

Welcome to the Pre-Proposal Conference

RFP #MWJ2401 – GRANT WRITING SERVICES
DISTRICT WIDE
Office of Institutional Development
March 4, 2024

CITY COLLEGES[®]
OF CHICAGO

RFP Facilitator: Marietta Williams-Johnson
Senior Contract Administrator
Email: procurementservices@ccc.edu

Attendance: Please email your company's contact details to procurementservices@ccc.edu as confirmation of your attendance in this meeting and to receive any follow-up information. Please also state if you're a certified M/WBE firm.

Contract Term: Three (3) years with an additional two (2) year renewal option

CALL AGENDA

- A. RFP Timeline – Important Dates to Note**
- B. Intent and Scope Overview (Office of Institutional Resource Development)**
- C. Submission Requirements**
- D. General Instructions**
- E. MWBE Participation Plan Overview**
- F. Closing – Questions and/or Comments**

RFP TIMELINE

Important Dates to Note

Please reference RFP number, MWJ2401, in all communications regarding this RFP.

Final Questions Due: Wednesday, March 6, 2024, no later than 12pm

Please email all final questions to procurementservices@ccc.edu. Please do not email or ask questions to the user department or any other department regarding this RFP.

Responses to Questions: Tuesday, March 12, 2024, by 12 pm

Questions will be answered via an Addendum. Please be sure to check our website ccc.edu and go to the Procurement Services page. Although we will try to send out this information via email to the Prospective Proposers, this will still be your responsibility to check the website for any addenda's.

Letters of Intent to Submit a Proposal: Tuesday, March 26, 2024, by 12pm

We ask that you email the Letter of Intent (Attachment A) to procurementservices@ccc.edu.

Proposals due: Tuesday, April 2, 2024, no later than 12pm

Any responses received late will be returned unopened at the proposer's expense.

INTENT AND SCOPE OVERVIEW

Office of Institutional Advancement

- Matthew Tapey

- Claudia Cindy Gonzalez

Office of Institutional Resource Development

SUBMISSION REQUIREMENTS (Section III)

In order to submit a proposal response, Proposers must have been incorporated for at least two (2) years, currently registered with the Office of Illinois Secretary of State and be in “Good Standing” with the IL SOS.

Format of Response

One (1) Original hard copy wet signature and (2) USBs of entire proposal response

We are not accepting electronic submissions. We require wet signatures.

No Spiral Bindings or Machine Binding. (3-Ring Binders are acceptable)

Contents of Response

Table of Contents

Please ensure that the table of contents corresponds with the document pages.

1. Cover Letter

Submitted on the Proposer’s letterhead, signed by a principal and the joint venture partners, if applicable. Scope of Services of this RFP should be good for 180 days from submission.

SUBMISSION REQUIREMENTS (Section III) *(cont.)*

2. Executive Summary and Executive Summary Sheet

A brief statement of understanding of the scope of services, description of your firm and services offered, name and location of principal place of business. Also, complete the Executive Summary Sheet included in the RFP (See Section VII).

3. Joint Ventures

If applicable, please include all required documentation and information as stated in this article of the RFP.

4. Experience and Statements of Qualification

Please ensure that you respond to all of the requirements in this article of the RFP.

5. Clients and Portfolio

Please provide at least three (3) client examples of services as defined in the RFP for the past three (3) years. Provide scope of work, contract value and Proposer's project manager.

6. References

Provide at least three (3) references. Please make sure you let your references know that you are referring them to CCC and that we may contact them.

SUBMISSION REQUIREMENTS (Section III) *(cont.)*

7. IRS W-9 Form – Appendix III

Please be sure a W-9 has completed signed and submitted with your response.

8. Financial Statements

Proposers are required to provide copies of audited/non-audited financial statements for the three (3) previous fiscal years or audited/non-audited tax returns signed by preparer and the most recent quarterly report must be provided.

9. Legal Actions

Please provide details regarding legal actions for the past three (3) years.

- (a) a debtor in bankruptcy,
- (b) a defendant in a lawsuit for deficient performance under a contract or agreement,
- (c) a Respondent in an administrative action for deficient performance,
- (d) a defendant in a criminal action.

