



**REQUEST FOR PROPOSALS (RFP) #MWJ2102
FINANCIAL AID SOFTWARE DOCUMENT IMAGING SYSTEM-DISTRICT WIDE
CITY COLLEGES OF CHICAGO**

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
Dawson Technical Institute
Procurement Services
3901 S. State Street, Room 102
Chicago, IL 60609**

Attn: Marietta Williams-Johnson, Buyer

***Proposals must be received no later than 12:00 p.m. local Chicago time, on
Tuesday, February 23, 2021***

Responses shall be submitted in sealed envelope(s) or package(s). The outside of the envelope or package must clearly indicate the name of the project, RFP #MWJ2102– Financial Aid Software Document Imaging System-District Wide for City Colleges of Chicago (CCC), the time, and the date specified for receipt. The name and address of the Proposer must also be clearly printed on the outside of envelope or package. The Proposer shall be responsible for delivery by the due date and time, whether delivered by U.S. mail or messenger. Late proposals will be returned to the sender unopened.

A pre-proposal conference is scheduled for Wednesday, January 27, 2021, at 2:00 p.m. to discuss the Scope of Services and the compliance procedures for the Minority and Women Business Enterprise Contract Participation Plan (MBE/WBE) will be discussed. The pre-proposal conference will take place via a Zoom teleconference. Firms anticipating submitting a proposal are encouraged to attend via teleconference. We recommend you have a copy of the RFP document when joining the meeting. After accessing the Zoom application, instructions for the pre-proposal conference are as follows:

When prompted enter the Meeting ID: 972 0382 7845 and Passcode: 949822

The Letter of Intent to Submit a Proposal, Attachment A, is due via email, procurementservices@ccc.edu, attention Marietta Williams-Johnson, Buyer, by Monday, February 15, 2021, no later than 12:00 p.m. If you do not intend to submit a proposal in response to this RFP, please email us a brief, detailed explanation, to procurementservices@ccc.edu, in order to continue to receive future bid/RFP notices.

Questions regarding clarification or verification of these specifications and MBE/WBE compliance procedures should be submitted in writing via email to Marietta Williams-Johnson, Buyer, at procurementservices@ccc.edu. The deadline for submitting final questions is Friday, January 29, 2021, by 12:00 p.m. Please reference the RFP number, MWJ2101, in all communications regarding this RFP.

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APPENDIX II – ETHICS ORIENTATION FOR CONTRACTORS/VENDORS

APPENDIX III - IRS W-9 INSTRUCTIONS AND FORM

APPENDIX IV – ECONOMIC DISCLOSURE INSTRUCTIONS AND ECONOMIC DISCLOSURE STATEMENT AND AFFIDAVIT (10 pages and must be notarized)

APPENDIX V – PROFESSIONAL SERVICES AGREEMENT (for informational purposes only, do not submit with proposals)

APPENDIX VI – RFP Deliverables Excel Workbook (See separate Excel file containing the following spreadsheets to be submitted with proposals in hard signature copy and an Excel file version on USBs)

- Functional Interrogatories
- Technical Interrogatories
- Technical Interrogatories SAAS
- Technical Interrogatories – On-Premise
- Appendices A, B, C
- Roles Responsibilities Matrix
- Cost Proposal

SECTION I - GENERAL INFORMATION

City Colleges of Chicago (CCC) consists of seven (7) community colleges which are all located within the city limits of Chicago. In addition, there are five (5) satellite locations that are affiliated with the colleges. A seven-member board of trustees, who are appointed by the Mayor of Chicago, governs the system. The chief administrative officer of the system is the Chancellor, who is appointed by the Board of Trustees. Each college has its own President, who reports to the Chancellor, and its own administrative staff which is responsible for policy administration in the areas of human resources and staff development, finance, academic affairs, administrative services and information technology. Each of these areas is headed by a Vice Chancellor that reports to the Chancellor.

The RFP and all attachments are available for download from the City Colleges of Chicago website, Procurement Services webpage, <http://www.ccc.edu/departments/pages/procurement.aspx/>, Current Bid Schedule. Proposers who download the RFP waive their right to have clarifications and/or addenda sent to them. Such Proposers are responsible for checking the website for clarifications and/or addenda. Failure to obtain clarifications and/or addenda from the website shall not relieve such Proposers from being bound by additional terms and conditions in the clarification and/or addenda, if any, or from considering additional information contained therein in preparing their proposals. Note that there may be multiple clarifications and/or addenda. Any harm to a Proposer resulting from such failure shall not be valid grounds for protest against award(s) made under this RFP. Proposals will not be accepted in electronic forms.

CCC Technical Environment Overview

The Office of Information Technology (OIT) is a division of the District Office of the City Colleges of Chicago (CCC). OIT supports the mission of CCC by creating technology solutions and services that support institutional goals and objectives to enhance the colleges' ability to enable and empower students, faculty, and staff to work collaboratively in the interest of increased student success. OIT's goal is to provide flexible and integrated technology-based systems that deliver critical information to the colleges, district departments, employees, students and community.

OIT provides technology services and support in areas such as project management, change management/communication, training, database management, information systems management, application development, technology training, data management, systems infrastructure support, business intelligence, and information security. The primary systems supported are Windows and Linux platforms running Microsoft and Oracle/PeopleSoft-based products and applications.

The network consists of Cisco-based equipment, i.e., routers, switches and access points that is connected by high-speed data lines. CCC has a converged voice and data network and utilize Mitel VoIP controllers. A disaster recovery Co-location site exists with a full complement of equipment that covers most on premise systems. CCC has numerous Internet Service Providers that allows for redundancy and resiliency.

On premise systems consists of HP based equipment to include standalone servers, blade chassis and storage area networks. We have a mix of virtualized hosts utilizing VMWare. Additionally we support Microsoft SQL databases for numerous systems and solutions. Lastly we have implemented Microsoft's Active Directory and associated Microsoft provisioning and authentication engines.

Some critical existing CCC systems that may be candidates for integration with the imaging solution

PeopleSoft Portal (my.ccc.edu)	Version 9.1
PeopleSoft Campus Solutions	Version 9.2
CCC website (ccc.edu) -- Current	

System implementations that are in progress and may be candidates for integration with the imaging solution
CRM
CCC Website (ccc.edu) – Redesign (in progress)
Chatbox application/technology

SECTION II - INTENT AND SCOPE OF SERVICES

Phase 1 – Financial Aid/Verification, CCC Enterprise Standards/Governance

The purpose of this RFP is to solicit sealed proposals to establish a contract through competitive negotiations for a Document Imaging System for Financial Aid Office to create, collect, and store electronic financial aid documents which may include electronic signatures within an imaging repository. The processing of the student financial aid verifications will be district-wide and processed in house by financial aid staff at the institution.

