

City Colleges of Chicago

Department of Administrative & Procurement Services

Competitive Solicitation Procedural Manual

***Information is subject to change without prior written notice and is current as the date noted.**

Mission statement

The Department of Administrative & Procurement Services of the City Colleges of Chicago (CCC) assists seven colleges, seven vocational/technical centers, academic and administrative support offices in procuring the highest quality of goods and services at competitive prices. We are responsible for securing good and services from reputable and responsible suppliers in accordance with applicable Illinois law and the policies of the Board of Trustees, Community College District No. 508. We strive to ensure that our business practices are conducted with the highest degree of professional ethics, integrity and competency. We are committed to implementing and utilizing procurement best practices, and advocating the participation of Minority and Women Owned Business Enterprises in CCC contracts.

Introduction

This procedural manual provides the procedures for engaging in a competitive solicitation process for the acquisition of goods or professional services for CCC. The Department's purpose for engaging in the competitive solicitation process is to comply with State of Illinois law and Board policies to secure the best or high quality products and services at the most competitive price. The procedures followed for the competitive acquisition of goods or commodities are called the "Competitive Bid Solicitation" procedures.

The procedures for competitive acquisition of professional services are called the "Request for Proposals and the Request for Qualifications" procedures. These procedures are described in further detail below, however the origin for all of the procedures is the Illinois Public Community College Act and Board policies. To select a vendor to provide

Professional Services, with exceptions noted in the statute and policies, for an anticipated dollar value exceeding \$25,000 requires a Request for Proposals process.

When to Use a Request for Proposal (RFP)

A Request for Proposals (RFP) is the appropriate competitive selection process for Procurement Services for goods or services when price is not the most important criteria to be considered for awarding a contract. The RFP is awarded to the supplier who best meets the qualifications and criteria specified in the RFP. It differs from a Competitive Bid because it allows more flexibility. It may involve negotiating technical requirements, scheduling, type of contract, terms and conditions, and price, including best and final offers. In contrast, a Competitive bid is awarded to the lowest responsive, responsible bidder.

RFP defined

A RFP is a solicitation document prepared by Procurement Services requesting submittal of proposals in response to the parameters and scope of services required in the document, but does not specify in detail every aspect of how to accomplish or perform the required services.

Proposers are asked to submit qualifications, technical and cost information in their proposal. Proposals are evaluated based on predetermined evaluation and selection criteria stated in the RFP. The cost factor is only one evaluation criteria among several and "lowest cost" is not necessarily a determining factor in the selection process. Factors such as professional qualifications and experience of the firm or committed personnel, past performance, work or management plan, financial stability, utilization of MBE and WBE firms, in addition to other criteria, may outweigh the cost factor.

Request for Qualifications (RFQ) defined

A RFQ is a qualifications solicitation document requesting submittal of technical qualifications to determine the technical competence and expertise, including any specialized experience, of the firm and/or committed personnel. The RFQ process is used primarily to identify and /or hire professional service consultants with specialized expertise either for general assignments or project specific requirements when CCC does not have the in-house technical staff to complete the assignments.

Respondents are asked to submit resumes, technical qualifications, records of previous experience and other qualifications necessary to evaluate their technical expertise, skill and capabilities for the initial submittal. Cost proposals are not requested as part of the RFQ submittal; however general pricing information such as staff hourly fees may be submitted. Qualifications and technical competence are the primary evaluations criteria used. Proposers may be asked to conduct an oral presentation. Once a firm is qualified to perform the services, the firm is party to a Master Agreement and the 'pre-qualified pool' is utilized as set forth in the Master Agreement.

RFQ followed by an RFP, Competitive Bid Solicitation, or Letters of Interest

This method combines the RFQ with a RFP, Competitive Bid or Letters of Interest process, but in two separate invitations. First, an RFQ is advertised and respondents are requested to submit their technical proposal including experience and qualifications of the firm and key personnel. Submittals in response to the RFQ are evaluated by an Evaluation Committee, which recommends the selection of the most qualified firm(s) to the User Department.

After the pre-qualified firms have been approved by the Board, the firms are invited to respond with cost proposals when services are needed by the Board. The pre-qualified firms are the only vendors notified and allowed to submit cost proposals for these services.

This method is most commonly used for complex, large dollar design/build, public works, and capital improvement or construction projects. The most technically qualified firms on the first round are invited back to submit a cost proposal. This method may also be used to establish consistency among the pre-qualified pool of firm(s) in regard to pricing parameters. Example, if a college is engaging the services of a prequalified firm, the college can expect to receive price quotes that are both consistent with prices quoted to other colleges for similar services.

Request For information (RFI)

A Request for Information (RFI) is a general invitation to firms in the industry requesting information pertaining to state of the art technology, designs or other literature relating to products, systems or technologies for a planned project.

This method is most commonly used as a research and information gathering tool to determine the most appropriate technology for the intended application. The intent is not to award contracts through the RFI process; it is a means to gather information for RFP or RFQ development.

Specification and Scope of Services Development

It is the responsibility of the User Department to provide Procurement Services, as early as possible, with full and complete specifications/scope of services for the products or services requested. Clearly written and properly organized specifications establish technical goals, administrative and financial expectations, and set the tone for good communication and a productive relationship between the CCC and the supplier/contractor. To accomplish this, the specifications must clearly define the user's need. Detailed specifications should include:

1. Background and purpose for the requested goods or services

2. Scope of work describing the service and/or product including accompanying mandatory and desirable requirements, quantity and units, desired delivery dates or schedules, technical requirements
3. Clear description of the deliverables to be provided by the supplier
4. Pricing format
5. Basis for evaluation: when specifying requirements, always consider how that requirement will be evaluated and measured
6. User Department's plan for monitoring the performance of the supplier

A specification is a clear and accurate description of the technical requirements for a material, product or service; however a scope of services sets forth requirements for performance of work to achieve project objectives. The scope of services must be clear, accurate and complete. The scope of services will be read and interpreted by persons of varied backgrounds, including the proposer and their subcontractors, project managers or representatives from different departments, and procurement staff.

The scope of services directly affects the number and quality of proposals submitted. Proposal evaluation and source selection is based largely on a scope of services, which is the baseline standard for evaluating all proposals, for reconciling them to the requirements, and for determining the best approach to competition. Evaluation criteria are based on a scope of services that defines project objectives and requirements for their achievement. Challenges to the proposal evaluation and source selection are almost always traceable to an uninformative or ambiguous scope of services.

A scope of services describes the work to be performed or the services to be provided. It describes tasks, directs methodologies to be used, and sets forth the period of performance. It should contain only qualitative and quantitative design and performance requirements. A scope of services can be general or specific and detailed, depending on the nature of the project. A well-worded definitive scope of services is essential for a

Proposer to accurately determine the cost of performance. A scope of services will also be the basis for measuring performance under a contract.

