

## **Minority and Women-Owned Business Enterprise (M/WBE) Program**

(Institutional Self-study, Criterion One, p. 8)

### **Policy Statement**

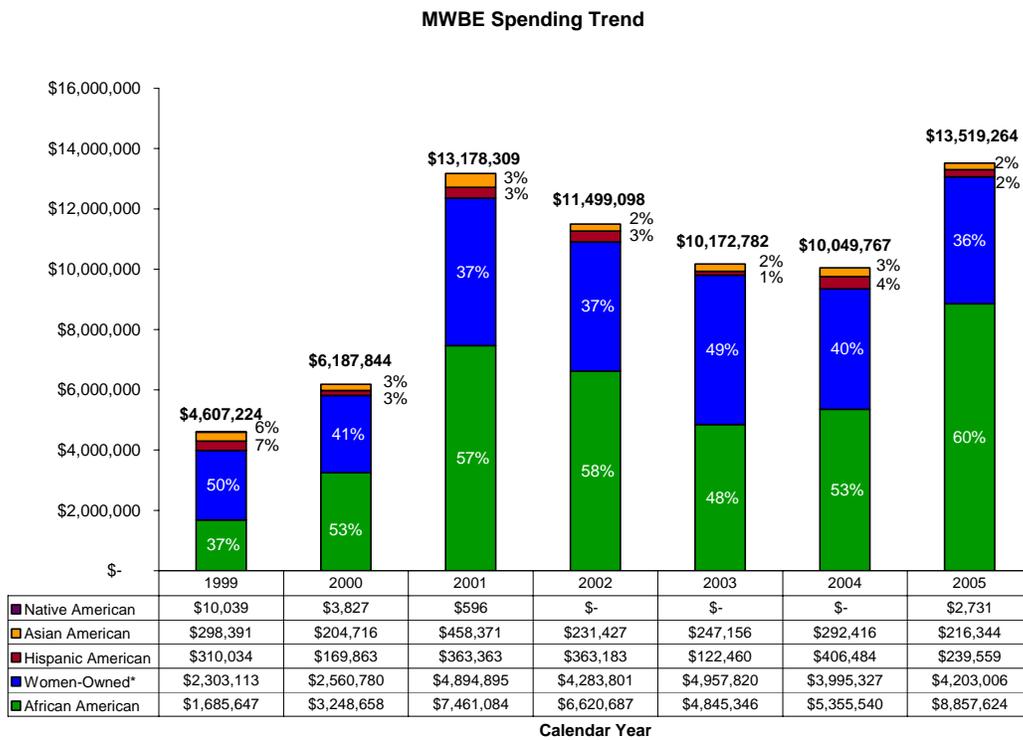
It is the policy of the Illinois Institute of Technology (IIT) to provide opportunities for minority and women business enterprises to share in IIT's total expenditures for goods and services. In establishing this policy, IIT is recognizing its responsibilities to the communities it serves and the society in which it conducts business. The use of minority and women business enterprises must be a function of our normal purchasing procedures, just as equal employment opportunity must be an integral part of normal personnel policy and procedures. No potential supplier will be precluded from consideration on the basis of race, color, religion, sex, age or national origin. IIT firmly believes that in our free enterprise system every attempt must be made to utilize fully all of our resources, human as well as economic.

### **Program Success**

For the last decade, the university has placed priority emphasis on community outreach and M/WBE contracting. As a result, the role of director of M/WBE programs was created and the M/WBE Task Force was established. This task force is co-chaired by the vice president for business and administration and the director of M/WBE programs. This group meets monthly and is comprised of representatives of community organizations, minority- and women-owned business support organizations, local political officials, contractors and sub-contractors.

The task force reports on the progress of existing contracts and discusses upcoming business opportunities. In addition, the university sponsors various forums that allow M/WBE businesses to meet their university counterparts to discuss their capabilities. These forums are typically targeted at specific business areas such as construction, food service suppliers, printing services, and suppliers of other general university purchased goods.

The success of the M/WBE program is highlighted in the chart below, which shows that M/WBE spending has increased nearly three-fold in the last six years.