Additionally, a successful proposer will need to convert all historical financial aid documents from third party servicer system as well as an internal CCC system into the new document imaging system.

The successful proposer shall perform its services in accordance with the highest standards and practices and operate within the guidelines of the Family Educational Rights and Privacy Act (FERPA), Gramm-Leach-Bliley Act (GLBA) and other applicable federal, State of Illinois, and local statutes and regulations.

Information security and client confidentiality is to be strictly adhered to.

Background

City Colleges of Chicago (CCC) operates a (7) college system. Student financial aid offices are at each campus and administrative offices at the District Office. It is responsible for student financial aid administration of federal, state and institutional financial aid programs providing financial assistance to CCC students. CCC utilizes the PeopleSoft Campus Solutions 9 Enterprise Data System (CS9) for all student academic, administrative and financial transactions. CCC also utilizes CS9 for all non-student financial transactions.

- Verification peak processing times occur during the months of July through September of each calendar year.
 - 2019-20 Number of students selected for verification = 8,031
 - Percentage of 2019-20 FAFSA's selected for verification = 23%
 - Average – 3 documents per student, 4 pages per document
- Estimated Prior Year Verification Files (Needing Conversion)
 - 2018-19: 37,802 documents
 - 2019-20: 24,093 documents
 - 2020-21: 33,000 documents
 - 2021-22: 35,000 documents
 - 2020 and beyond: Assume 6% increase per year
- Financial Aid Staffing by Campus:

- Daley College – 8
- Harold Washington College – 10
- Kennedy King College – 7
- Malcolm X College – 10
- Olive-Harvey College – 5
- Truman College – 9
- Wright College – 9
- District Office – 5

Requirements

Minimum (see Appendix VI – RFP Deliverables Excel Workbook - separate Excel file)

- Provide cost estimates and details for one or more application hosting options (On-premise, 3rd party offsite, SAAS)
- If proposing the on-premise option, please provide comprehensive details of what you are providing and what you are recommending as it relates to roles and responsibilities, services, hardware, software, support, etc...Please include detail costs within the cost spreadsheet.
- Costs for any solution should factor in growth for the five years as well as reductions in per unit costs due to economies. In addition, please clearly detail one-time costs, scalable costs, discounted costs (as volumes increase or less required services). Please include costs per unit up to, and including enterprise costs for licenses and/or subscriptions.
- Allow users to scan/upload documents remotely (outside CCC network)
- Compatibility with major scanning equipment (please provide a list) and TWAIN compliant
- Solution is browser-based (compatible with current versions of Chrome, Firefox, IE/Edge, Safari) and there is no client Flash or Java requirement
- Solution must provide integration capabilities (custom or delivered) to 3rd party systems – Please list major applications that you have integrated with (differentiate out-of-the-box versus customization performed)
- CCC will require a non-production and production environment. Please provide costs for additional environments (sandbox, training, etc...)
- Solution will require the following integrations (Phase 1):
 - SSO (Microsoft ADFS, AD)
 - Campus Solutions (PeopleSoft) to/from
 - Website (ccc.edu) and Portal (my.ccc.edu)
 - Kiosk/Scanner
- Please list functions/features that is either only available with your application, or that you feel your application has a "competitive advantage" relative to other products in the marketplace

Desired

- Smartforms – Ability for users to complete online form as well as scan/attach documents
- Discuss compatibility and accessibility for laptops, desktops, and smart devices (phone, tablets, etc..)
- Integration with DocuSign (CCC owns enterprise subscription)
- Discuss if a app is available for smart devices
- Checklist capabilities (for status of documents)

- Please list upcoming features/functionality that are not currently available in your proposed application version
- Integration with SharePoint
- Integration with Cloud storage (OneDrive, GoogleDrive, Box, etc...)

With a student-centered approach, the vendor will create electronic financial aid forms, enabling students to seamlessly and effectively complete and submit in an online environment. Students must be able to attach other scanned documents as well. Students and other required signatories, such as a spouse or parent, must also be able to electronically sign the documents. The electronic forms can be “smart” forms so that students are only able to complete fields that are required, but not able to submit until required fields are completed. (Preferred)

When students submit electronic forms, the vendor will store them in a secure, protected environment and will provide access to the documents and attachments for authorized CCC employee’s, auditors, or approved vendors. The vendor will also transfer all electronic forms and attachments to CCC upon request.

Vendor’s system should integrate to PeopleSoft Student Information System. Ideally, students will be able to complete the verification forms by logging into their student portals, clicking on the required document and being taken into a secure environment to complete the requested document.

Vendor’s system should allow for student accounts to be identified by a unique identifier determined by CCC. Vendor’s system should allow for multiple access levels and tiers based.

Verification is a process to confirm that the information provided on a student’s FAFSA (Free Application for Federal Student Aid) is correctly completed. The U.S. Department of Education and CCC will identify select students needing to undergo the verification process. CCC will provide a list of students to the selected vendor. In summary, the verification processing will include completion of the required process in accordance with the U.S. Department of Education issued regulations and established CCC operating procedures and include required data entry of the information into CCC’s CS9 system.

CCC will need access to run real time reports or queries within Vendor’s system. The types of generated reports and the timing of the reports shall be at the discretion of CCC. An example of a report to be maintained is the number of verifications processed monthly depicting those in compliance and those in conflict.

Methodology/Implementation

Please provide details of the following (list any other major deliverables included in your methodology not listed as well):

High-level project plan with key tasks, deliverables, milestones.

Roles and responsibility matrix (see Appendix VI) – Staffing, Deliverables

Provide detailed resume of team that you are proposing for Phase 1

Project management methodology

Status Reporting

Risk Management

Issues Management
Project Change Control
Testing Strategy (Unit, QA, UAT)
Deployment, Post-Production, Ongoing Support
Communication/Change Management Plan
Training and Documentation Plan/Options
Historical conversion plan
Integration/Interface Plan (list and/or provide assumptions – i.e., Low, Medium, High)
Ongoing Support Plan (SLA's)
Workflow Plan (what is included with the proposal)
Reporting Plan (what is included with the proposal)
Document retention, archive, purge, governance strategy

CCC reserves the right to select or reject proposals which, in the opinion and discretion of CCC, will be in the best interest and/or the most advantageous to CCC. Following approval of the intended award by the District Board of Trustees, if applicable, an Agreement will be executed between CCC and selected vendor. Should CCC be unable to negotiate a satisfactory Agreement with the top ranked proposer, negotiations must be formally terminated and CCC can undertake negotiations with the second ranked firm, and so on, until a satisfactory Agreement is negotiated that is fair, competitive and reasonable.

