

# Welcome to the Pre-Bid Conference for RFP# SH2101

**Continuous Improvement Partner**  
**January 27, 2021**

**Contracts Administrator: Sherri Hardemon**

**Email: [shardemon1@ccc.edu](mailto:shardemon1@ccc.edu)**

**Procurement Services Email: [procurementservices@ccc.edu](mailto:procurementservices@ccc.edu)**

**Website: [ccc.edu](http://ccc.edu)**

**Term: 15-month engagement (from date of award, expected in April 2021, through June 30, 2022), with three one-year options to renew**

**Estimated Value Not-To-Exceed: \$75K**





# Call Agenda

- A. RFP Timeline for Proposers**
- B. Intent and Scope Overview (User Department)**
- C. Submission Requirements**
- D. General Instructions**
- E. MWBE Plan Participation Overview (Procurement Services)**
- F. Closing – Questions and/or Comments**

## RFP COVER PAGE – Important Details to Note

### Final Questions Due: January 29, 2021

Please email final questions to [procurementservices@ccc.edu](mailto:procurementservices@ccc.edu) and cc [shardemon1@ccc.edu](mailto:shardemon1@ccc.edu). Please do not email or ask questions to the user department or any other department regarding this RFP.

### Responses to Questions: February 9, 2021

Questions will be answered via an addendum. Please be sure to check our website [ccc.edu](http://ccc.edu) and go to the Procurement Services page. Although we will try to send out this information via email to proposers, this will still be your responsibility to check the website for any addenda's.

### Letters of Intent: February 12, 2021

We ask that you submit a letter of intent by the due date so that we can anticipate potential proposers. Not providing this letter will not exclude you from the review process but it is helpful for us in planning.

ATTACHMENT A – INTENT TO SUBMIT A PROPOSAL FORM (Page 26)

### Bid Due Date: February 16, 2021

Bids are due no later than 12 pm Local Central Standard Time.

**NO EXCEPTIONS!** Any responses received late will be deemed as non-responsive.







## Submission Requirements (Section III)

### A. Format of Response

- (1) Hard copy
- (2) USBs

**We are not accepting electronic submissions.** All submissions will need to be submitted via (1) original hard copy and (2) USB drives. We require wet signatures.

No Spiral Bindings or Machine Binding. (3 Ring Binders are acceptable).

### B. Contents of Response

#### 1. Table of Contents

Please ensure that your table of contents corresponds with document pages.

#### 2. Cover Letter

Submitted on the Proposer's letterhead, signed by a principal and the joint venture partner, if applicable. Scope of Services of this RFP should be good for 180 days from submission.



### **3. Executive Summary and Executive Summary Sheet**

This will let us know your understanding of the scope of the proposal.

### **4. Joint Ventures**

Please include all corresponding documentation that this will be a joint venture (if applicable)

### **5. Experience**

Please ensure that you provide the company background, ability to demonstrate expertise or familiarity with Chicago market, key members and a synopsis of their experience.

### **6. Implementation**

Please provide a comprehensive and detailed plan on what your approach will be to the scope of services.



## **7. Clients and Portfolio**

Please provide (3) client examples of sample work, contract value length of time and project manager if available.

We are also asking the you provide a complete client list of which you provided similar services over the past 5 years.

## **8. References (ATTACHEMENT B – REFERENCES – Page 28)**

We are asking for 3 references. Please make sure you let your references know that you are utilizing them.

## **9. IRS W-9 Form**

Please be sure a W-9 has completed signed and submitted with your response.

## **10. Financial Statements**

Proposers are required to provide copies of audited/non-audited financial statements for the three (3) previous fiscal years or audited/non-audited tax returns signed by preparer and the most recent quarterly report must be provided.



## 11. Legal Actions

Please provide details regarding legal actions for the **past 3 years**.

- (a) a debtor in bankruptcy,
- (b) a defendant in a lawsuit for deficient performance under a contract or agreement,
- (c) a Respondent in an administrative action for deficient performance,
- (d) a defendant in a criminal action.

## 12. Minority/Women Business Enterprise Plan (M/WBE)

CCC has adopted this plan to ensure that MWBE have maximum opportunities to participate on CCC contracts.

If you have questions regarding this policy or any part of Appendix I should be directed to Sherri Hardemon, Contracts Administrator via [procurementservices@ccc.edu](mailto:procurementservices@ccc.edu).

Please reference RFP #SH2101 in the email subject line.

## 13. CCC Ethics Orientation (Contractors/Vendors)

Every contractor/vendor is required to comply with CCC Ethics Policy. You are Required to read and return a signed “ACKNOWLEDGEMENT” form with all Responses.



## **14. Fee/Cost Proposal (Page 25)**

Please ensure that this has been completed in its entirety.

## **15. Disclosure**

Please make sure you disclose any professional or personal financial interest that could be a possible conflict of interest. If you have any relatives with CCC, you will need to disclose that information as well.

## **16. Debarment**

Proposers must disclose that neither the vendor nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in a contract or agreement with any federal, state, county or local department or agency.