## MBE/WBE and Equal Employment Opportunity Plan

The following constitutes the MBE/WBE and Equal Employment Opportunity Plan (the "Plan") which shall govern the activities of the Contractor and Subcontractors engaged to perform work on Illinois Institute of Technology Projects (the "Project"). Each Contractor or Subcontractor who agrees to perform Work or services and supply materials for the Project shall be deemed to have agreed to the terms of this Plan and this Plan shall be deemed incorporated into any Contract for labor or materials for the Project, as is fully set forth therein.

### I. Definitions

As used in this Plan, the following terms shall have the following meanings indicated:

- A. "Minority" means a person who is a citizen or lawful resident of the United States and who is Black; Hispanic; Asian-American and Pacific Islander; American Indian or Alaskan native.
- B. "Minority Business Enterprise" ("MBE") means a business that is Owned and Controlled (as herein defined) by one or more Minority persons.

- C. "Women Business Enterprise" ("WBE") means a business that is Owned and Controlled by one or more women.
- D. "Owned" means a business which is (1) a sole proprietorship legitimately Owned by a Minority person or woman, (2) a partnership or joint venture in which at least 51 percent of the beneficial ownership interests legitimately are Owned by Minority persons or women, or (3) a corporation or other entity in which at least 51 percent of the beneficial ownership interests are Owned by Minority persons or women.
- E. "Controlled" shall be determined by considering the degree to which Minority group members or women participate in direction and management of this partnership, corporation, joint venture or other entity, including consideration of their participation in the decisions affecting the day-to-day management and operations of the business, and of their proportionate interest in the capital, assets and profits of the business.
- F. "Eligible MBE or WBE Firm" includes any qualified Contractor or Subcontractor providing labor, services, products or materials for the Project who has been certified by one of the agencies or programs listed below:
- City of Chicago, National Minority Supplier Development Council Affiliates (NMSDC), Chicago Minority Business Development Council (CMBDC), State of Illinois - Department of Transportation (IDOT), Small Business Administration (SBA-8A), and the Women's Business Development Center.
- G. "Contractor" means any person who has a Contract with Illinois Institute of Technology, providing labor, services, products and materials for the Project.
- H. "Subcontractor" means any person who has such a Contract with a Contractor or with a Subcontractor providing labor, services, products and materials for the Project.
- I. "Joint Venture" means an association of two or more businesses to carry out a single business enterprise in which they may combine their property, capital, efforts, skills and/or knowledge. A joint venture seeking to be credited for MBE and/or WBE participation may be formed among MBE and/or WBE firms or between a MBE and/or WBE firm and a non-MBE/WBE firm.

A Joint Venture is eligible if, and only if, all of the following requirements are satisfied:

- The MBE and/or WBE venturer(s) share in the (1) ownership, (2) control, (3) management responsibilities, (4) risks and (5) profits of the Joint Venture in proportion with the MBE and/or WBE ownership percentage; and
- The MBE and/or WBE venturer(s) are responsible for a clearly defined portion of the work to be performed in proportion with the MBE and/or WBE ownership.

- J. “Area of Specialty” means the description of a MBE or WBE firm’s business which has been determined by the M/WBE certifying agency to be most reflective of the MBE or WBE firm’s claimed specialty of expertise. Each MBE and WBE letter of certification contains a description of their Area of Specialty. Credit toward this contract’s MBE or WBE participation goal shall be limited to the participation of firms performing within their Area of Specialty.
- K. “Commercially Useful Function” means that a contractor is responsible for execution of a distinct element of work and carries out its responsibilities by actually performing, managing and supervising the work involved.

## **II. Statement of Intent and Program Implementation**

The Contractor recognizes its obligations to establish and implement aggressive equal employment opportunity programs and appropriate MBE/WBE programs to insure full participation of minorities and females in this Project. The Contractor also recognizes that minority and female participation in the construction industry has, at times in the past, been found to be significantly below their representation in the general work force in the City of Chicago. In order to assure that minorities and females fully participate in this Project, Contractor agrees to the obligations described below and to designate a Plan Officer who will act on its behalf to fulfill its responsibilities there under.

Failure to effectively implement the Plan shall be deemed to be a default under the Contract.