SECTION III - SUBMITTAL REQUIREMENTS

Each Proposer submitting a proposal will be required to present evidence of experience, qualifications, financial responsibility and capacity to perform the requested services. One (1) original signature hard copy and two (2) USB drives are to be submitted in response to this RFP, see also Page 1. All USBs shall include your entire proposal response in one (1) pdf file; financial information may be submitted as an additional pdf file included on the USBs.

Discussions may be conducted with Proposers who submit responses determined to have a reasonable possibility of being selected. All Proposers shall be accorded fair and equal treatment with respect to the RFP process. **RESPONSES MAY BE DEEMED NON-RESPONSIVE AND WILL NOT BE FURTHER CONSIDERED FOR FAILING TO SUBMIT A RESPONSE AND/OR DOCUMENTATION THAT ADDRESSES EACH AND EVERY PARAGRAPH CITED IN THIS SECTION.**

A. Format of Response

All original response(s) must be submitted with pages numbered with section dividers for each item listed below. Each original signature response shall be submitted on standard 8 ½" x 11" plain white copy paper with material printed on one (1) side only in a 3-Ring binder. Expensive papers and special bindings (**Absolutely no spiral bindings nor machine bindings**) are discouraged since no materials will be returned to the Proposer. The USB drives (2 each) shall include your entire proposal response submitted in a pdf file format and each drive shall indicate Responder's name, RFP number and name enclosed in individual sleeves/cases. Re-typing of any forms required to be submitted with proposal responses is prohibited.

B. Contents of Response**Table of Contents:**

Provide a table of contents indicating the corresponding page number for each section of the RFP listed below. To provide uniformity and to facilitate comparison of proposals, all information submitted must be noted in the same sequence as its appearance in this RFP. CCC reserves the right to waive minor variances or irregularities.

1. Cover Letter:

The cover letter must be submitted on the Proposer's letterhead, signed by a principal and the joint venture partner, if applicable. The cover letter must contain a plan explaining how services will be performed; a commitment to provide the services described in the Scope of Services of this RFP and indicates that the offer is good for one hundred-eighty (180) days from submittal of proposal.

2. Executive Summary and Executive Summary Sheet

An Executive Summary which shall include a brief statement of understanding the scope of services to be provided, a brief description of the firm, the services offered and the name of the Proposer and the location of the Proposer's principal place of business. Proposer shall include the Executive Summary Form (see Section VII).

- 3. Joint Ventures:** A firm may propose both as a joint venture and independently as a single Proposer. If a joint venture response is rejected, no firm which has participated in the joint response can be considered to provide services unless it has separately submitted a response. Similarly, two (2) or more firms may submit responses as a prime proposer and subcontractor(s) relationship. In the event of such an arrangement, the CCC reserves the right to reject any subcontractor and accept only the prime proposer. CCC will not accept a subcontractor and reject the primary proposer. If a subcontractor wishes to be considered separately for a portion of the services, such firm should submit a separate submittal in response to this RFP. A copy of the executed Joint Venture Agreement, if applicable, must be submitted as well as the Federal Identification Number as a joint venture.

In accordance with the joint ventures provision, CCC may award a single contract to the prime proposer, including any primary proposer who identifies subcontractor that will perform a portion of the services, or a single contract to a legally established joint venture.

If a prime proposer is proposing a joint solution that requires CCC to execute a contract with a third party and/or pay a third party directly, the proposal must clearly indicate why it is necessary for CCC to directly contract and/or pay the third party. The proposal must include the capability/scope/ and pricing for each third party as well as the third party's proposed contractual documents. Additionally, each third party must meet the requirements set forth in the RFP and submit all required documents, including but not limited to the Executive Summary Form, Letter of Intent, Reference Questionnaire and the documents in the Appendices. CCC reserves the right to reject any third party and accept only the prime proposer.

4. Experience and Statements of Qualifications:

- A. Proposer must provide information on the company's background, including:
1. The company name, address, city, state, zip code, telephone, and fax numbers.
 2. Identify the name, title, address, phone and fax numbers, and e-mail address of the primary contact person for this project.
 3. A brief overview of your company including number of years in business, number of employees, nature of business, and description of clients.
 4. Any parent corporation and/or subsidiaries, if appropriate.

5. Any industry awards/recognition that you have received, the awarding party, and the year received.
 - B. Proposer must provide information on services similar in nature and scope as requested in Section II, Scope of Services, including company's name, contact person, telephone and fax numbers and email address; provide information for similar services to any educational institutions or government agencies. Proposer must submit company contacts. Proposer must submit company contacts. Provide the name, title, street address, city, state, zip code, telephone and fax numbers and email address for (a) primary contact person for this project and (b) the individual(s) authorized to negotiate a contract with the City Colleges of Chicago
 - C. Detailed information on the Proposer's ability to meet the Scope of Services of this RFP. This should include the services that your firm would be able to provide and how the services will be executed.
 - D. Provide an organizational staffing plan chart for the personnel who will perform services as stated in Section II, Scope of Services, including resumes and educational background.
 - E. Demonstrate a capacity to provide/perform services- Respondent must provide a summary of current and future projects, commitment and include projected completion dates. Describe how any uncompleted projects and/or contractual commitments to other clients will affect your ability to deliver services, capacity to perform within CCC's timeline and affect dedicated resources committed to CCC's program. Identify what percentage of the services will be performed utilizing your own workforce, equipment and facilities. What percentage of the work will be subcontracted?
5. **Clients and Portfolio**
- a. Proposers shall provide five (5) client examples of services as defined in this RFP. Provide the scope of work, contract value, length of time to complete and Proposer's project manager if available.
 - b. Include case studies or white papers as needed
6. **References**
- Proposers are required to provide at least three (3) references, one per firm, for whom you have provided services to as requested in this RFP. Please include company names, contact persons, mailing addresses, telephone numbers and email addresses. Please complete Page One of the Reference Questionnaire (Attachment B), include a brief detail of services provided and submit form with your proposal. City Colleges will email the form and reference questions to the references included in your submittal. Please inform your references that they will be contacted by CCC. CCC reserves the right to check references on any projects performed by the proposer whether provided by the proposer or know by CCC.
7. **IRS W-9 Form**
- A current IRS W-9 Form must be completed, signed and submitted with your proposal. (See Appendix III)
8. **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. Financial Statements must include auditor's letter of opinion, auditor's notes, balance sheet and statements of income/loss. Each prime or joint venture partner must submit this information. CCC will also accept as alternative information in substitute of Financial Statements, three (3) years of Profit/Loss Income Statements and Balance Sheets. The City Colleges of Chicago reserves the right to accept alternative information and/or documentation submitted by Proposers.

