



May 13, 2019
ADDENDUM NO. 1
REQUEST FOR PROPOSALS (RFP) #SJ1902 – TECHNICAL STAFF AUGMENTATION SERVICES
OFFICE OF INFORMATION TECHNOLOGY

ONE (1) ORIGINAL SIGNATURE HARD COPY AND TWO (2) USBs OF THE RESPONSES TO BE SUBMITTED

All bid responses shall be addressed and returned to:

City Colleges of Chicago
Dawson Technical Institute
Procurement Services
3901 S. State Street, Room 102
Chicago, IL 60609
Attn: Marietta Williams-Johnson, Buyer

Proposals must be received no later than 1:00 p.m. local Chicago time, on Monday, May 20, 2019

Part 1 – Questions, Responses and Clarification of Information

Q1 What is the estimated budget for this RFP?

Response: The contract is intended to be used on a “as needed” basis therefore there isn’t a specific budget associated with the RFP. The selected vendors will be part of a qualified pool to be utilized as needed. A Statement of Work (SOW) will be issued for specific project or staffing need and at that time a budget will be allocated to the project or consulting staff.

Q2 If we cannot frame the answers to the EXHIBIT A “Vendor Questionnaire” in the excel format, can we convert it in word and provide the answers in word format with our proposal?

Response: The Excel format was provided to allow for fair comparison between the proposals. As part of the evaluation, the answers of the respondents will be placed side by side. If your answers are placed within the text of the document in a different format, it will be missed in this comparison and it could be deemed unresponsive or lacking the skill/qualification.

Q3 Is there any incumbent for this project or is this for a new project?

Response: See our website, under Board Reports (BR), <https://apps.ccc.edu/brpublic>, search for “Technical Staff Augmentation Services”. Also, this is a new solicitation project.

Q4 If there was an incumbent, can you please let us know the name of incumbent, their hourly rate and historical spend?

Response: See response to Q3. Also, you may request information regarding hourly rates from our General Counsel’s Office utilizing the Freedom of Information Act (FOIA).

- Q5 The RFP states that pricing will be considered for evaluation and we are required to provide hourly rates. Can you please let us know how pricing will be evaluated and how we can score highest possible points?
Response: Evaluation weighs are not available.
- Q6 What 3 categories does the scope of work cover?
Response: See RFP document Page 4, A. Intent: Staff Augmentation, Project Implementation and Managed Services. The respondents may address one, two, or all categories – responding to just one category will not disqualify the respondent.
- Q7 Is CCC looking for specific management services?
Response: Not at this time.
- Q8 Similar to the past, will successful vendors be pooled by category?
Response: No. All vendors will be part of one pool.
- Q9 Is there a minimum number of employees for the responders?
Response: No. We encourage and support our local small businesses to participate directly or as a joint venture.
- Q10 We are MBE certified and this is the first time we are going through a bid process. Is there a website, link or data that I can get my hands on where it shows prior incumbents bids? I am looking specifically for hourly rates on each service. I want to make sure we submit a competitive quote and wanted to see if that data was available.
Response: You will need to email a request to our General Counsel's Office, gencounseloffice@ccc.edu, utilizing the Freedom of Information Act (FOIA).
- Q11 Would project implementations be on-site?
Response: This will be determined on a case by case basis depending on the scope of work and nature of the services provided. However, most of our project implementations are onsite.
- Q12 If we are submitting our response to multiple categories (for instance – Staff Augmentation and Project Implementation) would you expect us to provide one set of rates ? Sometimes rates differs in staff augmentation and project implementation, how would you like us to address this?
Response: If multiple rates apply, please be very specific as to what category you are responding and include the rates associated with that category.
- Q13 If we are submitting to multiple categories (for instance – Staff Augmentation and Project Implementation) would you expect us to address all of this under one statement of qualifications or would like us to provide it separately?
Response: Please include under one statement. If there are sections where response is very different from one category to another, please include as separate paragraphs under the same response: e.g., For project implementation, our resource rate is \$120 and for managed services is \$76.

