

MBE/WBE INSTRUCTIONS FOR COMPLETING SCHEDULES A & B

CHICAGO PARK DISTRICT

A. SCHEDULE A (STATEMENT OF PROPOSER)

1. Completion of Schedule A

- a. Schedule A must be completed and signed by the proposer.
- b. The proposer must commit to the expenditure of a specific dollar amount of participation by each MBE/WBE listed on the Schedule A.

2. Joint Venture Attachment to Schedule A (Joint Venture only)

- a. If the proposer's MBE/WBE plan includes the participation of an MBE/WBE as a joint venture partner, the proposer must submit, with the Schedule A, a copy of the parties' joint venture agreement.
- b. The Alternate Signature Page of the Schedule A must be signed by the joint venture partners.

3. Non-compliant Proposal

Failure to submit a properly completed and signed Schedule A (and joint venture documentation, if applicable) may render the proposal non-compliant, which may remove the proposer from consideration for award.

B. SCHEDULE B (STATEMENT OF MBE/WBE FIRM(S))

1. Completion of Schedule B

- a. A Schedule B form must be completed and signed by each MBE/WBE firm listed on the Schedule A as participating in the contract as a subcontractor. Only that subcontractor shall sign the Schedule B.
- b. That MBE/WBE firm also must submit, with their Schedule B, all of their current Letters of Certification obtained from public or private entities such as the City of Chicago, the Chicago Minority Business Development Council (CMBDC), the Women's Business Development Center (WBDC), or the Small Business Administration.

2. Non-compliant Proposal

Failure of the proposer to submit a completed and signed Schedule B and current certification letter(s) for each subcontractor listed on the Schedule A may render the proposal non-compliant, which may remove the proposer from consideration for award.

End of Instructions for Completing Schedules A & B

SCHEDULE A

Statement of Proposer Regarding Its MBE/WBE Utilization Plan TO BE COMPLETED BY THE PROPOSER ONLY

Proposer: Clarity Partners, LLC

Project: Web and Mobile Application Support Services

Is the proposer a certified MBE/WBE?

MBE: ☒ Yes ☐ No WBE: ☐ Yes ☒ No

If yes, attach all current Letters of Certification.

NOTE:

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

The proposer 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 Limited Liability Company

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, Cook County-Illinois, the Illinois Department of Central Management Services (CMS), the Metropolitan Water Reclamation District, the Small Business Administration, the Chicago Minority Supplier Development Council (CMSDC), and the Women Business Development Center (WBDC).

I. Participation of MBE/WBE Firms

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

- A. If proposer 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: The William Everett Group

Address: 35 East Wacker Drive, Suite 3900, Chicago, IL 60601

Contact Person: Ellen Rozelle Turner

Phone: (312) 564-5680

E-mail: e.turner@wegrp.com

Fax: (312) 929-4553

MBE/WBE Participation: Dollars \$ 20,000.00

Percent: 5.0 %

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: N/A

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

3. Name of MBE/WBE: N/A

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: N/A

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: N/A

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: N/A
- 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: N/A
- 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: N/A
- 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: N/A
- 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
Clarity Partners, LLC	\$ 200,000.00	50.0 %
	\$	%
	\$	%
	\$	%
	\$	%
	\$	%
	\$	%
	\$	%
	\$	%
Total MBE Participation:	\$	%

B. WBE Participation:

<u>WBE Firm Name</u>	Dollar Amount of Participation	Percent Amount of Participation
The William Everett Group	\$ 20,000.00	5.0 %
	\$	%
	\$	%
	\$	%
	\$	%
	\$	%
	\$	%
	\$	%
	\$	%
Total WBE Participation:	\$	%

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

Shivani Raval, Proposal Manager
(Name and Title)

(312) 920-0550
(Phone Number)


s.raval@claritypartners.com
(E-mail address)

CONTINUE TO NEXT PAGE

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.

Proposer: Clarity Partners, LLC
(Print or Type Name of Business)

Signature:  Date: 8-2-17
(Signature of Authorized Officer/Representative)

Name/Title: Rodney S. Zech, Managing Member
(Print or Type Name and Title of Person Signing Statement)

NOTE

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

End of Schedule A

**ALTERNATE
SCHEDULE A SIGNATURE PAGE
FOR MBE/WBE JOINT VENTURE WITH A NON-MBE/WBE FIRM**

Complete this signature page only if you are an MBE/WBE operating as a joint venture with a non-MBE/WBE firm

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.

NOTE:

After filing this statement and before the completion of the joint venture's work on this project, if there is any change in the information submitted, the joint venturer must inform the Chicago Park District.

N/A

(Name of MBE/WBE Partner Firm)

N/A

(Name of Non-MBE/WBE Partner Firm)

(Signature of Authorized Officer/Representative)

(Signature of Authorized Officer/Representative)

(Print or Type Name and Title)

(Print or Type Name and Title)

(Date)

(Date)

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 PROPOSER

Project: Web and Mobile Application Support Services

From: The William Everett Group
(Name of MBE/WBE Firm)

MBE: ☒ Yes ☐ No

WBE: ☒ Yes ☐ No

To: Clarity Partners, LLC and the Chicago Park District:
(Name of Proposer)

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

GENDER:

- ☐ Male
☒ Female

RACE/ETHNICITY (CHECK ONE):

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

TYPE OF FIRM (CHECK ONE):

- ☐ Partnership
☐ Sole Proprietorship
☐ Corporation
☐ Joint Venturer
☒ Other Limited Liability Company

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, Cook County, the Chicago Minority Supplier Development Council (CMSDC), the Women's Business Development Center (WBDC), Illinois Department of Central Management Services (CMS), The Metropolitan Water Reclamation District of Greater Chicago, and the Small Business Administration (SBA).