As a guide, a scope of services should include, but is not limited to, the following requirements:

1. Objectives - Identify desired end objectives of the project and associated technical requirements
2. Context of Project - List background information that will assist a Proposer in understanding the nature and origin of the requirements. Include a brief summary of appropriate CCC objectives, statutory program authority, major programs, and goals set by policy and/or procedure if relevant. Describe the relationship of the effort to major programs and goals.
3. Scope - Clearly describe the scope of anticipated Proposer efforts in support of project objectives
4. Technical considerations - Set forth technical considerations that may influence a Proposer's approach or efforts. Any known specific techniques, methodologies, or results of previous related work that may influence a Proposer's efforts or direction of approach should be specified
5. Tasks - List specific tasks and subtasks to be accomplished by a Proposer to satisfy the objectives
6. Milestones - Establish milestones or management control points in the sequence of tasks where the CCC takes actions for review, approval, acceptance, or rejection
7. Baselines - Establish relevant and well-defined baselines for vendor performance measurement. These baselines will serve at least four purposes. They will: (a) prevent a vendor from drifting into areas not pertinent to the effort; (b) measure the results of completed work; (c) assist in defining whether or not subsequent changes or redirection of effort falls within the original scope of services; and (d) assist the project manager and the contracting officer in monitoring the progress of work

8. Responsibilities - Identify all combined resources (CCC and vendor) or participation needed for the project, as well as the nature and extent of all task responsibilities
9. Schedule or project timeline - Generate a schedule for the sequence of tasks to be performed by a Proposer and for related responsibilities of CCC
10. Professional Qualifications and Experiences – Identify the qualifications and experience required to perform the project objectives
11. Deliverables - Include details about the type and quantity of all deliverables
12. Implementation Plan – Identify that the Proposer must provide a comprehensive and detailed plan for implementing the services. The implementation plan should include the approach for managing the services of the RFP
13. Data Requirements - Identify all technical data requirements, including the intended use for this data by CCC
14. Information Requirements - Identify the management of information requirements that a proposer must satisfy

Participants in the RFP Process and Respective Roles

This section identifies the general roles and responsibilities of the stakeholders involved in the RFP and RFQ process. Commitment to the established roles as defined is critical to accomplish a successful RFP process.

Buyer – The Buyer is responsible for the facilitation and management of the solicitation process, which includes, but is not limited to:

1. Preparing documents for the procurement process;
2. Instructing the Evaluation Committee on confidentiality, its responsibilities and required participation;
3. Vetting Evaluation Committee members to ensure there are no conflicts of interest or breach of ethical standards;
4. Coordinating the Evaluation process to ensure it is conducted in a fair, unbiased and ethical manner;
5. Compiling of complete and accurate evaluation scoring summaries;
6. Facilitating the consensus meeting for “short list vendor” selection, best and final negotiations or final vendor selection; and

7. Reviewing the "short list" recommendation and final recommendation to ensure accuracy and consistency with the Evaluation process

Chief Procurement Officer (CPO) – The Chief Procurement Officer is responsible for the overall management of all solicitations assigned to the Department of Procurement Services, which includes review and approval of solicitation documents, and approval of vendor selection and recommendation to the Board of Trustees.

District Director – The District Director of Procurement Services is responsible for the management of all solicitations assigned to Buyers under its supervision, which includes monitoring the procurement process, and the timely completion of the procurement project.

Evaluation Committee – The Evaluation Committee is responsible for the evaluation of the proposals received as a result of the RFP. The Evaluation Committee members are responsible for conducting themselves in a professional, fair and unbiased manner. The members are required to maintain the confidentiality of proposal information, disclose any existing or potential conflicts of interests, and not breach any ethical standards.

MWBE Compliance – The MWBE Compliance Officer is responsible for informing the potential proposers on the CCC Minority and Women Owned Business Enterprise Contract Participation Plan, and reviewing the proposals for their committed MWBE participation and compliance with the Plan.

Risk Management – The Risk Management department is responsible for reviewing the solicitation document to include the appropriate insurance requirements, and reviewing the recommended vendor's proposal to confirm compliance with the required insurance requirements.

User Department – The User Department is responsible for the preparing an accurate and complete scope of services for the solicitation, serving on the Evaluation Committee, preparing the final recommendation for vendor selection, and preparing the Board report for review and approval by the Board of Trustees.

Summary of Procedures for RFP Solicitation process

RFP Development

The RFP document is prepared by Procurement Services requesting submittal of proposals in response to the parameters and scope of services required in the RFP. The

scope of services within the RFP describes the work to be performed or the services to be provided. It describes tasks, directs methodologies to be used, and sets forth the period of performance. A scope of services can be general or specific and detailed, depending on the nature of the project. The User Department or RFP sponsor is responsible for providing Procurement Services the scope of service for the RFP.

During RFP development, a RFP Timeline is established to document the activities and dates to successfully complete the solicitation process. Additionally, an evaluation template is designed by Procurement for review by the User Department or RFP sponsor. After the RFP document and timeline are prepared, they are submitted to various approvers or stakeholders for review and approval. After the RFP and timeline have been approved by the stakeholders, the RFP is ready to be advertised.

Advertisement

In accordance with section 110 ILCS 805/3-27.1 of the Illinois Public Community College Act, due advertisement is required, which includes, but is not limited to, at least one public notice for 10 days in a newspaper in general circulation in the District. Procurement Services also posts the RFP on its web page for the public. Additionally, the User Department and Procurement Services will identify potential vendors and compile a vendor's list to notify and send the RFP.

Evaluation

After the RFP is advertised, a pre-submittal conference is held to discuss the RFP requirements, and answer questions from potential respondents. An addendum may be issued to make changes to the RFP, answer questions that needed further inquiry, or to extend the deadline to received proposals. Procurement Services and the Evaluation Committee will have a meeting to discuss the evaluation process and finalize the evaluation form with the evaluation scoring criteria and weights prior to receiving the proposals. The Evaluation Committee must also establish in advance prior to receipt of the proposals what qualifies the proposer to advance to the short list and final vendor

selection. The Evaluation Committee should consist of an odd number of representatives, (e.g. 5 – 7) from various disciplines, including the User Department or sponsor of the RFP.

After the proposals have been received and opened, they are reviewed by the Procurement Services staff for responsiveness. Those responses that meet the RFP requirements will undergo further review and consideration, while those responses that do not satisfy the RFP requirements are eliminated and disqualified from further consideration. Responsive proposals and evaluation forms are distributed to the Evaluation Committee, which is called the "Phase I" evaluation, after Procurement Services gives instructions to the Evaluation Committee on the evaluation process, and receives signed Confidentiality Statements and Ethics/Conflicts of Interest Statements from the committee members. Evaluation Committee members will evaluate the proposals independently, and then collectively discuss as a group.

Each Evaluation Committee member will enter its scores on the evaluation form. Procurement Services collects a completed evaluation from each member, reviews each of the forms and compiles the scoring grid with all Evaluation Committee member scores. Based on the pre-determined criteria for a proposer to advance to Phase II or the "Short List Phase", Procurement Services identifies the respondents that meet those criteria. The Evaluation Committee may be prepared to make a final vendor selection without a "Short List Phase". The Evaluation Committee may also decide to reject all proposals if all proposals lack information or have deficiencies for key components regarding the submittal requirements.

If the option is to proceed with a "Short-List Phase", a short list of prospective vendors will be invited to make oral presentations and provide demonstrations to the Evaluation Committee. The Evaluation Committee may have questions for the vendor regarding its proposal. Procurement Services will send those questions to the vendor in writing. The vendor will prepare a written response to those questions and address the

questions during its oral presentation. The Evaluation Committee can host the oral presentation or alternatively the vendor can host the presentation providing a site visit of its location.

After the oral presentations are concluded, each Evaluation Committee member will enter its scores for the oral presentation on the evaluation form. Procurement Services collects a completed evaluation from each member, reviews each of the forms and compiles the scoring grid combining all Evaluation Committee member scores for Phase I and Phase II. Based on the pre-determined criteria for final section, the Evaluation Committee can enter into "Best and Final" negotiations with the short listed vendors or can proceed to make a final recommendation for vendor selection.

