



August 11, 2021
ADDENDUM NO. 1

RFP #SH2106 – Violence Prevention Services for Olive Harvey College

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
Friday, August 20, 2021***

Addendum Item No. 1

Questions, Responses and Clarification of Information

Q1. The RFP states on page 6 that "financial information may be submitted as an additional pdf file included on the USBs" - does this refer to section 10. Financial Statements, meaning this section can be omitted from the proposal pdf and included as a separate pdf?

Response: Yes. The financial information, i.e., the financial statements can be segregated in a separately named file on the USB drives.

Q2. Clients and Portfolio

a. Proposers shall provide three (3) client examples of services as defined in this RFP.

i. Include scope of work, contract value, length of time to complete, and Proposer's project manager if available.

ii. Include case studies or white papers as needed

iii. Proposers' client examples should include:

Please identify what client examples should be included?

Response:

Examples should include past work experience and similar programs, retention success in current or past programs, specific cannabis industry experience if applicable.

- Q3. Is a selected partner allowed to make sub-grants or does the partner need to directly provide all services in the scope of work?

Response:

The partner is allowed to make sub-grants if they wish however it is not required.

- Q4. The scope of work for Essential Skills and Career Placement partners includes providing students with a 4-week hands-on learning experience AND placement into full-time unsubsidized employment following certificate program completion, correct?

Response:

Correct

- Q5. Does CCC have a definition for “a living wage” and/or a number that would meet the criteria/target for “30% above living wages”?

Response: For purposes of placing students into the cannabis industry with full time employment and 30% above living wages, the living wage is \$16.32 per hour. The living wage is based upon the Massachusetts Institute of Technology (“MIT”) Living Wage Calculator for Cook County, 1 adult and 0 children, which is available at <https://livingwage.mit.edu/counties/17031>

- Q6. Can you please confirm the 4-week hands-on learning experience is not intended to be transitional/subsidized employment in which the community partner would serve as the employer-of-record, rather the students would be paid a stipend by Olive-Harvey College.

Response:

The stipend will be paid by Olive-Harvey College and should not be included in the final cost or budget for the community partner.

- Q7. Can you clarify if Community Partner is expected to play a role between the student and hands-on learning site during the 4-week period, beyond placement into the hands-on learning opportunity?

Response:

Community partners will pay a role throughout the entire program and support the student as needed both in and out of the classroom. This includes support during the 4-week period as well.

Q8. During the pre-proposal conference, it was stated that the Clients and Portfolio Section of the proposal needed to include “a complete client list.” I did not see this listed as a requirement in that section. Can you clarify what information needs to be included related to “a complete client list”?

Response: Please see response to Q2.

Q9. Page 1 of the RFP states RFP questions are due by 7/27/2021 and MBE/WBE questions are due by 8/3/2021. Page 16 of the RFP states all questions are due by 8/3/2021 at 1:00 p.m. at CST. Can you clarify which questions must be submitted by when?

Response:

The RFP states that “preliminary questions” are due on 7/27/2021 and all final questions which is inclusive of MWBE questions are due by 8/3/2021.

Q10. Should our cost proposal assume 9 months of services, or 10 months? If recruiting begins in December and case management ends in September, we would budget for 10 months of services.

Response:

A community partner can budget for September to complete placement work. Students should be placed by end of September.

Q11. Is there a preferred age range for participants? Do they have to be 18 in order to work in the cannabis industry?

Response:

The age limit would be 21 in this case as you cannot work in the cannabis industry if you are younger than 21.

Q12. Under “Contents of Response”, number 7: “Clients and Portfolio” – what is meant by “client examples of services as defined in this RFP”? Are you asking for similar projects we have completed? Is there more information that should have been included under “Proposers’ client examples should include:”?

Response: Please see Q2 Response.

