

**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.

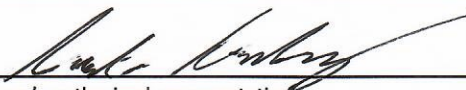
Additionally, all MBE/WBE firms included in this plan must be currently certified as such by at least one of the following agencies acknowledged by the City Colleges of Chicago (City of Chicago, Cook County, State of IL, Chicago Minority Supplier Development Council and regional affiliates and/or the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

**Project Name& Number** Truman Middle College High School-Training and Counseling Services

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

**SGA Youth & Family Services, NFP**

(Company Name)

Roberto Rodriguez 

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

located at: 11 E. Adams St. Suite 240

(Address, City & Zip)

and I can reached at 312-774-6474 or via email at F3@sga-youth.org  
(phone number)

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

Name of MBE/WBE Vendor: <b>Velma Butler &amp; Company</b>	Street Address: 6 East Monroe Street, Suite 400	City, State & Zip: Chicago, IL 60603-2739
Contact Name: <b>Velma Butler</b>	Contact Title: <b>Owner</b>	Contact Phone: 312-419-1547
Contact Email: <b>VBandC@aol.com</b>	MBE <input checked="" type="checkbox"/> WBE <input checked="" type="checkbox"/> Supplier <input type="checkbox"/> (100% credit)	Certification Agencies: City of Chicago
Contract \$: <b>24,045.00</b>	Contract %:	Indirect Participation <input checked="" type="checkbox"/> Direct Participation <input type="checkbox"/>
Description of Services: Perform the annual financial and compliance audits, and prepare the Federal and State tax returns.		

Total MBE Direct	\$	%	Total MBE Indirect	\$	%
Total WBE Direct	\$	%	Total WBE Indirect	\$ 24,045.00	%

**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.

On this 27<sup>th</sup> day of January, 2022, the  
Cristina Ocon, SGA Youth & Family Services,  
(Title of Affiant) (Name of Company) **NFP**  
Chief Officer of Grants + Operations  
 appeared before me to acknowledge the execution of the terms contained herein.

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

Claire West  
 (Signature of Notary Public)

My Commission Expires: 5/22/24



(Seal)





**SCHEDULE C-1**

Letter of Intent to Perform as an MBE or WBE  
Prime Contractor, Consultant and/or Material

**If an MBE or WBE will perform as a Prime Contractor, the firm must certify the portion of work they intend to self-perform with their own resources and accurately indicate subcontracting levels. This form must be completed in its entirety.**

Project Name and Number: Truman Middle College High School-Training and Counseling Services

MBE or WBE Bidder or Proposer: Velma Butler & Company, Ltd  MBE  WBE  
(Name of Certified Firm/ MBE or WBE)

The undersigned intends to perform work in connection with the above-referenced project as (check one):

- a Sole Proprietor
- a Corporation
- a Partnership
- a Joint Venture
- a supplier
- a Consultant
- a Sub-contractor



**If proposing a Joint Venture as an MBE or WBE in addition to the Schedule A, a corresponding Schedule C-2 must be submitted.**

**Self-Performance Levels**

100 % of the dollar value the MBE or WBE firm named above will self-perform.

**Sub-Contracting Levels**

0 % of the dollar value of the certified MBE/WBE subcontract will be sublet to **non-MBE contractors**.

0 % of the dollar value of the certified MBE/WBE subcontract to other certified MBE/WBE contractors.

The undersigned hereby affirms:

- The current MBE or WBE status of the above named firm is confirmed by the attached Letter(s) of certification.
- The undersigned understands that any misrepresentation of the information contained herein may be grounds for terminating any resulting subcontracts and could result in the pursuit of action relative to local, state and/or federal laws regarding false statements.

By: Velma Butler & Company, Ltd  
Print Name of MBE or WBE Firm

Velma Butler Velma Butler 01/26/22  
Printed Name & Signature of MBE or WBE's Authorized Representative Date

On this 26<sup>th</sup> day of January, 20 22, the  
Partner Velma Butler Co Company  
(Title of Affiant) (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.  
Jessica N Butler  
(Signature of Notary Public)

My Commission Expires: 02/26/25





CITY OF CHICAGO

DEPARTMENT OF PROCUREMENT SERVICES

MAY 06 2021

Velma Butler  
Velma Butler & Company, Ltd.  
6 East Monroe Street, Suite 400  
Chicago, Illinois 60603

Dear Ms. Butler:

We are pleased to inform you that **Velma Butler & Company, Ltd.** has been recertified 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 **5/1/2026**; 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 **5/1/2022, 5/1/2023, 5/1/2024 and 5/1/2025**. 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 **5/1/2026**. 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 **3/1/2026**.

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:

Chad



- 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](http://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):**

**541211 – Certified Public Accountants' (CPAs) Offices**

**541213 – Tax Preparation Services**

**541214 – Payroll Services**

**541219 – Other Accounting Services**

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,



Monica Jimenez

Acting Chief Procurement Officer

MJ/cm

**Certified Profile**CLOSE WINDOW [Print](#)**Business & Contact Information**

BUSINESS NAME **Velma Butler & Company, Ltd.**

OWNER **Ms. Velma Butler**

ADDRESS **6 East Monroe Street Suite 400**  
**Chicago, IL 60603-2739**

PHONE **312-419-1547**

FAX **312-419-1798**

EMAIL **[VBandC@aol.com](mailto:VBandC@aol.com)**

ETHNICITY **African American**

[Map This Address](#)**Certification Information**

CERTIFYING AGENCY **City of Chicago**

CERTIFICATION TYPE **WBE - Women Business Enterprise**

CERTIFICATION DATE **5/6/2021**

RENEWAL DATE **5/1/2022**

EXPIRATION DATE **5/1/2026**

CERTIFIED BUSINESS DESCRIPTION **NAICS Codes**  
**541211 - Certified Public Accountants' (CPAs) Offices**  
**541213 - Tax Preparation Services**  
**541214 - Payroll Services**  
**541219 - Other Accounting Services**

**Commodity Codes**

Code	Description
NAICS 541211	Certified public accountants' (CPAs) offices
NAICS 541213	Tax Preparation Services
NAICS 541214	Payroll Services
NAICS 541219	Other Accounting Services

## Certified Profile

CLOSE WINDOW 

WARD	42
COMMUNITY AREA	32 Loop
QUALIFIED INVESTMENT AREA	No

**Certified Profile**CLOSE WINDOW [Print](#)**Business & Contact Information**

BUSINESS NAME	<b>Velma Butler &amp; Company, Ltd.</b>	
OWNER	Ms. Velma Butler	
ADDRESS	6 East Monroe Street Suite 400 Chicago, IL 60603-2739	<a href="#">Map This Address</a>
PHONE	312-419-1547	
FAX	312-419-1798	
EMAIL	<a href="mailto:VBandC@aol.com">VBandC@aol.com</a>	
ETHNICITY	African American	

**Certification Information**

CERTIFYING AGENCY	City of Chicago
CERTIFICATION TYPE	<b>MBE - Minority Business Enterprise</b>
CERTIFICATION DATE	5/6/2021
RENEWAL DATE	5/1/2022
EXPIRATION DATE	5/1/2026
CERTIFIED BUSINESS DESCRIPTION	<b>NAICS Codes</b> <b>541211 – Certified Public Accountants' (CPAs) Offices</b> <b>541213 – Tax Preparation Services</b> <b>541214 – Payroll Services</b> <b>541219 – Other Accounting Services</b>

**Commodity Codes**

Code	Description
NAICS 541211	Certified public accountants' (CPAs) offices
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QUALIFIED INVESTMENT AREA	No