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**June 25, 2020**

**ADDENDUM NO. 1**

**Sealed Bid #SN2006 – Design & Copywriting/Copyediting Services for Print and Digital**

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

**All bid responses shall be addressed and returned to this location by the due date listed below:**

**City Colleges of Chicago**

**Dawson Technical Institute**

**Procurement Services**

**3901 South State Street, Room 102**

**Chicago, IL 60609**

**Attention: Steve Nash, Contract Administrator**

***Proposals must be received no later than 12:00 p.m. local Chicago time, on***

***Tuesday, June 30, 2020***

**Addendum Item No. 1**

**Questions, Responses and Clarification of Information**

Q1. Approximately how many pages are the strategic plans?

Response: Each strategic plan is approximately twenty (20) double-sided pages.

Q2. Is it possible to provide a link to the WordPress sites that will house the online version of the strategic plans so we can get an idea of what will need to be created?

 Response: The site would be a one-off site. You can view [www.ccc.edu/graduation](http://www.ccc.edu/graduation) or [www.ccc.edu/toolkit](http://www.ccc.edu/toolkit) to view how we have built sites in WordPress.

Q3. Is the digital version of the strategic plans merely a link to download a PDF, or are the plans designed to be viewed as webpages on a website?

 Response: The plans should be viewed as a downloadable/viewable document – we have used Flipsnack or Infogram. However, the content should also be viewed as webpages on the WordPress site.

Q4. Please confirm if the final print deliverable is just print-ready files to be delivered to a CCC-selected printer or if you need the agency to manage print production including selection of a printer.

Response: Deliverables are final print ready files to be delivered to CCC-selected printer.

Q5. How many rounds of revisions are typical for a project like this?

Response: We expect there will be two (2) rounds of revisions.

Q6. Question to clarify: if our WBENC status in in review, which Schedule should we use?

Response: You should use the Schedule D – Waiver Request; in your narrative, you should explicitly outline that your certification status is in review, and pending approval, you will update your M/WBE status to be in compliance with our participation plan.

Q7. Can you confirm if you want bids to include a full proposal (i.e., information about the agency, case studies of similar work, process and steps to complete the work, etc.) or if you only want bids to include the items listed on page 24, under the heading “The following Documents must be completed and included with all Bids submitted…” (Items 1-7)

Response: The items listed on page 24 of the bid document are mandatory, but does not preclude any firm from including any information it feels will support its submission.

Q8. Can you confirm if you want us to just edit the forms that appear within the Bid document or if we need to recreate these documents in Word format?

Response: If at all possible, please edit the forms that are in the bid document; in the event this is not possible, we encourage you to include all pertinent information by whatever means are available to you.

Q9. Is this a one-time project with 8 PowerPoint decks? If not, what is the expected volume of work each day/week/month?

Response: One time project with eight (8) PowerPoint decks.

Q10. Will a firm that does all the work outlined in the bid document still be considered if it submits the MBE/WBE waivers for both requirements?

Response: Yes, a firm will still be considered if they submit waivers for both the MBE and WBE participation requirements.

Q11. The link on Page 19 of the PDF, under Section 4.1, Scope of Services isn't working. Can you please check and resend it? It can be presumed this link to be sample files. If not, can you please share some samples of the source PowerPoint decks?

 Response: Here is the active link referenced in Section 4.1: <https://www.ivytech.edu/34454.html>

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Q12 It can be presumed this link to be sample files. If not, can you please share some samples of the source PowerPoint decks?

Response: Please see Question 11 for link information.

**END OF ADDENDUM**

**Please acknowledge receipt of all Addenda in your bid responses.**