

Welcome to the Pre-Proposal Conference

RFP# MWJ2109 – Background Checks and Pre-Employment Screening Services - HR October 8, 2021

Contract Administrator: Marietta Williams-Johnson

Email: procurementservices@ccc.edu

Attendance:

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

Term: Three (3) Years with an additional two (2) year renewal option



CITY COLLEGES
of CHICAGO
Education that Works



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: Monday, October 11, 2021, by 12pm

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

Responses to Questions: Friday, October 15, 2021

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: Tuesday, October 19, 2021, by 12pm

We ask that you email the Letter of Intent (Attachment A) to procurementservices@ccc.edu.

Proposals due: Tuesday, October 26, 2021, by 12pm

Any responses received late will be returned unopened at the proposer's expense.





INTENT AND SCOPE OVERVIEW

Office of Human Resources

**Eugene Nichols
Deputy Chief Talent Officer**

**Araceli Falcon, Exec. Dir.
Workforce Analytics, HR Systems and
Payroll Services**





Submission Requirements (Section III)

A. Format of Response

- (1) Original signature hard copy
- (2) USBs

We are not accepting electronic submissions. We require wet signatures.
No Spiral Bindings or Machine Binding. (3 Ring Binders are acceptable).

B. Contents of Response

Table of Contents

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

1. 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.



2. Executive Summary and Executive Summary Sheet

A brief statement of understanding of the scope of services, description of your firm and services offered, name and location of principal place of business. Also, complete the Executive Summary Sheet included in the RFP (See Section VII).

3. Joint Ventures

If applicable, please include all required documentation and information as stated in this article of the RFP.

4. Experience

Please ensure that you respond to all of the requirements in this article of the RFP.



5. Clients and Portfolio

Please provide (3) client examples of similar services and include scope of work, contract value and your project manager.

6. References (Attachment – Reference Questionnaire)

Provide 3 references. Please inform your references that you are referring them to CCC and that we may contact them.

7. IRS W-9 Form

Please be sure to complete the W-9, signed and submit it with your response.

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. CCC reserves the right to accept alternative information and/or documentation submitted by Proposers.



9. 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.

10. 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 Marietta Williams-Johnson, Contract Administrator, via procurementservices@ccc.edu. Please reference RFP #MWJ2109 in the email subject line.

11. 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.



12. Fee/Cost Proposal (See Section VIII)

Please ensure that this has been completed in its entirety.

13. 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.

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.

15. Economic Disclosure Statement (EDS)

Please ensure to provide all required information as outlined, provide percentages (%) of ownership on Page 3 of 10, and sign and NOTARIZE document.



Section IV – Insurance Requirements

Please review Insurance types and the limits and know that if you are awarded this contract that you will be required to comply with our insurance requirements.

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 **October 26, 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 in the early phase of this RFP process and will possibly announce by end of this year or early February 2022.

DO NOT include the Professional Services Agreement (PSA) with your submission. This document 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 **YOUR** responsibility to check the website for any Addendums that we may release.

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

L. Contract Terms

Three (3) years with an additional two (2) year renewal option.

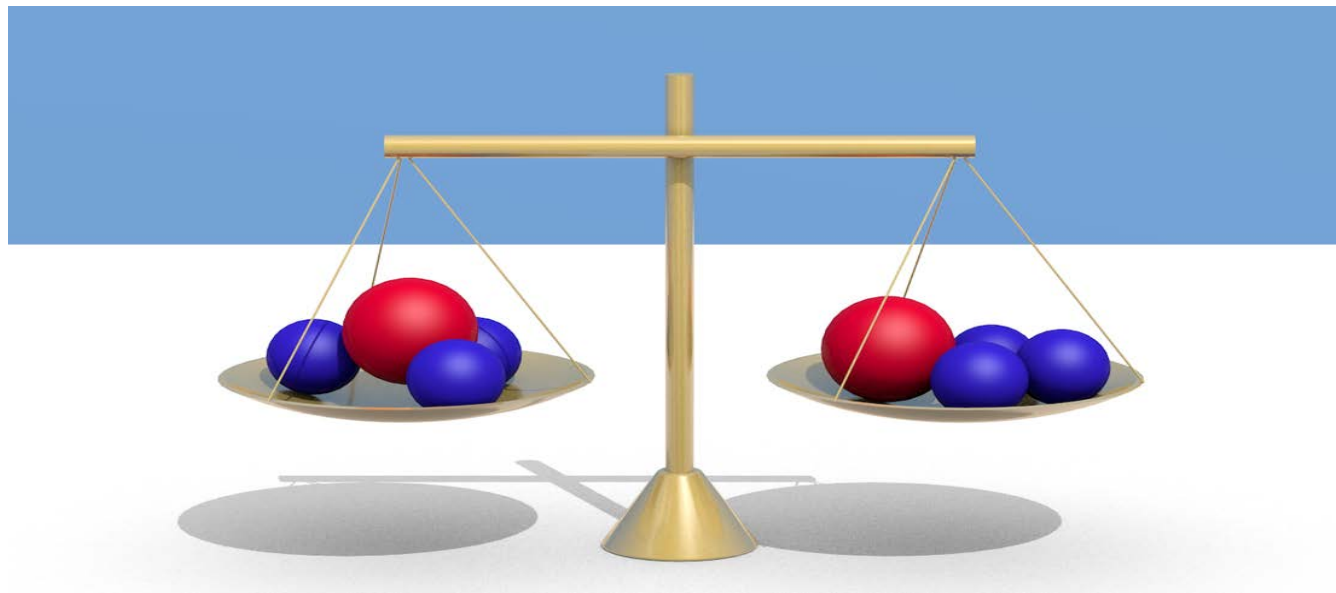


APPENDIX 1 - M/WBE PLAN

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 website changes/updates...so we will need hard copies 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. Ensure to include in your proposal hard copy Exhibit A – Technological Interrogatories (and in Excel on USBs).



Questions

Final Questions are Due : Monday, October 11, 2021, by 12pm CDT

Letter of Intent Due: Tuesday, October 19, 2021, by 12pm CDT

Proposals due: Tuesday, October 26, 2021, by 12pm CDT

Attendance:

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

Please make sure that in all email communications that you include the RFP number, MWJ2109, in the subject line of your email correspondence

Thanks for Attending!!!