

## APPENDIX A - CONSULTANT CONTRACT

### MINORITY, WOMEN, and SMALL BUSINESS REQUIREMENTS

1. The Consultant will make positive efforts to satisfy the Minority (MBE), and Women (WBE) and Small Business Enterprise (SBE) requirements set forth in the Affirmative Action policy of the Metropolitan Water Reclamation District of Greater Chicago (MWRD).
2. The standard Affirmative Action participation goals for Consulting Services are 20% MBE, 10% WBE, and 10% SBE, unless otherwise specified in the Invitation to Bid. Affirmative Action participation goals are applicable to District proposals where the estimated total expenditure is in excess of \$100,000.00.
3. The Consultant will undertake “**Good Faith Efforts**” to ensure that qualified MBE, WBE and SBE firms are utilized in the performance of the contract and will provide maximum opportunities for MBE, SBE, WBE participation, notwithstanding the fact that the Consultant may have the capability to complete the project without the use of sub-consultants.
4. Commitment to meet MBE/WBE/SBE goals:
  - Complete the **MBE/WBE/SBE COMMITMENT FORM**. Provide the names, contact information and qualifications for the prospective MBE, WBE and SBE firms that you plan to use. Delineate the various anticipated categories and/or disciplines of work/services to be provided by MBE, WBE and SBE firms.
  - Summarize Consultant’s commitment to comply with the MBE/WBE/SBE goals regarding Minority Business Enterprise (**MBE**), Women Business Enterprise (**WBE**) and, Small Business Enterprise (**SBE**) for this project.
5. In accordance with the District’s Affirmative Action Ordinance Revised Appendix D, the Consultant shall make every effort to comply with the following requirements:
  - Where a contractor is a business owned and controlled by minority women (“M/WBE”) or where the contractor utilizes a M/WBE in a joint venture or as a subcontractor, the contractor may count the M/WBE participation either towards achievement of the MBE or WBE goal, but not both. A contractor may count toward the achievement of its SBE goals the utilization of any MBE or WBE which also satisfies the definition of a SBE.
  - *A "Small business enterprise" or "SBE" means any contractor who has received gross receipts of \$41.25 million or less, per year averaged over the preceding five business years. Size determinations shall include the SBE concern and all its domestic and foreign affiliates.*
  - All minority, women and small businesses must conform to the definition of “Participating Businesses.” A participating business means a business located within the counties of Cook, DuPage, Kane, Lake, McHenry or Will in the State of Illinois or Lake County in the State of Indiana which has the majority of its regular full-time work force located in this region and/or a business which has been placed on the District’s vendor list and/or has bid on or sought District construction work.

**MBE/WBE/SBE COMMITMENT FORM**

1. **Name of MBE/WBE/SBE:** \_\_\_\_\_  
**Identify MBE, WBE, SBE Status:** \_\_\_\_\_ **Address:** \_\_\_\_\_  
**City, State, Zip Code:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_  
**eMail Address:** \_\_\_\_\_  
**Dollar Amount of Participation: \$** \_\_\_\_\_ **Percent of Participation:** \_\_\_\_\_ %  
**Scope of Consulting Contract:** \_\_\_\_\_

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2. **Name of MBE/WBE/SBE:** \_\_\_\_\_  
**Identify MBE, WBE, SBE Status:** \_\_\_\_\_ **Address:** \_\_\_\_\_  
**City, State Zip Code:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_  
**eMail Address:** \_\_\_\_\_  
**Dollar Amount of Participation: \$** \_\_\_\_\_ **Percent of Participation:** \_\_\_\_\_ %  
**Scope of Consulting Contract:** \_\_\_\_\_

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3. **Name of MBE/WBE/SBE:** \_\_\_\_\_  
**Identify MBE, WBE, SBE Status:** \_\_\_\_\_ **Address:** \_\_\_\_\_  
**City, State Zip Code:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_  
**eMail Address:** \_\_\_\_\_  
**Dollar Amount of Participation: \$** \_\_\_\_\_ **Percent of Participation:** \_\_\_\_\_ %  
**Scope of Consulting Contract:** \_\_\_\_\_

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4. **Name of MBE/WBE/SBE:** \_\_\_\_\_  
**Identify MBE, WBE, SBE Status:** \_\_\_\_\_ **Address:** \_\_\_\_\_  
**City, State, Zip Code:** \_\_\_\_\_  
**Contact Person:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_  
**eMail Address:** \_\_\_\_\_  
**Dollar Amount of Participation: \$** \_\_\_\_\_ **Percent of Participation:** \_\_\_\_\_ %  
**Scope of Consulting Contract:** \_\_\_\_\_

Attach a copy of qualifications for each MBE, WBE and SBE firm  
Please duplicate this blank page when additional certified MBE/WBE subcontractors are being used on this contract.