9. Legal Actions

List and briefly describe any and all legal actions for the past three (3) years in which Proposer has been:

- (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.

10. Minority/Women Business Enterprise Plan (M/WBE)

City Colleges of Chicago (CCC) has adopted a Minority and Women Business Enterprise (MBE/WBE) Plan to ensure that MBEs and WBEs shall have maximum feasible opportunities to participate on City Colleges of Chicago contracts. All Proposers must address the Plan included as Appendix I in the solicitation.

Specifically, Proposers must submit the appropriate compliance documents (i.e. Schedules A and C or D and letters from the certifying agencies) with their proposal. Also, MBE/WBE Implementation Plans (Schedule A) may include either direct or indirect participation in the provision of the services requested in the RFP. Proposers requesting a waiver must include a narrative addressing the good faith efforts with its Schedule D.

Any questions regarding the M/WBE Compliance policy or any part of Appendix I should be directed to Marietta Williams-Johnson, Buyer via email at procurementservices@ccc.edu, no later than Thursday, February 28, 2021, by 12:00 p.m. Please reference the RFP# MWJ2102 in the Subject area.

11. CCC Ethics Orientation Contractors/Vendors

As a contractor or vendor doing business with the City Colleges of Chicago, you are required to comply with the CCC Ethics Policy. Contractors are expected to work on behalf of CCC in a manner that always complies with laws, rules, regulations and policies. By doing so and by always acting with honesty and integrity, you are allowing established values to guide your actions and decisions. The City Colleges of Chicago Ethics Policy can be found at <http://www.ccc.edu/departments/Pages/Ethics-Training.aspx>. Contractors are required to read and return a signed "ACKNOWLEDGEMENT" form with all responses. (See Appendix II)

12. Fee/Cost Proposal

- a. With respect to the requirements outlined in the scope of work section in this RFP, provide a price for your firm's work. Pricing is to be fully inclusive of all services and expenses. Please see Section VIII and Appendix VI
- b. Please indicate if CCC will be required to execute agreements and/or pay third party vendors.
- c. Please note: With respect to the requirements outlined in the scope of work section of this RFP, CCC will not pay nor reimburse any travel, hotel costs, parking, presentation reproduction costs, etc. to the awarded vendor.
- d. Please note: The cost spreadsheet requires itemized costs for five years (years 1 – 5). While CCC is asking for Board authority for an initial term of three years and the possibility of renewal for years 4 and 5, CCC intends to enter into an initial contract agreement with the selected vendor for three years. However, that contract will allow for an additional renewal for the remaining years 4 and 5 at the costs/fees stated in vendor's response.

13. Disclosure

The Proposer will disclose any professional or personal financial interest which could be a possible conflict of interest in representing the District. The Proposer shall further disclose arrangements to derive additional compensation from various investment and reinvestment products, including financial contracts. The Proposer will be required to disclose any lobbying activities if any funds other than Federal appropriated

funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any sister governmental agency, member of Congress, officer or employee of Congress, or employee of a member of Congress in connection with this contract.

14. 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. If the vendor is unable to certify to this statement, it must attach an explanation to this application.

15. Economic Disclosure Statement

Proposers must complete the attached Economic Disclosure Statement and Affidavit as referenced in the Appendices. The economic disclosure forms must be completed by the Prime contractor and all subcontractors in its entirety and notarized. Privately held firms and not-for-profit organizations must disclose their board of directors/corporate officers. All firms must disclose owners and the percentage(s) of ownership information (see Page 3 of 3). Failure to provide complete ownership information may cause your response to be deemed as non-responsive. (See Appendix IV – 10 pages)

SECTION IV - INSURANCE REQUIREMENTS

A. Proposer's Insurance

The Proposer shall procure and maintain at all times, at Proposers own expense, until final acceptance of the Work covered by this Agreement, and if required to return during the warranty period, the types of insurance specified below, with insurance companies authorized to do business in the State of Illinois covering all operations under this Agreement, whether performed by the Proposer or by subcontractors.

The kinds and amounts of insurance required are as follows:

1. Worker's Compensation and Occupational Disease Insurance

Workers Compensation and Occupational Disease Insurance, in accordance with the laws of the State of Illinois, or any other applicable jurisdiction, covering all employees who are to provide a service under this contract. Employer's liability coverage with limits of not less than \$1,000,000 each accident or illness shall be included.

2. Commercial Liability Insurance (Primary and Umbrella)

Commercial Liability Insurance or equivalent with limits of not less than \$5,000,000 per occurrence, combined single limit, for bodily injury, personal injury, and property damage liability. Products/completed operations, explosion, collapse, underground, independent contractors, broad form property damage and contractual liability coverages are to be included. City Colleges of Chicago is to be named as an additional insured without recourse or right of contribution for any liability arising from this work.

3. Automobile Liability Insurance

When any motor vehicles are used in connection with work to be performed, the Contractor shall provide Automobile Liability Insurance with limits of not less than \$1,000,000 per occurrence combined single limit, for bodily injury and property damage. The City Colleges of Chicago is to be named as an additional insured.

4. Fidelity, EPLI and Professional Liability (E&O)

Professional liability insurance covering errors, omissions or negligent acts must be maintained with limits of not less than \$5,000,000. Coverage must include contractual liability. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede start of work on this Agreement. A Claims-Made Policy, which is not renewed or replaced, must have an extended reporting period of two (2) years.

5. Cyber Liability

A Cyber and Privacy Policy shall be maintained with limits of not less than \$5,000,000 to address liability for a data breach which may result in the compromise of personal data pertaining to District Trustees, Employees, Students, Administrators, Staff, Visitors and Guests. The Policy shall cover a variety of expenses associated with data breaches, including, but not limited to: notification costs, credit monitoring, costs to defend claims by state regulators, fines and penalties, and loss resulting from identity theft.

