



**November 15, 2017
ADDENDUM NO. 1
REQUEST FOR PROPOSALS (RFP) #MWJ1702
GALA AND FUNDRAISING EVENT PLANNING AND MANAGEMENT SERVICES**

TWO (2) ORIGINAL SIGNATURE HARD COPIES AND THREE (3) USB DRIVES OF THE RESPONSE TO BE SUBMITTED

All proposal responses are due Monday, November 20, 2017, by 12:00 p.m. to:

**City Colleges of Chicago
Procurement Services
226 W. Jackson Blvd., Room 1005
Chicago, Illinois 60606
Attn: Marietta Williams-Johnson, Buyer**

Part I - Questions, Responses and Clarification of Information:

(VC Lugo, please clarify your responses highlighted in yellow)

- Q1 Is this the first year that CCC is planning this type of fundraising event? If not, who was awarded this event in the past? Why are these services being bidded?
A. Yes, this is a first time event. In accordance with the Illinois Public Community College Act, formal competitive bidding is required for purchases of goods and/or services in excess of \$25,000.
- Q2 Can you give us past locations and details of history of event?
A. No, this is a first time event.
- Q3 Can you give a more specific anticipated date for the event?
A. Late Spring or Early Summer. This is the most information that we have for now.
- Q4 What are CCC's fundraising goals and other expectations for this event?
A. \$500,000 - \$1,000,000
- Q5 Is the event agency ultimately responsible and accountable for the revenue the event generates?
A. Yes
- Q6 What does auction management include? If an auction is desired, are the costs related to implementing the auction part of the scope of services for this RFP? (i.e, auction technology or auctioneer)
A. We have not yet decided if an auction will be desired. If an auction is determined appropriate, the cost related to implementation are not included.

- Q7 Does CCC already know what type of auction is under consideration (i.e. live auction, silent auction, online auction (including pre-event bidding?), or a combination of live & silent auction items?
A. We are looking for the vendor to provide a recommendation on whether or not we should include an auction at the event.
- Q8 Will there be a title for this event “City Colleges of Chicago” Annual Gala and Fundraiser, etc.?
A. Yes but we don’t know yet.
- Q9 What is the ticket price for this event?
A. To be determined
- Q10 Will the proposer need to design a sponsorship package electronically and on hard copy?
A. Yes
- Q11 Do you have a database of prospective donors that we would reach out to along with a database?
A. Donors no – Corporate contacts yes
- Q12 If hard copy invitations are sent out, will I need to use a union printer?
A. No union printer required but CCC is bound by the Prevailing Wage Act. (See RFP, Section V-General Instructions, Page 13, Article K.
- Q13 Does Host Committee engagement include identifying and recruiting Host Committee members? Or is it more of a function of contacting and engaging an existing list of past Host Committee members – and potentially augmenting that list?
A. Yes, it includes identifying and recruiting a host committee in partnership with the CCC team. We do not have an existing list of past members.
- Q14 The RFP includes “catering and décor coordination” and notes that food/beverage cost is not included in this proposal. However, it does not indicate if the cost of décor is or is not included in the scope of services. Please clarify.
A. Cost of décor is not included – this is strictly for event planning fees
- Q15 If the selected firm is responsible for auction management, will payment for the software provider used for such auctions come out of our fee or is there a separate budget for that vendor?
A. Separate budget
- Q16 Typically for such events, we create signage to direct guests as needed. Is there a separate budget for printing?
A. Yes
- Q17 What are the sponsor solicitation and management goals? Will this be done in coordination with a City Colleges Development person or is the selected vendor completely responsible for all sponsorship solicitation?
A. 90% responsible, the event agency will mostly work with the Executive Vice Chancellor of Institutional Advancement.
- Q18 Is the event producer responsible for designing and managing the registration system?
A. Yes