## **III. M/BE Contracting and Procurement**

- A. Contractor shall make good faith efforts to actively solicit and achieve the participation of M/WBE firms in the contracting and procurement process and to identify and use eligible M/WBE firms for any Work that may be subcontracted by it and material or supplies purchased by it, whenever possible.
- B. The goal for MBE utilization is a minimum of 25% of the aggregate dollar value of the contract, including all changes to the Contract. The goal for WBE utilization is a minimum of 5% of the aggregate dollar amount of the Contract, including all changes to the Contract.
- C. Contractor shall maintain a documented record of all contacts with M/WBE firms and M/WBE trade associations, and of all bid solicitations and the results thereof. Such documentation shall be available to IIT upon request.
- D. Where economically and technically feasible, Contractor shall award contracts to M/WBE firms as a result of competitive bidding processes or negotiations limited to M/WBE firms.
- E. Where economically and technically feasible, Contractor shall divide the Work to be contracted into smaller portions to permit greater participation by M/WBE firms. In the preparation of bid packages, Contractor shall carefully analyze and evaluate the

requirements for goods and services to identify those which may be assembled into bid packages of a size and scope within the ability of the greatest number of M/WBE firms to provide and perform.

- F. Where appropriate, Contractor shall provide technical assistance to M/WBE firms in the bidding, estimating and scheduling processes.

#### **IV. Equal Employment Opportunity**

- A. Contractor shall not discriminate against employee or applicant for employment because of race, color, religion, sex, sexual orientation, age, national origin, or disability not affecting ability to perform. Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, age, national origin. Such action shall include, but not be limited to the following: employment, job classification, upgrading, promotion, demotion or transfer, recruitment, layoff or termination, rates of pay or other forms of compensation and selection for and quality of training, including apprenticeship.
- B. Contractor shall comply, at its own expense, with all applicable laws, ordinances, rules, regulations and orders of any public authority relating to the terms and conditions of employment of any person who is employed in connection with the Project including, without limitation, the applicable provisions of the Fair Labor Standards Act, the Fair Employment's Practices Law and the Equal Pay Act.
- C. In an effort to insure equal minority and female employment opportunities on the Project, the Contractor shall use good faith efforts to achieve at least 25% minority participation and 7% female participation in employment on the Project. These goals are expressed in percentages of the aggregate hours of Work performed at the Project. While the Contractor must use good faith efforts to achieve the above-stated participation, nothing herein shall be construed as requiring the Contractor to hire persons who are not qualified to perform the Work for which they are hired. Achievement of the goals in each work force and trade category shall be based upon an evaluation of the availability of qualified minority and female workers in each trade category and the extent of documented good faith efforts to achieve the goals.
- D. In an effort to insure that maximum employment opportunities exist for persons who reside in the areas that surround this university, the Contractor shall use good faith efforts to hire at least one community resident to be employed on the Project. This goal also pertains to each subcontractor performing work on the Project. While the Contractor must use good faith efforts to achieve the above stated participation, nothing herein shall be construed as requiring the Contractor to hire persons who are not qualified to perform the work for which they are hired. For the purpose of clarification, local residents are those whose home address is located within the following zip codes: 60616, 60609, 60615, and 60653.

- E. Contractor shall make oral and written notifications to labor unions or representatives of workers with which it has a collective bargaining agreement, or understanding of its equal employment obligations, requesting their cooperation and assistance in the referral of qualified minority and female workers. Copies of such notice and requests shall be delivered to IIT.
- F. IIT will be actively assisting the contractor by providing lists of certified contractors, sponsoring outreach conferences, and attending meetings to facilitate relationships between M/WBE and non-M/WBE firms. Contractor shall utilize resource organizations identified by IIT for referral of minorities, females, local residents and other resource organizations as may be available.
- G. Contractor shall monitor utilization of minority and female workers in its own work force and the work force of its Subcontractors and, when underutilization is evident, take or request that immediate, corrective action be taken to achieve the appropriate levels of participation to insure equal employment opportunity.
- H. When underutilization continues for an extended period of time, IIT will convene a meeting with Contractor and, if required, Contractor shall convene a meeting with Subcontractors not in compliance for the purpose of reviewing their equal employment efforts and all supporting documentation. During the meeting, an agreed upon action to achieve the goals shall be established.