Award

After the evaluations and any additional negotiations are completed, a letter of recommendation of award is prepared by the Evaluation Committee and submitted to the Chief Procurement Officer and Department head for the User Department for approval. The letter of recommendation must contain a detailed summary of the procurement process, which includes but is not limited to: The name and specification number of the RFP; The Evaluation Committee members; Dates for advertisement, pre-submittal conference, addendum(s) issued, and RFP proposal due date; The number of responses; The names of the respondents; A summary of the evaluation and selection process; Confirmation of ancillary documents, e.g. reference checks, insurance compliance, MWBE plan compliance; A detailed narrative explaining the Committee Overall Ratings and final Committee Rankings; Justification for the recommended vendor, and reasons why the other respondents were not selected for recommendation.

Once the recommendation is approved, a Board Report is prepared for review and approval by the Vice Chancellor of Administrative & Procurement Services, the Chancellor and the Board of Trustees.

RFP Procedural Activities/Tasks

1. The User Department sends a memorandum with the Scope of Services to Procurement Services requesting an RFP or RFQ. The memorandum should contain the following information:

- A description of the services needed by the User Department;
- The scope of services in Microsoft Word in an electronic format
- The User Department's funding line or plan for funding the services;
- Actual dates or the month that the User Department requires the services;
- The desired Board Report date;
- The names, department and telephone numbers of CCC employee(s) to work with Procurement Services to prepare the RFP Solicitation;
- The names of the persons to serve on the Evaluation Committee. The Evaluation Committee should consist of an odd number of representatives, (e.g. 5 – 7 recommended) from various disciplines, including the User Department or sponsor of the RFP. **A minimum of three (3) voting members is required for the committee. It is not recommended that a supervisor and subordinate employee serve on the same evaluation committee in order to foster an independent evaluation.**
- A list of names of potential proposers that the User Department would like Procurement Services to contact regarding the solicitation.

If the User Department retains a consultant to assist with the preparation of the scope of services, the consultant is not permitted to respond to the

solicitation and receive an award. Procurement Services will request that the consultant sign a confidentiality and ethics statement to participate in developing the RFP.

2. Procurement Services will thoroughly review the scope to determine if the solicitation document should be a Bid Solicitation, RFP or RFQ. A Scope of Services must cover the basic parameters of the proposed services needed by the User department. If applicable, the Scope of Service will include information on project specific requirements and deliverables.

The scope of services should include:

- A. Objectives or goals of the project
- B. Detailed scope of the project
- C. Schedule or project timeline
- D. Technical considerations
- E. Deliverables

In drafting a RFP or RFQ document, a solicitation cannot be so narrowly drafted that only one company could meet the requirements of the solicitation effectively denying all other Proposers the opportunity to have its services considered. The scope of services should have sufficient detail as to enable anyone experienced in such matters to respond, but does not specify in detail every aspect of how to accomplish or perform the required services.

3. Procurement Services will request a planning meeting with the User Department to discuss the scope of services and to develop a RFP Timeline. The project schedule should include:
 - Projected Advisement Date
 - Time period solicitation will be available to the public. The solicitation must be available for at least **ten (10) business days.**
 - Pre-Submittal Conference date

- Proposal Due Date
- Evaluation dates
- Projected Board Meeting Date

Note: The minimum timeframe for an RFP or RFQ is four (4) months. This provides sufficient time for the Procurement Services to review the scope of services, develop a solicitation document for approval, due advertisement and time for Proposers to prepare quality responses, review of proposals for responsiveness, evaluation of the proposals on the requirements, conduct oral presentations if applicable, engage in best and final negotiations, and prepare the evaluation summary for final selection. It is strongly suggested that Procurement Services not reduce this time period unless there is a risk of a contract for critical services expiring.

4. To prepare first draft of solicitation document, the Buyer will incorporate the scope of services and other pertinent details into the RFP or RFQ Solicitation Template. The Buyer must carefully review the scope of services to determine how to strategically incorporate the information throughout the template.
5. The Buyer will submit a draft for review and comments. The number of approvers will vary depending on the nature of the project, however at minimum the following approvers should receive the draft solicitation:
 - User Department
 - District Director of Procurement Services
 - Chief Procurement Officer
 - Risk Management
 - MWBE Contract Compliance
6. The Buyer will review the comments and finalize the RFP document.

7. The Buyer and the User Department will prepare a Vendors list. The Vendors List may include, but is not limited to, information from the following resources:

- A. User Department
- B. Letters on file and vendor business cards
- C. Vendor data file
- D. Certified minority and women owned business enterprises
- E. Professional organizations and agencies
- F. Business Registries

8. The Buyer will advertise the solicitation, post notice on the Procurement Services web page, and send notice to vendors. In accordance with section 110 ILCS 805/3-27.1 of the Illinois Public Community College Act, due advertisement is required, which includes, but is not limited to, at least one public notice for 10 days in a newspaper in general circulation in the District. Procurement Services advertises its legal notices in the Chicago Sun Times. The Chicago Sun Times requires a two-day lead time in publishing legal notices. If the Buyer submits the advertisement before 11:30 a.m., the legal notice will appear in the newspaper two days later. For example, if the Buyer submits the advertisement on Tuesday, the publication will appear in the paper on Thursday. There is an exception for Friday submittals. If the Buyer submits the advertisement on Friday, the legal notice will appear in the Monday paper, not Sunday.

Procurement Services posts solicitations on the CCC website, which is the updated for each new solicitation. A vendor can access the website 24 hours a day, 7 days a week. The Buyer will send notice to prospective proposers on the Vendors List by emailing the vendor with the RFP attached.

9. The Buyer will host a Pre-Submittal or Pre-Proposal conference. In preparing the solicitation document, the User Department and Procurement may decide to host a pre-submittal conference for the solicitation. The solicitation document will include the

date, time and location of the pre-submittal conference. The pre-submittal conference provides potential Proposers the opportunity to review the scope of services and ask questions regarding the solicitation document.

The persons that should attend the pre-submittal conference include, but are not limited to, a representative from the User Department to discuss the scope of services, a representative from the MWBE Contract Compliance unit, and the Buyer. The Buyer should include in the RFP a deadline before the pre-submittal conference to receive questions. If questions are asked during the pre-submittal conference that cannot be answered during the conference or revisions to the RFP are needed to address questions, an addendum to the RFP should be prepared.

In certain projects, there should be a record of the pre-submittal conference including the questions and answers. A digital recorder may be used, or a court reporter to transcribe questions and answers may be retained at the discretion of Procurement Services. At the pre-submittal conference, a record of all attendees must be kept. The Buyer will prepare an Attendance or Sign-In Sheet to document all participants and attendees to the pre-submittal conference. At the close of the pre-submittal conference, a copy of the Attendance sheets may be distributed to all parties or made available at a later time for distribution.

10. The Buyer will prepare the addendum and send to the vendors. If any revisions or clarifications are required to a solicitation document, the Buyer is responsible for preparing an addendum. An addenda should be issued **at least three (3) business days**, prior to the proposal due date to allow time for Proposers to adjust their proposals accordingly.

Note: If there insufficient time for the Buyer to distribute the addendum three (3) days prior to the proposal due date, a postponement or

cancellation notice must be provided to the vendors at least twenty four (24) hours prior to the originally scheduled proposal due date.

11. The Buyer will prepare for the proposal due date, and manage the proposals received. The Buyer is responsible for the handling and management of the proposals submitted to Procurement Services. The proposals are not opened and prices read publicly as occurs with a Competitive Bid Solicitation. No faxing or emailing of proposals to Procurement Services is permitted. The proposals must be submitted in sealed packages.

Note: Late proposals: A proposal will be rejected for the proposer's failure to submit the proposal by the due date and time. The standard RFP or RFQ solicitation document states, **"Proposals submitted after the designated time and date will be returned unopened"**.

