



June 21, 2019

ADDENDUM NO. 2

REQUEST FOR QUALIFICATIONS (RFQ) # MWJ1903-GRANT WRITING SERVICES

ONE (1) ORIGINAL SIGNATURE HARD COPY AND TWO (2) USB DRIVES OF THE RESPONSE TO BE SUBMITTED

All responses shall be addressed and returned to:

City Colleges of Chicago

Procurement Services

3901 S. State Street, Room 102

Chicago, IL 60609

Attn: Marietta Williams-Johnson, Buyer

Responses must be received no later than 1:00 p.m. local Chicago time, on Friday, June 28, 2019

Part I - Questions, Responses and Clarification of Information:

- Q1 Whether companies from outside USA can apply for this? (like, from India or Canada)
Response: At this time City Colleges is not looking for companies outside of the USA.
- Q2 Whether we need to come over there for meetings?
Response: Yes, meetings will take place at our various colleges and District Office locations.
- Q3 Can we perform the tasks (related to RFP) outside USA? (like from India or Canada)
Response: Please see Q1 response.
- Q4 Can we submit the proposals via email?
Response: No, electronic submissions are absolutely not allowed. Please follow the instruction defined in the RFP document.
- Q5 Can I qualify for the pool of grant writers even though I am an adjunct instructor at City Colleges of Chicago?
Response: (CCC will respond to this question in a separate Addendum).
- Q6 I am a sole proprietor with two small businesses. Can I select which business I would like to use to apply for this RFQ?
Response: Yes, as long as you're able to meet our requirements.

- Q7 Is the presumption a vendor will be offered work if they are shortlisted to the pool?
Response: Yes, grant writing opportunities will be assigned to vendors that are part of the pool. We anticipate several opportunities and will assign to appropriate vendor as opportunities arise.
- Q8 What is the timing of the selection process?
Response: We anticipate our Board of Trustee's approval, at the earliest, would be by August 2019.
- Q9 Is CCC targeting a certain number for acceptance in the pool?
Response: No
- Q10 Please clarify if vendor will be working across District as a consultant or extension of staff.
Response: Vendor(s) will be working as consultants.
- Q11 What kind of writing sample is the committee interested in reviewing? Is CCC comfortable receiving documents that have been redacted?
Response: Writing samples should include samples of competitive grant proposals submitted to government agencies, private foundations, corporations, or other funding sources. We understand that sensitive information may be redacted.
- Q12 Please elaborate or define the criteria for evidence of financial information.
Response: Please refer to the RFQ document in Section III – Submittal Requirements, #9 – Financial Statements.
- Q13 Do any of the documents require notary?
Response: Yes, it will state on the documents where notary is required.
- Q14 As a small business, we do not have the required levels of insurance. Is it possible to receive a waiver for this item?
Response: Prior to release of the RFQ, the Office of Risk Management reviewed the standard CCC Insurance Requirements. In an effort to generate maximum response to the RFQ, Insurance Requirements were reduced in consideration of the nature and scope of the proposed Procurement Opportunity. The published Requirements are deemed to be necessary and appropriate. Proposers may submit a Response without holding the requisite Policies and Limits. However, upon Award, the Vendors MUST comply with the stated Requirements.
- Q15 Is there any information about the minimum or maximum amount of budgeted service the City Colleges of Chicago expect to retain through this RFQ process?
Response: No. At this time, there is not a minimum or maximum amount budgeted
- Q16 Is there a minimum or maximum number of pre-qualified consultants CCC seeks through this process?
Response: No, we've not anticipated how many responders will be included in the pool.
- Q17 The RFQ indicates that the CCC is seeking a Grant Writer "to support on an as needed basis." Is there

any estimate of the amount of projects the CCC anticipates contracting out per year? If a bidder is accepted into the pool, is there a guarantee of work as a result?

Response: Currently, there is not an estimate of the amount of projects that CCC anticipates for grant writing services. Vendors will also be selected for grant prospecting which will yield additional grant writing opportunities.

Q18 Will site visits or interviews be a part of the pool selection process? If so, would that be in July?

Response: No, we will not conduct interviews or site visits.

Q19 Our firm is in the final stages of recertification, how do we report that? Will that impact our ability to quality for the pool?

Response: The pool will not be limited to vendors with MBE/WBE certification. Per the bid documents, the primary firm is required to submit the Commitment state to take reasonable measures to meet the requirements listed in Appendix 1 for individual projects.

Once a vendor qualifies for the pool any changes in status such as acquiring M/WBE certification should be submitted to the Buyer for file inclusion.

Q20 Is there a standard range for pricing, when it comes to developing bids, once an organization is part of the pool?

Response: No, there is not a standard pricing range.

Q21 What is the difference between “firm” vs. “consulting” on Page 2 of the Executive Summary Form?

Response: Firm = company, consulting = individuals

Please acknowledge receipt of all Addendums in your response submissions.

END OF ADDENDUM