

Welcome to the Pre-Proposal Conference for RFP# SH2105

College Placement Services
April 15, 2021

ATTENDANCE:



PLEASE EMAIL procurementservices@ccc.edu with your name and contact details.

Contracts Administrator: Sherri Hardemon
Email: shardemon1@ccc.edu

Term: Three (3) Years, with two (2) one-year options to renew



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: April 19, 2021 by 2pm CST

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

Responses to Questions: TBD

Questions will be answered via an addendum. Please be sure to check our website 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: April 28, 2021 by 1pm CST

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 25)

Bid Due Date: April 30, 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.



INTENT AND SCOPE OVERVIEW

- Kisha Ingram
District Director-Admissions Kennedy-King
- LaNisha Thomas – Subject Matter Expert – Math
Instructor/Lecturer – Harold Washington College
- Julia Cohen – Subject Matter Expert - English
Assistant Professor – Wilbur Wright College



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 and Statement of Qualifications

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. Requirements Response

Proposer must submit separate Requirements response if proposing for both the English and Math placement test.

7. Clients and Portfolio

Please provide (3) client examples of sample work, contract value length of time and project manager if available. Proposers submitting a proposal for both English and Math should include client examples for both subjects.

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.

Please reference RFP #SH2105 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 it's 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. All firms must disclose owners and the percentage(s) of ownership information (see Page 3 of 10). This will need to be completed, signed and NOTARIZED.

Section IV – Insurance Requirements

Please review Insurance types and the limits to ensure that you can comply.

Section V – General Instructions

A. Time of Receiving Proposals

Proposals must be received no later than 12:00 p.m. local Chicago time, on Friday **April 30, 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

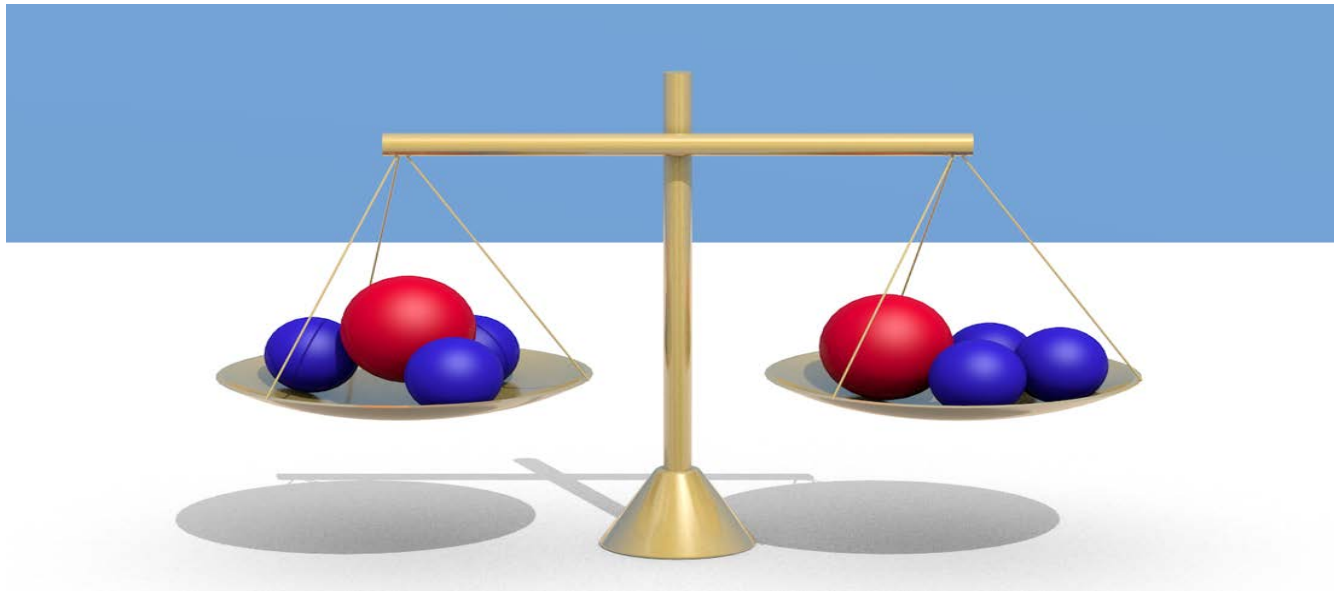
Three (3) Years, with two (2) one-year options to renew

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.

Proposal Preliminary Questions

Q1. In order to conform to our company's COVID-19 restrictions designed to keep our employees and customers safe, and not to take undue risk, may we be allowed to submit our proposal electronically? We can provide a non-notarized copy of the Economic Disclosure Statement with our submission, and then a notarized copy when it is safe to do so.

Q2.

Requirement 1.8

“CCC will own all data, including subscriber information and log data. Respondent may not use data in any way other than to serve CCC placement testing purposes.”

Question: Does general requirement 1.8 preclude us from administering field test questions to CCC students?

Proposal Preliminary Questions

Q3.

Requirement 1.8

“CCC will own all data, including subscriber information and log data. Respondent may not use data in any way other than to serve CCC placement testing purposes.”

Question: Does requirement 1.8 preclude us from using CCC data in our monthly exposure analysis?

Q4.

At Company X we have developed and implemented very detailed policies around ethics. It's mandated that each employee abides by these standards and participates in training on these standards on a yearly basis.

Would Company X's ethics training suffice or would you require we also participate in CCC ethics training?

Questions

Final Questions are Due : April 19, 2021 @ 1pm CST

Letter of Intent Due: April 28, 2021 @1pm CST

Final Submission: April 30, 2021 @12pm CST

Attendance:

Please email your company and contact details to
procurementservices@ccc.edu and cc 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!!!