12. The Buyer will prepare a list of responding Proposers. The Buyer will document each proposal received using the RFP Receipt Form, thereafter the proposals must undergo responsiveness and qualifications review as further described below. The Buyer will review the proposals for "responsiveness" according to the submittal requirements. "Responsive" means the Proposer prepared and submitted all the required documents in accordance with the solicitation. The Buyer will use the Submittal Checklist to document the contents of each proposal received.

Certain submittal requirements will conclusively determine responsiveness. If the Proposer does not turn in certain items, the proposal is non-responsive. Other items, although required, will be in the discretion of the CPO as to whether the proposal is non-responsive. For instance, if a Proposer's response is not in exact compliance with the scope of services, the CPO shall determine whether such a variance is material.

A material variance is generally defined as one that would impair the interests of the Board or that would create a competitive disadvantage for the other Proposers. A non-material variance is basically an irregularity that can be corrected or overlooked because to do so is in the best interest of the Board and other Proposers are not disadvantaged. Items that pertain to price, quality, and quantity are considered material.

13. The Buyer will confirm with the User Department the members of the Evaluation Committee and contact committee members to schedule a meeting to discuss the evaluation process. The committee requires an odd number of members, with a minimum of 3 members. The average number of members is 5-7; however some projects require more persons either due to the nature of the project or request of the User Department. A fixed number of members would not be feasible for all projects, nor would requiring each member to have a high level of expertise in the area to be evaluated. There may not be sufficient people available to serve on the committee that only has expertise in the services requested. The committee should consist of individuals from various disciplines, including representatives from the User Department or sponsor of the RFP.

14. The Buyer will prepare the Acknowledgement of Receipt/Confidentiality Statements, Ethics/Conflicts of Interest Statement, draft Evaluation Committee Guidelines, draft Evaluation Worksheets, and Evaluation schedule prior to distributing the proposals to the Evaluation committee members. Further, the Buyer will prepare Attendance Sheets to document participation by Evaluation Committee members for all meetings and presentations when scheduled.

A. Acknowledgement of Receipt/Confidentiality Statement: Any person given access to the proposals must sign a Confidentiality Statement. All Evaluations committee member and Advisors reviewing the proposals must complete the

form prior to the receipt to the proposals. The Confidentiality Statement prohibits Evaluation Committee members from photocopying, distributing or discussing any part of the submittals or sharing any information with any non-Evaluation Committee members or individuals who have not signed a Confidentiality Statement.

- B. Ethics/Conflicts of Interests Statement: It prohibits Evaluation Committee members to make or participate in the making of any decision or take any action with respect to any matter in which they have any special interest. Evaluation Committee members are required to advise the CPO and Evaluation Committee of any existing or potential conflicts of interest which could jeopardize the integrity of the evaluation and selection process due to a direct or indirect economic or business interest or other relationship with any person(s) or with any of the firms responding to the RFP, either as a prime or subcontractor. The Evaluation Committee member is expected to voluntarily disclose the conflict immediately and voluntarily withdraw from the Evaluation Committee. If it is determined that no conflict of interest exists, the person may be reinstated. Any person who is given access to the Proposals must also sign an Ethics/Conflicts of Interest Statement.
- C. Evaluation Committee Guidelines: The Evaluation Committee guidelines are designed to provide the evaluation committee members with a uniform methodology for reviewing and evaluating Proposals. The methodology defines the standard procedures and rating scale to be used for the purposes of evaluating and selecting the final vendor to be recommended for contract negotiation or award based on the published evaluation criteria in the RFP.
- D. Evaluation Worksheets: The Evaluation Worksheets will be completed by each voting member of the Evaluation Committee and serve to document the results

of the evaluation process. The Evaluation Worksheets will be developed using the Rating Description described in Evaluation Committee Guidelines and the Evaluation Criteria in the RFP. **The evaluation criteria in the Evaluation Worksheets must be the same as the evaluation criteria provided in the RFP.** The final Evaluation Worksheet and the Rating Description and Evaluation Criteria must be approved by the Evaluation Committee before the evaluation of the proposals.

15. The Evaluation Committee will establish the individual weights for the Rating Description and Evaluation criteria and the weighted score to be selected as a "short-List" candidate. The Evaluation criteria in the Evaluation Guidelines and the Evaluation worksheet must be the same evaluation criteria as provided in the RFP. The Evaluation Committee will finalize the weights in the draft Evaluation Worksheet prepared by the Buyer. In addition, the weighted score to determine short list candidates must be determined prior to the evaluation of the proposals.

If the Evaluation Committee determines that it may short list candidates for oral presentations, interviews or site visits, Respondents should be selected using a pre-established score or threshold based upon the highest Committee Overall Preliminary Ratings (Highly Qualified, Qualified, Not Qualified or Non-Responsive). The recommended pre-established threshold for a Respondent to advance to the "short list" shall be as follows:

All "Highly Qualified" candidates within the following range based on the total maximum points:

Highly Qualified - xx to xx pts

Qualified – xx to xx pts

Not Qualified – xx to xx pts

Non-Responsive – xx to xx pts

If there are not at least three (3) Respondents that scored in the “Highly Qualified” range, then the highest rated Respondents in the “Qualified” range will be added until there are at least three Respondents on the short list. If there are not sufficient “Qualified” firms to add for a short list of three candidates, then the highest rated “Qualified” Respondent will advance as a short list candidate. Respondents that do not meet these requirements will not be added to the short list for further consideration.

16. The Evaluation Committee members sign the Acknowledgement of Receipt and Confidentiality Statement and the Ethics/Conflicts of Interest Statement and review the proposals. It is the Evaluation Committee’s responsibility to review the proposals such that contracts are awarded to vendors that are responsive and highly qualified to perform the services requested. The proposals should be evaluated by each committee member prior to attending each committee meeting. Each Evaluation Committee member should first check the completeness of submittals. Each proposal will be discussed among the entire evaluation team.

For the RFP and RFQ solicitations, contracts are awarded to Proposers that are responsive, and determined to be highly qualified or most advantageous to the Board taking into consideration all the evaluation and selection criteria in the RFP/RFQ document.

- A. “Responsive” – means the Proposer prepared and submitted all the required documents in accordance with the solicitation. The submittal requirements

will change with each solicitation, however the requirements in City Colleges RFP/RFQ documents generally include, but are not limited to, the following:

- i. Cover letter;
- ii. Executive Summary;
- iii. Joint Venture Agreement, if applicable;
- iv. Experience and Statements of Qualifications;
- v. Resumes of Key personnel or management team;
- vi. Clients and projects;
- vii. Proposed Solution or Implementation Plan;
- viii. Business licenses;
- ix. References;
- x. Cost Proposal;
- xi. Financial Statements;
- xii. Insurance Requirements;
- xiii. Legal Actions;
- xiv. MWBE Participation Plan;
- xv. Ethics Orientation for Contractors/Vendors; and
- xvi. IRS W-9 Form

B. "Highly Qualified"-means that Proposer is the best qualified vendor able to perform the services in accordance with the terms of the solicitation. To determine if a Proposer is "Highly Qualified", the Evaluation Committee will apply the requirements listed in the "Evaluation Criteria" section of the RFP. In reviewing the proposal, the Evaluation committee will examine the contents of the submittal requirements in relation to the evaluation criteria provided in the RFP. The RFP document will include language that the Proposer will be evaluated on criteria which may include, but is not limited to:

- i. Longevity of business organization;

- ii. Experience with contracts of a similar type;
- iii. Key personnel and management team;
- iv. Financial stability of the Proposer;
- v. Implementation Plan;
- vi. Past Performance;
- vii. Quality of References;
- viii. Capacity of Proposer to perform the services;
- ix. Submission of all submittal requirements;
- x. Compliance with MWBE goals;
- xi. Legal Actions which may affect the performance under the contract;
- xii. Compliance with insurance requirements;
- xiii. Compliance with the terms and conditions, and the
- xiv. Cost Proposal

17. The Evaluation Committee will meet for a group evaluation as soon as practicable after all members have had the opportunity to individually review the Proposals. During the meeting, Evaluation Committee members will discuss their individual evaluations and develop an Evaluation Committee group evaluation of each complete Proposal. Depending upon the preference of the Evaluation Committee members, general discussions can be carried out by either:

- A. Discussing each Proposal separately; or
- B. Discussing each evaluation criterion as applied to all Proposals.