SUBMISSION REQUIREMENTS (Section III) *(cont.)*

10. Minority/Women Business Enterprise Plan (M/WBE) – Appendix I

CCC has adopted this plan to ensure that M/WBEs have maximum opportunities to participate on CCC contracts. If you have questions regarding this policy or any part of Appendix I please direct them to Marietta Williams-Johnson, Senior Contract Administrator, via email at procurementservices@ccc.edu and reference RFP #MWJ2401 in the email subject line.

11. CCC Ethics Orientation (Contractors/Vendors) – Appendix II

Every contractor/vendor is required to comply with CCCs Ethics Policy, see Appendix II. You are REQUIRED to read and return a signed “ACKNOWLEDGEMENT” form with all proposal responses.

12. Firm and Consulting Services Category Form - Section VIII

Complete and provide the required detailed information and documentation that supports your educational status and certifications. Submit a separate form for each service category, as a firm or individual consultant, and provide an hourly rate for your services. CCC will not pay nor reimburse any travel, hotel costs, parking, presentation reproduction costs, etc. to the awarded vendors.

13. Disclosure

Please make sure you disclose any professional or personal financial interest in CCC that could possibly conflict with doing business with us. If you have any immediate relatives that work for CCC, you will need to disclose that information as well.

SUBMISSION REQUIREMENTS (Section III) *(cont.)*

14. Debarment

Proposers must disclose that neither the vendor nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in a contract or agreement with any federal, state, county or local department or agency.

15. Economic Disclosure Statement (EDS) – Appendix IV

Please ensure that all questions are answered throughout this document as outlined and disclose any owners that owns in excess of 7.5% of the business on Page 2 of 9, #2. This will need to be completed, signed and NOTARIZED.

INSURANCE REQUIREMENTS (Section IV)

Please review Insurance types and the limits and know that if you are awarded this contract, you will be required to comply with our insurance requirements.

GENERAL INSTRUCTIONS (Section V)

A. Time of Receiving Proposals

Proposals must be received no later than Tuesday, April 2, 2024, by 12 pm. 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.

B. Preparatory Cost

All costs incurred in the preparation and presentation of the Proposals shall be wholly borne by each Proposer.

C. Submission of Proposals

The City Colleges of Chicago at its discretion, may reject any or all of the proposals, cancel and reissue this RFP.

D. Contract Award

We are in the early phase of this RFP process and will possibly announce by mid June or July 2024.

DO NOT include the Professional Services Agreement (PSA), Appendix V, with your submission. This document is only for your review.

GENERAL INSTRUCTIONS (Section V) (cont.)

E. Withdrawal of Proposals

You can withdraw anytime prior to the due date. Once date has passed... we will hold pricing and details submitted for 180 calendar days.

F. Addenda to this RFP

Although we try to notify proposers of any updates. It is still **YOUR** responsibility to check the website for any addendums that we may release.

G. Conflicts

H. Indemnity

I. Termination

Please ensure you read and understand these sections

J. Minimum Wage

K. Prevailing Wage

L. Contract Terms

Three (3) years with an additional two (2) year renewal options

M. Payment

N. Communication

Please ensure you read and understand these sections

O. CCC Ethics Policy

P. Transparency Website; Trade Secrets

TERMS AND CONDITIONS REGARDING COMPLIANCE WITH THE MINORITY BUSINESS COMMITMENT AND WOMEN BUSINESS ENTERPRISE COMMITMENT – Appendix I



Tiffany Johnson

Contract Compliance Administrator

FREQUENTLY ASKED QUESTIONS

1. Are links in proposals acceptable?

No. Links in proposals are not accepted due to websites changes/updates... so we will need hard copy of webpages.

2. Can I answer questions in the RFP in a different order or put together the proposal in a different order?

No. The proposal must be submitted in the order specified.

QUESTIONS ???

SUMMARY

Final Questions Due: Wednesday, March 6, 2024, by 12pm in writing via email to procurementservices@ccc.edu

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Proposals due: Tuesday, April 2, 2024, no later than 12pm

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Please make sure in all email communications that you include the RFP number, MWJ2401, in the subject line

Thanks for Attending!!!