



# SCHEDULE D—WAIVER REQUEST

**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: Transfer Evaluation System Software and Transfer credit software

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: Nicole Hiciu, Director, Finance & Administration  
Name and Title of authorized representative

CollegeSource, Inc.  
Name of Bidder/Proposer Company

**For CCC use only:**

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 \_\_\_\_\_

### Instructions regarding Good Faith Efforts for supporting a waiver request:

In addition to completing the Schedule D document, the Bidder/Proposer must provide a detailed narrative citing the reason they are seeking a waiver of the MBE/WBE Plan. The narrative must include reference to and attachments (where appropriate) of the following:

- a) Attendance at the Pre-bid/proposal conference.
- b) The Bidder/Proposer's supplier diversity policies regarding the utilization of MBE and WBE firms, plus a description of the procedures used to carry out those policies.
- c) Advertisement in trade association newsletters and minority-oriented and general circulation media for specific sub-bids/proposals.
- d) Timely notification of available sub-bids/proposals to minority and women assistance agencies and associations.
- e) Description of direct negotiations with certified MBE and WBE firms for specific sub-bids/proposals, including:
- f) Names, addresses and telephone numbers of certified MBE and WBE firms contacted;
- g) A description of the information provided to certified MBE and WBE firms regarding the portions of the work to be performed; and
- h) The reasons why additional certified MBE and WBE firms were not obtained in spite of negotiations.
- i) A description of the efforts made to select portions of the work proposed to be performed by certified MBE and WBE firms (such as sub-supplier, transport, engineering, distribution, or any other roles contributing to production and delivery as specified in the Contract) in order to increase the likelihood of achieving such participation.
- j) A detailed statement of the reasons for the Bidder/Proposer's conclusion that each certified MBE and WBE contacted, were not qualified.
- k) Efforts made by the Bidder/Proposer to expand its search for certified MBE and/or WBE firms beyond usual geographic boundaries.
- l) General efforts made to assist MBE and WBE firms to overcome barriers in the marketplace.