After discussion of each proposal or criteria as applied to each Respondent's submittal, Evaluation Committee members will have the opportunity to vote or reach a consensus on preliminary Committee Overall Ratings based on their discussions. Evaluation Committee members can change their assessment on any particular area of a Proposal if deemed appropriate based on the arguments presented by other EC members based

on their areas of professional expertise. Advisors or Non-voting members can voice their opinions and/or concerns in the discussion in an advisory capacity.

18. The proposals will be reviewed for M/WBE Contract Compliance. The M/WBE Compliance Officer is responsible for reviewing the proposals for their committed M/WBE participation and compliance with the Plan. The review will include, but is not limited to, confirmation that the firms identified are certified by an agency recognized by City Colleges; the M/WBE forms are filled out completely and accurately; the participation goals meet the requirements in the RFP; and any waivers requested have the supporting documentation justifying the waiver. The M/WBE Contract Compliance Officer will report the findings to the Evaluation Committee. The Evaluation Committee will evaluate and score the MWBE participation as one of the Evaluation Criteria.
19. Procurement Services will check references submitted by the Respondents. The submittal requirements in the RFP may request references from clients with projects of a similar scope of service and magnitude for which the Respondent is currently providing, or has provided in the past. The Evaluation Committee reserves the right to contact these references. Procurement Services may use a Reference Questionnaire to document information from the reference. References may also be included in the Evaluation Criteria. Information provided during any reference checks will be considered in the evaluation.
20. Exceptions to RFP terms and conditions, or other legal questions or issues, must be sent to the Law Department for a review and legal opinion. The Respondents may take exception to certain terms and conditions in the RFP document. The exceptions must be submitted to the Law Department for review and legal opinion before proceeding further in the evaluation. If the Respondent takes exception to the insurance requirements in the RFP, the office of Risk Management must also review and provide an opinion before proceeding further in the evaluation.
21. The Evaluation Committee will determine a Committee Overall Rating (Highly

Qualified, Qualified, Not Qualified or Non-Responsive) for each Respondent based on the ratings given to each Respondent in each criterion. The scores from each Evaluation Committee member for each proposal are recorded in an Evaluation Worksheet. The Buyer will be responsible for calculating an Evaluation Summary Sheet to summarize the Evaluation Committee's scores. Non-voting member or Advisor scores are not included in the total score for the proposal. After review of the Evaluation Summary, the Evaluation Committee has three options:

- A. Recommend a "short list" of Respondents with the highest Committee Overall Preliminary Rating above the pre-established threshold and request further clarification and/or additional information from each short listed Respondent through an oral presentation, interview or site visit;
 - B. Recommend a "final selection" of the Respondent(s) with the highest Committee Overall Rating if information provided is clear and sufficient for the Evaluation Committee to make a final determination of qualifications; or
 - C. Recommend "rejection" of all Proposals due to deficiencies or lack of information or specialized credentials for key components in all the submittals. A new RFP solicitation can be re-advertised after the rejection of all submittals.
22. Procurement will schedule the oral presentations. If the first option is chosen, Procurement Services will review the "short list" and schedule oral presentations, interviews or site visits with the highest rated Respondents above the pre-established threshold to clarify questions concerning their qualifications and/or proposal. Oral presentations are held at separate times with each short listed firm. Procurement Services will send in advance to the Respondents in writing the:
- A. General format and agenda of the presentation;

- B. Date, time, and location of the presentation;
- C. Time frame allotted for the presentation;
- D. Key personnel of the Respondent and subcontractors that the Evaluation Committee wants to attend; and
- E. List of questions for all Respondents, if applicable, and specific questions regarding the Respondent's proposal.

Respondents will respond to the questions in writing prior to the oral presentation, as well as during their oral presentation, interview or site visit. During the presentation the Evaluation Committee may have additional questions for the Respondent to address. Evaluation Committee members must attend **all** presentations since this is part of the evaluation process.

- 23. An Oral Presentation Evaluation Worksheet will be developed by Procurement Services. The Buyer and the Evaluation Committee will create an Oral Presentation Evaluation Worksheet using the Rating Description described in Evaluation Guidelines and Evaluation Criteria in the RFP to further support and validate the Respondent's proposal evaluation. The final Oral Presentation Evaluation Worksheet must be approved by the Evaluation Committee before the oral presentations are held.
- 24. After all presentations are completed, the Evaluation Committee members will reconvene to discuss the information provided and evaluate the short listed firms based on the oral presentations. The Evaluation Committee members will reach a consensus of the ranking of the Respondents based on the evaluation scores and oral presentations. The Committee Overall Rating for the Proposal Evaluation and the Committee Overall Rating for the Oral Presentation will be combined to recommend the "final selection" of the Respondent(s) with the highest Committee Overall Rating.

The number of respondents to recommend for award will be determined by the nature of the project and/or need of the User Department or Sponsor of the RFP. If

more than one firm is recommended for award, the firms recommended will be based on the highest Committee Overall Rating in rank order. The awarding of a contract through the RFP or RFQ solicitation process is based on the evaluation of the criteria in the solicitation. A contract may be awarded to the Proposer that does not offer the lowest price.

25. Evaluation Committee will prepare an Evaluation Recommendation Summary. Once a consensus on the final selection is reached by the Evaluation Committee, it will provide the CPO and Department head of the User Department a written Evaluation Recommendation Summary signed by all Evaluation Committee members. The Evaluation Recommendation Summary must include:

- A. The name and specification number of the RFP;
- B. The Evaluation Committee members;
- C. Dates for advertisement, pre-submittal conference, addendum(s) issued, and RFP proposal due date;
- D. The number of responses;
- E. The names of the respondents;
- F. A summary of the evaluation and selection process; including short listed respondents
- G. Confirmation of ancillary documents, e.g. reference checks, insurance compliance, MWBE plan compliance;
- H. A detailed narrative explaining the Committee Overall Ratings and final Committee Rankings;
- I. Justification for the recommended firm, and reasons why the other respondents were not selected for recommendation.

A copy of the Evaluation Worksheet Summary completed by the Evaluation Committee must accompany the letter to the CPO and Department head. If the CPO concurs with

the final recommendations, Procurement Services will authorize negotiations or advise the User Department to proceed to the Board report process.

26. Enter into best and final contract negotiations to select the Respondent to recommend for contract award. The Evaluation Committee can negotiate with the highest rated Respondents ranked "Qualified" or higher to meet project requirements. A Respondent can participate in contract negotiations, but this requirement does not commit City Colleges to award a contract. If City Colleges is unable to reach an acceptable agreement with the selected Respondent including failure to agree on terms or conditions, the Evaluation Committee may engage in negotiations with the second highest ranked Respondent.
27. The User Department will prepare the Board Report for review and approval by the CPO, and the Vice Chancellor of Administrative and Procurement Services. The Board Report must include supporting documentation such as the Evaluation/Recommendation Summary, proposal of recommended Respondent, Evaluation Worksheets, completed Reference Questionnaires, completed MWBE Forms. If the Board Report and supporting documentation are approved, they will be sent to the Chancellor and Board of Trustees for review and approval.
28. Send award letter(s) to Respondent(s) approved by the Board. Prior to Board approval, the Respondents not selected should not be informed of the Evaluation Committee's recommendation.
29. Send rejection letters to Respondents not selected.
30. Conduct Debriefing meeting. If any Respondent requests a debriefing, it may be granted at the discretion of the CPO after the contract has been awarded. No Evaluation Committee member will individually debrief a Respondent at any time.

