

(ATTACHMENT 3) ACTION ON A REQUEST FOR A CLOSED SESSION TO DISCUSS STRATEGIES REGARDING THE POTENTIAL SALE OR LEASE OF THE PROPERTY LOCATED AT 2760 NORTH 1ST STREET, MILWAUKEE, WISCONSIN (THE FORMER MALCOLM X ACADEMY) AND FOR AUTHORIZATION TO SUBMIT A REVISED REQUEST TO THE CITY TO SELL THAT PROPERTY



**MILWAUKEE
PUBLIC SCHOOLS**

CONTRACT COMPLIANCE SERVICES

PARTICIPATION PLAN FOR DFMS CONTRACTORS

**EFFECTIVE FOR ALL BIDS/RFPs
RELEASED JULY 1, 2010 AND AFTER**

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EXECUTIVE SUMMARY

As a major purchaser of goods and services in the Milwaukee marketplace, MPS believes it is obligated to display in its own operations, the values of excellence, diversity, and economic responsibility that it strives to teach its students. MPS commits to avoid discrimination in the award of any material/supply purchase, professional service, and maintenance or construction project on the grounds of sex, race, color, national origin, sexual orientation, religious belief, age, or disability. In addition, MPS has adopted a three-tier program to ensure that it purchases goods and services from individuals and vendors that reflect the diversity of the community it serves, and that its students obtain the maximum benefit from that commitment. This three-tiered program consists of requirements in the areas of the Historically Underutilized Business (HUB) Program, the Communities in Need (COIN) Initiative, and the Student Engagement Program through both employment and career awareness/education activities.

The Milwaukee Public Schools (MPS) Board of School Directors has directed MPS through Administrative Policies 3.09, 3.10, and 3.13, to maximize opportunities to include Historically Underutilized Businesses (HUBs), Communities in Need (COIN) workers, and students in all aspects of its construction projects, including the renovation, design, repair, and construction of facilities.

MPS Contract Compliance Services (CCS) manages monitoring, assessment, and reporting of contractor performance to all contractual requirements specific to HUB, COIN, and Student Engagement participation. CCS implements its authority to assure compliance with these Board directives in collaboration with the Division of Facilities and Maintenance Services (DFMS).

This participation plan shall serve as a policy manual for all contractors and its provisions shall become part of each MPS construction contract. This manual provides detailed information regarding key program elements related to: (1) HUB Program, (2) COIN Initiative, and (3) Student Engagement Program. It is essential that bidders familiarize themselves with the full plan as each bidder will be held accountable to assigned project requirements.

REQUIREMENTS FOR AMERICAN RECOVERY REINVESTMENT ACT (ARRA) FUNDED PROJECTS

Some or all of your contract dollars may be funded through the ARRA. Any contract awarded as a result of this RFP or bid that is funded by ARRA funds is subject to the following reporting requirements:

1. All applicable forms found at <http://www.dpi.state.wi.us/recovery/index.html>.
2. A separate list of all persons hired or retained using ARRA dollars that live in the Community Development Block Grant Area ("CDBG"), found on the MPS Portal at www.milwaukee.k12.wi.us, go to VENDORS, and click on FORMS.
3. A list of all HUB firms that have received ARRA funds.
4. All appropriate forms must be submitted with each invoice to MPS.

The information required under #2 & 3 must be submitted with every invoice. Failure to submit this information (or to indicate that there is no information to report) will result in an incomplete invoice that will not be paid until receipt of same.

Key program elements include:

- 25% HUB participation requirement on all MPS construction/maintenance projects unless otherwise specified in the bid document.
- 30% COIN participation requirement on all ARRA-funded projects and 20% COIN participation on all MPS construction/maintenance projects unless otherwise specified in the bid document
- Student Engagement requirements as assigned by CCS on all MPS construction/maintenance projects unless otherwise specified in the bid document.
- MPS contractors must commit to meeting HUB, COIN, Student Engagement, and ARRA requirements on each project as specified in the bid document.
 - Contractors must submit a detailed implementation plan indicating how they will comply with HUB, COIN, Student Engagement, and ARRA requirements.
 - Contractors must submit documentation to verify compliance with HUB, COIN, Student Engagement, and ARRA requirements as a condition of payment with each invoice to MPS.
 - All required ARRA reporting must be completed with each invoice to MPS.
- CCS will employ enforcement procedures to ensure compliance with HUB, COIN, Student Engagement, and ARRA requirements, which may include financial sanction.
- CCS may conduct routine audits by submitting Intent to Audit MPS Project Records three (3) business days prior to the audit date.



**CONTRACT COMPLIANCE SERVICES
NEW/REVISED SCHEDULES AND FORMS**

Listed below are new/revised schedules and forms. They are effective July 1, 2010. Interactive copies of these forms can be found online at: mpsportal.milwaukee.k12.wi.us. Open Vendor – Diversity Programs – Scroll down to DDCE (HUB) Documents.

- Schedule A - REVISED**
Program Compliance (HUB, COIN, Student Engagement Plan)
- Schedule F - REVISED**
Total Workforce Reporting
Certified payrolls for all workforce hours must accompany the Schedule F or payment will not be recommended.
- Schedule H2 - REVISED**
Student Engagement Monthly Reporting
- Schedule G- REVISED**
Closeout Payment Reporting
- Schedule H1-A - NEW**
Employment Commitment and Plan
- Schedule H1-B - NEW**
Career Awareness/Education Commitment and Plan
- Career Awareness/Education Hour Confirmation - NEW**
Company representative must submit this form indicating amount of career awareness/education requirement completed. This form must accompany an H2 when requirement hours are being reported.



**CONTRACT COMPLIANCE SERVICES
FORM SUBMITTAL CHECKLIST**

This document checklist is provided to assist contractors in submitting all required forms for compliance with MPS/CCS contract specifications.

Forms due to DFMS five (5) business days after official MPS bid opening date

- Schedule A**
Program Compliance (HUB, COIN, Student Engagement Plan)
- Schedule B**
HUB Project Acknowledgement
- Schedule M**
Workforce/COIN Implementation Plan (Projection of month-by-month project workforce hours, including COIN worker hours. See Remedial Plan requirements.)
- Schedule H1-A**
Employment Commitment and Plan
- Schedule H1-B**
Career Awareness/Education Commitment and Plan

Post-award documentation forms due to CCS twenty (20) business days following MPS Board approval of contract award recommendation or DFMS Notice to Proceed to Work, whichever comes first.

- HUB Firm Subcontract**
Signed HUB firm subcontracts (or purchase orders) to be submitted to CCS

Monthly Forms Submittal *These forms must be sent to CCS when each pay application to DFMS is submitted. Payment will not be processed by DFMS if all required documentation is not received per invoice by CCS.*

- Schedule D**
HUB Firm Payments
- Schedule F**
Total Workforce Reporting
Certified payrolls for all workforce hours must accompany the Schedule F or payment will not be recommended.
- Schedule H2**
Student Engagement Monthly Reporting
- Career Awareness/Education Hour Confirmation**
Company representative must submit this form indicating amount of career awareness/education requirement completed. This form must accompany an H2 when requirement hours are being reported.

Final Project Payment Request

- Schedule G**
Closeout Payment Reporting

Other Forms

The following forms are for use when applicable.

- Schedule C**
Mentor Protégé Agreement forms are due ten (10) business days prior to official MPS bid opening date. Form can be obtained from Contract Compliance Services, 414-438-3622.
- Schedule J**
Request for Offsite COIN Worker Credit. Form can be obtained from Contract Compliance Services, 414-438-3622, prior to any offsite COIN worker credit being applied.



