

SCHEDULE A

Statement of Prime Submitter Regarding Its MBE/WBE Utilization Plan TO BE COMPLETED BY SUBMITTER ONLY

Submitter: Guidehouse, Inc.

Project: Creation of a Comprehensive Strategic Plan

Is the submitter a certified MBE/WBE?

MBE: Yes No WBE: Yes No

If yes, attach all current Letters of Certification.

NOTE:

Certification of the submitter as an MBE satisfies only the MBE goal; the WBE goal must still be met. Certification of the submitter as a WBE satisfies only the WBE goal; the MBE goal must still be met. Certification of the submitter as both MBE and WBE may satisfy one goal only.

The submitter intends to perform work in connection with this project as a:

GENDER:

- Male
- Female

RACE/ETHNICITY:

- Black/African American
- Hispanic American
- Asian American
- White American
- Other _____

TYPE OF FIRM:

- Partnership
- Sole Proprietorship
- Corporation
- Joint Venturer
- Other _____

All MBE/WBE firms included in the following plan must be certified as such by a public or private organization such as the City of Chicago, Chicago Minority Supplier Development Council (CMSDC), Women Business Development Center (WBDC), and the Small Business Administration.

I. Participation of MBE/WBE Firms

In determining the manner of MBE/WBE participation in the performance of this contract, the submitter shall consider involvement with MBE/WBE firms as joint venture partners, subcontractors, and suppliers of goods and services, either directly or indirectly.

- A. If submitter is a joint venturer and one or more joint venture partners are certified MBEs or WBEs, attach copies of Letters of Certification and a copy of the Joint Venture Agreement clearly describing the role of the MBE/WBE firm(s) and its ownership interest in the joint venture.
- B. Proposing MBE/WBE subcontractors/suppliers/consultants to perform work or supply goods or services not directly related to the performance of this contract is considered to be indirect participation.

MBE/WBE Subcontractors/Suppliers/Consultants:

1. Name of MBE/WBE: Rodriguez Media Communication, Inc.

Address: 1244 N. Stone St., #3, Chicago, IL 60610

Contact Person: Eve Rodriguez Montoya Phone: (773) 908-0672

E-mail: eve@rodriguezmediacommunications.com Fax: _____

MBE/WBE Participation: Dollars \$ 125,000 Percent: 25 %

Will this subcontractor be used for direct or indirect participation? (circle one)

Schedule B and all current certification letters attached? Yes No

2. Name of MBE/WBE: K + P Advisory, LLC

Address: 3105 W. Wilson Ave., Unit 3, Chicago, IL 60625

Contact Person: Ayse Kalaycioglu Phone: (847) 323-8708

E-mail: ayse@kpadvisoryservices.com Fax: _____

MBE/WBE Participation: Dollars \$ 50,000 Percent: 10 %

Will this subcontractor be used for direct or indirect participation? (circle one)

Schedule B and all current certification letters attached? Yes No

3. Name of MBE/WBE: _____

Address: _____

Contact Person: _____ Phone: _____

E-mail: _____ Fax: _____

MBE/WBE Participation: Dollars \$ _____ Percent: _____ %

Will this subcontractor be used for direct or indirect participation? (circle one)

Schedule B and all current certification letters attached? Yes No

4. Name of MBE/WBE: _____

Address: _____

Contact Person: _____ Phone: _____

E-mail: _____ Fax: _____

MBE/WBE Participation: Dollars \$ _____ Percent: _____ %

Will this subcontractor be used for direct or indirect participation? (circle one)

Schedule B and all current certification letters attached? Yes No

5. Name of MBE/WBE: _____

Address: _____

Contact Person: _____ Phone: _____

E-mail: _____ Fax: _____

MBE/WBE Participation: Dollars \$ _____ Percent: _____ %

Will this subcontractor be used for direct or indirect participation? (circle one)

Schedule B and all current certification letters attached? Yes No

6. Name of MBE/WBE: _____

Address: _____

Contact Person: _____ Phone: _____

E-mail: _____ Fax: _____

MBE/WBE Participation: Dollars \$ _____ Percent: _____%

Will this subcontractor be used as direct or indirect participation? (circle one)