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:

The William Everett Group will provide consulting services in support of the Web and Mobile Application
Support Services project.

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

The William Everett Group will perform 5% of the total contract value and will be paid within 10 business days
of Clarity's receipt of payment from the Chicago Park District for services rendered.

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

SCHEDULE B

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 three (3) working days of receipt of a signed contract from the Chicago Park District.

Signature: _____

(Signature of Owner or Authorized Agent of MBE/WBE)

Date: 8-2-17

Name/Title: _____

Ellen Rozelle Turner

(Print or Type Name and Title)

Address: 35 East Wacker Drive, Suite 3900, Chicago, IL 60601

Telephone: (312) 564-5680

Fax: (312) 929-4553

End of Schedule B



DEPARTMENT OF PROCUREMENT SERVICES

JAN 19 2016

CITY OF CHICAGO

David C. Namkung
Clarity Partners, LLC
227 West Monroe, Suite 3950
Chicago, IL 60602

Dear David C. Namkung:

We are pleased to inform you that **Clarity Partners, LLC** has been re-certified as a **Minority Business Enterprise ("MBE")** by the City of Chicago ("City"). This **MBE** certification is valid until **01/15/2021**; however your firm's certification must be re-validated annually. In the past the City has provided you with an annual letter confirming your certification; such letters will no longer be issued. As a consequence, 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 01/15/2017, 01/15/2018, 01/15/2019 and 01/15/2020. 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 **01/15/2021**. 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 **11/15/2020**.

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** 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 a minority-owned business or a woman-owned business, 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):

- 518210 – Data entry services**
- 518210 – Web hosting**
- 541511 – Applications software programming services, custom computer**
- 541511 – Computer program or software development, custom**
- 541511 – Computer programming services, custom**
- 541511 – Computer software analysis and design services, custom**
- 541511 - Computer software programming services, custom**
- 541511 – Computer software support services, custom**
- 541511 – Programming services custom computer**
- 541511 – Software analysis and design services, custom computer**
- 541511 – Software programming services, custom computer**
- 541511 – Web (i.e., Internet) page design services, custom**
- 541512 – Computer hardware consulting services or consultants**
- 541512 – Computer software consulting services or consultants**
- 541512 – Computer systems integration analysis and design services**
- 541512 – Computer systems integration design consulting services**
- 541512 – Computer systems integrator services**
- 541512 – Information management computer systems integration design services**
- 541512 – Network systems integration design services, computer**
- 541512 – Office automation computer systems integrations design services**
- 541512 – Systems integration design consulting services, computer**
- 541512 – Systems integration design services, computer**

541611 – Administrative management consulting services
541611 – Business management consulting services
541611 – Financial management consulting (except investment advice) services
541611 – General management consulting services
541611 – Reorganizational consulting services
541611 – Strategic planning consulting services

Your firm's participation on City contracts will be credited only toward Minority Business Enterprise and Woman Business Enterprise 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 and Women-Owned Business Enterprise (MBE/WBE) Program.

Sincerely,



Rich Butler
First Deputy Procurement Officer

RB/sl



TONI PRECKWINKLE

PRESIDENT

**Cook County Board
of Commissioners**

RICHARD R. BOYKIN
1st District

ROBERT STEELE
2nd District

JERRY BUTLER
3rd District

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16th District

SEAN M. MORRISON
17th District

OFFICE OF CONTRACT COMPLIANCE

JACQUELINE GOMEZ

DIRECTOR

118 N. Clark, County Building, Room 1020 • Chicago, Illinois 60602 • (312) 603-5502

December 20, 2016

Ms. Ellen R. Turner

President & CEO

Mind Your Manners d/b/a The William Everett Group

35 East Wacker Drive, Suite 3900

Chicago, IL 60601

Re: Annual Certification Expires: December 29, 2017

Dear Ms. Turner:

Congratulations on your continued eligibility for Certification as a **Minority-owned Business Enterprise (MBE)** and **Women-owned Business Enterprise (WBE)** by Cook County Government. This certification is valid until **December 29, 2021**; however, you must re-validate your firms' certification annually.

As a condition of continued Certification during this five (5) year term, you must file a **"No Change Affidavit"** within sixty (60) business days prior to the date of Annual Certification Expiration. Failure to file this Affidavit shall result in the termination of your Certification. You must notify Cook County Government's Office of Contract Compliance of any change in ownership or control or any other matters or facts affecting your firm's eligibility for Certification within **fifteen (15) business days** of such change.

Cook County Government may commence action to remove your firm as an **MBE/WBE** vendor if you fail to notify us of any changes of facts affecting your firm's Certification, or if your firm otherwise fails to cooperate with the County in any inquiry or investigation. Removal of status may also be commenced if your firm is found to be involved in bidding or contractual irregularities.

Your firm's name will be listed in Cook County's Directory of certified firms in the following area(s) of specialty:

**TECHNOLOGY: MANAGEMENT, APPLICATION & INFRASTRUCTURE CONSULTING SERVICES;
STAFFING AND TRAINING SERVICES**

Your firm's participation on Cook County contracts will be credited toward **MBE** or **WBE** goals in your area(s) of specialty. While your participation on Cook County contracts is not limited to your specialty, credit toward **MBE** or **WBE** goals will be given only for work performed in the specialty category.

Thank you for your continued interest in Cook County Government's Minority, Women, Veteran, and Service-Disabled Veteran Business Enterprise Programs.

Sincerely,

Jacqueline Gomez

Contract Compliance Director

JG/ew