MPS PARTICIPATION REQUIREMENTS

I. HUB PROGRAM

A. HUB Utilization Requirements

CCS reserves the right to assign HUB requirements per contract. If contractors are having difficulty obtaining HUB participation during the bidding period, a written notification must be submitted to the CCS Manager and copied to DFMS at least ten (10) business days prior to the date of the bid opening. The written notification shall include measures taken to meet the requirement and/or documented justification for a modification to the required percentage of HUB participation. Written notices will be evaluated and any adjustments to the percentage requirement will be acknowledged and distributed via addendum, which will be issued five (5) business days prior to receipt of bids. **Requirement adjustments will not be granted after bids are received and/or contract has been awarded.**

B. Program Specifications

1. **NO CREDIT FOR PARTICIPATION WILL BE GRANTED UNTIL MPS-RECOGNIZED HUB FIRM CERTIFICATION DOCUMENTATION IS RECEIVED.** Prime vendor is responsible for verifying with HUB vendor that certification is current and that NAICS description (or qualifications description on certification document) matches the commercially useful function listed on Schedules A and B.
2. HUB participation credit may take place at any tier level (first tier, second tier, etc.).
3. HUB prime vendors may meet required participation levels by either self-performing or subcontracting to lower tier HUB firms. Participation credit will **ONLY** be granted for the work self-performed by the HUB prime and/or its HUB subcontractor
4. A joint venture is counted as a HUB-certified firm only after **REVIEW AND APPROVAL** from MPS CCS. For a joint venture where the HUB firm owns less than 50%, participation credit will **ONLY** be granted for the work self-performed by and paid to the HUB.
5. A HUB firm shall not be required to engage in exclusive relationships with the bidder as a condition of their participation. Any such requirement shall result in the bid being rejected.
6. Participation credit is granted for all purchases from HUB manufacturers or fabricators including concrete "manufacturers" and from HUB wholesale suppliers if a copy of a valid wholesale distribution agreement is provided.
7. Participation credit is granted to a HUB-installing contractor for owner-purchased materials upon prior written authorization from CCS. The HUB may include industry-appropriate markups for assuming the risk of material selection, on-site handling, breakage, and theft. Non-installing HUB contractors providing material and/or supplies are only considered brokers. Brokers may be utilized to supply materials for participation credit, but credit is limited to the commission of the broker.

8. All HUB participation must involve commercially useful functions. MPS CCS reserves the right to deny or limit participation credit if a HUB firm is found to be engaged in substantial undocumented non-HUB subcontracting or pass-through activities.

NOTE: Certification as a supplier alone does not guarantee participation credit. Suppliers must be legitimately recognized and authorized wholesale suppliers for brands provided for MPS projects.

9. Any change orders will be monitored by CCS and DFMS. It is expected that the dollar amount of change orders or any other contract modifications that increase or decrease the scope of work committed to HUB firms and persons will be commensurately added or subtracted from the total contract amount used to compute the participation levels as determined by CCS and DFMS.
10. The contractor will submit copies of all executed HUB firm subcontracts (or purchase orders) and all supporting and associated documentation to Contract Compliance Services within twenty (20) working days after the contractor receives MPS Board approval of its contract or UPON NOTICE TO PROCEED FROM DFMS, whichever comes first. The contractor shall not falsify any information related to any subcontract, including but not limited to subcontractor's name and/or actual work to be performed by HUB firms. No HUB vendor substitutions or scope of work reductions shall occur without the expressed written consent of MPS CCS.

C. HUB Sanctions

1. Failure to Utilize HUB Vendors

Once a finding of non-compliance to the HUB requirement has been confirmed, MPS shall withhold funds from the payment request or retain the following amounts.

The amount of dollars to have gone to the HUB vendor according to the contractor's Schedule A and B.	MINUS	The amount verified paid to HUB firm
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2. Failure to Pay HUB Vendors

If a contractor submits a Schedule D, the HUB vendor must be paid within ten (10) business days of the contractor receiving payment from MPS.

By accepting a contract to provide services to MPS, the contractor agrees to ensure payment to HUB vendors regardless of subcontracting tier level, within ten (10) business days of the contractor's receipt of payment from MPS.

II. THE COIN INITIATIVE

MPS is committed to maximizing the participation of unemployed and underemployed individuals from communities suffering from the ill effects of poverty through the use of the Communities in Need (“COIN”) Initiative. COIN certification is not the same as City of Milwaukee’s Residents Preference Program (“RPP”). Prime vendor is responsible for verifying COIN certification is current.

A. COIN Individuals

In order to qualify as a certified COIN worker, all of the following requirements must be met:

1. COIN-eligible individuals must be certified by WRTP/Big Step.
 - a. Individuals must be able to demonstrate that they have maintained a permanent residence in specific US Census Tracts (derived from family poverty statistics) called “impact areas”. This will be determined at time of COIN application.
 - b. Individuals must be able to provide proof that his/her combined family income is at or below the poverty threshold established by MPS. Maximum income levels are equal to the limits established by Federal Income Guidelines and published by the Wisconsin Department of Public Instruction that define eligibility for free/reduced lunch in public schools.
 - c. All required documentation must be presented to COIN certification agency.
2. All persons must be certified before their hours can be counted for participation credit.
3. Individuals are eligible as COIN workers for three (3) years from initial certification date or five (5) years if an apprenticeship is gained any time during the first three years.
4. COIN participation credit shall not be allowed for site security and/or other non-construction related personnel, including full-time students.
5. Any certified COIN person who has worked a minimum of 1,000 hours for the contractor or subcontractor within the 12 month period prior to the start of a new contract award by MPS, may be designated a “GOLD COIN” worker. The contractor must provide sufficient evidence to CCS such as a payroll register or 401K distribution form showing hours worked, which includes dates indicating the report is for a 12 month period, as opposed to one pay period or other period less than 12 months of such long-term employment, and gain written approval prior to designating any worker a GOLD COIN employee. The GOLD COIN designation is good only for the project for which it has been granted. Each hour worked by a GOLD COIN employee shall count for 1.2 hours toward the total COIN hour requirement on the project.

B. Total Workforce

COIN participation percentages are calculated by dividing the hours of workers who qualify for the COIN program by the hours worked by the total project workforce. Workers are considered to be part of the total project workforce if they are:

1. Construction trade labor, including journey persons, apprentices, and workers engaged with on-the-job construction training programs. Site security is specifically prohibited unless otherwise specified.
2. Project management and clerical staff primarily stationed on the project site.
3. Truck drivers involved in the construction process may be counted. However, when used, all drivers from all project subcontractors must be included in the hours of the total workforce. Contractors wishing to use truck drivers in the total workforce calculation must obtain approval from the CCS Manager. Commercial delivery drivers, i.e., UPS, FedEx or other common carriers are excluded from the workforce calculation.
4. Off-site workers engaged in construction and fabrication services for an MPS project may be approved for inclusion in the total workforce, provided a Schedule J is obtained from and approved by the CCS Manager. All, none, or a portion of the worker hours may be approved on a case-by-case basis.
5. When a contractor is using GOLD COIN workers and wishes to determine its required COIN participation hours, it must add the additional hours credited to GOLD COIN workers to the total project workforce hours. This process allows the contractor to ascertain the correct COIN participation percentage that will be applied by MPS to the project.

C. COIN Utilization Requirements

During the bidding process, if a contractor believes that it will be unable to achieve the required percentage for COIN participation, a written notice must be submitted to the CCS Manager and copied to DFMS at least ten (10) business days prior to the date of bid opening and shall include measures taken to meet the requirements and/or documented justification for a reduction in the required percentage. Any MPS-approved adjustment shall be made via an addendum which will be issued one week prior to bid opening.

Waivers will not be granted after bids are received and opened, and/or the contract has been awarded.

D. Program Specifications

1. Qualified COIN work includes all categories under "Total Workforce" herein.
2. Prime contractors may meet the COIN requirement through sub-tier participation. However, the prime vendor will be sanctioned for any COIN hour shortfall regardless of who is assigned to fulfill the MPS requirement.
3. **COIN hours are not transferable between projects.**

4. Contractors are required to request consideration of truck drivers and off-site workers as members of the "Total Workforce" and additional credit for previously hired GOLD COIN workers prior to submission of their first workforce report. Requests made after submission of a project's initial workforce report may be denied.

