
CITY OF CHICAGO

RULES



SERVICE AND REIMBURSEMENT AGREEMENTS FOR MBE/WBE TRAINING AND RELATED ASSISTANCE

UNDER 2-92-535

LAST UPDATED: JULY 31, 2015



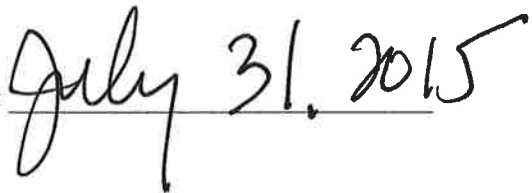
Mayor Rahm Emanuel

Chief Procurement Officer Jamie L. Rhee

BY AUTHORITY VESTED IN THE CHIEF PROCUREMENT OFFICER FOR THE DEPARTMENT OF PROCUREMENT SERVICES PURSUANT TO **2-92-535**, THE FOLLOWING RULES REGARDING **SERVICE AND REMIBURSEMENT AGREEMENTS FOR MBE/WBE TRAINING AND RELATED ASSISTANCE** ARE ADOPTED HEREIN.

By Order of the Chief Procurement Officer:

Signed: 
Chief Procurement Officer Jamie L. Rhee

Date: 

Published: **JULY 31, 2015**
Effective: **JULY 31, 2015**

1. These Rules and Regulations pertain to the implementation of the City's program for service and reimbursement agreements for training and related assistance to current and prospective MBEs and WBEs set forth in Section 2-92-535(c) of the Municipal Code.
2. Section 2-92-535(c) (the "Ordinance") provides that the Chief Procurement Officer ("CPO") may enter into service and reimbursement agreements with associations of MBEs and WBEs, minority or women community organizations, minority or women contractor's groups, local, state and federal minority or women business assistance offices, and other organizations that provide assistance in the recruitment and placement of MBEs or WBEs (hereinafter referred to collectively as "Assist Agencies"), pertaining to the provision of training and related assistance ("Training") to current or prospective MBEs and WBEs ("M/WBEs").
3. Any Assist Agency that is registered with the City of Chicago as such may present a proposal to the CPO detailing the Training it intends to provide to M/WBEs. The proposal must include descriptions of the scope, budget, and schedule for Training in such detail as the CPO requires in order to determine whether the Training meets the requirements of the Ordinance. The CPO or his/her designee shall determine, in his/her sole discretion, whether a proposed Training program is acceptable and eligible for this service and reimbursement agreement program.
4. Assist Agencies shall enter into an agreement with the City of Chicago upon approval of the Training program by the CPO ("Training Agreement").
5. Reimbursements under each Training Agreement shall not exceed \$10,000.
6. To be eligible for reimbursement, the Assist Agency must submit detailed reports of the status and outcomes of the Training and evidence of actual costs incurred to provide the Training. Such costs shall not include overhead or the cost of salaried employees that are incurred in the day-to-day operations of the Assist Agency. Reports and proof of costs shall be submitted at the halfway point and upon completion of the Training. A copy of the form required to be submitted with each report is attached hereto as Exhibit A. The CPO or his/her designee shall determine, in his/her sole discretion, whether such reports are sufficient for reimbursement eligibility.
7. An Assist Agency may enter into no more than one Training Agreement per calendar year.

EXHIBIT A



**City of Chicago Department of Procurement Services
Assist Agency Training Status Report**

As part of Trainer’s agreement with the City of Chicago to provide training and receive compensation therefor (“Agreement”), Trainer agreed to furnish the Training listed in the Agreement and described in Exhibit 1 thereto, subject to and in accordance with the terms and conditions of the Agreement. Trainer’s satisfactory completion of this report and successful completion of the Training are required under the Compensation terms of the Agreement as a condition of payment.

Type of Report (check one): _____ (Halfway point) _____ (Final)

Name of Assist Agency providing training (“Trainer”):

Representative overseeing all training: _____

Business Phone: _____ Cell Phone: _____

Fax Number: _____ Email: _____

Mailing Address: _____

Trainer must submit the following information and documents with this completed form:

- (1) Summary of training agreed by Trainer to be provided (“Training”);
- (2) Dates of Training;
- (3) Statement of objectives and goals as detailed in Trainer’s proposal to the City and a detailed description of how Trainer has met or achieved those objectives and goals, and to what extent (this should include the names and contact information of the firms that Trainer has trained, the anticipated or actual outcomes of the Training provided with respect to each firm, and any other pertinent details, such as status of each firm’s application or the reasons for failure to complete the Training); and
- (4) All invoices, proof of payments, and other relevant backup documentation detailing the expenditure of funds for conducting the Training.

Trainer Name (legal entity): _____

Authorized Signature: _____

Print Signatory Name: _____

Print Signatory Title: _____

Date: _____

Accepted by:

Chief Procurement Officer
(or designee): _____

Date: _____