Q13. What is the expected relationship between Still I Rise and the vendors selected by the Community Colleges? Will vendors be expected to implement the Still I Rise model, or can services delivered use other models to satisfy the required services and outcomes outlined in the RFP?

Response:

Vendors are expected to implement the Still I Rise model and be inclusive partners with OHC during the delivery of the program.

Q14. Are non-profits required to comply with the MBE/WBE requirements listed in the appendices? If a non-profit is intending to partner with other non-profits, which don't get certified as MBE or WBEs, would we still be required to hire outside for-profit firms with that certification?

Response: Non-profits submitting a proposal are required to meet the MBE/WBE requirements, either with direct participation, indirect participation or requesting a waiver. Non-profits can submit a proposal for certified MBE or WBE firms to provide a portion of the services, as a subcontractor or subgrantee. Please be advised that CCC will only make one award in each category. As such, if a non-profit wants to partner with another non-profit (as opposed to subcontract or issue a subgrant) the nonprofits must comply with the joint venture requirements as set forth in Section IIIA. (4) on page 6 of the RFP.

Q15. Is the transitional jobs stipend meant to support beyond the 4 weeks of employment experience, or only those 4 weeks?

Response:

The work-based learning stipend is for the 4 week experience. However, participants will also receive a monthly stipend for participation and stipends for transportation & childcare.

Q16. Can we budget the cost of expungement into the grant award?

Response:

Yes

Q17. Are selected partners expected to serve as city-wide referral sources? If we have contacts and services in four high-needs neighborhoods on the South and West Sides, could we draw from those neighborhoods specifically, or would we need to build a city-wide mechanism?

Response:

Recruitment from any of these neighborhoods meets the requirements of the RFP: Austin, North Lawndale, Humboldt Park, Englewood, West Englewood, New City, East Garfield Park, West Garfield Park, Little Village, Auburn Gresham, Roseland, Greater Grand Crossing, South Shore, Chicago Lawn, and West Pullman

Q18. What measures does the Still I Rise model take to remove employment obstacles faced by participants if they successfully complete the program, other than those contracted out through this RFP?

Response:

Additional measures will be taken on a case by case basis depending on the type of employment obstacles identified.

Q19. Are respondents to this RFP expected to generate and provide linkages to employers and placements for employees, or does the College already have a built-up network that we would be helping participants enter into?

Response:

Respondents are expected to generate and provide linkages to employers and placement. OHC does have partners and we are happy to share those contacts as well with respondents.

Q20. Are we able to accept program participants with non-expungable charges (i.e. class X felonies for trafficking marijuana, etc.)?

Response:

Recruit individuals in the communities served at Highest Risk of Violence, as defined, to be Program Participants.

Participants need to also have a cannabis related charge on criminal record. The type of charge does not prohibit or exclude anyone from participating.

Q21. Are the two awards - \$500K for Case Management and \$200K for Career Placement Services - only to be awarded once, or will multiple organizations be awarded for this grant?

Response:

CCC will award one contract for Case Management Services and one contract Career Placement Services

Q22. To clarify insurance requirements, all subcontractors have to have \$5,000,000 limits for professional liability, commercial liability and cyber liability?

Response:

The RFP reads as follows as pertains to Subcontractors: *“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.”*

The proper interpretation in response to the Question is YES. However, if the Proposer wishes to endorse Subcontractors to the required Policies and the Certificate of Insurance reflects the Subs as “Additional Insured”, these actions would be acceptable to CCC.

Part II- Modifications to the RFP Document

Item No. 1- Section V. J Minimum Wage, page 15, paragraph 2 is revised as follows:

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. The Minimum Wage to be paid pursuant to the Order as of July 1, 2020 is \$14.15 per hour. ~~As of December 11, 2014, the Minimum Wage to be paid is \$13.00 per hour.~~ Partners or Proposers must refer to the City's ordinance to pay the current Minimum Wage rate. 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

END OF ADDENDUM

Please acknowledge receipt of all Addenda in your bid responses.