

# CITY COLLEGES<sup>®</sup> OF CHICAGO

April 5, 2023  
ADDENDUM NO. 1

RFP #SN2302 – CRM Events Tool

**ONE (1) ORIGINAL SIGNATURE HARD COPY AND TWO (2) USB OF THE BID TO BE SUBMITTED TO:**

City Colleges of Chicago  
Dawson Technical Institute  
Business and Procurement Services  
3901 S. State Street, Room 102  
Chicago, IL 60609  
Attn: Steve Nash, Sr. Contract Administrator

***All proposals are due Tuesday, May 2, 2023, no later than 12:00 p.m. local Chicago CDT***

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**Modifications to the RFP document:**

**Item #1- Cover Page**

**Currently Reads:**

***Proposals must be received no later than 12:00 p.m. CDT, THURSDAY APRIL 27, 2023***

Responses shall be submitted in sealed envelope(s) or package(s). The outside of the envelope or package must clearly indicate the name of the project, **RFP #SN2302 – CRM Events Tool**, the time, and the date specified for receipt. The name and address of the Proposer must also be clearly printed on the outside of envelope or package. The Proposer shall be responsible for delivery by the due date and time, whether delivered by U.S. mail or messenger. Late proposals will be returned to the sender unopened. *Delivery/drop-off of proposal responses are accepted at the rear parking lot building entrance Monday – Friday from 9:00 a.m. – 4:00 p.m. All proposal responses/submissions are due by the due date and time deadline.*

**A pre-proposal conference is scheduled for Wednesday, April 5, 2023, at 11:00 a.m. CDT** to discuss the Scope of Services and the compliance procedures for the Minority and Women Business Enterprise Contract Participation Plan (MBE/WBE). The pre-proposal conference will take place via a Zoom teleconference. Firms anticipating submitting a proposal are encouraged to attend via teleconference. We recommend you have a copy of the RFP document when joining the meeting. After accessing the Zoom application, instructions for the pre-proposal conference are as follows:

**Meeting ID: 884 3687 6415 Passcode: 738503**

Questions regarding clarification or verification of these specifications and MBE/WBE compliance procedures should be submitted in writing via email to: **Steve Nash, Senior Contract Administrator at [procurementservices@ccc.edu](mailto:procurementservices@ccc.edu). The deadline for submitting final questions is Monday, April 10, 2023, by 12:00 p.m.** Please reference the RFP number, **RFP #SN2302 – CRM Events Tool**, in all communications regarding this RFP.

The Letter of Intent to Submit a Proposal (Attachment A), is due via email to [procurementservices@ccc.edu](mailto:procurementservices@ccc.edu), attention **Steve Nash, Senior Contract Administrator**, by **Tuesday, April 25, 2023, by 12:00 p.m.** If you

do not intend to submit a proposal in response to this RFP, please email us a brief, detailed explanation, to [procurementservices@ccc.edu](mailto:procurementservices@ccc.edu), in order to continue to receive future bid/RFP notices.

**CHANGE TO:**

***Proposals must be received no later than 12:00 p.m. CDT, TUESDAY, MAY 2, 2023***

Responses shall be submitted in sealed envelope(s) or package(s). The outside of the envelope or package must clearly indicate the name of the project, **RFP #SN2302 – CRM Events Tool**, the time, and the date specified for receipt. The name and address of the Proposer must also be clearly printed on the outside of envelope or package. The Proposer shall be responsible for delivery by the due date and time, whether delivered by U.S. mail or messenger. Late proposals will be returned to the sender unopened. *Delivery/drop-off of proposal responses are accepted at the rear parking lot building entrance Monday – Friday from 9:00 a.m. – 4:00 p.m. All proposal responses/submissions are due by the due date and time deadline.*

**A pre-proposal conference is scheduled for Monday, April 10, 2023, at 11:00 a.m. CDT** to discuss the Scope of Services and the compliance procedures for the Minority and Women Business Enterprise Contract Participation Plan (MBE/WBE). The pre-proposal conference will take place via a Zoom teleconference. Firms anticipating submitting a proposal are encouraged to attend via teleconference. We recommend you have a copy of the RFP document when joining the meeting. After accessing the Zoom application, instructions for the pre-proposal conference are as follows:

**Meeting ID: 884 3687 6415 Passcode: 738503**

Questions regarding clarification or verification of these specifications and MBE/WBE compliance procedures should be submitted in writing via email to: **Steve Nash, Senior Contract Administrator at [procurementservices@ccc.edu](mailto:procurementservices@ccc.edu). The deadline for submitting final questions is Thursday, April 13, 2023, by 12:00 p.m.** Please reference the RFP number, **RFP #SN2302 – CRM Events Tool**, in all communications regarding this RFP.

