

STATEMENT OF WORK

Daryl Okrzesik (Consultant) will provide business consultant services to City Colleges of Chicago (CCC), Office of Finance, for a cost not to exceed \$24,999 as described below. Consultant's primary point of contact at CCC for this engagement will be Maribel Rodriguez, CFO & Jolenna Nanalig, AVC Finance/Treasurer. The consulting services will be provided either remotely or at 3901 S. State, Room 216 at the consultant's discretion and in consultation with CCC. City Colleges of Chicago shall provide supplies and equipment (loaner laptop). Consultant's commitment and responsibilities are described in more detail below on the Statement of Work.

Statement of Work (SOW)

Daryl Okrzesik – Finance Department Consultant

Project Objective

Finance consultant to provide an array of professional support and assistance to the Office of Finance.

Deliverables

- Advise and consult with the department during the annual financial audit or other external agency audits.
- Provide expert consultation in the preparation and development of various regulatory and statutory reporting such as Higher Learning Commission (HLC).
- Provide expert consultation on the various other financial reporting and filings to federal, regulatory, statutory and taxing agencies.
- Advise leadership and consult in meetings with critical timeline for special projects and bond refunding.
- Advise various staff members in the development and communication of new policies and procedures.
- Advise and consult with the department or committees on recommendations and best practices.
- Assist, consult, advise the department on other general transition activities as determined by the CFO and AVC Finance/Treasurer and attend departmental meetings as needed.

Term

Consulting services shall begin October 2, 2023 and continue through February 16, 2024, at a total cost not to exceed \$24,999.

Services shall be billed to CCC, at a rate of \$75/hour.