

**NOTE:** Please refer to the attached instructions regarding the Good Faith Efforts required to support a waiver request.

To: City Colleges of Chicago Office of M/WBE Contract Compliance

Re: **Request for waiver from the City Colleges of Chicago MBE/WBE Contract Participation Plan**

The undersigned respectfully requests a waiver of the City Colleges of Chicago's M/WBE Contract Participation Plan as detailed below. The request is made with the express understanding that the approval is not automatic and the circumstances and supporting documentation will be reviewed accordingly.

Project Name & Number:

Type of waiver:  Full MBE (25%)  Partial MBE (percentage to be waived)  %  
 Full WBE (7 %)  Partial WBE (percentage to be waived)

Reason for waiver:

- Sole Source Manufacturer
- Distributor – No Subcontractors
- Limited subcontracting opportunities
- Other

Submitted by: *Emily Froimson* Chief Operating Officer  
Signature and Title of authorized representative

Name of Bidder/Proposer Company

**For CCC use**

Granted:  Full MBE  Partial MBE  Full WBE  Partial WBE

Denied:  Insufficient supporting documentation  Sufficient pool of direct M/WBE vendors

User Department concurrence (for scope issues): \_\_\_\_\_

CCO initials/date: \_\_\_\_\_ Compliance Director / Date \_\_\_\_\_