E. Sanction Process for Failure to Meet COIN Requirements

Contractor performance to the Schedule M (Workforce/COIN Implementation Plan that is submitted five (5) days after bid opening) shall be reviewed with each pay application. Please note that Schedule M **is not** submitted with each pay application. It is submitted before the project begins as stated above, with one opportunity to submit a remedial plan as stated in the next section. Failure to meet the plan shall result in a financial sanction.

Remedial Workforce/COIN Implementation Plan

The contractor shall have one (1) opportunity to submit a remedial Workforce/COIN Implementation Plan to CCS for approval. See JJ under definitions. It is the responsibility of the contractor to determine whether a remedial plan is required. It is also the contractor's responsibility to submit a remedial request in a timely manner that is realistic to the project timeline. Remedial requests will be reviewed by CCS and DFMS. The contractor shall be required to be in compliance with its remedial plan with each subsequent pay application. Failure to meet the COIN target in the remedial plan shall result in a financial sanction. If the project timeline does not allow for a remedial plan prior to project completion, a sanction may be applied to the final payment recommendation.

F. COIN Sanctions

MPS shall withhold funds from the pay request or retainage as shown in Exhibit 3, when COIN requirements are not met. **The COIN requirement is the responsibility of the prime contractor.**

Other sanctions may include withholding of payments, termination, suspension, or cancellation of the contract in whole or in part, denial to participate in any further contracts awarded by MPS for a specified period of up to three years, and any other remedy available to MPS at law or in equity.

III. STUDENT ENGAGEMENT PROGRAM

The Student Engagement Program seeks to maximize contractor involvement in career education and employment opportunities for students. The anticipated results are young people who are able to make better career and post-high school education choices that ultimately have a positive effect on our local business community. This program component consists of specific requirements for contractors to engage in. They are: (1) career education activities that directly involve MPS students and/or (2) fulfilling paid student employment hours that provide students with an actual work experience. **The students must be MPS students registered through CCS who have completed the required job readiness training.**

A. Qualified Recipients

Career Awareness/Education Activities: (1) any school that is the contracted project site or (2) other CCS-approved options.

Student Employment Requirement: (1) high school students, 16 years or older, who are currently enrolled in an MPS school and have participated in CCS Job Readiness Training, or (2) with prior authorization from CCS, students who have graduated from an MPS high school not more than twelve months from their date of matriculation who are not COIN-certified and have received job readiness training provided by CCS.

B. Student Engagement Requirements

1. All vendors shall provide ten (10) hours of career education activities on each contract unless otherwise specified in the bid document. Contractors are allowed two (2) hours of preparation time per MPS project. This two (2) hour preparation time is not applied to the requirement until the actual activities have been completed. The remaining eight (8) hours must be in **direct contact** with students.
2. If a project is required to have student employment, MPS shall designate prior to bid, the total MPS student hours of employment required. The successful bidder will be required to commit to providing a meaningful employment experience for one or more MPS students. Under no circumstances shall students work under conditions that would be considered a hazardous work environment.

C. Program Specifications

1. Career Awareness/Education activities (with CCS approval) include but are not limited to the following:
 - a. Classroom presentations at MPS project sites or various contractor career-specific activities.
 - b. Full classroom or small group tours of office environments and/or “outside the fence – street level” construction site(s) tours to provide an orientation to potential careers and the education-related skill involved in those careers. If a contractor is going to provide this type of activity, all required permission slips/arrangements must be made with the school by following normal field trip procedures. CCS only provides approval of activity type.
 - c. Classroom skill development project activities in conjunction with teacher lesson plans such as math, science, reading, writing, etc.
 - d. Other CCS-approved contractor-provided options.
2. Student employment participation can include but is not limited to the following activities:
 - a. Student summer employment placement (full-time/part-time).
 - b. Student after-school and weekend placement (20 hrs/wk max) where appropriate.
 - c. Placement with a sub-tier contractor on the project.
 - d. Alternative placement may be made when the contractor’s place of employment is beyond the transportation resources of available students or when certain project circumstances exist that prevent student employment on the job site. In such cases, the contractor maintains responsibility for the student’s work site and wages as well as ensuring a reasonably safe and meaningful work experience. All alternative work assignments are the responsibility of the prime contractor and **require CCS approval**.
 - e. Other CCS-approved contractor provided options.

3. Extended Student absences – Students must notify hiring contractor of any planned family or other absences that will occur during the employment period.
4. Super Student Status – Contractors who retain or rehire an MPS student or graduate from the CCS student database on or across multiple projects within a maximum 12 month period from original hire date, or have maintained employment for at least six (6) months beyond that past contract period, shall be able to count current hours worked by that same student at 1.25 hours for every hour worked on the new contract. Contractors planning to take advantage of Super Student status must submit a letter to CCS with this request. Request must be submitted before the beginning of the project. This status must also be noted on the Schedule H2 submitted with each invoice to MPS. Super Students retain this status for 24 months following the approved request.
5. Career Awareness/Education Banking Hours - A contractor may perform career awareness/education hours a maximum of 12 months in advance of having a contractual requirement for student engagement. Contractor must submit a written request to CCS for approval to bank hours PRIOR to the activity. No credit will be allowed after activity has been completed without prior approval. The Education Hour Confirmation form must be submitted to CCS no less than 10 days following the activity.
6. No other CCS requirements may be banked.

D. Sanction Process for Failure to Meet Student Engagement Commitment

The sanction process, the presumption of non-compliance, and the finding of non-compliance for the Student Engagement Program is similar to the COIN sanction process. See Section II (F).

E. Student Engagement Sanctions

Contractors must submit Schedules H1-A and H1-B indicating how they intend to meet their Student Engagement requirement. These schedules must be submitted five (5) business days after official MPS bid opening date

MPS shall withhold funds from the pay request or retainage as shown in Exhibit 3 when Student Engagement requirements are not met. Other sanctions may include withholding of payments, termination, suspension, or cancellation of the contract in whole or in part, prohibition from participation in any further contracts awarded by MPS for a specified period of up to three years, and any other remedy available to MPS at law or in equity.

Contractors with questions about the Student Engagement Program should contact Contract Compliance Services.

IV. RESOURCES FOR MEETING AND MAINTAINING PARTICIPATION

A. Database

CCS maintains a database of potential HUB firms, certified COIN workers, and students who have completed the CCS Job Readiness Training. Contractors may request information from CCS to assist in attaining participation levels. Request must be sent via email or fax to CCS and contain specific information on type(s) of HUB

firms desired. However, all HUB database information is based on HUB certification status. Determination of HUB vendor qualification is the sole responsibility of the prime contractor to the MPS contract or its designee.

B. Certification Information

MPS accepts certification from several local and national certification agencies. Contact CCS with questions regarding HUB vendor certification acceptance by MPS. A copy of HUB vendor certification must be included with bid.

C. COIN Workers

COIN workers are certified by the MPS-approved agency listed in Exhibit 2. Contractors may contact the agency to find a certified worker, verify certification of a potential employee, or refer current employees who are eligible for COIN certification to the agency. MPS reserves the right to expand or reduce impact areas to remain in compliance with the criterion that determines COIN eligibility guidelines. Workers previously qualified will continue to qualify until their eligibility period expires.

D. Student Engagement

The prime contractor is responsible for submitting Schedules H1-A and H1-B and for making sure the student engagement requirement is met.

E. Information Dissemination

MPS and CCS will periodically meet with contractors, potential subcontractors, and community groups for the purpose of informing potential project participants, including HUB firms and persons, about the CCS Project Participation Requirements for DFMS contracts as well as project opportunities.

