

SCHEDULE A CHECKLIST

PLEASE SUBMIT DOCUMENTS IN CHECKLIST ORDER

I. You must attach the following documents:

- Affidavit of Minority and/or Women Business Enterprise (MBE/WBE) Veteran Business Enterprise/Service-Disabled Business Enterprise (VBE). **Application Must Be Signed By An Authorized Officer of The Firm and Be Notarized.**
- Bank resolution(s) and/or Bank Signature Card(s)
- Copies of contracts, purchase orders, or invoices (3 contracts for New applicants / 1 for continuing eligibility)
- Copies of W-2 and/or 1099 Forms (previous three (3) years) for all Owners, Directors, Officers, Managers and Check Signers
- Current License(s), Professional, Local, City and State or Statement regarding License requirements
- Current Payroll Register or statement regarding current payroll (four (4) weeks)
- Evidence of citizenship or legal permanent residency, ethnicity, and gender (Birth Certificate or Passport) for all Owners, Directors, Officers and Check Signers
- Most recent signed U.S. Federal Corporate Tax Return plus previous four (4) years including all Schedules, Statements and Attachments
- Most recent signed U.S. Federal Corporate Tax Returns for each Affiliate Company, plus previous four (4) years including all Schedules, Statements and Attachments
- Most recent signed U.S. Federal Individual Income Tax Return plus previous four (4) years including all Schedules, Statements and Attachments
- Current Personal Net Worth Statement for qualifying owner(s), which represents 51% ownership in firm
- Proof of contribution(s) by owners to acquire ownership in firm or start-up capital (i.e. cancelled checks, loan agreement, etc.)
- Resumes detailing work experience and education with corresponding dates for all Owners, Directors, Officers and Check Signers
- Signed copy of all current Lease(s) and/or most recent tax bill or deed to property
- Year-End Balance Sheets and Income Statements for the past five (5) years (or life of firm, if less than five years)
- Agreement/letter from manufacturer stating that firm is an authorized distributor / supplier
- Contingent agreements affecting management, control or rights of any owner, if applicable
- Copies of all Signed Loan Agreements or Letters of Credit, if applicable
- Equipment lease agreement(s), if applicable
- Management service agreement(s), if applicable
- MBE/DBE/WBE or SBA 8a Certification(s) or Denial(s), if applicable
- Proof of Bonding Capacity and Insurance Certificate, if applicable
- Title(s) of automotive equipment, if applicable

II. CORPORATIONS MUST ALSO INCLUDE THESE DOCUMENTS:

- Articles of Incorporation
- By-Laws of Corporation
- Copies of all Stock Certificates issued (front and back)
- Stock Ledger
- Minutes of the First and two (2) most recent Stockholders' Meeting documenting the election of Directors
- Minutes of the First and two (2) most recent Board of Directors' Meeting documenting the election of Officers
- State of Illinois Letter of Good Standing

III. PARTNERSHIPS MUST INCLUDE THESE DOCUMENTS:

- Partnership Agreement
- Assumed Name Certificate or Certificate of Limited Partnership

IV. LIMITED LIABILITY COMPANIES MUST ALSO INCLUDE:

- Articles of Organization
- Operating Agreement
- State of Illinois Letter of Good Standing

V. SOLE PROPRIETORSHIPS MUST ALSO INCLUDE:

- Assumed Name Certificate

VI. VETERAN BUSINESS ENTERPRISE/SERVICE-DISABLED VETERAN BUSINESS ENTERPRISE

- DD214 or Veteran's Disability (For Firms Seeking Veteran Status only)

VII. START-UP BUSINESSES

- Marketing Plan, Proposals

SCHEDULE A

COUNTY OF COOK
OFFICE OF CONTRACT COMPLIANCE
CERTIFICATION APPLICATION
AFFIDAVIT OF MINORITY AND/OR WOMEN BUSINESS ENTERPRISE (MBE/WBE)
VETERAN BUSINESS ENTERPRISE/SERVICE-DISABLED BUSINESS ENTERPRISE (VBE)

This page must be signed by the qualifying owner/officer of the applicant firm and notarized in order for the certification application to be considered. Any changes in ownership and/or control should be reported to the Office of Contract Compliance along with relevant documentation within 10 days of such change. The firm must further provide, upon request, information of any work performed on any specified contract regarding the type of work performed, its duration, amount of payment to the firm and to permit the audit and examination of books, records and files of the named firm. ANY MATERIAL MISREPRESENTATION OF INFORMATION IN THIS AFFIDAVIT MAY RESULT IN: 1) DENIAL OF CERTIFICATION; 2) DECERTIFICATION; 3) TERMINATION OF ANY CONTRACT AWARDED; 4) DENIAL OF MBE/WBE/VBE PARTICIPATION CREDIT; and/or 5) INITIATING ACTION UNDER FEDERAL, STATE OR LOCAL LAW.

It shall be the duty of all Cook County employees, officials, agents, contractors, sub-contractors, licensees, grantees or persons or businesses seeking County contracts, grants, licenses, or certification of eligibility for County contracts to cooperate with the Office of the Independent Inspector General (OIIG) in the conduct of investigations undertaken pursuant to Cook County, Ill., Ordinances 07-O-52 (2007)(OIIG Ordinance). It shall be unlawful for any person subject to the OIIG Ordinance to refuse to cooperate with the (OIIG). The penalty for such violation shall be governed by Section 2-291 of the OIIG Ordinance.

Upon penalty of perjury, I _____ affirm that I am
(Print name)

the _____ of _____
(Position or title) (Firm name)

and that all of the foregoing information on this form is true and correct. I further affirm that
the _____ interests in this firm constitute majority ownership and control.
(Minority, Woman or Veteran)

DATE _____ / _____
(Signature of Affiant)

Subscribed and sworn to before me this _____ day of _____ / _____
(Month) (Year)

(Notary's Signature)

Notary's Seal

My Commission Expires _____

This page is to be submitted as original