



Appendix 1

**Terms & Conditions Regarding Compliance with the Minority Business
Commitment and the Women Business Enterprise Commitment**

**Terms & Conditions Regarding
Compliance with the City Colleges of Chicago's
Minority Business Enterprise (MBE) and
Women Business Enterprise (WBE) Participation Plan**

SECTION 1: 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 of Chicago 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 the revised Terms and Conditions is to describe the current requirements of the 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 2: POLICY STATEMENT AND TERMS

- 2.1 It is the policy of the Board to ensure 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 ensure significant participation by certified MBEs and WBEs.
- 2.3 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 3: DEFINITIONS

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



SCHEDULE A
MBE / WBE Goal Implementation Plan

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, direct subcontractors, and suppliers of goods and services directly related to the performance of this contract. A service not directly related to the scope of services, but utilized during the bidder/proposer's normal course of business is considered indirect.

Additionally, all MBE/WBE firms included in this plan must be currently certified as such by at least one of the following agencies acknowledged by the City Colleges of Chicago (City of Chicago, Cook County, State of IL, Chicago Minority Supplier Development Council and regional affiliates and/or the Women's Business Development Center and its regional affiliates).

Project Name& Number Academic Impressions Professional Development

In connection with the above referenced project I HEREBY DECLARE AND AFFIRM that I am a duly authorized representative of:

CR Mrig Company dba Academic Impressions

(Company Name)

Kevin Kientz

Digitally signed by Kevin Kientz
 Date: 2023.01.14 19:40:08 -07'00'

(Printed Name and Signature of bidder/proposer's authorized representative)

located at: 5299 DTC Blvd. Suite 1400 Greenwood Village, CO 80111

(Address, City & Zip)

and I can reached at 7209881212 or via email at kevin@academicimpressions.com
 (phone number)

The certified MBE and WBE participants on this project include (attach additional sheets as necessary):

| | | |
|--|---|---|
| Name of MBE/WBE Vendor: CR Mrig Company dba Academic Impressions | Street Address: 5299 DTC Blvd Suite 1400 | City, State & Zip: Greenwood Village, CO 80111 |
| Contact Name: Kevin Kientz | Contact Title: CFO | Contact Phone: 7209881212 |
| Contact Email: kevin@academicimpressions.com | MBE <input checked="" type="checkbox"/> WBE <input type="checkbox"/> Supplier <input type="checkbox"/> (100% credit) | Certification Agencies: Mountain Plains Minority Supplier Development Council |
| Contract \$: \$41,000 | Contract %: 100% | Indirect Participation <input type="checkbox"/> Direct Participation <input checked="" type="checkbox"/> |
| Description of Services: Enterprise professional development for all faculty and staff at Malcolm X College | | |

National Institute of Governmental Purchasing Commodity Codes

Please select at least one product **or** service that your organization can provide to CCC from the following dropdown lists.

Supplies

715-12 Books, Reference (Incl. CD versions):Dictionaries, etc.

Blank

Blank

Blank

Services

956-85 Training, Computer Based (Software Supported)

Blank

Blank

Blank

If you provide goods and/or services not represented in these lists, please identify them in the space provided below. We may contact your firm for additional commodity information.

Academic Impressions offers leadership development and professional development, including executive and faculty coaching, for staff and faculty in higher education.

Thank you for completing a vendor application for CCC! Applications are usually processed in 2-7 business days. Enjoy the rest of your day!



Submit



June 27, 2022

Amit Mrig
Academic Impressions
Greenwood Village, CO 80111

Congratulations! I am pleased to inform you that your company **CR Mrig Company DBA Academic Impressions** has been **certified** as a Minority-owned Business Enterprise by The Council – *Mountain Plains Minority Supplier Development Council (MPMSDC)*, an affiliate of the *National Minority Supplier Development Council (NMSDC)*. As a certified MBE, you are part of an expansive network of national and regional organizations dedicated to helping you achieve your business goals.

Your designation as an MBE means you have met the criteria for being a minority-owned and managed business in good standing. The period covering your recertification extends through **June 27, 2023**, as long as ownership and management of your business remain the same. All MBE's must re-certify annually, the re-certification process is not automatic, and it is the responsibility of the MBE to submit their application in a timely manner per NMSDC guidelines. Please submit your application and all required documents at least **45 days** prior to the Expiration Date listed on your Certificate. We are aware that businesses make frequent management changes; therefore, we ask that you notify *The Council* immediately if such a change occurs.