F. Proposal Packages

MPS may prepare several smaller construction packages which will enhance the ability of HUB firms to successfully participate as first tier contractors on portions of a project within their capabilities. MPS may also prepare blended scope of work proposal packages designed to assist its subcontractors in achieving participation levels.

V. AMENDED REPORTS

Amended participation reports and/or submission of late documents received after an invoice has been processed by CCS and/or DFMS may result in a sanction that cannot be corrected until the next contractor invoice. Amended participation reports received 90 days after projects are classified as "Closed" will not be reviewed by CCS.



**MILWAUKEE
PUBLIC SCHOOLS**

APPENDIX A

Definitions

DEFINITIONS

- A. "Broker" is defined as a provider of materials or supplies who is not authorized as a bona fide, factory-authorized wholesaler. A broker may inventory "like or similar" parts but does not hold a valid "wholesalers" agreement with the manufacturer of the goods they resell. A broker may serve a useful business function, but participation credit is limited. [Section I (7)]
- B. "Certified" applies to a business or person that meets the requirements of the certifying agencies as identified in Exhibit 1 (business certifications) or Exhibit 2 (COIN certification).
1. Businesses can be certified: minority (MBE), woman-owned (WBE), disadvantaged (DBE), emerging (EBE), Small Business Administration-8A [(SBA-8A)], or service-disabled veteran enterprise (SDVBE). Inclusion of other certified groups is subject to the approval of the CCS Manager.
 2. Individual workers who qualify are "certified" for the MPS Communities in Need (COIN) Initiative. Individuals must be pre-qualified for the COIN Program before their hours can be counted for participation credit.
- C. "Certifying Agency" shall apply to any of the agencies noted in Exhibit 1 and Exhibit 2 that are acceptable to MPS for granting "certified" status to HUB businesses; or to persons in the workforce who meet the requirements of the MPS COIN Program.
- D. "Certified COIN Person" or "Certified COIN Worker" shall mean individuals regardless of race and gender who are seeking full-time employment and meet the MPS COIN Policy Guidelines. Elementary and high school students who attend school during daytime hours regardless of age are not eligible for COIN certification. The program seeks to certify persons in search of full-time, year-round employment.
- E. "COIN" Communities in Need is a preferential hiring program targeting neighborhoods (defined by U.S. Census Tracts) where a sizable percentage of its residing families have incomes insufficient to improve their financial condition. In order for a person to qualify and become a certified COIN worker, he/she must reside in the COIN Impact Area and must prove financial adversity in the worker's own household. Workers must be certified as "COIN" workers to be counted toward the COIN goal.
- F. "COIN Eligibility Period" is the length of time a worker can continue to qualify toward a contractor's commitment to meet the COIN participation requirement. A COIN worker shall remain "certified" for a period of three (3) years. However, the time period will be extended to a maximum of five (5) years provided the worker is enrolled in an indentured apprenticeship anytime during the initial three (3) year period.
- G. "Construction Services" means providing any service directly related to or pertaining to the construction, repair, and/or renovation on any MPS project, including the supply of materials to any other functionally related or auxiliary facilities or structures on the various construction sites. This definition excludes professional services such as program management, program monitoring, legal, design, architectural services, engineering services, accounting, public relations, media, travel, security guards, promotions, insurance, etc., and applies to traditional on-site trade construction and repetitive hauling activities.

- H. "Contracting Threshold" is an accumulative calculated value of a first tier contractor's annual contract awards in the twelve month period from July 1 to June 30, which when exceeded will automatically require the contractor to begin obtaining participation on each additional dollar award above this value at the levels herein noted where deemed reasonable and appropriate. Contract values will be monitored by MPS. This term applies to small individual contracts issued without participation requirements that when considered with change orders or new "small" contracts issued to the same contractor become "substantial" (exceeding the threshold) in any 12 month fiscal year.
- I. "Contractor" for this document shall apply to any organization -- profit or non-profit -- providing any construction, professional, or non-professional service, including those serving as vendors for any product or service under direct contract with or holding purchase orders directly with MPS. This definition shall also include certified HUB firms holding contracts or purchase orders directly with MPS at this "first tier" level. Additionally, it shall apply to any lessor providing long-term "space" needs for MPS on new developments and construction designed, developed, and built specifically for housing MPS operations or students and paid with MPS funds.
- J. "Service Disabled Veteran Business Enterprise" or "SDVBE" is a for-profit business concern that is at least 51% owned by one or more service-disabled veterans. Daily business operations must be managed and controlled by one or more disabled veterans. The business must be certified by the State of Wisconsin Department of Commerce or other agency as a Disabled Veteran Business Enterprise, per review and approval by MPS CCS. A SDVBE is one of several acceptable classifications of a HUB.
- K. "Disadvantaged Business Enterprise" or "DBE" is a for-profit business concern that is at least 51% owned, operated, and controlled by one or more individuals who meet the criterion established by an MPS-approved certifying agency. A DBE is one of several acceptable classifications of a HUB.
- L. "Contract Compliance Services" or "CCS" is charged with HUB, COIN, and Student Engagement promotion, implementation, approval, monitoring, and resolution of related contract issues. CCS submits periodic program performance reports to the Milwaukee Board of School Directors and the Administration.
- M. "Division of Facilities Maintenance Services" or "DFMS"-- refers to the operating arm of MPS charged with planning, hiring, managing, and approving work of all providers of professional and construction services related to building projects, renovation, and repair of existing and new school facilities.
- N. "Emerging Business Enterprise" or "EBE" is a for-profit business concern that is at least 51% owned, operated, and controlled by one or more individuals who meet the criterion established by an MPS-approved certifying agency. An EBE is one of several acceptable classifications of a HUB business.

- O. "Exempt" shall apply to written and specific items for which MPS has granted a "waiver" from meeting a specific participation requirement. CCS shall have the right to "exempt" specific MPS expenditures from the project participation requirements for cause. Exemptions shall be specific by project, itemized expenditures or incidents and are generally applied to the bid/RFP prior to advertisement. Exemptions are reviewed and approved by CCS in coordination with DFMS.
- P. "First Tier Contractor" – See "Contractor."
- Q. "GOLD COIN" – Any certified COIN person who has worked a minimum of 1,000 hours for the contractor or subcontractor within the past twelve months prior to the start of a new contract award by MPS may be designated a "GOLD COIN" worker. The contractor must provide sufficient evidence such as a payroll register or 401K distribution form showing hours worked, including dates indicating the report is for a 12 month period, as opposed to one pay period or other period less than 12 months of such long-term employment, and gain written approval from CCS prior to designating any worker as a GOLD COIN employee. The GOLD COIN designation only applies to the project for which it has been granted. Each hour worked by a GOLD COIN employee shall be counted as 1.2 project hours.
- R. "Good Faith Assessment" – is a term that applies to the review process to determine a contractor's efforts to maintain required participation levels after the initial contract award and is generally performed whenever a contractor falls short of the submitted plan. This assessment may precede a sanction
- S. "Historically Underutilized Business" or "HUB" shall be defined as any for-profit business that is 51% or more owned, controlled, and managed by: minority (MBE), woman-owned (WBE), disadvantaged (DBE), emerging (EBE), Small Business Administration-8A [(SBA-8A), or service-disabled veteran (SDVBE). Inclusion of other certified groups is subject to the approval of the CCS Manager.
- T. "Impact Area" is the collective term used to describe the many neighborhoods defined by specific 2000 US Census Tracts that make up the areas to receive preference in workforce hiring. Eligible census tracts are areas where 14.3% of the area's families have combined incomes below the poverty line as established by the US Census Bureau. Additionally, any contiguous set of census tracts not meeting this criterion equal to or less than 0.16 square miles in total area, which are completely surrounded by census tracts qualifying for the impact area -- shall also be included in the impact area, even if the "small island" area is considered affluent. The COIN Initiative considers this "island" in grave jeopardy of falling into decay or increased poverty. There are no known impact areas for the following Wisconsin counties as of this writing: Ozaukee, Washington, or Waukesha. CCS may approve other areas as they are reasonably presented for consideration.
- U. "Workforce/COIN Implementation Plan" refers to the spreadsheet or "spreadsheet-like" report provided to MPS by the contractor five (5) business days after the official MPS bid opening date that identifies how the contractor plans to achieve the requirements each month of the contract that will ultimately achieve the project's Workforce/COIN requirements.