31. If a rejected Proposer submits a protest regarding the solicitation process, follow the Bid Protest Procedures according.

Appendices

- I. Sections 805/3-27.1, 805/ 27.2, and 805/7-23.1 of the Illinois Public Community College Act
- II. Board of Trustees Community College District No. 508, Policies and Procedures for Management & Government
www.ccc.edu/departments/Documents/Board%20Office/BOARD%20POLICIES%20AND%20PROCEDURES.pdf
- III. City Colleges of Chicago Minority and Women Owned Business Enterprise Contract Participation Plan
<http://www.ccc.edu/departments/Documents/Revised%20MWBEO%20Participation%20Plan%20January%202015%20with%20schedules.pdf>
- IV. City Colleges of Chicago Apprenticeship and Certification Hiring Program
- V. City Colleges of Chicago Ethics Orientation - Contractors/Vendors
- VI. Evaluation Committee Guidelines
- VII. IFB/RFP Timeline Template
- VIII. Request for Proposals Template
- IX. Attendance Sheet for Pre-proposal conference, oral presentations, and evaluation committee meetings
- X. RFP Receipt Form
- XI. Submittal Checklist
- XII. Acknowledgement of Receipt and Confidentiality Statement
- XIII. Ethics/Conflict of Interest Statement
- XIV. Evaluation Worksheet Template
- XV. CCC Reference Questionnaire
- XVI. Award Letter
- XVII. Rejection Letter
- XVIII. Formal Solicitation File Check List
- XIX. RFP Process Work Flow
- XX. City College of Chicago Bid Protest Policy and Procedures
<http://www.ccc.edu/departments/Documents/Bid%20Protest%20Procedures.pdf>
- XXI. City Colleges of Chicago Debarment Policy
<http://www.ccc.edu/departments/Documents/Procurement/CCC%20Debarment%20Policy.pdf>

Appendices



**REQUEST FOR PROPOSALS (RFP) #XX19XX
(SOLICITATION TITLE)
(CAMPUS/DISTRICT DEPARTMENT)**

**ONE (1) ORIGINAL SIGNATURE HARD COPY AND TWO (2) USB DRIVES OF THE RESPONSE
TO BE SUBMITTED**

All responses shall be addressed and returned to:
City Colleges of Chicago
Procurement Services
3901 S. State Street, Room 102
Chicago, IL 60609
Attn: Buyer

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

Responses shall be submitted in sealed envelope(s) or package(s). The outside of the envelope or package must clearly indicate the name of the project, **RFP #(Name of RFP/Solicitation)** for City Colleges of Chicago (CCC), the time, and the date specified for receipt. The name and address of the Proposer must also be clearly printed on the outside of envelope or package. The Proposer shall be responsible for delivery by the due date and time, whether delivered by U.S. mail or messenger. Late proposals will be returned to the sender unopened.

A pre-proposal conference is scheduled for Thursday, date at 11:00 a.m. in Room XXXX at Dawson Technical Institute, 2901 S. State Street, Chicago, IL 60609. The Scope of Services and the compliance procedures for the Minority and Women Business Enterprise Contract Participation Plan (MBE/WBE) will be discussed. Firms anticipating submitting a proposal are encouraged to attend in person or via teleconference. We recommend that you obtain a copy of the RFP document and bring it with you to the meeting.

All attendees, please RSVP your attendance to procurementservices@ccc.edu by Tuesday, (date), no later than 12:00 p.m. Photo identification is required when entering any City College of Chicago location.

The Letter of Intent to Submit a Proposal, Attachment A, is due via email, procurementservices@ccc.edu, attention (Buyer/Contract Administrator) by Tuesday, (date) no later than 12:00 p.m. If you do not intend to submit a proposal in response to this RFP, please email us a brief, detailed explanation, to procurementservices@ccc.edu, in order to continue to receive future bid/RFP notices.

Questions regarding clarification or verification of these specifications and MBE/WBE compliance procedures should be submitted in writing via email to (Buyer/Contract Administrator), at procurementservices@ccc.edu. The deadline for submitting final questions is Monday, (date), by 12:00 p.m.

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APPENDICES:

APPENDIX I – TERMS AND CONDITIONS REGARDING COMPLIANCE WITH THE MINORITY BUSINESS COMMITMENT AND WOMEN BUSINESS ENTERPRISE COMMITMENT

APPENDIX II – ETHICS ORIENTATION FOR CONTRACTORS/VENDORS

APPENDIX III – ECONOMIC DISCLOSURE INSTRUCTIONS AND ECONOMIC DISCLOSURE STATEMENT AND AFFIDAVIT

APPENDIX IV - IRS W-9 INSTRUCTIONS AND FORM

APPENDIX V – PROFESSIONAL SERVICES AGREEMENT (draft)

SECTION I - GENERAL INFORMATION

City Colleges of Chicago (CCC) consists of seven (7) community colleges which are all located within the city limits of Chicago. In addition, there are six (6) satellite locations that are affiliated with the colleges. A seven-member board of trustees, who are appointed by the Mayor of Chicago, governs the system. The chief administrative officer of the system is the Chancellor, who is appointed by the Board of Trustees. Each college has its own President, who reports to the Chancellor, and its own administrative staff which is responsible for policy administration in the areas of human resources and staff development, finance, academic affairs, administrative services and information technology. Each of these areas is headed by a Vice Chancellor that reports to the Chancellor.

The RFP and all attachments are available for download from the City Colleges of Chicago website, www.ccc.edu, Contract Opportunities. Proposers who download the RFP waive their right to have clarifications and/or addenda sent to them. Such Proposers are responsible for checking the website for clarifications and/or addenda. Failure to obtain clarifications and/or addenda from the website shall not relieve such Proposers from being bound by additional terms and conditions in the clarification and/or addenda, if any, or from considering additional information contained therein in preparing their proposals. Note that there may be multiple clarifications and/or addenda. Any harm to a Proposer resulting from such failure shall not be valid grounds for protest against award(s) made under this RFP. Proposals will not be accepted in electronic forms.

SECTION II - INTENT AND SCOPE OF SERVICES

A. INTENT

The City Colleges of Chicago (CCC) is soliciting proposals from Vendors (“Vendor”) qualified to provide

B. SCOPE OF SERVICES

SECTION III - SUBMITTAL REQUIREMENTS

Each Proposer submitting a proposal will be required to present evidence of experience, qualifications, financial responsibility and capacity to perform the requested services. One (1) original signature hard copy and two (2) USB drives are to be submitted in response to this RFP, see Page 1. All USBs shall include your entire proposal response in one (1) pdf file; financial information may be submitted as an additional pdf file included on the USBs.

Discussions may be conducted with Proposers who submit responses determined to have a reasonable possibility of being selected. All Proposers shall be accorded fair and equal treatment with respect to the RFP process. **RESPONSES MAY BE DEEMED NON-RESPONSIVE AND WILL NOT BE FURTHER CONSIDERED FOR FAILING TO SUBMIT A RESPONSE AND/OR DOCUMENTATION THAT ADDRESSES EACH AND EVERY PARAGRAPH CITED IN THIS SECTION.**

A. Format of Response

All original response(s) must be submitted with pages numbered with section dividers for each item listed below. Each original signature response shall be submitted on standard 8 ½” x 11” plain white copy paper with material printed on one (1) side only. Expensive papers and special bindings (**Absolutely no spiral bindings nor machine bindings**) are discouraged since no materials will be returned to the Proposer. The USB drives (2 each) shall include your entire proposal response submitted in a pdf file format and each drive shall indicate Responder’s name, RFP number and name enclosed in individual sleeves/cases.