Now that you are certified, you are entitled to several benefits including:

- Eligibility to participate in a variety of supplier development programs and networking events;
- Receive procurement announcements via email that was placed on application from *The Council*.
- Certified MBEs are invited to various corporate 1-on-1 matching events and exclusive corporate matching programs each year.
- MBEs are listed in the national MSDC database of suppliers accessible by all corporate members.
- Opt-In to MBE2MBE database- start doing business with other MBEs!

In order to maximize your certification in *The Council*:

- **Participate!** Success in *The Council* is achieved through networking. Check your e-mail for upcoming announcements:
- **Inform!** Let your customers know that you are now a certified MBE. Send them copies of your enclosed certificate: and finally
- **Capitalize!** Take full advantage of your benefits of certification.

Again, congratulations! If you have any questions or need additional information, please feel free to contact the Council at (303) 623-3037 or at certification@mpmsdc.org

Sincerely,

A handwritten signature in black ink that reads "Stan Sena". The signature is written in a cursive, flowing style.

Stan Sena
President and CEO
Mountain Plains MSDC

THIS CERTIFIES THAT

CR Mrig Company

dba Academic Impressions



* Nationally certified by the: **MOUNTAIN PLAINS MINORITY SUPPLIER DEVELOPMENT COUNCIL**

*NAICS Code(s): **611430**

* Description of their product/services as defined by the North American Industry Classification System (NAICS)

06/27/2022

Issued Date

MP05442

Certificate Number

**Ying McGuire
NMSDC CEO and President**

Stan Sena, President/CEO

06/27/2023

Expiration Date

By using your password (NMSDC issued only), authorized users may log into NMSDC Central to view the entire profile: <http://nmsdc.org>

Certify | Develop | Connect | Advocate

* MBEs certified by an Affiliate of the National Minority Supplier Development Council, Inc.®

CITY COLLEGES OF CHICAGO ETHICS ORIENTATION CONTRACTORS/VENDORS

INTRODUCTION/GENERAL PRINCIPLES

As a City Colleges of Chicago (CCC) vendor/contract worker you are subject to the City Colleges of Chicago Ethics Policy. The purpose of this policy is to promote public confidence in the integrity of CCC by establishing consistent standards for the conduct of CCC business by Board members and employees.

The CCC Ethics Policy applies to full-time, part-time, temporary and seasonal employees, as well as to appointees to the Board of Trustees and contract workers.

As a CCC vendor/contract worker, you are expected to work on behalf of CCC in a manner that always complies with laws, rules, regulations and policies. By doing so and by always acting with honesty and integrity you are allowing established values to guide your actions and decisions. That is what it means to follow the principles of ethics.

The information that follows is intended to make you aware of selected elements of the CCC Ethics Policy and other laws and rules that relate to ethical conduct. If you have questions you may contact the CCC Procurement Office.

ETHICS OFFICER

The City Colleges Ethics Officer is designated by the Chancellor to provide guidance to the officials and employees of the District concerning the interpretation and compliance with the provisions of the City Colleges of Chicago Ethics Policy. The Ethics Officer shall also perform such other duties as may be delegated by the City Colleges of Chicago Board.

ANNUAL ETHICS TRAINING

All CCC employees are required to complete at least annually an ethics training program conducted by the City Colleges of Chicago. This requirement applies to any person employed full-time, part-time, or pursuant to a contract, as well as to any appointee – i.e. Board members. The ethics training reflects aspects of the City Colleges of Chicago Ethics Policy. The City Colleges Ethics Training Administrator will notify you and provide instructions to you concerning when and how to participate in the annual ethics training.

EXCERPTS FROM CCC ETHICS POLICY

GIFT BAN

In many instances, it is unlawful for a CCC employee to accept gifts that are offered in connection with his or her job. An employee cannot solicit or accept a gift from certain individuals or entities that are defined by law as a "prohibited source." Current vendors, as well as vendors interested in doing work for CCC are considered prohibited sources.

