



June 25, 2019

ADDENDUM NO. 3

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 are now due Monday, July 1, 2019, no later than 1:00 p.m. local Chicago time***

**Part I - Questions, Responses and Clarification of Information:**

***Following is the response to Question 5 from Addendum No. 2***

Q5 Can I qualify for the pool of grant writers even though I am an adjunct instructor at City Colleges of Chicago?

***Response: In accordance with our Board of Trustees of Community College District No. 508, County of Cook, State of Illinois; in Article 5 – Legal and Compliance, in 5.2. Ethics Policy:***

**5.2.11 Interest in Board Business**

- (1) Except as delineated in Sections 9(3) and (4) herein, no employee or Board member shall have a special interest in any contract, work or business of the Board or in the sale of any article, whether the expense, price or consideration of the contract, work, business or sale is paid with funds belonging to or administered by the Board. Compensation for property taken pursuant to eminent domain power shall not constitute a financial interest within the meaning of this section.
- (2) Unless sold pursuant to a process of competitive bidding following public notice, no employee or Board member shall have a financial interest in the purchase of any property that belongs to the Board. Before participating in the competitive process, the employee or Board member shall disclose his financial interest.
- (3) An employee may contract with the Board for the delivery of goods or services where there is full disclosure of the contractor's relationship to the Board and the Board gives its written consent.

- (4) A Board member may contract with the Board for the delivery of goods or services where no comparable goods or services are available, there is full disclosure of the contractor's relationship to the Board, the Board gives its written consent, and the Board complies with all of the provisions of Section 805/3-48 of the Public Community College Act.

**PART 2 – MODIFICATION TO THE RFQ DOCUMENT**

Currently reads:

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

**CHANGE TO:**

**Responses are now due Monday, July 1, 2019, no later than 1:00 p.m. local Chicago time**

**Please acknowledge receipt of all Addendums in your response submissions.**

**END OF ADDENDUM**