- V. "Joint Venture" means an association of two or more businesses to carry out the work of a single business enterprise, for which purpose they combine their property, capital, efforts, skills, and/or knowledge.
- W. "Lessor" means any agency, organization, or person that receives funds from MPS for the payment of "space or property rental" built in its entirety or in part, with funds as prepayment in lieu of or to assure reduction of future rent or lease costs.
- X. "Manufacturer or Fabricator" is a firm that substantially alters raw materials, adding value through this process and subsequently provides the altered product(s) to MPS or projects without providing installation services.
- Y. "Minority Business Enterprise" or "MBE" means a for-profit business concern that is 51% or more owned, operated, and controlled by one or more ethnic minority group members and has been certified as such by an MPS-approved certifying agency. MBE is one of several acceptable classifications of a HUB.
- Z. "Minority Group Member" means a person, as defined in Wis. Stats §560.036(a)(f), including any of the following:

African-American (black)	Asian-Pacific
Aleut	Hispanic
American Indian (Native American)	Eskimo
Asian Indian	Native Hawaiian

- AA. "Milwaukee Public Schools" MPS or District refers to any and all parts of the school system under the control and decision-making authority of the Milwaukee Board of School Directors.
- BB. "Participation Credit"
 - 1. When referring to expenditures the term shall mean the amount of money spent with HUB firms and allowed to count towards meeting the participation requirements.
 - 2. When referring to workforce, the term shall mean the number of hours worked by persons, who qualify as MPS COIN-certified workers, and allowed to count towards the COIN participation requirement on MPS construction projects.
 - 3. When referring to students, the term shall mean the number of hours met in complying with student employment and/or career education requirements.
- CC. "Participation Level" shall mean:
 - 1. The percentage of planned participation to be achieved by each individual contractor on an MPS project by utilizing HUB firms, certified COIN workers, and students who have completed the CCS Job Readiness Training.

- DD. “Partnership” An agreement entered into between two or more separate parties for the mutual benefit of both entities.
- EE. “Professional Services” shall include all services not specifically defined as a construction service for which MPS may contract or purchase in any manner and form. The definition specifically includes, but is not limited to services for program management, construction management, owners, representatives, legal services, design, architectural and engineering services, accounting, auditors, public relations, media, travel, promotions, insurance, IT services, or other services where means and methods may vary greatly between the contractors to achieve a desired outcome.
- FF. “Project” means any non-exempt activity for which MPS makes purchases, enters into any facility lease agreement where construction is required to prepare the facility for MPS use, and/or issues contracts, purchase orders, or service agreements to perform necessary work. This definition shall apply to both aggregate and individual expenditures.
- GG. “Poverty Threshold” is used by MPS to determine financial eligibility for potential COIN certification candidates. The “poverty threshold” has been linked to the annual income level established by the United States Department of Agriculture which would qualify worker/family eligibility for the “Free/Reduced Lunch Program.” In order to qualify for the COIN Program, a person must reside in an “impact area”, and his/her household income shall not exceed the “poverty threshold.”
- HH. “Reduced Lunch Program” – The financial assistance program designed by the US Department of Agriculture that provides financial assistance, through “reduced cost lunches” to low-income Americans. This program is used by MPS.
- II. “Regular” when applied to project workforce participation shall mean persons serving in managerial, clerical, and delivery positions who visit the MPS project site more than twice per week on average.
- JJ. “Remedial Plan” applies to any written corrective action plan required of and/or provided by the contractor to MPS to meet Project Participation Requirements and contractual requirements when it appears the contractor is not meeting scheduled participation levels.
- KK. “Sanctions” are actions that may be taken by MPS against contractors who fail to meet any of the Participation Plan or other contractual obligations.
- LL. “Sanctions Policy” is the procedure MPS has developed to administer the application of sanctions. MPS may take the following actions against contractors who fail to meet any of the Participation Plan requirements.
- Withholding payment
 - Termination, suspension, or cancellation of the contract in whole or in part
 - Denial to participate in any further contracts awarded by MPS for a specified period of time up to three years
 - Any other remedy available to MPS at law or in equity
- MM. SBA-8A or Small Business Administration - 8A is a “for-profit” small business that has been certified by the Small Business Administration.

- NN. "SDB" or "Small Disadvantaged Business" is a for-profit business concern that is at least 51% owned, operated, and controlled by one or more individuals who meet the criterion established by the US Small Business Administration. An SDB is one of several acceptable classifications of a HUB.
- OO. "Student Engagement" refers to:
1. Contractors' meaningful participation with MPS students at the schools and in the neighborhoods in which the contractor is under contract, where possible, and other activities as approved by CCS.
 2. The employment of high school students (16 years of age or older) from any MPS school.
- When used without a specific reference to definition 1 or 2 above, the term shall refer to both categories of contractor participation.
- PP. "Sole Source" - There are instances when it is appropriate to waive the bidding requirements for the purchase of goods or services even when the dollar amount would normally require bidding. In such instances the Board allows a Sole Source Waiver to be granted. There are only three circumstances under which a waiver will be granted: (1) competitive vendors do not exist, (2) a vendor is being brought back to complete or modify a previously begun project, (3) use of a specific vendor has been made a condition for receiving a grant. Extensions of existing contracts previously granted a sole source waiver do not require a second waiver. Supplemental contracts with the same vendor, however, do require a second waiver as supplemental contracts are new contracts. A Sole Source Waiver waives the bidding requirement only. It does not waive the approval requirement by the Superintendent or Board.
- QQ. "Target Firm" – A HUB firm.
- RR. "Target Person" – COIN-certified individual.
- SS. "Woman-Owned Business Enterprise" or "WBE" means a for-profit business concern that is 51% or more owned, operated, and controlled by one or more women owners; and has been certified as such by an MPS-approved agency. A WBE is one of several acceptable classifications of a HUB.
- TT. "Wholesaler" or "Distributor" shall mean a for-profit business that maintains an inventory of like or related products and ships from stock the same or similar products to be sold onto MPS projects. The firm must have a bona fide long-term contractual agreement to resale product(s) with the manufacturer of the goods to be sold. To qualify as a "wholesaler," the business must not be limited to selling its product(s) to a narrow clientele or geographical base.
- UU. Super Student Status – Contractors who retain or rehire an MPS student or MPS graduate from the CCS student database, on or across multiple projects within a maximum 12 month period from original hire date, or have maintained employment for at least six (6) months beyond that past contract period, shall be able to count current hours worked by that same student at 1.25 hours for every hour worked on the new contract.



**MILWAUKEE
PUBLIC SCHOOLS**

APPENDIX B

EXHIBITS



**Exhibit 1
CONTRACT COMPLIANCE SERVICES
Accepted Certification Agencies**

THE WISCONSIN/IOWA/CENTRAL ILLINOIS MINORITY SUPPLIER DEVELOPMENT COUNCIL AND/OR THE WOMEN'S BUSINESS ENTERPRISE NATIONAL COUNCIL ARE THE PREFERRED CERTIFICATION AGENCIES FOR THE DISTRICT.

- **MBE** **Minority Business Enterprise.** A certified "for-profit" business entity which has proven it is at least 51% owned and controlled by minority group members.
- **WBE** **Women's Business Enterprise.** A certified "for-profit" business entity which has proven it is at least 51% owned and controlled by women.
- **DBE** **Disadvantaged Business Enterprise.** A certified "for-profit" business entity which has proven it is at least 51% owned and controlled by one or more individuals who are both socially and economically disadvantaged.
- **EBE** **Emerging Business Enterprise.** A certified "for-profit" business entity which has proven it is at least 51% owned and controlled by one or more individuals who are both socially and economically disadvantaged.
- **SBA-8A** **Small Business Administration - 8A.** A "for-profit" small business that has been certified by the Small Business Administration.