- Q14 There are no questions pertaining to staff augmentation in the Infrastructure worksheet. Would Infrastructure not be a part of staff augmentation?
Response: Infrastructure is part of the staff augmentation.
The *Vendor Questionnaire – General Questions* addresses all IT areas: Web Services, Academic Technologies, Information Security, Applications Support, Application Development, Infrastructure, Business Intelligence and Data Analytics.
The questions in the *Vendor Questionnaire – Infrastructure* addresses questions that specifically apply to that IT domain in addition to the questions that apply to everything.
- Q15 Can we submit a rate range for each position given in Exhibit A? Do we need to define/provide details for the levels - Senior, Mid-level, and Junior resource?
Response: If applicable, please provide concise summary for the resource levels. We would prefer that you include a set rate rather than a range. Where a range is provided, the top rate will be used for comparison with other respondents.
- Q16 Do we have to provide a separate Executive Summary in addition to the Section VII - Executive Summary Form?
Response: Per page 7, Section B – Contents of Response, Subsection 2, Executive Summary and Executive Summary Sheet, both documents are required as part of the RFP submittal.
- Q17 Are we required to print the whole Exhibit A and submit with the proposal? Or are we required to submit the Exhibit A in the USBs, without submitting it separately with hard copy proposal?
Response: It is required that you submit a hard copy set of Exhibit A with your hard copy proposal and submit your response to Exhibit A on the USBs in Excel and pdf versions.
- Q18 Can we use City Colleges of Chicago as one of our References and as past performance?
Response: No, please use other higher educational institutions where you've provided similar services that you're proposing.
- Q19 Can the due date be extended
Response: Unfortunately at this time, we're unable to extend the due date due to internal deadlines.
- Q20 If we are a MBE certified firm, do we have to only complete Schedule C1 for the WBE set aside?
Response: Instructions are outlined in Appendix 1 Section 6 H:MBE/WBE Controlled firms. In short, Proposer submits Schedule A, Schedule C and Schedule C-1 unless Joint Venture.
- Q21 If I am a MBE in the process of applying for certification can I receive credit at submission?
Response: You must be certified at the time of submission for credit. Certification from out-of-state governmental agencies will be reviewed case by case.

Q22 Will CCC consider certifications from agencies outside of Chicago?

Response: WBENC is a national WBE certification agency as well as the National Minority Supplier Development Council a national MBE certifying agency.

Q23 While there were M/WBE companies in attendance at the pre-proposal meeting, is there a link that you can provide in order for us to seek out more companies in case they are needed?

Response: The City of Chicago has a directory of certified M/WBE vendors. The link is as follows: <https://www.chicago.gov/city/en/depts/dps.html>

Q24 We are a City of Chicago certified MWBE vendor. Can we self-fulfill both the MBE and WBE goals required for this RFP?

Response: No, See Appendix 1 Section 6G: Counting Total Dollar value Awarded to Certified MBEs/WBEs. The total dollar value can only be credited to one of the respective certification statuses.

Q25 Will CCC be willing to accept the following insurance limits?

- o Commercial Liability Insurance (Primary and Umbrella) \$4,000,000.00 instead of \$5,000,000.00
- o Professional Liability \$3,000,000.00 instead of \$5,000,000.00

Response: Given the Nature, Scope and Value of the proposed Procurement Opportunity the suggested Insurance Requirements shall remain as published. Should a Vendor wish to submit a Proposal at Policy Limits beneath the requirements, such action is acceptable. However, if the Vendor is afforded the Award, compliance with the Policies and Limits is required.

Part 2 – Modification to the RFP document

Item No. 1 – Currently reads and delete item from Section VI – Evaluation Criteria:

- DELETE** **5. Reference**
- a. **CCC Experience Preference (reference, history of performance at CCC)**
 - b. **Non-CCC References**

Item No. 2 – Currently reads – Section III –Submittal Requirements – 7. References

7. References

Proposers are required to provide at least three (3) references, one per firm, from projects and areas of responsibility similar to those the Respondent desires to provide herein.

Please include contact persons' names, mailing addresses, telephone and fax numbers and email addresses. Please complete Page One of the Reference Questionnaire (Attachment B), include a brief detail of services provided and submit form with your proposal. City Colleges will email the form and questions to the references included in your submittal. Please inform your references that they will be contacted by CCC

CHANGE TO:**7. References**

Proposers are required to provide at least three (3) references, one per firm, from projects and areas of responsibility similar to those the Respondent desires to provide herein. **Proposers references should be from the following:**

- a. Higher educational institutions**
- b. Non-CCC References**

Please include contact persons' names, mailing addresses, telephone and email addresses. Please complete Page One of the Reference Questionnaire (Attachment B), include a brief detail of services provided and submit form with your proposal. City Colleges will email the form and questions to the references included in your submittal. Please inform your references that they will be contacted by CCC

Please acknowledge receipt of all Addendum(s) in your proposal responses.

End of Addendum