As a contractor or vendor doing business with the City Colleges of Chicago you are required to comply with the Gift Ban prohibition of the CCC Ethics Policy. Under the Gift Ban Section of the Policy (Section 1aa) current vendors, as well as vendors interested in doing work for CCC are considered prohibited sources and thereby precluded from providing gifts to CCC employees except as provided in the CCC Policy at Section 4-2(a-1). If you are in doubt about a gift, contact your Ethics Officer and read the City Colleges of Chicago Ethics Policy on Gift Ban. The City Colleges of Chicago Ethics Policy can be found at <http://www.ccc.edu/departments/pages/ethics.aspx>

FIDUCIARY RESPONSIBILITY

All vendor/contract workers, Board members and student officers of the District owe fiduciary responsibility to the Board, District and residents of the District. Fiduciary responsibility is defined as a relationship imposed by law where someone has voluntarily agreed to act in the capacity of a "caretaker" of another's rights, assets and/or well being. The fiduciary owes an obligation to carry out the responsibilities with the utmost degree of "good faith, honesty, integrity, loyalty and undivided service of the beneficiaries' interest."

USE OF DISTRICT PROPERTY

CCC full-time, part-time, temporary and seasonal employees, as well as appointees to the Board of Trustees and contract workers shall not engage in or permit unauthorized use of District property.

POLITICAL ACTIVITY

No person who has done business with the City Colleges of Chicago within the preceding four years or is seeking to do business with the City Colleges of Chicago shall make contributions in an aggregate amount exceeding \$1500.00: (i) to any candidate for city office during a single candidacy; or (ii) to an elected official of the government of the city during any reporting year of his term; or (iii) any official or employee of the City Colleges of Chicago who is seeking election to any other office.

PENALTIES

Any contractor doing business with City Colleges of Chicago found to have violated the City Colleges of Chicago Ethics Policy, may be barred from doing business with City Colleges of Chicago, along with any other penalty provided for in this Policy.

CITY COLLEGES OF CHICAGO ETHICS POLICY

All vendor/contractor workers are required to read and will be held accountable to the City Colleges of Chicago Ethics Policy. The City Colleges of Chicago Ethics Policy can be found at <http://www.ccc.edu/departments/pages/ethics.aspx>

All vendors/contractors are required to sign the attached acknowledgment and return it to the Procurement Office. The executed acknowledgment will be on file in the Procurement Office.

VENDOR/CONTRACTOR ACKNOWLEDGEMENT

I affirm that I have received the Ethics Orientation Contractors/Vendors packet. I further affirm that I will read the full text of the City Colleges of Chicago Ethics Policy.

CR Mrig Company

FIRM NAME

Kevin Kientz

SUBMITTED BY



01/18/2023

Date

Chief Financial Officer

TITLE

Contact Information for the City Colleges of Chicago Ethics Office

Telephone: (312) 553-2925

Email: ethicsoffice@ccc.edu

Web Page: <http://www.ccc.edu/departments/pages/ethics.aspx>



SCHEDULE A
MBE / WBE Goal Implementation Plan

| | | | | | |
|------------------|-----------|-------|--------------------|------|-----|
| Total MBE Direct | \$ 41,000 | % 100 | Total MBE Indirect | \$ 0 | % 0 |
| Total WBE Direct | \$ 0 | % 0 | Total WBE Indirect | \$ 0 | % 0 |

Bidder/Proposer's M/WBE Liaison (If other than the submitter of the Schedule):

(Please print—Name, phone & email address)

Affidavit of Bidder/Proposer:

I affirm that I have personally reviewed the material and facts set forth herein describing the Bidder/Proposer's plan to achieve the City Colleges of Chicago's MBE/WBE goals and that to the best of my knowledge the information contained herein is true and no material facts have been omitted. Additionally I understand that material misrepresentation will be grounds for contract termination if the Bidder/Proposer is so selected and will be subject to all laws relative to false statements.

[Handwritten Signature]

On this 23rd day of January, 2023, the

Chief Financial Officer
 (Title of Affiant)

Academic Impression
 (Name of Company)

appeared before me to acknowledge the execution of the terms contained herein.

IN WITNESS WHEREOF, I HEREUNTO SET MY HAND AND OFFICIAL SEAL.

[Handwritten Signature]
 (Signature of Notary Public)

My Commission Expires: 04/25/2024

NIKOLAS SCHWIETERT
 NOTARY PUBLIC
 STATE OF COLORADO
 NOTARY ID 20164015685
 MY COMMISSION EXPIRES APRIL 25, 2024
 (Seal)