The Contractor will furnish City Colleges of Chicago original Certificates of Insurance evidencing the required coverage to be in force on the date of this contract, and Renewal Certificates of Insurance, or such similar evidence, if the coverages have expiration or renewal date occurring during the term of this contract. The Contractor shall submit evidence of insurance prior to contract award. The failure of City Colleges of Chicago to obtain such evidence from Proposer before permitting Proposer to commence work shall not be deemed to be a waiver by City Colleges of Chicago, and the Proposer shall remain under continuing obligation to maintain the insurance coverage.

The insurance herein specified shall be carried until all work required to be performed under the terms of the Agreement is satisfactorily completed and formally accepted. Failure to carry or keep such insurance in force may constitute a violation of the Agreement, and City Colleges of Chicago maintains the right to stop work until proper evidence of insurance is provided.

The insurance shall provide for 60 days prior written notice to be given to City Colleges of Chicago, Office of Administrative and Procurement Services in the event coverage is substantially changed, canceled, or non-renewed.

The Proposer shall require all subcontractors to carry the insurance required herein, or Proposer may provide the coverage for any or all subcontractors, and, if so, the evidence of insurance submitted shall so stipulate.

Any and all deductibles on referenced insurance coverages shall be borne by Proposers.

Proposer expressly understands and agrees that any insurance coverages and limits furnished by Proposer shall in no way limit the Proposer's liabilities and responsibilities specified within the contract documents or by law.

The Proposer and each subcontractor agree that insurer shall waive their rights of subrogation against City Colleges of Chicago.

The Proposer expressly understands and agrees that any insurance maintained by City Colleges of Chicago shall apply in excess of and not contribute with insurance provided by the Proposer under the contract.

If the Proposer or its subcontractors desire additional coverage, higher limits of liability, or other modifications for its own protection, the Proposer and each of its subcontractors, shall be responsible for the acquisition and cost of such additional protection.

City Colleges of Chicago maintains the rights to modify, delete, alter, or change these requirements.

Prior to the execution of this Agreement, Licensee shall furnish the Institution with original insurance certificates evidencing the required coverage. The above referenced coverage limits are at levels consistent with Illinois statutory requirements and are within reasonable levels to insure the District's requirements, interests and operations. The Insurance Carriers underwriting said Policies shall reflect an AM Best Rating Guide of "A-", VIII or better. All insurance certificates shall name the Board of Trustees of Community College District No. 508, County of Cook and State of Illinois, and its officers, directors, agents, students, employees, contractors and volunteers as additional insured on a primary, non-contributory basis. Institution's failure to obtain certificates or others insurance evidence from Consultant shall not be deemed a waiver of this provision by the Institution. This Agreement, at Institution's sole discretion, may be terminated if Licensee fails to comply with this provision. All insurance policies required hereunder shall include a provision which requires the Institution to receive sixty (60) days prior written notice before coverage is substantially changed, cancelled or non-renewed. Any insurance or self-insurance programs maintained by Institution shall apply in excess of and not contribute with insurance provided by Licensee.

B. Non-Discrimination

A Proposer, in performing under this Agreement, shall not discriminate against any worker, employee or applicant, or any member of the public, because of race, creed, color, sex, age or national origin, nor otherwise commit an unfair employment practice.

Proposer further agrees that this article will be incorporated by Proposer in all agreements entered into with supplier of materials or services, Contractors and Subcontractors and all labor organizations, furnishing skilled, unskilled and craft union skilled labor, or who may perform any such labor or services in connection with this contract. Attention is called to Executive Order 11246 issued September 24, 1965, 3 CFR p. 567, 1966; The Civil Rights Act of 1964, Pub. L. 88-352, July 2, 1964, 78 Stat. 241 et sub; to the State Acts approved July 28, 1961, Ill. Rev. Stat. 1967, CH. 38, Secs. 13-3 to 13-4 inclusive; July 8, 1933, Ill. Rev. Stat. 1967, CH. 29, Secs. 17 to 24 inclusive; July 21, 1961, Ill. Rev. Stat. 1967, CH. 48, Secs. 851 to 866 inclusive, and July 26, 1967, Ill. Rev. Stat. 1967, CH. 48, Secs. 881 to 887 inclusive, and an ordinance passed by the City Council of the City of Chicago, August 21, 1945, page 3877 to the Journal of the Proceeding.

When requested to demonstrate compliance, the Proposer and Subcontractors will furnish such reports and information as requested by the Chicago Commission on Human Relations.

SECTION V - GENERAL INSTRUCTIONS

A. Time for Receiving Proposals

Proposals must be received no later than 12:00 p.m. local Chicago time, on Tuesday, February 23, 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, negotiate with any, all or none of the proposers, solicit best and final proposal from all or some of the proposers and award a contract to one or more of the proposers.

D. Contract Award

The successful proposer will be required to enter into a Professional Service Agreement with the Board of Trustees of Community College District No. 508, which incorporates as part of the agreement, this RFP and the proposer's response to the RFP. City Colleges of Chicago reserves the right to award to multiple vendors

E. Withdrawal of Proposals

Proposers may withdraw their proposals at any time prior to the time specified as the closing time for the receipt of proposals. However, no proposer shall withdraw or cancel his proposal for a period of one hundred-eighty (180) calendar days after said closing time for the receipt of proposals nor shall the successful proposer(s) withdraw, cancel or modify its proposal after having been notified by the City Colleges of Chicago that said proposal has been accepted.

F. Addenda to this RFP

If the City Colleges of Chicago determines that this RFP should be modified before the date set for receipt of proposal, CCC will inform all prospect Proposers by distributing addendum. The addendum will be emailed, faxed or mailed to each Proposer receiving this RFP. Proposer must acknowledge receipt of each addendum issued in the RFP Executive Summary Introduction Letter.

G. Conflicts

In the event of conflict between the Contractor's terms and conditions and those of City Colleges of Chicago, City Colleges of Chicago's terms and conditions will take precedence.

H. Indemnity

Notwithstanding any other terms and conditions, including any obligations regarding insurance coverage, Vendor agrees to defend, indemnify, save and hold harmless fully the Board of Trustees of Community College District No. 508, its colleges, satellite campus', officers, employees, agents, students, volunteers and contractors against any and all claims, suits or judgments, costs or expenses, including attorney's reasonable fees, (collectively ("Loss")) in connection with this Agreement. This indemnification obligation does not extend to that portion of a Loss caused by Institution's negligence, as determined by a court of competent jurisdiction in a final, non-appealable judicial order. The firm must acknowledge in their submission their willingness to indemnify City Colleges of Chicago.