B. Contents of Response**1. Cover Letter:**

The cover letter must be submitted on the Proposer's letterhead, signed by a principal and the joint venture partner, if applicable. The cover letter must contain a plan explaining how services will be performed; a commitment to provide the services described in the Scope of Services of this RFP and indicates that the offer is good for one hundred-eighty (180) days from submittal of proposal.

2. Executive Summary and Executive Summary Sheet

An Executive Summary which shall include a brief statement of understanding the scope of services to be provided, a brief description of the firm, the services offered and the name of the Proposer and the location of the Proposer's principal place of business. Proposer shall include the Executive Summary Form (see Section VII).

3. Joint Ventures: A firm may propose both as a joint venture and independently as a single Proposer. If a joint venture response is rejected, no firm which has participated in the joint response can be considered to provide services unless it has separately submitted a response. Similarly, two (2) or more firms may submit responses as a prime proposer and subcontractor(s) relationship. In the event of such an arrangement, the CCC reserves the right to reject any subcontractor and accept only the prime proposer. CCC will not accept a subcontractor and reject the primary proposer. If a subcontractor wishes to be considered separately for a portion of the services, such firm should submit a separate submittal in response to this RFP. A copy of the executed Joint Venture Agreement, if applicable, must be submitted as well as the Federal Identification Number as a joint venture.

4. Experience and Statements of Qualifications

- a. Proposer must provide information on the company's background, including the number of years in business, main office location and a list of services provided.
- b. Proposer must provide information on services similar in nature and scope as requested in Section II, Scope of Services, including company's name, contact person, telephone and fax numbers and email address; provide information for similar services to any educational institutions or government agencies. Proposer must submit company contacts. Provide the name, title, street address, city, state, zip code, telephone and fax numbers and email address for (a) primary contact person for this project and (b) the individual(s) authorized to negotiate a contract with the City Colleges of Chicago.
- c. Detailed information on the Proposer's ability to meet the Scope of Services of this RFP. This should include the services that your firm would be able to provide and how the services will be executed.
- d. Provide an organizational staffing plan chart for the personnel who will perform services as stated in Section II - Scope of Services including resumes and educational background.
- e. Provide detailed responses to Section II - Scope of Services.

5. Implementation Plan (can be included in solicitations where required)**5. Clients and Portfolio**

Proposers shall provide three (3) client examples of services as defined in this RFP. Provide scope of work, contract value and Proposer's project manager.

6. References

Proposers are required to provide at least three (3) references, one per firm, for whom you have provided services to as requested in this RFP from higher education institutions, government or non-for-profit entities.

Please include contact persons' names, mailing addresses, telephone and fax numbers and email addresses. Please complete Page One of the Reference Questionnaire (Attachment B), include a brief detail of services provided and submit form with your proposal. City Colleges will email the form and questions to the references included in your submittal. Please inform your references that they will be contacted by CCC.

7. IRS W-9 Form

A current IRS W-9 Form must be completed, signed and submitted with your proposal. (See Appendix IV)

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. Financial Statements must include auditor's letter of opinion, auditor's notes, balance sheet and statements of income/loss. Each prime or joint venture partner must submit this information. CCC will also accept as alternative information in substitute of Financial Statements, three (3) years of Profit/Loss Income Statements and Balance Sheets. The City Colleges of Chicago reserves the right to accept alternative information and/or documentation submitted by Proposers.

9. Legal Actions

List and briefly describe any and all legal actions for the past three (3) years in which Proposer has been:

- (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)

City Colleges of Chicago (CCC) has adopted a Minority and Women Business Enterprise (MBE/WBE) Plan to ensure that MBEs and WBEs shall have maximum feasible opportunities to participate on City Colleges of Chicago contracts. All Proposers must address the Plan included as Appendix I in the solicitation.

Specifically, Proposers must submit the appropriate compliance documents (i.e. Schedules A and C or D) with their proposal. Also, MBE/WBE Implementation Plans (Schedule A) may include either direct or indirect participation in the provision of the services requested in the RFP.

Any questions regarding the M/WBE Compliance policy or any part of Appendix I should be directed to (Buyer/Contract Administrator) via email at procurementservices@ccc.edu. Please reference the RFP# (XXXXX) in the Subject area.

11. CCC Ethics Orientation Contractors/Vendors

As a contractor or vendor doing business with the City Colleges of Chicago, you are required to comply with the CCC Ethics Policy. Contractors are expected to work on behalf of CCC in a manner that always complies with laws, rules, regulations and policies. By doing so and by always acting with honesty and integrity, you are allowing established values to guide your actions and decisions. The City Colleges of Chicago Ethics Policy can be found at <http://www.ccc.edu/departments/Pages/Ethics-Training.aspx>. Contractors are required to read and return a signed "ACKNOWLEDGEMENT" form with all responses. (See Appendix II)

12. Fee/Cost Proposal

With respect to the requirements outlined in the scope of work section of this RFP, please complete section VIII to provide a breakdown schedule of all fees and cost that will be applicable in order to perform all services listed under Section II - Scope of Services of this RFP and any other services offered under this requirement. CCC will not pay nor reimburse any travel, hotel costs, parking, presentation reproduction costs, etc. to the awarded vendor.

13. Disclosure

The Proposer will disclose any professional or personal financial interest which could be a possible conflict of interest in representing the District. The Proposer shall further disclose arrangements to derive additional compensation from various investment and reinvestment products, including financial contracts. The Proposer will be required to disclose any lobbying activities if any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any sister governmental agency, member of Congress, officer or employee of Congress, or employee of a member of Congress in connection with this contract.

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. If the vendor is unable to certify to this statement, it must attach an explanation to this application.

15. Economic Disclosure Statement

Proposers must complete the attached economic disclosure statement and affidavit as referenced in the Appendices. The economic disclosure forms must be completed by the Prime contractor and all subcontractors in its entirety and notarized. Privately held firms and not-for-profit organizations must disclose the board of directors/corporate officers. All others firms must disclose the percentage of ownership. Failure to provide complete ownership information may cause your response to be deemed non-responsive. (See Appendix III – 10 pages)

SECTION IV - INSURANCE REQUIREMENTS (insurance coverage limits may change based on the type of procurement. This is determined by Risk Management)

A. Proposer's Insurance

The Proposer shall procure and maintain at all times, at Proposers own expense, until final acceptance of the Work covered by this Agreement, and if required to return during the warranty period, the types of insurance specified below, with insurance companies authorized to do business in the State of Illinois covering all operations under this Agreement, whether performed by the Proposer or by subcontractors.

The kinds and amounts of insurance required are as follows:

1. Worker's Compensation and Occupational Disease Insurance

Workers Compensation and Occupational Disease Insurance, in accordance with the laws of the State of Illinois, or any other applicable jurisdiction, covering all employees who are to provide a service under this contract. Employer's liability coverage with limits of not less than \$1,000,000 each accident or illness shall be included.

2. Commercial Liability Insurance (Primary and Umbrella)

Commercial Liability Insurance or equivalent with limits of not less than \$5,000,000 per occurrence, combined single limit, for bodily injury, personal injury, and property damage liability. Products/completed operations, explosion, collapse, underground, independent contractors, broad form property damage and contractual liability coverages are to be included. City Colleges of

Chicago is to be named as an additional insured without recourse or right of contribution for any liability arising from this work.