CERTIFICATION TYPES¹	ACCEPTED CERTIFICATION AGENCIES¹	CONTACT
MBE²	Wisconsin/Iowa/Central Illinois Minority Supplier Development Council (Affiliate of the National Minority Supplier Development Council) P.O. Box 8577 Madison, WI 53708-8577 http://www.suppliercouncil.org/certification.html	Dr. Floyd Rose President Tele: (608) 241-5858 Fax: (608) 241-9100
WBE	Women's Business Enterprise National Council Go to the website below to complete an online application. http://www.wbenc.org	Questions: (202) 872-5515 Ext. 26
DBE	State of Wisconsin Department of Transportation 6150 W. Fond du Lac Avenue Milwaukee, WI 53218 http://www.dot.wisconsin.gov/business/engrserv/dbe-main.html	Ms. Michelle Carter DBE – Program Manager Tele: (414) 438-4587 Fax: (414) 438-5389
DBE	Milwaukee County Community Business Development Partners 2711 W. Wells Street City Campus, 8 th Floor, Suite 830 Milwaukee, WI 53208 http://www.milwaukeecounty.org/display/router.asp?docid=12282	Ms. Mildred Hyde- Demoze Certification Section Manager Tele: (414) 278-5037 Fax: (414) 223-1958

Contract Compliance Services
6620 W. Capitol Dr., Room 204
Milwaukee, WI 53216

Telephone: 414-438-3622
Facsimile: 414-438-3662
Email: 505@mail.milwaukee.k12.wi.us

CERTIFICATION TYPES¹	ACCEPTED CERTIFICATION AGENCIES¹	CONTACT
EBE	City of Milwaukee Emerging Business Enterprise Program City Hall 200 E Wells Street - Suite 606 Milwaukee, WI 53202 http://www.city.milwaukee.gov/certificationapplica1396.htm	Ms. Nyesha Turner Senior Business Analyst Tele: (414) 286-5552 Fax: (414) 286-8752
SBA-8A	U.S. Small Business Administration 8a Business Development Program 8a Business Development Program 310 W. Wisconsin Ave, Suite 400 Milwaukee, WI 53203 http://www.sba.gov	Ms. Cheryl Jordan Business Development Specialist Tele: (414) 297-3951 Fax: (202) 481-0766
MBE	State of Wisconsin – Department of Commerce Bureau of Minority Business Development P. O. Box 7970 Madison, WI 53707-7970 http://commerce.wi.gov/BD/BD-minorityandwomen.html	Mr. Aggo Akyea Director Tele: (608) 261-7729 Fax: (608) 264-6151
WBE	State of Wisconsin - Department of Commerce Bureau of Entrepreneurship 201 West Washington Avenue P. O. Box 7970 Madison, WI 53707-7970 http://commerce.wi.gov/BD/BD-minorityandwomen.html	Ms. Carol Dunn Small Business Ombudsman Tele: (608) 267-0297 Fax: (608) 264-6151

¹ Any other certifications or agencies not listed herein must be reviewed and approved by Contract Compliance Services.

² Or any of the Regional Affiliates.

Contract Compliance Services
 6620 W. Capitol Dr., Room 204
 Milwaukee, WI 53216

Telephone: 414-438-3622
 Facsimile: 414-438-3662
 Email: 505@mail.milwaukee.k12.wi.us



Exhibit 2
COIN Certification Agency

IMPORTANT PROGRAM NOTES

All required documentation must be presented to COIN certification agency. At the time of COIN application, all eligible candidates must:

- Live in the *Impact Area*.
- Have identification or acceptable proof of residency.
- Meet the underemployment income criteria.
- Provide proof of income level.

CERTIFICATION AGENCY	CONTACT
WRTP / Big Step 3841 W. Wisconsin Ave Milwaukee, WI 53208	Nicole Zilles Program Assistant (414) 937-3600 nzilles@wrtp.org



EXHIBIT 3

**Sanctions for Non-compliance with Student Employment,
Career Awareness/Education Activities, and COIN Requirements**

Student Employment and Career Awareness/Education Activities

Milwaukee Public Schools is in the business of educating children and views the provision of opportunities for our students to observe and experience the careers and “real world” work experiences afforded by this provision, as a valuable tool in enhancing their education. Failure to achieve the Student Engagement requirements of any contract is viewed as a serious offense.

Students working for MPS contractors must be paid at or above the legal minimum wage.

Contractors who fail to achieve the student employment and career awareness/education activities provision of their contract shall be sanctioned for not providing this valuable experience. Contractors who repeatedly fail to achieve these requirements may face additional penalties, up to and including disbarment for a period of time not to exceed three (3) years.

The Student Employment sanction is \$100.00 per hour.

The Student Career Awareness/Education Activities sanction is \$250.00 per hour.

Assessment of compliance is made upon review of student employment and career awareness/education activities per invoice based on the Schedule H1-A and Schedule H1-B that are due to DFMS five (5) business days after the official MPS bid opening date. Contractor is allowed one remedial plan submission per contract period.

COIN

Contractors use COIN workers to achieve a percentage of their work hours when required in their contract. Failure to achieve this requirement may result in a sanction. Sanctions are based on total actual hours worked and the projected COIN percentage to determine the required COIN hours, based upon the actual hours worked by the contractor. Assessment of compliance is reviewed per invoice based on the Schedule M Workforce/COIN Implementation Plan that is due to DFMS five (5) business days after the official MPS bid opening date. Contractor is allowed one remedial plan submission per contract period

The COIN sanction is \$30.00 per hour.



**MILWAUKEE
PUBLIC SCHOOLS**

APPENDIX C

SCHEDULES



**SCHEDULE A
Program Compliance
(HUB, COIN, and Student Engagement Commitment Plan)
Page 1 of 2**

HUB Vendor Name _____ MPS Project _____ MPS Location _____

I hereby declare and affirm that I, _____
Name Title

am a duly authorized representative of _____ and that I have personally reviewed the material and
Company Name

facts set forth herein describing our proposal plan to achieve the HUB, COIN, and Student Engagement goals of this contract.

All HUB firms included in this plan have been certified as such by one or more of the following agencies:

- | | |
|--|---|
| _____ Wisconsin Supplier Development Council | _____ State of Wisconsin Department of Commerce |
| _____ Women's Business Enterprise National Council | _____ Department of Transportation |
| _____ SBA-8A Small Business Administration | _____ Community Business Development Partners |
| _____ Other Recognized Certification Agency | _____ |

(Please specify. Agency must be approved by CCS)

** Out of state certifications are subject to review and approval by Contract Compliance Services.*

All firms claiming to be certified have submitted copies of their certification(s) and any appropriate affidavits to me and they are attached for your review.

Check here if one or more firms included with this form are not yet properly certified.

- I. HUB Contractor.** If contractor or supplier is a certified HUB, attach a copy of that firm's certification. All suppliers must submit copies of their official corporate wholesale agreements recognized by the equipment manufacturer(s) for all materials to be supplied. Failure to do so may cause the supplier to be classified as a broker.
- II. HUB Firms in Joint Ventures.** If contractor is a certified HUB firm joint venture (JV), see HUB firm contractor requirements above. A HUB firm JV is one in which the HUB firm(s) exceed 50% of the ownership and control of the JV and has been certified as such by one of the aforementioned certification bodies.
- III. Student Commitment:** Contractors' commitment for employment in total hours: _____
Student Commitment: Contractors' commitment for career awareness/education in total hours: _____
- IV. COIN Commitment:** Contractors' minimum commitment to COIN workforce in percent of total hours: _____%
- V. (A) HUB Firm Commitment:** Our firm commits to the following total HUB firm participation level: _____%
- (B) HUB Subcontractors.** Provide detail for each HUB firm you will subcontract with upon contract award.