## **V. Administration and Monitoring**

Contractor's obligation under this Plan is to make good faith efforts to comply with all provisions and to meet all goals set forth herein or otherwise agreed upon. Contractor agrees that the Plan shall be administered in the following manner:

- A. Prior to the award of a Contract to any Subcontractor, the Contractor shall be required to submit documentation, provided by the Subcontractor, verifying its good faith efforts via a detailed plan for actual utilization of M/WBE firms in an amount equal to or greater than the commitments or goals incorporated into this Plan.
- B. Contractor agrees that these equal employment and MBE/WBE utilization provisions are to be inserted into each contract for any of the Work subcontracted by the Contractor to others, and that the Contractor will be responsible for enforcing or causing Subcontractors to enforce such provisions. The Contractor will report such enforcement efforts to IIT as often as may be required by IIT.
- C. Contractor agrees that it will meet with a representative of each subcontractor to review the specific requirements of the Plan, including reporting procedures and documentation, and obtain written acknowledgment from the subcontractor with respect to each such requirement.
- D. Contractor agrees that it shall maintain and make available to IIT documentation regarding M/WBE utilization and the employment of minorities, and females and persons residing in the aforementioned zip codes. Documentation shall contain, at a

minimum, names and addresses of M/WBE subcontractors and suppliers, evidence of certification by one of the authorized agencies or programs, the actual dollar amount of the contract awards or purchase agreements, affidavits confirming M/WBE participation, and actual numbers and percentage of hours worked by minorities, females and local residents. Documentation shall be maintained in such form as to permit a determination that good faith efforts have been made to achieve the goals of the Plan. After an initial presentation of Contractor's proposed Plan, reports summarizing this information shall be submitted to IIT on a monthly basis. Failure to submit the required reports will result in withholding of payment to Contractor or any Subcontractors failing to report.

- E. Referrals of eligible M/WBE firms may be made by IIT or other parties from time to time. These referrals shall not be deemed to be a recommendation by IIT to utilize any such firms or a representation or warranty that such firms are qualified to perform any work associated with the Project. Referrals are solely for the convenience of Contractor and any decision by Contractor to utilize any firms so referred shall be the sole decision of Contractor without participation by IIT. Contractor acknowledges that IIT shall have no responsibility for Contractor's decisions regarding M/WBE utilization.

## **VI. Counting MBE/WBE Participation towards Contract Goals**

MBE/WBE participation shall be counted toward meeting Affirmative Action Goals set in accordance with this contract as follows:

- A. Once a firm is determined to be an eligible MBE/WBE in accordance with these rules, the total dollar value of the contract awarded to the MBE/WBE is counted toward the applicable MBE/WBE goals.
- B. A Contractor may count towards its MBE/WBE goals a portion of the total dollar value of a contract with a joint venture eligible under the standards of the definition of a joint venture equal to the percentage of the ownership and controls of the MBE/WBE partner in the joint venture.
- C. A Contractor may count toward its MBE/WBE goals only expenditures to MBEs/WBEs that perform a commercially useful function in the work of a contract as defined in Section I, Definitions. To determine whether an MBE/WBE is performing a commercially useful function, the Contractor shall evaluate the amount of work subcontracted, industry practices, and other relevant factors.
- D. Consistent with normal industry practices, an MBE/WBE may enter into subcontracts. If an MBE/WBE Contractor subcontracts a significantly greater portion of work than would be expected on the basis of normal industry practices, the MBE/WBE shall be presumed not to be performing a commercially useful function. The MBE/WBE may present evidence to rebut this presumption to IIT.
- E. A Contractor may count toward its MBE/WBE goals, expenditures for materials and supplies obtained from MBE/WBE suppliers and manufacturers, provided that the

MBEs/WBEs assume the actual and contractual responsibility for the provision of the materials and supplies.

