



August 9, 2019

ADDENDUM NO. 2

SEALED BID #MWJ190 – PRE-QUALIFICATION – TEMPORARY AGENCY SERVICES – DISTRICT WIDE

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

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

All Bids are now due Tuesday, August 20, 2019, no later than 12:00 p.m. local Chicago time

Part 1 – Questions, Responses and Clarification of Information

- Q1 How will CCC handle projects with senior staff for multiple types of positions?
Response: CCC will work with the vendor to determine at the time of selection what makes the most amount of sense.
- Q2 When will breakdown of skill set be given to the Vendor?
Response: At the time of request from the CCC User Department.
- Q3 What is the average length of an assignment?
Response: Assignments are determined by the need of the requesting CCC User Department.
- Q4 What is the spend on past projects?
Response: A response to this question will be provided in a separate Addendum, No. 3, to be issued on Monday, August 12, 2019.
- Q5 How many current vendors on the existing contract?
Response: A response to this question will be provided in a separate Addendum, No. 3, to be issued on Monday, August 12, 2019.
- Q6 Is there a technical piece regarding qualifications?
Response: Not during the bid process. See response to Q2.

Q7 Do we have to bid on all categories?

Response: No, you can bid on any category in which you have candidates that can fulfill our requirements.

Q8 How will specific vendors be submitted across categories?

Response: If there is more than one vendor selected for a particular category, the user department will reach out to all approved vendors to determine their qualifications, pricing, and availability/expertise of candidates. The user department retains the right to utilize which vendor that it believes is best for the short-term assignment after reviewing the above listed information.

Q9 Are resumes required as part of the initial submission?

Response: No, not during the initial bid submission process.

Q10 For Vendors that have just completed a contract extension for the current Bid #MWJ1604 which includes administrative, finance/accounting and procurement labor categories. Would this new agreement also cover labor categories in this new Temporary Agency Services Bid? There appears to be some overlap.

Response: Yes this new bid covers all of the forementioned positions but these particular positions will not be opened for use until July 1, 2021.

Q11 What is the annual budget for providing temporary staffing services to the District Wide City Colleges of Chicago?

Response: There is no specific budget for temp staffing district wide. User departments that have a need would utilized their approved departmental budget to cover the services requested.

Q12 If there is a previous vendor, can the District Wide City Colleges of Chicago provide the hours used for each of the job positions listed under the job categories for the past year?

Response: This information is not available at this time.

Q13 How does a bidder indicate hourly rates for a particular category, if, within that category, there are variations in terms of what a junior, mid-range, and senior would earn, depending on the project or the role assigned?

Response: Bidders should provide the rates for all levels they are able to provide talent for. Some companies assign a tier level with an hourly rate. The tiers are determined by the level of experience required and the work involved. There may be sub-tiers as well defining category. Hourly rates are determined per tier and sub-tier if needed.

Q14 Will each agency have a different portion of the total value of the contract each quarter or is this a constant?

Response: No, an agency's contract value will be determined based on the role required by CCC.

Q15 The rates grid requests Junior level, Mid level, Senior level rates across the board; however, a Since a Junior level Auditing Clerk is different from a Junior Level Tax Reporting Clerk. Can you clarify how those bill rates can be differentiated for this bid? This would relate to other categories, as well.

Response: Bidders should provide the rates for all levels they are able to provide talent for. Some companies assign a tier level with an hourly rate. The tiers are determined by the level of experience required and the work involved. There may be sub-tiers as well defining category. Hourly rates are determined per tier and sub-tier if needed.

Q16 Do you anticipate a date that the last addendum would be distributed in case an agency wants to submit their bid a few days before the due date?

Response: Any final addendums would be issued at a minimum five days prior to the bid due date.

Q17 Will City Colleges of Chicago be providing job titles, job descriptions, and job requirements for bidders to provide quotes?

Response: No, the work is as needed. It's hard to provide the information when we are uncertain as to what roles will be needed.

a. If this information is not available, are you willing to provide full-time salary information to provide insight into your expectations for each job level?

Response: No.

Q18 Aside from provided submittal forms, does City Colleges of Chicago expect or require additional information to be included in this bid response?

Response: Bidders are required to submit in accordance with the bid submittal requirements.

Q19 What is the anticipated volume for each of the job roles/categories?

Response: This is a depends upon requirement contract. The volume cannot be provided at this time.

Q20 For the pricing response, what positions fall within the category of Technology Services?

Response: This category has been removed from this bid process as per Addendum No. 1 issued August 1, 2019. This category has already been awarded during a separate process.

Q21 What positions fall within Management and Professional Services?

Response: Management and professional services roles primarily focus on project management. Examples may include a Manager of Academic Projects, Manager of Internal Audit, or a Director of Assessment and Evaluation.

Q22 Will we be receiving detailed position descriptions or do you want general low, mid and high range pricing, by category?

Response: General low, mid and high range pricing is preferred.