The Letter of Intent to Submit a Proposal (Attachment A), is due via email to [procurementservices@ccc.edu](mailto:procurementservices@ccc.edu), attention **Steve Nash, Senior Contract Administrator**, by **Friday, April 28, 2023, by 12:00 p.m.** If you do not intend to submit a proposal in response to this RFP, please email us a brief, detailed explanation, to [procurementservices@ccc.edu](mailto:procurementservices@ccc.edu), in order to continue to receive future bid/RFP notices.

**Item #2 – Page 7, Section III, Submittal Requirements, Subsection B, item 10, paragraph 3****Currently Reads:**

Any questions regarding the M/WBE Compliance policy or any part of Appendix I should be directed to **Steve Nash, Senior Contract Administrator at [procurementservices@ccc.edu](mailto:procurementservices@ccc.edu). The deadline for submitting final questions is Monday, April 10, 2023, by 12:00 p.m.** Please reference the RFP number, **#SN2302- CRM Events Tool**, in the Subject area.

**CHANGE TO:**

Any questions regarding the M/WBE Compliance policy or any part of Appendix I should be directed to **Steve Nash, Senior Contract Administrator at [procurementservices@ccc.edu](mailto:procurementservices@ccc.edu). The deadline for submitting final questions is Thursday, April 13, 2023, by 12:00 p.m.** Please reference the RFP number, **#SN2302- CRM Events Tool**, in the Subject area.

**Item #3 – Page 11, Section V, General Instructions, Subsection A****Currently Reads:****A. Time for Receiving Proposals**

*Proposals must be received no later than Thursday, April 27, 2023, at 12:00 p.m. CDT. Proposals received prior to the due date and time will be securely kept and unopened. Proposals submitted after the designated time and date will be returned unopened. Proposals are not publicly opened and once submitted become the property of the City Colleges of Chicago.*

**CHANGE TO:****A. Time for Receiving Proposals**

*Proposals must be received no later than Tuesday, May 2, 2023, at 12:00 p.m. CDT. Proposals received prior to the due date and time will be securely kept and unopened. Proposals submitted after the designated time and date will be returned unopened. Proposals are not publicly opened and once submitted become the property of the City Colleges of Chicago.*

**Item #4 – Page 14, Section V, General Instructions, Subsection N****Currently Reads:****N. Communication**

All written inquiries regarding this RFP should be directed to Steve Nash, Senior Contract Administrator, at City Colleges of Chicago, Dawson Technical Institute, Procurement Services, 3901 S. State Street, Room 102, Chicago, IL 60609 or via email, [procurementservices@ccc.edu](mailto:procurementservices@ccc.edu). Please reference the RFP number: RFP #SN2302 – CRM Events Tool.

The deadline for submitting final questions is Monday, April 10, 2023, by 12:00 p.m.

**CHANGE TO:****N. Communication**

All written inquiries regarding this RFP should be directed to **Steve Nash, Senior Contract Administrator**, at City Colleges of Chicago, Dawson Technical Institute, Procurement Services, 3901 S. State Street, Room 102, Chicago, IL 60609 or via email, [procurementservices@ccc.edu](mailto:procurementservices@ccc.edu). Please reference the RFP number: **RFP #SN2302 – CRM Events Tool.**

The deadline for submitting final questions is Thursday, April 13, 2023, by 12:00 p.m.

**Item #5 – Page 19, Attachment A, Letter of Intent, paragraph 2**

**Currently Reads:**

***PLEASE EXECUTE AND SUBMIT THIS FORM VIA EMAIL, [procurementservices@ccc.edu](mailto:procurementservices@ccc.edu), TO THE ATTENTION OF STEVE NASH, SENIOR CONTRACT ADMINISTRATOR, by TUESDAY, APRIL 25, 2023, BY 12:00 P.M.***

**CHANGE TO:**

***PLEASE EXECUTE AND SUBMIT THIS FORM VIA EMAIL, [procurementservices@ccc.edu](mailto:procurementservices@ccc.edu), TO THE ATTENTION OF STEVE NASH, SENIOR CONTRACT ADMINISTRATOR, by FRIDAY, APRIL 28, 2023, BY 12:00 P.M.***

**END OF ADDENDUM**