## **VII. Record Keeping**

- A. The Contractor shall, no later than thirty (30) days after the approval of the M/WBE Utilization Plan, execute formal contracts or purchase orders with those MBEs and WBEs included in its approved MBE/WBE Utilization Plan.
- B. The Contractor shall file monthly manpower reports in a form and format approved by IIT. This report will also include manpower reports of any subcontractors. Contractor shall present corrective plans to overcome any present or projected shortfalls in Minority, Women and resident employment.
- C. The Contractor shall maintain records of all relevant data with respect to the utilization of MBEs and WBEs.

## **VIII. Non-compliance**

Failure to comply with the MBE/WBE requirements of this contract or failure to use MBEs and WBEs as stated in the Form 100 - M/WBE Utilization Plan constitutes a material breach of the Contract, and may lead to the suspension or termination of this Contract in part or in whole. Monthly progress payments will be withheld until corrective action is taken.

## **IX. MBE and WBE Contractor Assistance**

Contractors must themselves assist MBEs and WBEs in overcoming barriers to program participation. The following methods may be appropriate:

- A. Develop solicitations of subcontract bids so as to increase potential MBE and WBE participation. This can take the form of breaking down large subcontracts into smaller ones, and by issuing notice of solicitations in a timely manner.
- B. Provide technical assistance and guidance in bid clarifications, estimating and scheduling process.
- C. Purchase supplies and/or lease the required equipment for a job.
- D. Provide accelerated payments or establish pro-rated payment and delivery schedules so as to minimize cash flow problems faced by smaller firms.
- E. Consider alternative Subcontractor bonding requirements i.e. allowing incremental bonding.
- F. Conduct a pre-bid conference for potential Subcontractors.

## **X. Contractor Assistance Agencies**

The following assistance agencies should be contacted to identify certified contractors:

African American Contractors Assoc.  
3706 S. Indiana Ave.  
Chicago, Illinois 60616  
Attn: Omarr Shareef  
312.915.5960  
312.567.9919 fax

Project P.R.I.D.E.  
4500 S. Wabash Ave., Room 111  
Chicago, IL 60653  
Attn: Elder Kevin Ford  
773.538.5120  
773.538.5125 fax

Hispanic American Construction  
Industry Association (HACIA)  
641 W. Lake St., #300  
Chicago, Illinois 606615  
312.258.9621  
312.258.9628 fax

Association of Asian Construction Enterprises (AACE)  
333 N. Ogden Ave.  
Chicago, Illinois 60607  
Attn: Ken Chin  
312.563.0746

Black Contractors United (BCU)  
400 W. 76<sup>th</sup> St., #200  
Chicago, Illinois 60620  
Attn: Ms. Florence Cox  
773.483.4000  
773.483.4150 fax

National Association of Women in Construction  
330 E. 22<sup>nd</sup> St., 4<sup>th</sup> Flr.  
Chicago, Illinois  
Attn: Andrea Seles  
312.793.3204

Cosmopolitan Chamber of Commerce  
1444 S. Michigan Ave. Suite 240  
Chicago, Illinois 60605  
Attn: Gloria Bell  
312.786.0212

Chicago Minority Business Development Council (CMBDC)  
11 S. LaSalle Street, #850  
Chicago, Illinois 60603  
Attn: Tracy Smith  
312.263.0105

Chicago Women in Trades  
220 S. Ashland Ave., #101  
Chicago, Illinois 60607  
Attn: Lauren Sugarmen  
312.942.1444

Directory of Certified, Disadvantaged, Minority and Women  
Business Enterprises  
City of Chicago – Dept. of Purchases, Certification Unit  
City Hall – Room 403  
Chicago, Illinois 60602

Women's Business Development Ctr  
8 S. Michigan Ave., #400  
Chicago, Illinois 60603  
Attn: Hedy Radner  
312.853.3477

Federation of Women Contractors  
175 W. Jackson  
Chicago, Illinois 60606  
Attn: Sandra Gidley  
312.360.1122

The New Coalition  
19 S. LaSalle St. Suite 903  
Chicago, Illinois 60603  
Attn: Lee Walker  
312.377.4000

## **XI. Equal Employment Opportunity**

Compliance with MBE and WBE requirements will not diminish or supplant Equal Employment Opportunity and Civil Rights provisions as required by law as they relate to Prime Contractor and subcontractor obligations.