Schedule B and all current certification letters attached? Yes No

7. Name of MBE/WBE: _____

Address: _____

Contact Person: _____ Phone: _____

E-mail: _____ Fax: _____

MBE/WBE Participation: Dollars \$ _____ Percent: _____%

Will this subcontractor be used for direct or indirect participation? (circle one)

Schedule B and all current certification letters attached? Yes No

8. Name of MBE/WBE: _____

Address: _____

Contact Person: _____ Phone: _____

E-mail: _____ Fax: _____

MBE/WBE Participation: Dollars \$ _____ Percent: _____%

Will this subcontractor be used for direct or indirect participation? (circle one)

Schedule B and all current certification letters attached? Yes No

9. Name of MBE/WBE: _____

Address: _____

Contact Person: _____ Phone: _____

E-mail: _____ Fax: _____

MBE/WBE Participation: Dollars \$ _____ Percent: _____%

Will this subcontractor be used for direct or indirect participation? (circle one)

Schedule B and all current certification letters attached? Yes No

Attach additional sheets as needed.

II. Summary of MBE/WBE Plan:

A. MBE Participation:

<u>MBE Firm Name</u>	Dollar Amount of Participation	Percent Amount of Participation
Rodriguez Media Communication, Inc.	\$ 125,000	25 %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
Total MBE Participation:	\$ 125,000	25 %

B. WBE Participation:

<u>WBE Firm Name</u>	Dollar Amount of Participation	Percent Amount of Participation
K + P Advisory, LLC	\$ 50,000	10 %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
Total WBE Participation:	\$ 50,000	10 %

The submitter designates the following person as its MBE/WBE Liaison Officer:

Jennifer Jelenek, Associate Director (602) 790-5160
 (Name and Title) (Phone Number)

jjelenek@guidehouse.com
 (E-mail address)

To the best of my knowledge, information and belief, the facts and representations contained in this Schedule are true, and no material facts have been omitted.

Any material misrepresentation will be grounds for terminating any contract that may be awarded and for initiating action under federal or state laws concerning false statements.

Submitter: Guidehouse, Inc.
(Print or Type Name of Business)

Signature:  Date: May 4, 2023
(Signature of Authorized Officer/Representative)

Name/Title: Raveen Rao, Partner
(Print or Type Name and Title of Person Signing Statement)

NOTE

If submitter is an MBE/WBE operating as a joint venture with a non-MBE/WBE firm, use the signature page that follows instead.

End of Schedule A

SCHEDULE B

Statement of Intent from MBE/WBE to Perform as Subcontractor, Supplier and/or Consultant
DO NOT FILL OUT OR SIGN THIS FORM IF YOU ARE THE PRIME SUBMITTER

Project: Creation of a Comprehensive Strategic Plan

From: Rodriguez Media Communication, Inc. MBE: Yes No
(Name of MBE/WBE Firm) WBE: Yes No

To: Guidehouse, Inc. and the Chicago Park District:
(Name of Prime Contractor-Submitter)

The undersigned intends to perform work in connection with the above projects as a:

- | | | |
|--|---|---|
| GENDER: | RACE/ETHNICITY: | TYPE OF FIRM: |
| <input type="checkbox"/> Male | <input type="checkbox"/> Black/African American | <input type="checkbox"/> Partnership |
| <input checked="" type="checkbox"/> Female | <input checked="" type="checkbox"/> Hispanic American | <input type="checkbox"/> Sole Proprietorship |
| | <input type="checkbox"/> Asian American | <input checked="" type="checkbox"/> Corporation |
| | <input type="checkbox"/> White American | <input type="checkbox"/> Joint Venturer |
| | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |

The MBE/WBE status of the undersigned is confirmed by the attached current Letters of Certification from public or private entities such as the City of Chicago, the Chicago Minority Supplier Development Council (CMSDC), the Women's Business Development Center (WBDC), and the Small Business Administration.

Attach all current certification letters behind Schedule B.

The undersigned is prepared to provide the following services or supply the following goods in connection with the above project/contract:

Working in partnership with the Guidehouse team, Rodriguez Media Communication will provide stakeholder and community engagement services to support the creation of a Comprehensive Strategic Plan for the Chicago Park District.

