

**CITY COLLEGES<sup>®</sup>**  
**OF CHICAGO**

**SEPTEMBER 9, 2022**  
**ADDENDUM NO. 1**

**SEALED BID #MWJ2203 – EMPLOYEE RECRUITMENT SERVICES – DISTRICT WIDE**

**ONE (1) ORIGINAL SIGNATURE HARD COPY AND ONE (1) 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 bids are now due Wednesday, September 21, 2022, no later than 12:00 p.m. local Chicago CDT***

---

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

- Q1 Will the hiring company receive 30% of the candidate first year salary if they are offered a full-time position?  
A. **Per the Bid Quotation Form, “The maximum fee for recruitment services for any position is 30% for the first-year annual salary at the time of hire and excludes benefits.”**
- Q2 Are the candidates being hired on a temporary and/or direct hire basis?  
A. **City Colleges will seek to hire on a direct basis depending on the operational needs of the hiring department.**
- Q3 Based on the table given in 5.01 Bid Quotation Form: Employee Recruitment Services, are there projections?  
A. **There are no projections.**
- Q4 Is this for a particular position or to get in the database for any CCC searches that come up?  
A. **This is not for a particular position, but for any CCC searches that come up.**
- Q5 I am trying to determine if the services that my firm provides (executive recruitment services) are the right fit to respond to Bid# MJW2203. We provide executive recruitment services for Cabinet level leadership (presidents, chancellors, provosts, CFOs, vice presidents, etc.) as well as deanships and some directors.  
A. **City Colleges of Chicago is seeking recruitment services for administrative, accounting, financial, legal, managerial, marketing, procurement, professional technology and academic services needs with the salary ranges specified in the Bid.**
- Q6 Are executive recruitment services for cabinet level leadership included in the City Colleges of Chicago's request to identify firms that provide Employee Recruitment Services for the Office of Human Resources?  
A. **See response to Q5.**
- Q7 Please provide the number of hires over the past three years in each of the different categories.  
A. **This is a new procurement and there is no historical data.**

- Q8 Please provide historical data around spend with staffing firms within each of the different categories.
- A. See response to Q7
- Q9 Do you have a hiring plan/hiring schedule for the next six months and beyond? If so, what types of roles are included?
- A. City Colleges does not have a hiring plan/hiring schedule for the next six months and beyond.
- Q10 Given the tight labor market, are we able to establish a set interview process?
- A. City Colleges will conduct searches as needed – therefore we are unable to establish a set interview process.
- Q11 Please give us the average timeline for submittal to offer and any expectations around that timeline.
- A. City Colleges does not have an average timeline for submittal to offer. The timeline is dependent upon the coordinated efforts of all stakeholders involved.
- Q12 How will the college handle submittal from a vendor who may have applied directly?
- A. CCC does not understand the question regarding “vendors” that may have applied directly. Please note that all entities providing services to CCC must be registered as a vendor with CCC prior to providing services. CCC has not previously issued a procurement for these services. Any vendors that have previously provided services have done so on a limited basis under a different procurement method.
- Q13 Do you have an applicant tracking system that you utilize for submittals? If yes, how do you handle duplicate submittals?
- A. City Colleges of Chicago uses Taleo as its applicant tracking system. Duplicate candidate profiles are handled/merged via the Taleo process. At this time, CCC does not anticipate duplicate submittals because CCC will not seek submittals for a specified position if it has requested the prequalified firm to provide recruiting services for a specified position.
- Q14 You mentioned a “live bidding” component on the bidder’s call. Please provide detail and timing on this process.
- A. There is a public Bid Opening via Zoom where all of the bid quotes from the Bids received are read via Zoom. To access the Zoom Bid Opening, please see the information below in this Addendum in Part II – Modifications to the Bid document.
- Q15 In section 00200, subsection 2.06, it states, “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.” It appears that you have an understanding of what the budget for this contract may be, can you share that budget with vendors?
- A. Services provided under this Bid will be on a case by case basis based upon the operational needs of CCC. CCC will not make payments to contractors/vendors, when such needs arise unless the funds have first been appropriated and budgeted by City Colleges of Chicago.
- Q16 In section 00400, subsection 4.01, possible testing is referenced. What types of tests are required? Is the vendor responsible for facilitating said tests or does City Colleges of Chicago have an existing platform?
- A. City Colleges requires drug testing and background screening, which the vendor is responsible for facilitating or can be completed through coordination with CCC HR.

