more than ten percent (10%) or \$100,000, whichever is less, that amount determined by the Compliance and Vendor Services to represent the average price for the goods and services to be provided.

## **CERTIFICATION**

There are two "Classes" of certification. An Individual Independent Contractors/Sole Proprietors participating on non-bid Professional Service Contracts may apply for compliance on a contract-by-contract basis by completing the Individual Independent Contractor/Sole Proprietor Affidavit (Form 103B). An Affidavit must be submitted for each contract.

"**Class I Certification**" shall consist of certification by the City of Chicago.

Any firm which is, at any point in time, certified and in good standing with the City of Chicago Procurement Department as an MBE and/or WBE, shall have Class I certification status under this M/WBE Program, for as long as it maintains its City certification. It is the responsibility of the firm to demonstrate such status.

"**Class II Certification**" shall consist of certification by another recognized government agency. Accordingly, any firm which is, at any point in time, currently certified in good standing by one of the following agencies as an MBE or WBE shall have Class II certification status under this M/WBE Program, for as long as it maintains such other-agency certification. It is the responsibility of the firm to demonstrate such status.

*Chicago Transit Authority – Cook County - Illinois Department of Transportation - Metropolitan Transit Authority  
Metropolitan Water Reclamation District - U.S. Small Business Administration –State of Illinois.*

## **SPECIAL CONDITIONS**

**A. Applicability of the Program.** It is the policy of the Board of Education (the "Board") that qualified and bona fide Minority Business Enterprises ("MBE") and Women Business Enterprises ("WBE"), as those terms are defined in the Remedial Program for Minority and Women Business Enterprise Economic Participation (the "Program") shall have the maximum feasible opportunities to participate fully in the performance of all contracts administered by the Chicago Public Schools (the "District"). Consistent with that policy, it shall be the responsibility of all bidders/proposers and a specific condition of all District contracts to which they are a party to exhaust all feasible means to ensure significant contract participation by MBEs and WBEs. The bidder/proposer agrees that the officer or employee of the bidder/proposer that executed has read and understands all provisions of the Program. The Program in its entirety, including any and all modifications and amendments thereto, is incorporated into the contract and made a part thereof.

**B. Applicability of the Special Conditions.** The bidder/proposer agrees that the appropriate officer or employee of the bidder/proposer authorized to execute the bid/proposal has read and understands the terms of these Special Conditions and the bidder/proposer agrees to be bound by them. These Special Conditions are incorporated into the contract and made a part thereof. These Special Conditions summarize the provisions of the Program applicable to the bidder/proposer after execution of the contract. They do not diminish in any way the applicability of the Program to the contract. In construing the rights and obligations of the bidder/proposer the Program controls.

**C. Other Contract Documents.** In addition, all documents submitted in connection with proposed compliance with the Program are incorporated into the contract and made a part thereof.

**D. MBE/WBE Goals.** The bidder/proposer agrees to meet the goals set forth in the M/WBE Program.

**E. Record Keeping and Reporting Requirements.** The bidder/proposer agrees to maintain records of all relevant data with respect to the utilization of MBEs and WBEs, including without limitation: payroll records, tax returns and records, and books of account. The bidder/proposer agrees to retain these records for a period of at least three years after the District's final acceptance of the work on this contract. Full access to these records shall be granted to the District or any duly authorized representative thereof upon 48 hours notice.

**The bidder/proposer agrees to submit monthly progress reports to the Office of Business Diversity as requested throughout the term of the contract. The bidder/proposer will submit reports on all expenditures made within the period reported on, including the name and business address of each MBE and WBE involved in the contract; a description of the work performed and/or product or service supplied by each MBE and WBE, the total amount subcontracted to MBEs and WBEs; the dollar amount expended with each MBE and WBE and the dates expended; and such other information as may assist the Office in determining the bidder/proposer's compliance with MBE and WBE requirements.**

The bidder/proposer agrees to maintain records of all relevant data with respect to M/WBE participation pursuant to Section 12 of the Program. The bidder/proposer agrees to retain these records for a period of at least three years after the District's final acceptance of the work on this contract. Full access to these records shall be granted upon 48 hours notice to the District, or any duly authorized representative thereof. The bidder/proposer agrees to submit monthly reports to the Office of Business Diversity as requested throughout the term of the contract containing relevant information required by the District relating to the credits given by the District to the bidder/proposer.