The above-described performance is offered for the following price and described terms of payment:

This work will be invoiced on a time and materials basis. The expected total is 25% (\$125,000) of the total contract cost (\$500,000).

If more space is needed to fully describe the MBE/WBE firm's proposed scope of work and/or payment schedule, attach additional sheets.

The undersigned will enter into a written agreement for the above work with you as prime contractor, conditioned upon your execution of a contract with the Chicago Park District, and will do so within (3) three working days of receipt of a signed contract from the Chicago Park District.

Signature:  Date: May 4, 2023
(Signature of Owner or Authorized Agent of MBE/WBE)

Name/Title: Eve Rodriguez Montoya
(Print or Type Name and Title)

Address: 1244 N. Stone St. Unit 3, Chicago, IL 60610

Telephone: 773-908-0672 Fax: N/A

End of Schedule B



DEPARTMENT OF PROCUREMENT SERVICES

CITY OF CHICAGO

JUN 27 2019

Evelia Rodriguez Montoya
Rodriguez Media Communications, Inc.
1244 N. Stone St., #3
Chicago, Illinois 60610

Dear Ms. Rodriguez Montoya:

We are pleased to inform you that **Rodriguez Media Communication, Inc.** has been certified as a **Minority-Owned Business Enterprise ("MBE")** and **Women-Owned Business Enterprise ("WBE")** by the City of Chicago ("City"). This **MBE/WBE** certification is valid until **06/15/2024**; however, your firm's certification must be revalidated annually. In the past the City has provided you with an annual letter confirming your certification; such letters will no longer be issued. Therefore, we require you to be even more diligent in filing your **annual No-Change Affidavit 60 days** before your annual anniversary date.

It is now your responsibility to check the City's certification directory and verify your certification status. As a condition of continued certification during the five year period stated above, you must file an **annual No-Change Affidavit**. Your firm's annual No-Change Affidavit is due by **06/15/2020, 06/15/2021, 06/15/2022, and 06/15/2023**. Please remember, you have an affirmative duty to file your No-Change Affidavit 60 days prior to the date of expiration. Failure to file your annual No-Change Affidavit may result in the suspension or rescission of your certification.

Your firm's five year certification will expire on **06/15/2024**. You have an affirmative duty to file for recertification **60 days** prior to the date of the five year anniversary date. Therefore, you must file for recertification by **04/15/2024**.

It is important to note that you also have an ongoing affirmative duty to notify the City of any changes in ownership or control of your firm, or any other fact affecting your firm's eligibility for certification **within 10 days** of such change. These changes may include but are not limited to a change of address, change of business structure, change in ownership or ownership structure, change of business operations, gross receipts and or personal net worth that exceed the program threshold. Failure to provide the City with timely notice of such changes may result in the suspension or rescission of your certification. In addition, you may be liable for civil penalties under Chapter 1-22, "False Claims", of the Municipal Code of Chicago.

Please note – you shall be deemed to have had your certification lapse and will be ineligible to participate as a **MBE/WBE** if you fail to:

cc 80

- File your annual No-Change Affidavit within the required time period;
- Provide financial or other records requested pursuant to an audit within the required time period;
- Notify the City of any changes affecting your firm's certification **within 10 days** of such change; or
- File your recertification within the required time period.

Please be reminded of your contractual obligation to cooperate with the City with respect to any reviews, audits or investigation of its contracts and affirmative action programs. We strongly encourage you to assist us in maintaining the integrity of our programs by reporting instances or suspicions of fraud or abuse to the **City's Inspector General at chicagoinspectorgeneral.org, or 866-IG-TIPLINE (866-448-4754).**

Be advised that if you or your firm is found to be involved in certification, bidding and/or contractual fraud or abuse, the City will pursue decertification and debarment. In addition to any other penalty imposed by law, any person who knowingly obtains, or knowingly assists another in obtaining a contract with the City by falsely representing the individual or entity, or the individual or entity assisted is guilty of a misdemeanor, punishable by incarceration in the county jail for a period not to exceed six months, or a fine of not less than \$5,000 and not more than \$10,000 or both.