Q23 Reference questioner states that, "Upon completion, please return this page to Marietta Williams-Johnson, Buyer, via email to procurementservices@ccc.edu." and section 5.02 stated that, "return form (Reference Questionnaire) with your bid submission". Can you please let us know, if we are required to send the reference questionnaire via email (OR) attach it on our bid submission (OR) both?

Response: The Reference Questionnaire should be included with bid responses. The form when sent to the contact person listed to provide the reference will return their completed form to Marietta Williams-Johnson.

Q24 Will the technical part include questions about your company qualifications/capabilities?

Response: A response to this question will be provided in a separate Addendum, No. 3, to be issued on Monday, August 12, 2019.

Q25 Please confirm the process for receiving requests for positions. You mentioned the posting will go to the agency with the lowest bid first and if there are no viable candidates you will then go to the next lowest.

- Is this the case or will the job posting go out to all vendors approved for a particular category?

Response: If there is more than one vendor selected for a particular category, the user department will reach out to all approved vendors to determine their qualifications, pricing, and availability/expertise of candidates. The user department retains the right to utilize which vendor that it believes is best for the short-term assignment after reviewing the above listed information.

Q26 Can the bid be electronically submitted?

Response: No, electronic submissions are not acceptable.

Q27 Are successful Bidders able to modify the agreement?

Response: Yes. You will have the opportunity to review the agreement and add/change any terms which will then be reviewed by our General Counsel's Office to see if they are acceptable by CCC.

Q28 Will any temporary employees be able to remove equipment (i.e. Laptops) from the property?

Response: If it is a City Colleges of Chicago issued technology, then no.

Q29 The indemnification clause is broad, but it doesn't apply if the loss was caused by the client's negligence. However, the limitation does not apply until after a court has determined the client was negligent can caused the claim. – Are we able to modify the agreement at all?

Response: Board approved Vendors resulting from this bid process will have the opportunity to review the agreement and add/change any terms which will then be reviewed by our General Counsel's Office to see if they are acceptable by CCC.

Q30 Invoices must be issued monthly. Payment terms are 15/45/60 days depending on the college's accounts payable process. – Are we able to modify the agreement at all?

Response: See response to Q29

Q31 Please confirm the number of references required per category?

Response: Please provide a total of three (3) references per Bidder.

- Q32 Our current limits (\$1,000,000 per claim/ \$2,000,000 aggregate) are not in compliance as they are lower than requested. However, if combining our underlying limits with your umbrella limits is acceptable to the certificate holder? Are we able to combine our limits with our Umbrella policy?
 Response: YES. The underlying Policy and the Unbrella Policy may be engaged to meet the Requirements.
- Q33 The insurance (we are waiting to hear back from our broker) – Are you willing to accept our insurance as is?
 Response: : A Bid submission is possible without current compliance with the Insurance Requirements. However, if a Vendor is awarded the Contract, full compliance shall be required prior to execution of an Agreement.
- Q34 Will WBE/MBE/DBE certifications from states other than Illinois, be acceptable in this bid?
 Response: Certifications will be considered from conferring government agencies in other states and major metropolitan cities on a case by case basis. The national Supplier Development Council and the Women Business Enterprise Nation Council provide certifications for states outside of Illinois which are acceptable.
- Q35 If indirect MBE/WBE participation is used, will the sub MBE/WBE issue to the prime contractor an invoice?
 Response: Not specific to this project. The sub will report payments through the B2G monitoring software tool from other projects.
- Q36 What kind of finance reporting will the indirect MBE/WBE use to show funds received from the prime?
 Response: Registration in our B2G software monitoring system will allow subs to report payments for either direct or indirect participation.
- Q37 We are a certified MBE by NMSDC - Eastern Minority Supplier Development Council. Can you please let me know, if we can self-perform to fulfill the MBE goal?
 Response: Yes a certified Prime may fulfill the goal of their certification but must also address the other goal. If Prime is a MBE they must address how to meet project WBE goal.
- Q38 If you are a MBE do you still need to partner with a WBE?
 Response: Yes
- Q39 Are we able to waive the MWBE company clause?
 Response: See Appendix 1 Schedule D Waiver Request form and instructions.

Part 2 – Modification to the Bid document

Item 1 – Currently reads:

All sealed bids shall be date stamped and deposited in the bid receptacle in Procurement Services in Room 102 at City Colleges of Chicago, Dawson Technical Institute, 3901 S. State Street, Chicago, Illinois, 60609, before 12:00 p.m. Friday, August 16, 2019.

Item 2 – CHANGE TO:

All sealed bids shall be date stamped and deposited in the bid receptacle in Procurement Services in Room 102 at City Colleges of Chicago, Dawson Technical Institute, 3901 S. State Street, Chicago, Illinois, 60609, before 12:00 p.m. Tuesday, August 20, 2019.

Please acknowledge receipt of all Addendums in your response submissions.

END OF ADDENDUM