The Office of Business Diversity shall have the right to request and obtain from the bidder/proposer any and all additional data as the Office of Business Diversity may determine to be reasonably related or necessary to verify the representations made in progress reports. The Office may periodically conduct on-site inspections on contract site.

**F. Subsequent Waiver.** During the performance of the contract, the bidder/proposer may request a partial waiver from compliance with its MBE or WBE demonstration for the following reasons:

1. Due to substantially changed circumstances, it is impossible to meet the originally proposed MBE or WBE goal; or
2. Despite every good faith effort, it is impossible to meet the originally proposed MBE or WBE goal.

The Waiver Review Committee shall review all subsequent waiver requests to determine whether there is sufficient evidence that despite good faith efforts by the bidder/proposer or due to substantially changed circumstances, it is impossible or economically unreasonable to meet the MBE or WBE goal. The waiver request must establish by clear and convincing evidence that full compliance with MBE or WBE commitments is impossible or economically unreasonable under the circumstances.

The Waiver Review Committee may request from the bidder/proposer any information relevant to the waiver request. Failure of the bidder/proposer to cooperate in providing requested information is grounds for rejection of the waiver request. The bidder/proposer has the right to appeal a denial of waiver request. Waivers shall be sparingly granted.

**G. Substitutions.** The bidder/proposer agrees that it shall not make any substitutions with respect to MBE or WBE participants without the prior written approval of the Director of the Office of Business Diversity, along with reasons justifying such substitution. Examples of reasons which may be acceptable include the following: a previously committed MBE or WBE has rescinded that commitment; a committed MBE or WBE was found unable to produce acceptable work; a committed MBE or WBE was discovered later not to be bona fide; an MBE or WBE previously committed at a given price later demanded an unreasonable escalation of price. Stated reasons which would not be acceptable include; a replacement firm has been recruited to perform the same work under terms more advantageous to the bidder/proposer issues about performance by the committed WBE or MBE were disputed (unless every reasonable effort has already been taken to have the issues resolved or mediated satisfactorily); an MBE or WBE has requested reasonable price escalation which may be justified due to unforeseen circumstances.

The bidder/proposer shall include in any request for substitution the name, address and principal official of any proposed substitute MBE or WBE and the dollar value and scope of work of the proposed contract. The bidder/proposer shall be required to submit an M/WBE Compliance Demonstration and current certification information. The Director of the Office of Business Diversity may approve or reject any request in its entirety or impose conditions upon any approval. If such substitution would result in failure by the bidder/proposer to fulfill its compliance plan, a request for waiver may be submitted to the Waiver Review Committee.

**H. Attorney Fees and Costs.** The bidder/proposer agrees to pay any attorney's fees and costs incurred by the District if the District is the prevailing party in litigation by or against it arising from the application of the Program to the contract.

**I. Non-Compliance.** Upon indications of inadequate compliance or non-compliance, the Office of Business Diversity will notify and negotiate with the bidder/proposer to correct deficiencies. If after notification of deficiencies the Office of Business Diversity determines that the contractor is not meeting or has not met applicable MBE or WBE goals and is not demonstrating or has not demonstrated every good faith effort to meet the goals, the bidder/proposer shall be subject to suitable sanctions.

**J. Sanctions.** Upon indications of a contractor's inadequate compliance or non-compliance, the Office of Business Diversity will notify and negotiate with the bidder/proposer to correct deficiencies. After notification of deficiencies, the Office of Business Diversity may make a determination of non-compliance and recommend the imposition of sanctions for material breach of the contract. After a determination of non-compliance the sanctions set forth in Part 12 are applicable.

Sanctions shall be imposed by the procuring or user Department upon the recommendation of the Office of Business Diversity, provided that the sanctions may be imposed directly by the Office of Business Diversity if immediate action is necessary or upon the failure of the procuring or user Department to do so.