Your firm's name will be listed in the City's Directory of Minority and Women-Owned Business Enterprises in the specialty area(s) of:

NAICS Code(s):

541840- Media Representatives

Your firm's participation on City contracts will be credited only toward **MBE/WBE** goals in your area(s) specialty. While your participation on City contracts is not limited to your area of specialty, credit toward goals will be given only for work that is self-performed and providing a commercially useful function that is done in the approved specialty category.

Thank you for your interest in the City's Minority, Women-Owned Business Enterprise, Veteran-Owned Business Enterprise and Business Enterprise Owned or Operated by People with Disabilities (MBE/WBE/VBE/BEPD) Program.

Sincerely,



Shannon E. Andrews *mg*
Chief Procurement Officer

SEA/fn

SCHEDULE B

Statement of Intent from MBE/WBE to Perform as Subcontractor, Supplier and/or Consultant
DO NOT FILL OUT OR SIGN THIS FORM IF YOU ARE THE PRIME SUBMITTER

Project: Creation of a Comprehensive Strategic Plan

From: K + P Advisory, LLC MBE: Yes No
(Name of MBE/WBE Firm) WBE: Yes No

To: Guidehouse, Inc. and the Chicago Park District:
(Name of Prime Contractor-Submitter)

The undersigned intends to perform work in connection with the above projects as a:

- | | | |
|--|--|---|
| GENDER: | RACE/ETHNICITY: | TYPE OF FIRM: |
| <input type="checkbox"/> Male | <input type="checkbox"/> Black/African American | <input type="checkbox"/> Partnership |
| <input checked="" type="checkbox"/> Female | <input type="checkbox"/> Hispanic American | <input type="checkbox"/> Sole Proprietorship |
| | <input type="checkbox"/> Asian American | <input type="checkbox"/> Corporation |
| | <input checked="" type="checkbox"/> White American | <input type="checkbox"/> Joint Venturer |
| | <input type="checkbox"/> Other _____ | <input checked="" type="checkbox"/> Other _____ |

The MBE/WBE status of the undersigned is confirmed by the attached current Letters of Certification from public or private entities such as the City of Chicago, the Chicago Minority Supplier Development Council (CMSDC), the Women's Business Development Center (WBDC), and the Small Business Administration.

Attach all current certification letters behind Schedule B.

The undersigned is prepared to provide the following services or supply the following goods in connection with the above project/contract:

Working in partnership with the Guidehouse team, K+P Advisory will provide research and analysis and strategic planning services to support the creation of a Comprehensive Strategic Plan for the Chicago Park District.

The above-described performance is offered for the following price and described terms of payment:

This work will be invoiced on a time and materials basis. The expected total is 10% (\$50,000) of the total contract cost (\$500,000).

If more space is needed to fully describe the MBE/WBE firm's proposed scope of work and/or payment schedule, attach additional sheets.

The undersigned will enter into a written agreement for the above work with you as prime contractor, conditioned upon your execution of a contract with the Chicago Park District, and will do so within (3) three working days of receipt of a signed contract from the Chicago Park District.

Signature:  Date: 4/26/2023
(Signature of Owner or Authorized Agent of MBE/WBE)

Name/Title: Aysegul Kalaycioglu
(Print or Type Name and Title)

Address: 3105 W. Wilson, Unit 3, Chicago, IL 60625

Telephone: 847.323.8708 Fax: _____

End of Schedule B



CITY OF CHICAGO

DEPARTMENT OF PROCUREMENT SERVICES

DEC 21 2022

Aysegul Kalaycioglu
K + P Advisory, LLC
3105 W Wilson Ave., Unit 3
Chicago, Illinois 60625

Dear Ms. Kalaycioglu:

We are pleased to inform you that **K + P Advisory, LLC** is certified as a **Women-Owned Business Enterprise ("WBE")** by the City of Chicago ("City"). This certification will remain effective for as long as your firm continues to meet all certification eligibility requirements and is contingent upon the firm affirming its eligibility by filing an **annual No-Change Affidavit** each year. In the past, the City has provided you with an annual letter confirming your certification; such letters will no longer be issued. Therefore, we require you to be even more diligent in filing your **annual No-Change Affidavit 60 calendar days before your annual anniversary date of December 15th**.

