

**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 Plan 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 Plan) for failure to comply with this affidavit or the M/WBE Plan.

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