V (B)1	CERTIFIED HUB VENDOR NAME BELOW	CONTRACT VALUE \$	PERCENT OF YOUR CONTRACT %
	HUB CONTACT PERSON	PLEASE CHECK ALL CERTIFICATIONS THAT APPLY AND ATTACH AT LEAST ONE CURRENT CERTIFICATION DOCUMENT FOR THIS HUB FIRM. <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> DBE <input type="checkbox"/> EBE <input type="checkbox"/> SDB <input type="checkbox"/> SBA-8A <input type="checkbox"/> OTHER	
	PHONE NUMBER OF HUB CONTACT PERSON	FAX NUMBER FOR PERSON	EMAIL ADDRESS OF CONTACT PERSON
	STREET ADDRESS FOR HUB VENDOR (NO PO BOXES)	CITY	ST ZIP CODE
	WORK/SCOPE OF SERVICES TO BE PERFORMED OR MATERIAL TO BE SUPPLIED BY HUB VENDOR		

Indicate below when the HUB contractor listed above is scheduled to fulfill your requirement. From _____ to _____

List month							
Number of employment hours							

IMPORTANT FORM NOTE: You must complete Page 2 even if no additional HUB vendors are included. Your signature and that of a notary is required on Page 2.

SCHEDULE A
 Program Compliance
 (HUB, COIN, and Student Commitment Plan)
 Page 2 of 2

V (B)2	CERTIFIED HUB VENDOR NAME BELOW	CONTRACT VALUE \$	PERCENT OF YOUR CONTRACT %
HUB CONTACT PERSON		PLEASE CHECK ALL CERTIFICATIONS THAT APPLY AND ATTACH AT LEAST ONE CURRENT CERTIFICATION DOCUMENT FOR THIS HUB FIRM. <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> DBE <input type="checkbox"/> EBE <input type="checkbox"/> SDB <input type="checkbox"/> SBA-8A <input type="checkbox"/> OTHER _____	
PHONE NUMBER OF HUB CONTACT PERSON	FAX NUMBER FOR PERSON	EMAIL ADDRESS OF CONTACT PERSON	
STREET ADDRESS FOR HUB VENDOR (NO PO BOXES)		CITY	ST ZIP CODE
WORK/SCOPE OF SERVICES TO BE PERFORMED OR MATERIAL TO BE SUPPLIED BY HUB VENDOR			

Indicate below when the HUB contractor listed above is scheduled to fulfill your requirement. From _____ to _____

List month							
Number of employment hours							

V (B)3	CERTIFIED HUB VENDOR NAME BELOW	CONTRACT VALUE \$	PERCENT OF YOUR CONTRACT %
HUB CONTACT PERSON		PLEASE CHECK ALL CERTIFICATIONS THAT APPLY AND ATTACH AT LEAST ONE CURRENT CERTIFICATION DOCUMENT FOR THIS HUB FIRM. <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> DBE <input type="checkbox"/> EBE <input type="checkbox"/> SDB <input type="checkbox"/> SBA-8A <input type="checkbox"/> OTHER _____	
PHONE NUMBER OF HUB CONTACT PERSON	FAX NUMBER FOR PERSON	EMAIL ADDRESS OF CONTACT PERSON	
STREET ADDRESS FOR HUB VENDOR (NO PO BOXES)		CITY	ST ZIP CODE
WORK/SCOPE OF SERVICES TO BE PERFORMED OR MATERIAL TO BE SUPPLIED BY HUB VENDOR			

Indicate below when the HUB contractor listed above is scheduled to fulfill your requirement. From _____ to _____

List month							
Number of employment hours							

V (B)4	CERTIFIED HUB VENDOR NAME BELOW	CONTRACT VALUE \$	PERCENT OF YOUR CONTRACT %
HUB CONTACT PERSON		PLEASE CHECK ALL CERTIFICATIONS THAT APPLY AND ATTACH AT LEAST ONE CURRENT CERTIFICATION DOCUMENT FOR THIS HUB FIRM. <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> DBE <input type="checkbox"/> EBE <input type="checkbox"/> SDB <input type="checkbox"/> SBA-8A <input type="checkbox"/> OTHER _____	
PHONE NUMBER OF HUB CONTACT PERSON	FAX NUMBER FOR PERSON	EMAIL ADDRESS OF CONTACT PERSON	
STREET ADDRESS FOR HUB VENDOR (NO PO BOXES)		CITY	ST ZIP CODE
WORK/SCOPE OF SERVICES TO BE PERFORMED OR MATERIAL TO BE SUPPLIED BY HUB VENDOR			

Indicate below when the HUB contractor listed above is scheduled to fulfill your requirement. From _____ to _____

List month							
Number of employment hours							

SIGNATURE

REPRINT NAME OF AUTHORIZED PERSON HERE	EMAIL ADDRESS OF AUTHORIZED PERSON	
SIGNATURE OF AUTHORIZED PERSON BELOW: X	PHONE NUMBER	DATE

NOTARY

This document was subscribed and sworn before me on ____ / ____ /20__	Notary Signature	My commission expires ____ / ____ /20__
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**MILWAUKEE
PUBLIC SCHOOLS**

**SCHEDULE B
HUB PROJECT ACKNOWLEDGEMENT**

This form is to be completed by the HUB firm. You are acknowledging that the stated prime contractor is using your firm (and for what amount) in its bid to the Milwaukee Public Schools.

_____ HUB VENDOR NAME _____ MPS PROJECT _____ MPS LOCATION

BUSINESS CERTIFICATION: MBE WBE DBE EBE SBA-8A by the following -- *Check all that apply.*
A copy of your certification must be included with this form.

_____ Wisconsin Supplier Development Council _____ State of Wisconsin Department of Commerce
 _____ Women's Business Enterprise National Council _____ Department of Transportation
 _____ SBA-8A Certified _____ Community Business Development Partners
 _____ Other Recognized Certification Agency _____
 (PLEASE SPECIFY. AGENCY MUST BE APPROVED BY CCS)

ETHNICITY: 51% or more of this firm is owned by individuals of the following ethnicity:

African American (Black) Asian Indian Asian Pacific
 Hispanic American Native American White
 Other _____

To: _____ and Contract Compliance Services
 ENTER PRIME CONTRACTOR NAME ABOVE

The undersigned intends to perform work in connection with the above project as a:

Sole Proprietor Partnership Corporation Joint Venture Protégé

The undersigned is prepared to provide the following described services or supply the following described goods in connection with the above named project/contract:

The above described performance is offered for the following price and described terms of payment. Attach additional sheets if more space is needed to fully describe the HUB firm's proposed scope of work and/or payment schedule.

_____ NUMERIC AMOUNT _____ WRITTEN DOLLAR AMOUNT

Check if additional sheets are supplied.

The undersigned will enter into a formal written agreement for the above work with the above named prime contractor, conditioned upon execution by the prime contractor of a contract for work on projects initiated by Milwaukee Public Schools. The undersigned agrees to sign a written agreement within twenty (20) working days of notice of a signed contract between the prime contractor and Milwaukee Public Schools.

_____ SIGNATURE OF OWNER/AUTHORIZED AGENT OF HUB FIRM _____ PRINTED NAME/TITLE

_____ PHONE NUMBER _____ FAX NUMBER

_____ EMAIL ADDRESS



**MILWAUKEE
PUBLIC SCHOOLS**

SCHEDULE D HUB Firm Payments

INSTRUCTIONS

Professional service firms and construction service providers without owner purchases need complete only the NET amounts in the table below.

Enter the total amounts of each contract, including owner purchases, in the row marked "GRS" (gross contract amount). Enter owner purchase contract amounts (if any) in row marked OPC. Calculate the NET amount (GRS-OPC) in and place the value in the row marked NET.