The imposition of any of these sanctions may be appealed by a bidder/proposer to the Appeals Committee. The sole function of the Appeals Committee shall be to determine whether the process followed by the Office of Business Diversity is in accordance with the Program and the decision of the Office of Business Diversity is properly documented and supported by substantial evidence.

## Form 100 - Bidder/Proposer Information

Each Vendor must submit, as part of its bid or proposal, a detailed compliance demonstration showing the manner in which the Bidder/Proposer will comply with M/WBE requirements. The compliance demonstration is an element of Bidder/Proposer responsibility. The compliance demonstration must show how all-applicable goals will be fulfilled. Proposed M/WBEs must be identified. If full compliance with all goals is not demonstrated, a request for waiver must be submitted.

Project/Commodity Name: \_\_\_\_\_

Bid / Contract No.: \_\_\_\_\_ Total Bid / Contract Value: \$ \_\_\_\_\_

The following goals may apply to this program / project. Please review carefully.

**Purchasing** (Competively Bid)  
30% MBE / 7% WBE

**Textbook, Educational & Instructional Materials**  
15% MBE / 5% WBE

**Broker / Distributor** (Competively Bid)  
26% MBE / 5% WBE

**Student Transportation**  
45% MBE / 7% WBE

**Professional Service/Educational Consultant** (Non-Bid)  
25% MBE / 5% WBE

**Technology Services**  
35% MBE / 5% WBE

<b>Total Proposed Participation</b>	
Total MBE% _____ African American _____ % Hispanic _____ % Asian _____ % WBE _____ %	

### Bidder/Proposer Information:

Firm Name		M/WBE Certifie	<input type="checkbox"/> Y	<input type="checkbox"/> N
Address		Certification Expiration Date		
City / State / Zip				
Contact Person	Telephone	Fax		
Firm CPS Vendor No.	<input type="checkbox"/> Not for Profit	<input type="checkbox"/> For Profit	Firm Gender / Race	

Description of Commodities/Services to be provided by the Bidder/Proposer on this Contract:

### Verification Information:

I, \_\_\_\_\_, declare and affirm that to the best of my knowledge, information and belief, the facts and representations set forth in this compliance demonstration are true and correct and no material facts have been omitted.

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

\_\_\_\_\_  
Title / Date

SUBSCRIBED AND SWORN to me before this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

**Form 101 - Direct/indirect Participation of  
Subcontractors/Suppliers/Consultants**

M/WBE firms may participate in the performance of this contract, either DIRECTLY or INDIRECTLY, as:  
Prime Bidders/Proposers; Joint Venture Partners; Subcontractors; and/or Suppliers.  
(if performing INDIRECTLY approval by CPS is required.)

Name of M/WBE Firm:		Race/Gender:	
Address:			
City/State/Zip:			
Telephone No.:	Fax:	CPS Vendor No.:	
Contact Person:			
Dollar Amt.: \$	%	Participation: Direct Y N	Indirect: Y N
Description of Commodity/Services:			

Name of M/WBE Firm:		Race/Gender:	
Address:			
City/State/Zip:			
Telephone No.:	Fax:	CPS Vendor No.:	
Contact Person:			
Dollar Amt.: \$	%	Participation: Direct Y N	Indirect: Y N
Description of Commodity/Services:			

Name of M/WBE Firm:		Race/Gender:	
Address:			
City/State/Zip:			
Telephone No.:	Fax:	CPS Vendor No.:	
Contact Person:			
Dollar Amt.: \$	%	Participation: Direct Y N	Indirect: Y N
Description of Commodity/Services:			

Total WBE Direct	\$ _____	_____ %	Total WBE Indirect	\$ _____	_____ %
Total MBE Direct	\$ _____	_____ %	Total MBE Indirect	\$ _____	_____ %

## Chicago Public Schools Form 102 – Joint Venture

This form need not be submitted if all joint venturers are MBE's and/or WBEs. In such a case, however, a written joint venture agreement among the MBE and/or WBE venturers must be submitted. In all proposed joint ventures, each MBE and/or MBE venturer must submit a copy of their current Letter of Certification.

