A picture containing text, clipart

Description automatically generated

**SEPTEMBER 2 , 2022**

**ADDENDUM NO. 1**

**REQUEST FOR PROPOSALS (RFP) #MWJ2202 - MARCOMM – CREATIVE AGENCY SERVICES**

**ONE (1) ORIGINAL SIGNATURE HARD COPY AND TWO (2) USBs OF THE PROPOSAL TO BE SUBMITTED TO:**

**City Colleges of Chicago**

**Dawson Technical Institute**

**Business and Procurement Services**

**3901 S. State Street, Room 102**

**Chicago, IL 60609**

**Attn: Marietta Williams-Johnson, Sr. Contract Administrator**

***All proposals are due Thursday, September 15, 2022, no later than 12:00 p.m. local Chicago CDT***

***Part I – Questions, Answers and Clarification of Information***

**MARCOM QUESTIONS**

Q1 Does the college currently have any pain points with current vendor? If so, can they be addressed in the Addendum?

*A CCC has not previously issued a competitive solicitation for these services.*

Q2 If possible, can you please share anticipated projects and corresponding estimated budgets that might fall under this Master Contract?

*A CCC does not have any specific anticipated projects that would fall under this master contract. We are primarily interested in finding partners we can build long-term relationships with, so as projects arise in the future we’ll be prepared to deliver them.*

Q3 Regarding Section 6. “What are the sources of your candidates? Please provide percentage allocation for each source,” please clarify what you mean by sources. Does this mean ways we recruit candidates? Please clarify what you mean by allocation for each source as well.

*A Section 6 is revised as follows: Please identify the sources that you use to identify candidates.*

**INSURANCE QUESTION**

Q4 Right now your insurance requirement is 5M liability insurance, is this for all vendors who submit? Are there any exceptions? We currently have $2M liability insurance (no cyber insurance) and could purchase/increase for a specific project if awarded, but we don't plan to move to purchase unless we need, given the additional cost. Will this disqualify us from this initial phase?

*A The $5mil. Liability Insurance is required of the Vendor that receives the eventual Contract Award. There are*

*NO exceptions to the Requirement. A Vendor may deliver a Response to the Procurement Opportunity*

*without holding the $5mil. Policy Limit. However, if the Award is granted the $5mil. Limit MUST be met.*

**HR QUESTION**

Q5 Would background and drug tests be required for video production work? Even if it's just post-production/not on-site? If so, do you help with any costs associated with conducting those tests?

*A* *Per Board Policy, background and drug tests are required. CCC does not assist or cover the costs for the drug or background tests*.

**PROCUREMENT QUESTIONS**

Q6 Would non-competes be necessary for video production work? As in, we wouldn't be able to work with other universities for a 3-month period? This was answered on the call - that all info is public so this shouldn't apply to video production - but I'm including here since you mentioned to email all questions.

*A The Non-Compete Agreement would not apply for video production work.*

Q7 We are submitting the proposal for Agency Services (Full Service Marketing Services).

Since we aren’t providing staffing agency services, do we still have to provide the information for Section 6. Sourcing Process?

A *Vendors proposing to provide Agency Services must submit documentation describing how it has satisfied the factors in Section 6 for employees it will use to perform services on an agency basis.*

Q8 If we are not bidding on certain roles, are we allowed to omit related experience to those asked in other sections of the response?

A *Yes, but please be sure that you submit all documents for the categories that you are requesting to propose services*

Q9 With no website links allowed in our proposal, how would we submit video samples and portfolios? We have entire webpages that have all of our information listed with many video samples, which would be very hard to provide via hard copy.

A *Proposers may submit portfolio on a separate USB marked portfolio.*

Q10 Can we submit the G Drive/YouTube/Vimeo links for video examples?

*A Please see response to Question 9 above.*

Q11 Regarding Appendix VI pricing, are we allowed to provide ranges for roles within the Junior/Mid/Senior categories instead of one price per category?

*A To clarify how the levels of the rate ranges should be provided in Appendix VI for the Job Titles/Functions, following is the example:*

*in Appendix VI for the resource levels, following is an example: please document, Bidders are required to provide junior, mid-level and senior rates for each job description based on the level of the resource’s experience. For example:*

|  |  |
| --- | --- |
| Job Titles/Functions | Representative hourly rate charged for senior, midlevel and junior resource for each job description |
| Marketing Project Manager | Senior - $  Mid - $  Junior - $ |

Q12 If ranges are not allowed, in order to provide pricing with the levels requested, does CCC suggest we add additional columns for each rate (e.g. one column for senior, one column for mid, one column for junior)?

A *Please see the response to Question 11 above.*

Q13 In one place in the RFP, B. Scope of Services refers to Appendix VI, but another reference in the RFP refers to Exhibit A, Scope of Services (which is a blank page). Please clarify what Scope of Services info to use to answer Section 4, letter d. “Provide detailed information on the Proposer’s ability to meet the Scope of Services of this RFP.”

A *Please complete Appendix VI. Exhibit A, Scope of Services is a part of the draft professional services agreement.*

Q14 Please clarify where you would like us to designate Option C regarding Section 13. Cost Proposal. “Can CCC hire your consultant without limitation? If no (option C), please elaborate. If yes, please provide the fees required: After 6 months (Yes/No), After 12 months (Yes/No), CCC cannot hire.” It is not clear where a response to option C should be put.

*A Please submit a document with your proposal indicating the parameters of hiring a consultant/resource without limitation as set forth in Section III – Submittal Requirements, Paragraph 13, Cost Proposal, page 10 of the RFP.*

Q15 Once the three years are complete and there is a request for renewal, are we able to revisit the rate card?

A *Pricing must remain firm during the three-year base term of the contract. Requests to revise rates during any renewal options will be considered.*

Q16 Do subcontractors have to submit a W-9 Form and Financial Statements, in addition to the Prime Vendor?

*A No*

***Part II - Modifications to the RFP document***

Item No. 1

Currently reads: On Page 8, Section III- Submittal Requirements, Paragraph 6, Sourcing Process, bulletin 10:

What are the sources of your candidates? Please provide percentage allocation for

each source.

**Change to:** Please identify the sources that you use to identify candidates

**END OF ADDENDUM**