- Q19 Is the event producer responsible for organizing and staffing the on-site registration process?
A. Yes
- Q20 Is the event producer responsible for graphic design?
A. Yes
- Q21 Will there be a commemorative program book and what kind of involvement will be expected of the event producer?
A. Design and production of book
- Q22 Will City Colleges of Chicago sell advertisements in any book or other materials that will be produced, if any, and will the event producer be involved in ad solicitation?
A. Mostly aligned to Sponsorship
- Q23 Should the scope of work include entertainment options?
A. Yes
- Q24 Who will be responsible for any photographer or videographer for the event?
A. We have vendor and internal assets to leverage.
- Q25 Do you want help writing and creating collateral material; e.g., Save the Dates, Invitations, sponsorship opportunities, in-kind solicitations, etc.
A. Yes
- Q26 We assume there will be an auction component. If so, will there be a live auction, silent auction and/or on-line auction? Will the event producer be responsible for soliciting donations for auction items? And, will event producer be required to collect and store auction items until the event date?
A. We haven't decided if there will be an auction component. We are looking for the vendor to provide a recommendation on whether or not we should include an auction at the event. If an auction is determined appropriate, the vendor will be responsible for soliciting donations. We prefer the producer collect and store items.
- Q27 Will the event producer be responsible for soliciting sponsorships?
A. Yes
- Q28 You mention that the scope of services does not include A/V, mailing, marketing, and cost of venue. Who will be contracting and managing these event elements? We know the event agency will manage décor and f & b.
A. The event agency will help identify appropriate vendors. The selection process will need to be determined by CCC procurement team.
- Q29 Please expand on what you envision for Host Committee Engagement.
A. Civic, corporate, community leaders with capacity to support event fundraising goals

- Q30 In regards to sponsor solicitation, do you already have a list of sponsors to contact, or are you looking for the event agency to create a list of sponsors to solicit? What is your target amount for sponsorship dollars?
- A. We currently have a network of corporate and civic partners that we can leverage for the event. We'd like the event agency to solicit these sponsors on our behalf. We would also like the event agency to identify additional sponsorship opportunities. Our goal is to raise between \$500,000 and \$1,000,000 at this event. Sponsorship will be a primary driver of that goal.
- Q31 You mention speech writing and auction management (if necessary), would they be included in the overall management fee or under a separate optional line item for management pricing?
- A. Speech writing is included in these services. Auction is separate.

(Procurement will respond to these questions)

- Q32 You mention answers to these questions will be emailed and available by November 15th and the intent to bid is due at noon on November 15th. Could the answers be available by 9 a.m. on November 15th since some of the questions could be a determinant?
- A. The answers to all questions submitted is included in this Addendum.
- Q33 As it pertains to the financial statements. I have only been in business for 2 years now. I do not have 3 years financial statements. Can I still submit my RFP and provide a profit and loss income statements and balance sheets? In addition, I've also just received my MBE /WBE certifications this year, will that make a difference? Please advise.
- A. Yes, you can submit a proposal. Regarding financial statements, please submit for the number of years you've been in business if less than 3 years. As to MBE/WBE certification, you can still submit. Note, if a firm is certified as both an MBE and WBE, they can only use one of the certification statuses to fulfill one of the goals; not both. (See Appendix 1, Section 6 – Counting MBE/WBE Participation toward Contract Goals, Article 6.1 – Item H.
- Q34 I own a floral and events company but I provide fundraising services on a contractual basis to the Illinois Senate where I have been a 1099 employee for five years. Would that be viewed as a conflict of interest in bidding for this RFP?
- A. Please see the following information included in the RFP document: Section III, Page 7, Article 14 – Disclosure; Appendix II-Ethics Orientation for Contractors/Vendors, Also, review the CCC Ethics Policy posted on the CCC website, <http://www.ccc.edu/menu/Pages/Policies.aspx> for further clarification.
- Q35 Can we have a list of all vendor prospects that have requested this RFP or who this RFP has been sent to? How many companies have received this RFP?
- A. Yes, see attachment. Eighteen (18) companies were emailed the RFP.
- Q36 For Financial Statements, will you accept a letter from a firm's accountant attesting to Revenue and Loss?
- A. No, we will not accept a letter from a proposer's accountant attesting of financial standing. Please submit financial information in accordance with the terms in the RFP.
- Q37 Who has access to the financial statements that are provided as part of the RFP? Are financial statements submitted as part of the RFP made available to the general public? If so, in what form and where?
- A. During this process all submitted information may be viewed by the CCC internal team (i.e. Procurement, Selection Committee, Board of Trustees, Offices of the General Counsel and Finance,

Inspector General). After the Board approves the recommended/awarded vendor, all information in connection with this RFP can be requested by the public by invoking a FOIA (Freedom of Information Act) request. Please refer to the FOIA guidelines by the Illinois General Assembly, 5 ILCS 140/1. Also see Section 140/7 (g) and (h) which details exemptions.

Q38 Who has access to the detailed answers to the RFP? Is this limited to those at CCC (committee & board) choosing vendors, or are answers open to the public and/or other competing vendors?

A. See response to Q37

Q39 What is the key decision factor?

A. All items listed in the RFP, Section VI - Evaluation Criteria, Page 14.

Proposers, please acknowledge receipt of all Addendums in your proposal responses.

END OF ADDENDUM