Billings and payments are all NET amounts.
Column I = Col F / Col D (net amount)
Column J = Col F (Sub Amt) / Col F (Prime Amt)

PRIME CONTRACTOR	PERIOD COVERED BY THIS REPORT	REPORT NO.	IS THIS A FINAL REPORT? <input type="checkbox"/> YES
CONTACT PERSON	MPS PROJECT NAME		
CONTACT PERSON PHONE NUMBER	MPS PROJECT LOCATION		
FAX NUMBER	SCOPE		
EMAIL ADDRESS	PRIME CONTRACT VALUE \$	SUM HUB SUBCONTRACTS \$	% OF PRIME %

A	B	C	D	E	F	G	H	I	J
CONTRACTOR LIST	CAT.	ORIGINAL CONTRACT AMOUNT	CURRENT CONTRACT (INCLUDE CO)	PREVIOUS INVOICED AMOUNT	PAID TO DATE (CASH HAS TRANSFERRED)	AMOUNT BEING INVOICED AT THIS TIME	HUB AMOUNT	% PD TO DATE	% OF PRIME PAID TO DATE
PRIME	GRS	\$	\$				\$		
	OPC	\$	\$						
	NET	\$	\$	\$	\$	\$		%	%
SUB 1	GRS	\$	\$				\$		
	OPC	\$	\$						
	NET	\$	\$	\$	\$	\$		%	%
SUB 2	GRS	\$	\$				\$		
	OPC	\$	\$						
	NET	\$	\$	\$	\$	\$		%	%
SUB 3	GRS	\$	\$				\$		
	OPC	\$	\$						
	NET	\$	\$	\$	\$	\$		%	%
SUB 4	GRS	\$	\$				\$		
	OPC	\$	\$						
	NET	\$	\$	\$	\$	\$		%	%
TOTAL HUB PARTICIPATION		\$	\$	\$	\$	\$	\$	%	%

NOTE: GRS & OPC - CONSTRUCTION CONTRACTORS WITH OWNER PURCHASES ONLY. GRS - GROSS CONTRACT AMOUNT. OPC - OWNER PURCHASE CONTRACT AMOUNTS. NET - NET AMOUNT

SIGN ABOVE TO INDICATE THAT THIS INFORMATION IS ACCURATE AND TRUE DATE _____ SUBSCRIBED AND SWORN BEFORE ME THIS _____ DAY OF _____, 20__ AD

Notary Public, State of Wisconsin _____ My commission expires _____



SCHEDULE G
Close Out Payment Reporting

MPS PROJECT: PROJECT LOCATION:

Table with 2 columns: PRIME CONTRACTOR INFORMATION and HUB VENDOR INFORMATION. Rows include PRIME CONTRACTOR, CONTACT PERSON, PHONE, FAX, EMAIL, SUBCONTRACT VALUE, and HUB FIRM DESCRIPTION OF WORK.

I hereby certify and acknowledge that I have been paid \$ for work performed on the above named project.

The following amount is still owed to my firm \$ (If zero, write N/A).

The outstanding balance is: in dispute or normal retention.

PRINTED NAME OF HUB FIRM OWNER OR AUTHORIZED PERSON

SIGNATURE OF HUB FIRM OWNER OR AUTHORIZED PERSON

TITLE OF HUB FIRM OWNER OR AUTHORIZED PERSON

DATE SIGNED

The HUB vendor should retain a copy of this form. When final payment is received, HUB vendor should resend this form to Contract Compliance Services with the amount paid indicated.

Final payment made to HUB vendor:

I, as authorized representative of contractor, hereby certify that payments less applicable retention have been made through the period covered by previous payments received from the prime contractor to the contractor's HUB subcontractor noted above for all materials and labor used in or in connection with performance of the project contract.

Prime Contractor By: SIGNATURE OF AUTHORIZED OFFICER

Title: Date

Subscribed and sworn before me this day of, 20

NOTARY PUBLIC, STATE OF WISCONSIN My Commission Expires:



**MILWAUKEE
PUBLIC SCHOOLS**

SCHEDULE H1-B

Student Career Awareness/Education Plan and Commitment

Project/Contractor Information

CONTRACTOR COMPANY NAME

MPS SITE

MPS PROJECT

Name of Education Liaison Contact

CONTACT PERSON

PHONE

FAX

E-MAIL

Number of required career awareness/education hours: _____

Place an "X" below to indicate how you plan to fulfill your career awareness/education requirement. This is a ten (10) hr. requirement unless otherwise listed in the project specifications. Preparation time of two (2) hours is allowed. Career awareness/education hours are counted by company, not by number of presenters. Interviews with students for fulfillment of student employment requirements and conversations with CCS personnel are not counted toward education activities.

- | | |
|---|--|
| <input type="checkbox"/> Classroom skill development/project activity | <input type="checkbox"/> Classroom panel presentation/demonstration |
| <input type="checkbox"/> Student group tours/observations – job site | <input type="checkbox"/> Classroom presentation – industry awareness |
| <input type="checkbox"/> Contractor provided option (Please provide description.) _____ | |

Provide a detailed description of your career awareness/education plans for this project.

I hereby declare and affirm that I,

NAME

TITLE

am a duly authorized representative of

COMPANY NAME

located in

STATE

COUNTY

CITY

and that I have personally reviewed the material and facts describing our proposal regarding student career awareness/education. I agree to participate in an orientation and provide the experience(s) contained herein.

SIGNATURE OF AUTHORIZED COMPANY OFFICER

TITLE

DATE

SIGNATURE OF CCS REPRESENTATIVE

TITLE

DATE

5-2010



**MILWAUKEE
PUBLIC SCHOOLS**

**SCHEDULE H2
Student Engagement Reporting
Due with each pay application.**

_____ MPS JOB SITE/PROJECT NAME/PROJECT NUMBER _____ REPORTING PERIOD _____

_____ COMPANY NAME _____ COMPANY CONTACT _____

_____ PHONE _____ FAX _____ EMAIL _____

A. Education/Career Awareness Reporting _____ **Required number of education hours for this project**
 _____ Hours used this for this reporting period _____ Hours remaining

Location of education/career awareness presentation: _____

Date of education/career awareness presentation: _____

School contact person for presentation: _____ Phone _____

Please attach Education/Career Awareness Confirmation form to this H2.

Detail the education/career awareness activities of presentation for this reporting period.

B. Student Employment Reporting **Required Number of Employment Hours**
 _____ Employment hours used this month
 _____ (Hours must equal number of hours worked listed below) _____ Employment hours remaining

Student name	Number of hours worked for this reporting period	Hourly wage rate	Description of employment activity

_____ Signature of Authorized Company Officer _____ Title _____

_____ Date _____

Contract Compliance Services Manager or designee initial and date to show this form has been reviewed and approved. [] _____

Rev. 3-15-10



**MILWAUKEE
PUBLIC SCHOOLS**

EDUCATION HOUR CONFIRMATION

COMPANY NAME

MPS PROJECT/LOCATION
(HOURS SHOULD BE APPLIED TOWARD THIS PROJECT)

DATE(S) OF STUDENT EDUCATION PRESENTATION

PRESENTATION LOCATION

COMPANY REPRESENTATIVE FOR THIS STUDENT EDUCATION PRESENTATION

HOURS OF PRESENTATION (FROM – TO)

OF HOURS TO BE APPLIED TOWARD REQUIREMENT

LIST ACTIVITIES

SCHOOL COORDINATOR NAME (PLEASE PRINT)

SIGNATURE OF SCHOOL COORDINATOR CONFIRMING HOURS OF COMPANY ATTENDANCE

SIGNATURE OF AUTHORIZED COMPANY OFFICER

TITLE

DATE

Contract Compliance Services Manager or designee initial and date to show this form has been reviewed and approved. [] _____