The requirements listed below are mandatory for protecting the interests of the City Colleges of Chicago.

1. The successful Proposer shall indemnify and hold CCC harmless from all providers' performance or failure of performance under the resulting contract.
2. The successful Proposer shall keep CCC free and clear from all liens asserted by any person or firm for any reason arising out of the furnishing of services or materials by or to the provider.
3. The action of the successful Proposer with third parties is not binding upon CCC.

I. Termination

Termination for Convenience. This contract can be terminated upon ten (10) days written notice by City Colleges of Chicago on the grounds of Proposer's violation of any terms and conditions of the Contract,

procedures or guidelines or inadequacy of Proposer's performance or if there is no further need for the requirements. In the event that no funds or insufficient funds are appropriated and budgeted in any fiscal period of the City Colleges of Chicago for payments to be made under this agreement, then the City Colleges of Chicago will notify the contractor of such occurrence and this agreement shall terminate on the earliest of the last day of the fiscal period for which sufficient appropriation was made or whenever the funds appropriated for payment under this Agreement are exhausted. No payments will be made or due to the contractor under this contract beyond those amounts appropriated and budgeted by the City Colleges of Chicago to fund payment under this contract.

City Colleges of Chicago may terminate this Contract, or any portion of the Services to be performed under it, at any time for convenience by a notice in writing from CCC to the Proposer when the Contract may be deemed no longer in the best interest of CCC.

Termination for Default. Subject to Section 10(a) herein, this Agreement may also be terminated for default. Each of the following shall constitute an event of default by Consultant ("Default").

- i. Any material misrepresentation, whether in the inducement or in the performance, made by the Consultant to the Institution; and
- ii. A breach of a representation or warranty contained in this Agreement; and
- iii. The insolvency, bankruptcy or committing of any act of bankruptcy or insolvency, or making an assignment for the benefit of creditors; and
- iv. Failure to comply with or perform any material provision of this Agreement; and
- v. Failure or refusal to provide enough properly skilled personnel, adequate supervision, or adequate materials and equipment of the proper quality to perform the Services; and
- vi. Causing, by any action or omission, the stoppage, delay of, or interference with, the work of any other Consultant or subconsultant.

If a court of competent jurisdiction rules that termination of this Agreement by the Institution for default of Consultant was wrongful, then the termination shall be deemed to have been a termination for convenience.

a. **Curable and Incurable Defaults.** Time-sensitive defaults (e.g., failure to meet deadlines) are not curable unless the Institution, in its sole and absolute discretion, extends the deadline. Such extension, however, does not relieve Consultant of liability for any damages the Institution may suffer. Consultant shall cure any default that is not time-sensitive with ten (10) calendar days after Consultant is given notice of the default.

b. **Remedies.** In addition to any other remedies contained herein, the Institution may invoke any or all of the following remedies for a Default:

- i. Complete the Services at Consultant's expense, either directly or through the use of contractors and subcontractors; or
- ii. Receive a refund or withhold all or any portion of the Fee; or
- iii. Demand specific performance, an injunction or any other appropriate equitable remedy; or

- iv. Terminate this Agreement.
- c. **Right to Offset.** All costs incurred by the Institution due to: (i) termination of this Agreement for default; or (ii) Consultant's performance of the Services; or (iii) Institution's exercise of any of the remedies available herein, may be offset by: (i) any credits due to or overpayments made by the Institution; or (ii) any payments due to Consultant for Services completed. If such amount offset is insufficient to cover those excess costs, Consultant shall be liable for and promptly remit to the Institution the balance upon written demand. This right to offset is in addition to and not a limitation on any other remedies available to the Institution.

No remedy hereunder is exclusive of any other remedy, but each remedy shall be cumulative and in addition to any other remedies at law, in equity or by statute existing now or hereafter. No delay or omission to exercise any right or power accruing upon any Default shall impair any such right or power nor shall it be construed to be a waiver of any Default or acquiescence therein, and every such right and power may be exercised periodically and as often as may be deemed expedient. If the Institution considers it to be in the Institutions best interest, it may choose not to declare a default or terminate the Agreement. The parties acknowledge that this provision is solely for the benefit of the Institution and that if the Institution permits Consultant to continue providing Services despite one or more events of default, the Consultant is in no way relieved of any of its duties and obligations under the Agreement and the Institution does not waive or relinquish any of its rights.

Additional Provisions. The parties further agree the following provisions:

- a. **Cooperation with Successors.** If this Agreement expires or is terminated for any reason, Consultant shall use its best efforts to assure an orderly transition to Institution and to the successor consultant, if any. Consultant must make an orderly demobilization of its own operations, provide the Services uninterrupted until the effective day of such termination or expiration, and otherwise comply with the reasonable requests and requirements of the Institution in connection with the termination or expiration.

J. Minimum Wage

Effective December 11, 2014, City Colleges of Chicago (CCC) adopted Mayoral Executive Order 2014-1 which provides for a fair and adequate Minimum Wage to be paid to employees of CCC contractors and subcontractors performing work on CCC contracts. A copy of the Order may be downloaded from the Chicago City Clerk's website at: <https://www.chicityclerk.com/legislation-records/journals-and-reports/executive-orders>.

If this contract was advertised on or after December 11, 2014, Contractor must comply with Mayoral Executive Order 2014-1 and any applicable regulations issued by the Chief Procurement Officer. As of December 11, 2014, the Minimum Wage to be paid is \$13.00 per hour. The Minimum Wage must be paid to:

- All employees regularly performing work on CCC property or at a CCC jobsite.
- All employees whose regular work entails performing a service for CCC under a CCC contract.

The Minimum Wage is not required to be paid to employees whose work is performed in general support of contractors operations, does not directly relate to the services provided to CCC under the contract, and is included in the contract price as overhead, unless that employee's regularly assigned work location is on CCC property or at a CCC jobsite. It is also not required to be paid by employers that are 501(c)(3) not-for-profits.

Except as further described, the Minimum Wage is also not required to be paid to categories of the Illinois Minimum Wage Law, 820 ILCS 105/1 et seq., in force as of the date of this Contract or as amended. Nevertheless, the Minimum Wage is required to be paid to those workers described in subsections 4(a)(2)(A) and 4(a)(2)(B) of the Illinois Minimum Wage Law.