**ALL INFORMATION REQUESTED BY THIS SCHEDULE MUST BE ANSWERED IN THE SPACES PROVIDED. DO NOT REFER TO YOUR JOINT VENTURE AGREEMENT EXCEPT TO EXPAND ON ANSWERS PROVIDED ON THIS FORM. IF ADDITIONAL SPACE IS REQUIRED, ADDITIONAL SHEETS MAY BE ATTACHED.**

General Contractor: \_\_\_\_\_ Region: \_\_\_\_\_

Project Name: \_\_\_\_\_ Total Subcontract value: \_\_\_\_\_

Contract#: \_\_\_\_\_

**I. Joint Venture:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**II. Non-M/WBE Venturer (s):**

Name of Firm: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Fax: \_\_\_\_\_

**III. M/WBE Venturer (s):**

Name of Firm: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Fax: \_\_\_\_\_

**IV. Describe the role(s) of the M/WBE venture(s) in the joint venture:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**V. Attach a copy of the joint venture agreement. In order to demonstrate the MBE and /or WBE venturer(s) share in ownership, control, management responsibilities, risks and profits of the joint venture, the proposed joint venture agreement must include specific details related to:**

- (a) The contribution of capital and equipment;
- (b) Work items to be performed by the M/WBE's own forces;
- (c) Work items to be performed under the supervision of the M/WBE venturer; and
- (d) The commitment of management, supervisory and operative personnel employed by the M/WBE to be dedicated to the performance of the project.

**VI. Total Contract Value Ownership of Joint venture.**

A. What are the percentage(s) of MBE/WBE ownership of the joint venture?

MBE/WBE \_\_\_\_\_ % Non-MBE/WBE \_\_\_\_\_ %

B. Specify MBE/WBE percentages for each of the following:

- 1. Profit and loss sharing: \_\_\_\_\_%
- 2. Capital contribution: \_\_\_\_\_ % Dollar amounts of initial contribution: \$ \_\_\_\_\_  
Dollar amounts of anticipated on-going contribution: \$ \_\_\_\_\_
- 3. Equipment contribution (*Specify type, quality, and quantity to be provided by each venturer*):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 4. Other applicable ownership interests (*Including options or other agreements which restrict or limit ownership and/or control*):

**VII. Control and Participation in the Joint Venture.** Identify by name and firm those individuals who are, or will be, responsible for, and have the authority to engage in the following management functions and policy decisions. (*Indicate any limitations to their authority such as dollar limits and co-signatory requirements*):

A. Joint Venture checking signing:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Authority to enter contracts on behalf of the joint venture:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. Signing, co-signing and/or collateralizing loans:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Acquisition of lines of credit:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. Acquisition and indemnification of payment and performance bonds:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F. Negotiating and signing labor agreements:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

G. Management of subcontract performance. (Identify by name and firm only):

1. Supervision of field operations: \_\_\_\_\_  
\_\_\_\_\_

2. Major purchases: \_\_\_\_\_  
\_\_\_\_\_

3. Estimating: \_\_\_\_\_  
\_\_\_\_\_

4. Engineering: \_\_\_\_\_  
\_\_\_\_\_

**IX. Financial Controls of Joint Venture:**

A. Which firm and/or individual will be responsible for keeping the books of account?  
\_\_\_\_\_

B. Identify the "managing partner", if any and describe the means and measure of their compensation: \_\_\_\_\_  
\_\_\_\_\_

C. What authority does each venturer have to commit or obligate the other to insurance and bonding companies, financing institutions, suppliers, subcontractors, and/or other parties participating in the performance of this subcontract or the work of this project?  
\_\_\_\_\_  
\_\_\_\_\_

X. State the approximate number of operative personnel (*by trade*) needed to perform the joint venture's work under this subcontract. Indicate whether they will be employees of the non-MBE/WBE firm, or the joint venture.

Trade	Non-WBE/WBE Firm (Number)	MBE/WBE (Number)	Joint Venture (Number)



**Chicago Public Schools**  
**Form 103A - Letter of Intent**

M/WBE Firm: \_\_\_\_\_ Contract #: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Certification Expiration Date: \_\_\_\_\_ Race/Gender: \_\_\_\_\_

Form 103A required?     Yes         No                      Participation:     Direct         Indirect

Will the M/WBE firm be subcontracting any of the performance of this contract to another firm?