It is now your responsibility to check the City's certification directory and verify your certification status. As a condition of continued certification, you must **file an annual No-Change Affidavit by your anniversary date of December 15th**. Please remember, you have an affirmative duty to file your No-Change Affidavit 60 days prior to the anniversary date for timely processing. Failure to file your annual No-Change Affidavit may result in the suspension or rescission of your certification.

It is important to note that you also have an ongoing affirmative duty to notify the City of any changes in ownership or control of your firm, or any other fact affecting your firm's eligibility for certification **within 10 days** of such change. These changes may include but are not limited to a change of address, change of business structure, change in ownership or ownership structure, change of business operations, gross receipts and or personal net worth that exceed the program threshold. Failure to provide the City with timely notice of such changes may result in the suspension or rescission of your certification. In addition, you may be liable for civil penalties under Chapter 1-22, "False Claims", of the Municipal Code of Chicago.

Please note – you shall be deemed to have had your certification lapse and will be ineligible to participate as a **WBE** if you fail to:

- File your annual No-Change Affidavit within the required time period;
- Provide financial or other records requested pursuant to an audit within the required time period;
- Notify the City of any changes affecting your firm's certification **within 10 days** of such change; or

- File your recertification within the required time period.

Please be reminded of your contractual obligation to cooperate with the City with respect to any reviews, audits or investigation of its contracts and affirmative action programs. We strongly encourage you to assist us in maintaining the integrity of our programs by reporting instances or suspicions of fraud or abuse to the **City's Inspector General at chicagoinspectorgeneral.org, or 866-IG-TIPLINE (866-448-4754).**

Be advised that if you or your firm is found to be involved in certification, bidding and/or contractual fraud or abuse, the City will pursue decertification and debarment. In addition to any other penalty imposed by law, any person who knowingly obtains, or knowingly assists another in obtaining a contract with the City by falsely representing the individual or entity, or the individual or entity assisted is guilty of a misdemeanor, punishable by incarceration in the county jail for a period not to exceed six months, or a fine of not less than \$5,000 and not more than \$10,000 or both.

Your firm's name will be listed in the City's Directory of Minority and Women-Owned Business Enterprises in the specialty area(s) of:

NAICS Code(s):

- 531390 – Real Estate Consultants (except agents, appraisers) Offices**
- 541611 – Administrative Management and General Management Consulting Services**
- 541611 – Business Management; Strategic Management Consulting Services**
- 541612 – Organization Development Consulting Services**
- 541618 – Telecommunications Management; Utilities Management Consulting Services**
- 541720 – Business, and Economic Research and Development Services**
- 541990 – Construction Estimation Services**
- 561210 – Facilities Support Services**
- 561920 – Event and Meeting Planning Services**


Your firm's participation on City contracts will be credited only toward **WBE** goals in your area(s) specialty. While your participation on City contracts is not limited to your area of specialty, credit toward goals will be given only for work that is self-performed and providing a commercially useful function that is done in the approved specialty category.

Thank you for your interest in the City's Minority, Women-Owned Business Enterprise, Veteran-Owned Business Enterprise and Business Enterprise Owned or Operated by People with Disabilities (MBE/WBE/VBE/BEPD) Program.

Sincerely,



Tammi Morgan
Contracting Equity Officer

TM/cm 



MBE/WBE UTILIZATION REPORTING REQUIREMENTS

CHICAGO PARK DISTRICT

Term Agreement Contracts

For term agreement contracts for materials, supplies, equipment, services, etc., utilization reports are to be submitted monthly. The MBE/WBE Utilization Report form will be provided to the awardee with the awardee's executed contract, and the awardee's first MBE/WBE Utilization Report will be due no later than ninety (90) days after the date of that contract's execution.

1. Copies of cancelled checks (both sides), wire transfers, and other forms of payments to MBE(s) and WBE(s). These payments must be for services provided on this contract only

AND

2. Copies of invoices from MBE(s) and WBE(s) for services provided on this contract only

AND

3. Waivers of lien, when applicable

Submission Address: MBE/WBE Utilization Reports are to be submitted directly to:

Compliance Officer
Department of Purchasing
Chicago Park District
541 N. Fairbanks Court
6th Floor
Chicago, IL. 60611

End of MBE/WBE Reporting Requirements