Additionally, the Minimum Wage is not required to be paid to employees subject to a collective bargaining agreement that provides for different wages than those required by Mayoral Executive Order 2014-1, if that collective bargaining agreement was in force prior to December 11, 2014, or if that collective bargaining agreement clearly and specifically waives the requirements of the order.

If the payment of a prevailing wage is required and the prevailing wage is higher than the Minimum Wage, then the Contractor must pay the prevailing wage.

K. Prevailing Wage

As required by the Illinois Revised Statutes, Chapter 48, Sections 39s-1 -39s-11, Prevailing Wage Act, as amended, requires that all wages paid to laborers, workers or mechanics performing work under this contract be in accordance with the general prevailing hourly rate of wages for persons engaged in the construction of public works in this locality as determined by the Department of Labor of the State of Illinois.

L. Contract Terms

Services will begin upon execution of a professional service agreement and the issuance of a Purchase Order, for a period of three (3) years with an option to renew for an additional two (2) year one-year periods, subject to our Board's approval.

The Professional Services Agreement in Appendix V is provided for information only. Execution of the Professional Services Agreement is not required at the time the proposal is submitted. At the time of submitting their proposals, proposers must include a statement specifying if they are agreeing to the proposed terms and conditions of the Professional Services Agreement or if it is proposing exceptions and/or additional contracts or agreements. In the event you disagree with the Professional Services Agreement provisions, submit any exceptions to the proposed Professional Services Agreement and include the rationale for taking the exception. If you are proposing alternate language, please include the language for consideration. The proposer must include with its proposal, any additional contract or agreements from the proposer or any third-party vendor, which require execution by the District. The failure to include any exceptions to the Professional Services Agreement and any additional contracts or agreement may result in the District determining that the proposal is non-responsive.

M. Payment

The selected proposer will not be entitled to demand or receive payment under this Agreement until all of the stipulations, provisions and conditions set forth in the Agreement have been complied with. Invoice(s) should be transmitted to the Accounts Payable Department via e-mail (preferred method) to accountpayableservices@ccc.edu or in duplicate hard copy to CCC, Accounts Payable Department, 3901 S. State Street, Chicago, IL 60609. CCC offers expedited payment terms to its suppliers for accepting electronic payments, as follows:

Net 15 days or less- CCC utilizes an electronic payment method leveraging unique and secure cardless payment accounts which allows for placement of funds for approved payment transactions on a Visa Single Use Account ("SUA") administered through U.S. Bank via the Payment Plus program.

Net 45 days - CCC also utilizes Automatic Clearing House ("ACH") as a method to pay suppliers.

This requires completion of a form indicating Bank routing and account number information authorizing CCC to deposit funds into your Bank account.

Net 60 days – CCC will issue traditional checks to suppliers unable to accept one of the preferred electronic methods.

N. Communication

All written inquiries regarding this RFP should be directed to Marietta Williams-Johnson, Buyer, at City Colleges of Chicago, Dawson Technical Institute, Procurement Services, 3901 S. State Street, Room 102, Chicago, IL 60609 or via email, procurementservices@ccc.edu.

Such requests must be submitted by Friday, January 29, 2021, no later than 12:00 p.m.

Any interpretation of the proposed documents will be made only by an addendum issued by the Associate Vice Chancellor. A copy of the addendum will be emailed and/or posted on the delivered to each person receiving a copy of the proposal prior to the proposal due date. Failure on the part of the prospective Proposer to receive a written interpretation prior to time of submittal will not be grounds for withdrawal of proposal. Oral explanation is not binding.

Proposers requiring additional information shall contact the Buyer. Proposers who contact any City Colleges of Chicago personnel other than the Buyer will be considered in violation of the procurement rules and may have any proposal response disqualified.

O. CCC Ethics Policy

As a contractor or vendor doing business with the City Colleges of Chicago, you are required to comply with the CCC Ethics Policy. Contractors are expected to work on behalf of CCC in a manner that always complies with laws, rules, regulations and policies. By doing so and by always acting with honesty and integrity you are allowing established values to guide your actions and decisions. The CCC Ethics Policy can be found at www.ccc.edu/departments/pages/ethics.aspx. Contractors and vendors are required to read and return the signed ACKNOWLEDGEMENT with submissions. (See Appendix II)

P. Transparency Website; Trade Secrets

Consistent with the CCC's practice of making available all information submitted in response to a public procurement, all proposals, any information and documentation contained therein, any additional information or documentation submitted to CCC as part this RFP, and any information or documentation presented to CCC as part of negotiation of a contract or other agreement may be made publicly available through the CCC's Internet website.

However, Proposers may designate those portions of a Proposal which contain trade secrets or other proprietary data ("Data") which Proposer desires remain confidential.

To designate portions of a RFP as confidential, Proposer must:

- i. Mark the cover page as follows: "This proposal includes trade secrets or other proprietary data."
- ii. Mark each sheet or Data to be restricted with the following legend: "Confidential: Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this RFP."
- iii. Provide a USB with a redacted copy of the entire proposal or submission in .pdf format for posting on the CCC's website. Proposer is responsible for properly and adequately redacting any Data which Proposer desires remain confidential. If entire pages or sections are removed, they must

be represented by a page indicating that the page or section has been redacted. Failure to provide a USB with a redacted copy may result in the posting of an un-redacted copy.

- iv. Provide a written explanation of the basis under which each redacted item has been deemed confidential, making reference to the Illinois Freedom of Information Act (5 ILCS 140/1 et seq.).

Indiscriminate labeling of material as "Confidential" may be grounds for deeming a proposal as nonresponsive.

All Proposals submitted to CCC are subject to the Freedom of Information Act. CCC will make the final determination as to whether information, even if marked "confidential," will be disclosed pursuant to a request under the Freedom of Information Act, valid subpoena, or other legal requirement. Proposer agrees not to pursue any cause of action against CCC with regard to disclosure of information.