No     Yes - Please attach explanation.              Proposed Subcontractor: \_\_\_\_\_

The undersigned M/WBE is prepared to provide the following Commodities/Services for the above named Project/Contract:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Indicate the **Dollar Amount**, or **Percentage**, and the **Terms of Payment** for the above-described Commodities/Services:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(If more space is needed to fully describe M/WBE Firm's proposed scope of work and/or payment schedule, attach additional sheets)*

Prime Bidder/Proposer agrees to comply with and be bound by the provisions of the M/WBE Program, Prime Bidder/Proposer understand that ' sanctions may be imposed as Provided in Section 13 of the **Remedial Plan for Minority and Women Business Enterprise Economic Participation** (M/WBE Program) for failure to comply with this affidavit or the M/WBE Program. Prime Bidder/Proposer declare and affirm that to the best of our knowledge, information, and belief, the facts and representations set forth herein are true and correct and no material facts have been omitted.

\_\_\_\_\_  
Signature (M/WBE)

\_\_\_\_\_  
Signature (Prime Bidder/Proposer)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public \_\_\_\_\_.

**Chicago Public Schools**  
**Form 103B - Non-Bid Professional Service Affidavit**  
(Individual Independent Contractor/Sole Proprietor)

Contract # \_\_\_\_\_

STATE OF ILLINOIS

\_\_\_\_\_ County} ss.

I \_\_\_\_\_,  
(Print Name) (Social Security # or FIN)

hereby affirm that I am a:      Black      Hispanic      Asian      Woman      Non-Minority  
individual independent contractor/sole proprietor being retained by \_\_\_\_\_  
(Prime Proposer)  
to perform the following contract work: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I further affirm that I will exclusively be performing all the contract work, that no staff will be employed to perform any part of the contract, and that no part of the contract work will be subcontracted. Should a determination be made during the course of the contract that staff will be employed or work subcontracted, I agree to notify the Office of Business Diversity, in writing, prior to taking any such action. I further agree to submit a M/WBE Compliance Demonstration to the Office of Business Diversity for approval, setting forth the M/WBE compliance for that part of the contract work.

I agree to comply with and be bound by the provisions of the M/WBE Program and I understand that sanctions may be imposed as provided in Section 13 of the Remedial Plan for Minority and Women Business Enterprise Economic Participation (M/WBE Program) for failure to comply with this affidavit or the M/WBE Program.

I declare and affirm that to the best of my knowledge, information, and belief, the facts and representations set forth herein are true and correct and no material facts have been omitted.

\_\_\_\_\_  
(Signature)

Subscribed and sworn before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public \_\_\_\_\_.

SEAL

## **Form 104** – Vendor Diversity Profile

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Website: \_\_\_\_\_

Person Completing Questionnaire Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

1. Please provide the following information regarding your Company's Board of Directors:

<b>RACE/NATIONAL ORIGIN</b>	<b># OF MEN</b>	<b># OF WOMEN</b>	<b>TOTAL</b>
Caucasian			
African-American			
Hispanic			
Asian			
<b>GRAND TOTAL</b>			

2. Please provide the following information regarding your Company's managers:

<b>TITLE</b>	<b>CAUCASIAN</b>	<b>AFRICAN-AMERICAN</b>	<b>HISPANIC</b>	<b>ASIAN</b>	<b>WOMEN</b>	<b>TOTAL</b>
CEO/President						
Executive VP						
Senior VP						
Vice President						
Division Head						
Other						
<b>GRAND TOTAL</b>						

3. Please provide the following information regarding your Company's employees:

<b>RACE/NATIONAL ORIGIN</b>	<b># OF MEN</b>	<b># OF WOMEN</b>	<b>TOTAL</b>
Caucasian			
African-American			
Hispanic			
Asian			
<b>GRAND TOTAL</b>			

4. Does your Company have a plan for increasing diversity among its upper ranks?

Yes       No

Please provide a description of your plan:

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5. Does your Company have an established diversity program?