- Q17 In section 00400, subsection 4.01, a candidate interview process is referenced. Can you share what the typical interview process looks like for the aforementioned roles?
- A. City Colleges follows a standard interview process – i.e. phone screening, in-person (or virtual) interview with committee, and final interview with senior leadership.
- Q18 Section 00400, subsection 4.01, states that candidates must successfully complete and pass pre-employment testing including a criminal history verification, education verification, and employment verification. How far back are you testing for background checks?
- A. City Colleges goes back 10 years for background screening and 7 years for criminal.
- Q19 In section 00400, subsection 4.02, bullet three states, “Distribution of e-mails to members of the firm’s proprietary database and their own resources to identify and cultivate a pool of professional candidates to present to City Colleges of Chicago for consideration”. Does this mean vendors will be provided with a city college's email address? Can you explain more the reference to the proprietary database?
- A. Procurement, not exactly sure myself what this means.
- Q20 In Section 00500 – Bid Submittal Form, in 5.01 Bid Quotation Form, are we completing all the Sections under fee, under \$50,000 up to \$174,999?
- A. In accordance with Section 5.01, Bidders are not required to submit pricing for all categories. However, if a Bidder is seeking to provide services for any category, it must provide its fee for all salary ranges.
- Q21 Do our references need to send the reference sheet directly to you and/or should they send it back to me and I submit with the Bid?
- A. Bidders are required to complete the Reference Questionnaire form for each reference, at least 3, and submit the Reference Questionnaire forms with your bid submission.
- Q22 Could you please send the presentation of the pre-bid meeting for MWJ 2203 Employee Recruitment Services?
- A. See attachment and this information is now available on our website as well, [www.ccc.edu/departments/Pages/Procurement.aspx](http://www.ccc.edu/departments/Pages/Procurement.aspx), click on Open Solicitations and then the Bid number, MWJ2203
- Q23 Under the section “City Colleges of Chicago Ethics Policy” it states that the vendor is required read the City Colleges of Chicago Ethics Policy, but the following Contractor Acknowledgement states that “I have received the above Ethics Orientation Training”. Are vendors required to complete annual ethics training or simply read the ethics policy and sign the waiver?
- A. Vendors are required to read the ethics policy and sign the waiver.
- Q24 Would any roles require special background or licensing checks beyond standard?
- A. Currently no positions require special background or licensing checks beyond standard.
- Q25 Are all roles considered 100% on-site?
- A. City Colleges has some roles that are hybrid, or 100% remote.
- Q26 Do you foresee any roles to be remote?
- A. City Colleges has some roles that are 100% remote that may require recruitment services – but that is unknown at this time.
- Q27 Do you foresee any roles to be off-shore?
- A. No roles will be off-shore.

- Q28 Do you want sample resumes for each job category we intend to bid on?  
A. **Sample resumes are not required at this time for job categories.**
- Q29 If samples resumes are requested, can they be anonymized?  
A. **N/A**
- Q30 If we do not currently have insurance with the coverages requested, can we note that we will acquire the additional coverages upon award?  
A. **Is this a Procurement or HR question? Bidders must meet the coverage types and limits at the time the contract is awarded.**
- Q31 If we have provided an Economic Disclosure Statement in a previous RFP proposal to City Colleges this year, do we need to submit another?  
A. **Is this a Procurement or HR question? An Economic Disclosure Statement must be submitted with this Bid.**
- Q32 In section 2.07, it states contractors are required to return a signed Acknowledgement form, however the form provided in Appendix II, "Vendor/Contractor Acknowledgment", does not have a signature line.  
A. **Please sign on the "Submitted By" Line.**
- Q33 Can you please clarify the following question: If our firm as the prime contractor will be utilizing a company who qualifies BOTH as a certified MBE and a WBE firm, can the ONE firm satisfy both of the 25% MBE and 7% WBE goals?  
A. **No, in accordance with Section 6 of the Minority and Women Business Enterprise Plan (the "Plan") "[t]he Contractor employing the certified firm may choose the goal to which the contract value is applied—either MBE or WBE; not both."**
- Q34 If an MBE firm selects a WBE firm as a partner, will the joint submission have a 32% contract value?  
A. **There is a 25% MBE participation goal and a 7% WBE participation goal. If the Bidder is certified as an MBE, the goal for WBE participation is 7%.**
- Q35 In Schedule D under "Reason for Waiver" the reasons listed are "Sole Source Manufacturer, Distributor – No Subcontractors, and Limited Subcontracting Opportunities". Can you provide more information on what each of these options mean?  
A. **Please determine if these options are an appropriate waiver request in context of the requested services, employment recruitment.**
- Q36 Is it required to submit a general affirmative action policy if we are submitting a waiver for MBE/WBE?  
A. **Bidders requesting a waiver must submit the Schedule D and submit a waiver addressing the good faith effort factors set forth in Section 8.1. where appropriate. Bidders include any statements supporting its waiver request.**

**Part II - Modifications to the Bid specification document**

**Item No. 1 – Extension of Due Date for Receipt of Bids.**

**Currently reads on Page 1 and Page 29 of the Bid specification document:**

NOTICE: Sealed bids are due on Friday, September 16, 2022, no later than 12:00 p.m. to the Office of Business and Procurement Services, City Colleges of Chicago, Dawson Technical Institute, 3910 S. State Street, Room 102, Chicago, IL 60609 and will be publicly opened and read aloud via Zoom meeting at 12:30 p.m. After accessing the Zoom application, instructions for accessing are as follows:

Meeting ID: 873 4934 5173

Passcode: 408234

**CHANGE TO:**

NOTICE: Sealed bids are due on Wednesday, September 21, 2022, no later than 12:00 p.m. to the Office of Business and Procurement Services, City Colleges of Chicago, Dawson Technical Institute, 3910 S. State Street, Room 102, Chicago, IL 60609 **and will be publicly opened and read aloud via Zoom meeting at 12:30 p.m. After accessing the Zoom application, instructions for accessing are as follows:**

**Meeting ID: 873 4934 5173**

**Passcode: 408234**

**END OF ADDENDUM**