SECTION VI - EVALUATION CRITERIA

An Evaluation Committee, which will include CCC representatives, will review proposals in accordance with the evaluation criteria. The Committee will submit its recommendation to the Provost. The VC/CIO will review and make a recommendation to the Chancellor and the Board of Trustees. Responses to this RFP will be evaluated according to the following criteria:

1. Functional Interrogatories
2. Technical Interrogatories
3. Qualifications of firm and resources provided (portfolio of past work, , resumes, experience with large, complex organizations similar to CCC – Higher Ed, Government a plus, knowledge of pertinent business processes/requirements
4. Viability of implementation (methodology, project plan, approach, realistic timelines, etc...)
5. Cost
6. MBE/WBE compliance

This RFP does not commit City Colleges of Chicago to negotiate a contract, enter into an agreement nor obligate it to pay for any costs incurred in the preparation or submission of any proposal or in anticipation of a contract or agreement. City Colleges of Chicago reserves the right to reject all proposals, and to do business with any one or more of the firms responding to this RFP.

CCC reserves the right to seek clarification of information submitted in response to this RFP and/or to request additional information during the evaluation process. CCC may also request that any short-listed finalists conduct oral presentation and/or demonstrations of their services and system.

SECTION VII - EXECUTIVE SUMMARY FORM

The undersigned, hereby acknowledges having received a full set of the **Request for Proposal (RFP) #MWJ2102-Financial Aid Software Document Imaging System** for the City Colleges of Chicago.

Company's Name : _____

Type of Company: () Corporation () Partnership () Sole Proprietor ()

Name of principals/owners of Company: _____

Name of Parent Company, if any: _____

- I. I do solemnly declare and affirm under penalty of perjury that the contents of the forgoing documents are true and correct, and that I am authorized, on behalf of the firm, to commit to this proposal.

Name of Preparer (print)

Title

Preparer's Signature

Date

Attesting Signature (required for corporations)

Title

Business Address

City

State

Zip Code

Federal Employee Identification Number (FEIN)

Contact Person's Name and Title

Telephone Number

Fax Number

Email Address

Note: Summary Sheet must be completed or Proposal may be deemed non-responsive. Rubber-stamped or typed signatures will disqualify your proposal.

SECTION VIII – FEE/COST PROPOSAL

Having carefully examined the scope of services, requirements, and conditions affecting this Request for Proposal, the Proposer shall provide a Fee/Cost Proposal in which the Proposer will perform the services requested. Your proposal must identify and detail any and all other pricing structures, cost or fees (i.e. licensing, professional/consulting services, on-going maintenance, etc.). CCC will not pay nor reimburse any travel, hotel costs, parking, presentation reproduction costs, etc. to the awarded vendor. *Please note, should additional work be required, which is beyond the scope of this RFP but is related to the overall contract, the contractor will be requested to submit a written proposal and upon approval. If approved by Procurement Services and the Board of Trustees, the parties will work to execute a contract amendment to authorize the work.*

See Appendix VI – RFP Deliverables Excel Workbook (See separate Excel file containing the Fee/Cost Proposal and submit with your proposal a signed hard copy and an Excel file version on your USBs)

Company's Name: _____

Preparer's Name (print) **Title**

Preparer's Signature **Date**

Telephone Number **Email Address**

ATTACHMENT A**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
D/B/A CITY COLLEGES OF CHICAGO (CCC)****LETTER OF INTENT TO SUBMIT A RESPONSE****REQUEST FOR PROPOSALS (RFP) #MWJ2102
FINANCIAL AID SOFTWARE DOCUMENT IMAGING SYSTEM
OFFICE OF INFORMATION TECHNOLOGY OF CITY COLLEGES OF CHICAGO**

I, _____, the undersigned being a duly authorized official of
_____ hereby acknowledges receipt of the above referenced
RFP offering and certify the intent of this firm to submit Qualifications in response to the Request.

**PLEASE EXECUTE AND SUBMIT THIS FORM VIA EMAIL, procurementservices@ccc.edu, TO THE ATTENTION OF
MARIETTA WILLIAMS-JOHNSON, BUYER, BY MONDAY, FEBRUARY 15, 2020, NO LATER THAN 12:00 P.M.**

FIRM'S NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

TELEPHONE: _____ **WEBSITE:** _____

PRINCIPAL CONTACT: _____

TITLE: _____

SIGNATURE: _____ **DATE:** _____

DIRECT PHONE: _____ **EMAIL:** _____

ATTACHMENT B

REFERENCES

Proposers, please provide at least three (3) references, one per firm, for whom you have provided services to in the past three (3) years as requested in this RFP. Please complete the City Colleges of Chicago Reference Questionnaire, Page 1, for each of your references and return the forms with your proposal. CCC will provide questions to your references. (Please make additional copies as needed.)



REFERENCE QUESTIONNAIRE

The contractor listed below has named you as a reference on a project completed within the past three years and/or is currently in progress. The work performed, as indicated by the contractor, is described below. Please revise any incorrect data, and/or include any additional relevant information.

Your timely completion of the questions on the next page(s) will assist CCC in determining the responsibility of this contractor. Your response will be "on the record" and available for the contractor's review. The individual completing this questionnaire may be contacted to confirm their participation. Thank you for your assistance.

Upon completion, please return this page(s) to Marietta Williams-Johnson, Buyer, via email to procurementservices@ccc.edu. Please contact the Buyer with any questions.

To Be Completed By Proposer

Reference Company Name: _____

Reference Contact: _____

Reference Phone: _____

Reference E-mail: _____

Proposer's Name: _____

Proposer, please provide a brief but detailed explanation of the project/services that you've provided to this reference:

Contract Amount: _____

Project Completion Date: _____

(Page _____ of _____) *(Proposer's leave this space blank)*

APPENDICES:

APPENDIX I – TERMS AND CONDITIONS REGARDING COMPLIANCE WITH THE MINORITY BUSINESS COMMITMENT AND WOMEN BUSINESS ENTERPRISE COMMITMENT

APPENDIX II – ETHICS ORIENTATION FOR CONTRACTORS/VENDORS

APPENDIX III - IRS W-9 INSTRUCTIONS AND FORM

APPENDIX IV – ECONOMIC DISCLOSURE INSTRUCTIONS AND ECONOMIC DISCLOSURE STATEMENT AND AFFIDAVIT

APPENDIX V – PROFESSIONAL SERVICES AGREEMENT (for informational purposes only, do not complete/submit with proposals)

APPENDIX VI – RFP Deliverables Workbook (See separate Excel file containing the following spreadsheets to be completed and submitted with proposals in hard signature copies and an Excel file version on your USBs)

- Functional Interrogatories
- Technical Interrogatories
- Technical Interrogatories SAAS
- Technical Interrogatories – On-Premise
- Appendices A, B, C
- Roles Responsibilities MatrixCost Proposal