## **17. Economic Disclosure Statement (EDS)**

Please ensure that this document has all questions answered as outlined. This will need to be completed, signed and NOTARIZED.



## Section IV – Insurance Requirements

Please review Insurance types and the limits.

## Section V – General Instructions

### A. Time of Receiving Proposals

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

Proposals received prior to the due date and time will be securely kept and unopened. Proposals submitted after the designated time and date will be returned unopened. Proposals are not publicly opened and once submitted become the property of the City Colleges of Chicago.

### B. Preparatory Cost

All costs incurred in the preparation and presentation of the Proposals shall be wholly borne by each Proposer.

### C. Submission of Proposals

The City Colleges of Chicago at its discretion, may reject any or all of the proposals, cancel and reissue this RFP



## D. Contract Award

We are very early in the RFP phases but we will let you know next steps.

**DO NOT include the Professional Services Agreement (PSA) with submission. This is only for your review.**

## E. Withdrawal of Proposals

You can withdraw anytime prior to the due date. Once date has passed... we will hold pricing and details submitted for 180 calendar days.

## F. Addenda to this RFP

Although we try to notify proposers of any updates. It is still **YOUR** responsibility to check the website for any addendums we may release.

Sections G-L – Please ensure that you read through these sections.

## L. Contract Terms

15-month engagement (from date of award, expected in April 2021, through June 30, 2022), with three one-year options to renew

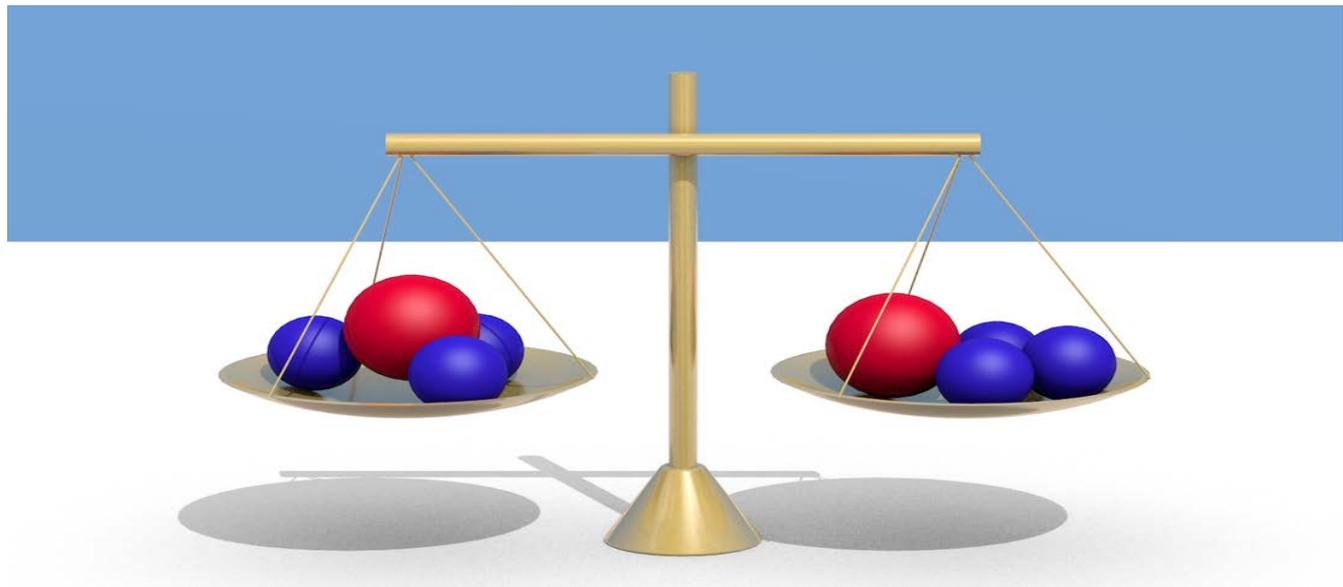


# APPENDIX 1 -M/WBE PLAN

## Minority/Women Business Enterprise Plan

Associate Vice Chancellor

Jacinta Epting





## Frequently Asked Question

1. Are links in proposals acceptable?

**Answer: Links in proposals are not accepted due to websites changes/updates...so we will need hard copy of webpages.**

2. Can I answer questions in the RFP in a different order or put together the proposal in a different order?

**Answer: No. The proposal must be submitted in the order specified.**



## Questions

**Final Questions are Due : January 29, 2021 @ 1pm CST**

**Letter of Intent Due: February 12, 2021 @12pm CST**

**Final Submission: February 16, 2021 @12pm CST**

## Attendance:

Please email your company and contact details to

[procurementservices@ccc.edu](mailto:procurementservices@ccc.edu) and cc [shardemon1@ccc.edu](mailto:shardemon1@ccc.edu)

**Please make sure that you include the RFP Number in the subject line of your email and any other correspondence.**

# Thanks for Attending!!!