



February 9, 2021

ADDENDUM NO. 2

RFP #SH2101 – Continuous Improvement Partner for City Colleges of Chicago

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: Sherri Hardemon, Contract Administrator

***Proposals must be received no later than 12:00 p.m. local Chicago time, on
Tuesday, February 16, 2021***

Addendum Item No. 1

Questions, Responses and Clarification of Information

Q1. Can you expand a bit on the equity microgrant program included in task 2? Who is the intended audience? What is the role of the contracting agency in the microgrant program?

Response: Elements of this program are still being designed. The equity microgrant program is intended to provide hands on opportunities for Equity Champions to apply the lessons learned from continuous improvement capacity in actual projects. This will take the form of designing and executing a rapid prototype design process for equity solutions, with microgrants supporting the execution of those solutions.

The role of the contracting agency is to provide subject matter expertise and consultation in both the design of the process as a whole and the design/execution of individual projects. It will be one topic on which the contracting agency is asked to provide ongoing coaching and technical assistance. The contracting agency is not anticipated to provide administrative or logistical support of the microgrants themselves.

Q2. What is the intended size of the cohort of the equity champions?

Response: As stated on pg. 5 of the statement of work, each cohort is expected to number between 15 and 20 participants.

Q3. Does CCC currently know the composition (leaders, staff across the colleges) of the two cohorts of "Equity Champions" that will participate in the continuous improvement training?

Response: No, although the expectation is that it would include a diversity of roles. This is among the topics currently in consideration. It is one example of the kind of question on which City Colleges would seek expert guidance from the contracting agency.

Q4. Will the proposer have flexibility in determining the cadence and timing of the training curriculum outside the start dates of each training session?

Response: Yes, in collaboration with City Colleges. As stated on pg. 5, the proposer should specify the length and sequence of training they believe will be necessary to accomplish the objectives. This would then be revised, if necessary, in collaboration with City Colleges in the process of reviewing the implementation plan described in Subpart D, "Contract Award," on pg. 17.

Q5. B-8. References: To confirm, no references can be from a for-profit firm?

Response: If necessary, proposers may provide references from a for-profit firm. Proposers are encouraged to submit references that have engaged the bidder on projects similar in scope and objectives to the project described in the Statement of Work.

Q6. By what date does the required insurance policies need to be secured? Or is just by the initial start date of no later than May 31, 2021?

Response: The Certificate of Insurance MUST be received prior to the date of Contract inception (day or two prior preferred). The Certificate should be directed to the Office of Risk Management, therefore providing opportunity for Review and compliance with the published RFP.

END OF ADDENDUM

Please acknowledge receipt of all Addenda in your bid responses.