Yes       No

What is the title of the diversity program director, manager, or officer?

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What is the name of the diversity program director, manager, or officer?

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Please provide a brief description of your program:

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6. If your Company does not currently have a diversity program, please describe below your Company's plan for establishing a program in the future.

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7. How has the CEO demonstrated support for companywide diversity initiatives?

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8. Does the Company incorporate diversity into its strategic business plan or goals? Please explain:

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9. Please indicate your Company's procurement for the last full fiscal year in the following areas: **(In each box other than the TOTAL boxes, please provide the applicable spend amount (\$) and / percentage (%) of the total spend for each industry)**

INDUSTRY	Caucasian Business	African-American Business	Hispanic Business	Asian Business	Women Owned Business	TOTAL
Financial Services						
Legal Services						
Insurance						
Advertising						
PR/Marketing						
Technology						
Construction						
Janitorial						
Other						
<b>GRAND TOTAL</b>						

10. Please indicate your Company's charitable/philanthropic spending in the following areas for the last full fiscal year:

Education \$ \_\_\_\_\_

Museums \$ \_\_\_\_\_

Health & Human Services \$ \_\_\_\_\_

Environment \$ \_\_\_\_\_

Community Development \$ \_\_\_\_\_

Civil Rights \$ \_\_\_\_\_

Opera, Theater & Other Cultural \$ \_\_\_\_\_

Public Policy \$ \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_

12. Does your Company have a formal mentoring program for minority and women owned businesses?

Yes       No

Please provide a brief description of your mentoring program:

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13. Does your Company advertise in multiethnic media?

Yes       No

Please provide a brief description of your advertisements:

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14. Does your Company's website reference your diversity efforts?

Yes       No

15. Would your Company be interested in participating in the Chicago Public Schools Education-To-Careers program?

Yes       No

I, \_\_\_\_\_ hereby affirm that I am authorized to complete this questionnaire on behalf of \_\_\_\_\_ [Company Name], that I have personal knowledge of all the information contained herein and the same are true. I understand that records and documents may be requested by the Board to verify the information provided in this questionnaire.

\_\_\_\_\_  
Signature of Authorized Officer

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Date



# Chicago Public Schools Students Internship Agreement

## FORM 106

Bidder/Proposer has agreed to participate in a program for Public Schools students to offer internship opportunities, which will benefit students in understanding the prospective career options available to them in the Bidder/Proposer's industry.

Student Interns will be selected from of the Chicago Public Schools Education to Careers (ETC) Programs and Office of Specialized Services STEP Program. Participation may be realized through: (1) full and/or part-time entry level employment opportunities and/or (2) full and/or part time paid student internships for current ETC and/or STEP Program students.

Bidder/Proposer is committed to participate in the program in a substantial way in terms of the number of students served and the resources devoted by the firm and will ensure that its student internship program is significant in terms of its training, employment and continuing education objectives. Arrangements shall be made with Lois Richards, Director of Education to Careers Partnerships 773-553-2463 and/or Milka Ramirez, Manager for Transition Programs (773) 553-1868 to employ \_\_\_\_\_ students(s) interns to perform the following: (Number of students)

<u># Interns</u>	<u>Scope of Work</u>	<u>Timeframe</u>	<u>Hourly Pay Range</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*Upon Contract Award, this Internship Agreement sets forth the commitment and responsibilities of the Prime Bidder/Proposer with respect to the Chicago Public Schools Education To Careers (ETC) and STEP Program relationship. Prime Bidder/Proposer agrees to comply with and be bound by the provisions of the Internship Agreement.*

**This AGREEMENT is made and entered into on this** \_\_\_\_\_ **day of** \_\_\_\_\_, **20**\_\_\_\_\_,  
Day Month Year

**By** \_\_\_\_\_ **having as principal place of business at**  
(Company name)

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
(Street Address) (City) (State) (Zip)

\_\_\_\_\_  
Signature (ETC or STEP)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (Prime Bidder/Proposer)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Subscribed and sworn before me this** \_\_\_\_\_ **day of** \_\_\_\_\_, **20**\_\_\_\_\_.

**SEAL**  
**Notary Public**\_\_\_\_\_.