

CITY COLLEGES[®]

OF CHICAGO

MARCH 14, 2024
ADDENDUM NO. 1

REQUEST FOR PROPOSALS (RFP) #MWJ2401 – GRANT WRITING SERVICES

ONE (1) ORIGINAL SIGNATURE HARD COPY AND TWO (2) USBs OF THE PROPOSAL 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: Marietta Williams-Johnson, Sr. Contract Administrator

All proposals are due Tuesday, April 2, 2024, no later than 12:00 p.m. local Chicago CDT

Part I – Questions, Answers and Clarification of Information

- Q1. I am writing with a question about this RFP. On p19 is a firm called "Firm and Consulting Services Category Form". I am having trouble understanding what is meant by the selection of "Service Category: Firm____ Consulting_____". Can you please explain? I am a small corporation (S Corp), staffed primarily by myself but I am incorporated. I am not sure if I am considered a "firm" or "consulting" only in this distinction.
- A. Please see the change below in this Addendum revising the Section VIII Form, which is now Addendum No. 1 – Revised - Section VIII – Firm and Consulting Services Category Form. Proposers are now required to submit the revised Section VIII Form with your proposal response submissions.
- Q2. In regard to submission Section 8 copied below, I am a small business and while incorporated as a C-Corporation, I function as an S-Corporation with the company's revenues and expenses flowing into my personal earnings. I do hold separate accounts for the company (checking and savings) and maintain appropriate distinction between my personal and business accounts. I also have my annual corporate tax filings which could show the amounts for earnings, expenses, overhead and salary. I wonder if that will suffice. My accountant has not generally transferred these to a separate profit/loss statement. Please advise me on what I should submit in this situation.
- A. Yes, this is acceptable.
- Q3. In a past version of a similar RFP from City Colleges in 2019 I believe respondents were asked to attach sample work products such as successful prior grant proposals. I don't think I see this in this RFP but want to make sure I am not missing something. Please advise.

- A. Yes, this is still a requirement as stated in this RFP document in Section III – Submittal Requirements, see Page 6-7, #5 – Clients and Portfolio.
- Q4. Does the MBE/WBE subcontractor have to be registered in Illinois? Or can they be registered outside of Illinois?
- A. MBE and/or WBE subcontractors do not have to be registered in Illinois.
- Q5. Do you have an average number of grant opportunities that you expect to go after a year?
- A. Estimated at 48 per year.
- Q6. What is your proposed budget for contracting?
- A. It will be based on the hourly rate proposed by the awarded grant writer(s).
- Q7. What level of guidance are you looking for on editing and creating proposal budgets?
- A. Expect that the writer can help the PI think through how the proposed budget will be received by the funder; be able to make sure costs align with state and federal cost principles; and build out the budget narrative based on identified costs.
- Q8. Am I correct that going forward, you will be moving to a procurement system with bidding for grant writing projects? If so, how is that going to synchronize with the lead time required to prepare competitive applications?
- A. For this current RFP solicitation, you will submit proposal responses in accordance with the instructions in the RFP document and any Addendums that's issued during this process.
- For future RFP/Bid solicitations responses, City Colleges of Chicago is transitioning its current process of receiving hard copies of solicitation responses and will start advertising, collecting responses, and awarding solicitations through our new e-bidding platform, Bonfire, for all procurements posted on or after March 11, 2024. All procurements posted prior to that date will follow the current, hard-copy process. While solicitation information will be posted on our site, access to documents will ONLY be available through Bonfire. **We strongly encourage all current and potential vendors to promptly register on our e-bidding platform, [Bonfire](#).***
- Q9. Will the Zoom pre-proposal be available through a link?
- A. Procurement does not record pre-proposal/pre-bid meetings, but we do make available a copy of the meeting presentation which is posted on our website at [Current Bid Schedule Page \(ccc.edu\)](#). Click on Bid #MWJ2401 for access to all the RFP documents.

- Q10. Are you currently working with a consultant to provide the services sought out by the RFP? and if so, whom?
- A. Yes, we currently have contracts with firms/consultants to provide these services. Please see the attached Board Report for this information.
- Q11. For references I see that we need 3 non-CCC references. Am I able to use CCC references or former CCC employees for whom I won funding as a reference (4+ references, etc.)? If not, can the references be higher education executives in different capacities (I am also a contractor in Institutional Research and Effectiveness)?
- A. If you are a firm/consultant that’s currently providing these services to CCC, you can only submit one (1) CCC reference for all CCC locations and provide two (2) additional non-CCC client references.
- Q12. Are the 12pm deadlines in CST?
- A. The 12pm deadline to submit your proposal is in CDT (Central Daylight Time) local Chicago time.

Part II - Modifications to the RFP document

Item No. 1 – Delete: Section VIII – Firm and Consulting Services Category Form

REPLACE WITH: ADDENDUM NO. 1 - REVISED - SECTION VIII – FIRM AND CONSULTING SERVICES CATEGORY FORM included in this Addendum.

NOTE: Failure to include Addendum No. 1 – Revised – Section VIII – Firm and Consulting Services Category Form will disqualify your proposal response submission.

END OF ADDENDUM

ADDENDUM NO. 1 - REVISED - SECTION VIII – FIRM AND CONSULTING SERVICES CATEGORY FORM

Having carefully examined the scope of services, requirements, and conditions affecting this Request for Proposals, the Responder shall complete this form, provide detailed information, and attach documentation that verifies your education and/or certifications. Please submit a separate form for each service category.

Proposer's name: _____

Entity/Individual type (please indicate in the following space as stated on your W9 Form):

Professional Training/Consulting Experience (provide years of experience and give examples of projects executed and clients served):

Field of Expertise and Practical Experience (indicate your specific field of expertise):

Education/Certifications:

Hourly Rate: _____