3. Automobile Liability Insurance

When any motor vehicles are used in connection with work to be performed, the Contractor shall provide Automobile Liability Insurance with limits of not less than \$1,000,000 per occurrence combined single limit, for bodily injury and property damage. The City Colleges of Chicago is to be named as an additional insured.

4. Fidelity, EPLI and Professional Liability (E&O)

Professional liability insurance covering errors, omissions or negligent acts must be maintained with limits of not less than \$5,000,000. Coverage must include contractual liability. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede start of work on this Agreement. A Claims-Made Policy, which is not renewed or replaced, must have an extended reporting period of two (2) years.

5. Cyber Liability

A Cyber and Privacy Policy shall be maintained with limits of not less than \$5,000,000 to address liability for a data breach which may result in the compromise of personal data pertaining to District Trustees, Employees, Students, Administrators, Staff, Visitors and Guests. The Policy shall cover a variety of expenses associated with data breaches, including, but not limited to: notification costs, credit monitoring, costs to defend claims by state regulators, fines and penalties, and loss resulting from identity theft.

The Contractor will furnish City Colleges of Chicago original Certificates of Insurance evidencing the required coverage to be in force on the date of this contract, and Renewal Certificates of Insurance, or such similar evidence, if the coverages have expiration or renewal date occurring during the term of this contract. The Contractor shall submit evidence of insurance prior to contract award. The failure of City Colleges of Chicago to obtain such evidence from Proposer before permitting Proposer to commence work shall not be deemed to be a waiver by City Colleges of Chicago, and the Proposer shall remain under continuing obligation to maintain the insurance coverage.

The insurance herein specified shall be carried until all work required to be performed under the terms of the Agreement is satisfactorily completed and formally accepted. Failure to carry or keep such insurance in force may constitute a violation of the Agreement, and City Colleges of Chicago maintains the right to stop work until proper evidence of insurance is provided.

The insurance shall provide for 60 days prior written notice to be given to City Colleges of Chicago, Office of Administrative and Procurement Services in the event coverage is substantially changed, canceled, or non-renewed.

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.

Any and all deductibles on referenced insurance coverages shall be borne by Proposers.

Proposer expressly understands and agrees that any insurance coverages and limits furnished by Proposer shall in no way limit the Proposer's liabilities and responsibilities specified within the contract documents or by law.

The Proposer and each subcontractor agree that insurer shall waive their rights of subrogation against City Colleges of Chicago.

The Proposer expressly understands and agrees that any insurance maintained by City Colleges of Chicago shall apply in excess of and not contribute with insurance provided by the Proposer under the contract.

If the Proposer or its subcontractors desire additional coverage, higher limits of liability, or other modifications for its own protection, the Proposer and each of its subcontractors, shall be responsible for the acquisition and cost of such additional protection.

City Colleges of Chicago maintains the rights to modify, delete, alter, or change these requirements.

Prior to the execution of this Agreement, Licensee shall furnish the Institution with original insurance certificates evidencing the required coverage. The above referenced coverage limits are at levels consistent with Illinois statutory requirements and are within reasonable levels to insure the District's requirements, interests and operations. The Insurance Carriers underwriting said Policies shall reflect an AM Best Rating Guide of "A-", VIII or better. All insurance certificates shall name the Board of Trustees of Community College District No. 508, County of Cook and State of Illinois, and its officers, directors, agents, students, employees, contractors and volunteers as additional insured on a primary, non-contributory basis. Institution's failure to obtain certificates or others insurance evidence from Consultant shall not be deemed a waiver of this provision by the Institution. This Agreement, at Institution's sole discretion, may be terminated if Licensee fails to comply with this provision. All insurance policies required hereunder shall include a provision which requires the Institution to receive sixty (60) days prior written notice before coverage is substantially changed, cancelled or non-renewed. Any insurance or self-insurance programs maintained by Institution shall apply in excess of and not contribute with insurance provided by Licensee.

B. Non-Discrimination

A Proposer, in performing under this Agreement, shall not discriminate against any worker, employee or applicant, or any member of the public, because of race, creed, color, sex, age or national origin, nor otherwise commit an unfair employment practice.

Proposer further agrees that this article will be incorporated by Proposer in all agreements entered into with supplier of materials or services, Contractors and Subcontractors and all labor organizations, furnishing skilled, unskilled and craft union skilled labor, or who may perform any such labor or services in connection with this contract. Attention is called to Executive Order 11246 issued September 24, 1965, 3 CFR p. 567, 1966; The Civil Rights Act of 1964, Pub. L. 88-352, July 2, 1964, 78 Stat. 241 et sub; to the State Acts approved July 28, 1961, Ill. Rev. Stat. 1967, CH. 38, Secs. 13-3 to 13-4 inclusive; July 8, 1933, Ill. Rev. Stat. 1967, CH. 29, Secs. 17 to 24 inclusive: July 21, 1961, Ill. Rev. Stat. 1967, CH. 48, Secs. 851 to 866 inclusive, and July 26, 1967, Ill. Rev. Stat. 1967, CH. 48, Secs. 881 to 887 inclusive, and an ordinance passed by the City Council of the City of Chicago, August 21, 1945, page 3877 to the Journal of the Proceeding.

When requested to demonstrate compliance, the Proposer and Subcontractors will furnish such reports and information as requested by the Chicago Commission on Human Relations.

SECTION V - GENERAL INSTRUCTIONS

A. Time for Receiving Proposals

Proposals must be received no later than 12:00 p.m. local Chicago time, on Friday, (date). 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, negotiate with any, all or none of the proposers, solicit best and final proposal from all or some of the proposers and award a contract to one or more of the proposers.

D. Contract Award

The successful proposer will be required to enter into a Professional Service Agreement with the Board of Trustees of Community College District No. 508, which incorporates as part of the agreement, this RFP and the proposer's response to the RFP. City Colleges of Chicago reserves the right to award to multiple vendors

E. Withdrawal of Proposals

Proposers may withdraw their proposals at any time prior to the time specified as the closing time for the receipt of proposals. However, no proposer shall withdraw or cancel his proposal for a period of one hundred-eighty (180) calendar days after said closing time for the receipt of proposals nor shall the successful proposer(s) withdraw, cancel or modify its proposal after having been notified by the City Colleges of Chicago that said proposal has been accepted.

F. Addenda to this RFP

If the City Colleges of Chicago determines that this RFP should be modified before the date set for receipt of proposal, CCC will inform all prospect Proposers by distributing addendum. The addendum will be emailed, faxed or mailed to each Proposer receiving this RFP. Proposer must acknowledge receipt of each addendum issued in the RFP Executive Summary Introduction Letter.

G. Conflicts

In the event of conflict between the Contractor's terms and conditions and those of City Colleges of Chicago, City Colleges of Chicago's terms and conditions will take precedence.

H. Indemnity

Notwithstanding any other terms and conditions, including any obligations regarding insurance coverage, Vendor agrees to defend, indemnify, save and hold harmless fully the Board of Trustees of Community College District No. 508, its colleges, satellite campus', officers, employees, agents, students, volunteers and contractors against any and all claims, suits or judgments, costs or expenses, including attorney's reasonable fees, (collectively ("Loss")) in connection with this Agreement. This indemnification obligation does not extend to that portion of a Loss caused by Institution's negligence, as determined by a court of competent jurisdiction in a final, non-appealable judicial order. The firm must acknowledge in their submission their willingness to indemnify City Colleges of Chicago.

The requirements listed below are mandatory for protecting the interests of the City Colleges of Chicago.

1. The successful Proposer shall indemnify and hold CCC harmless from all providers' performance or failure of performance under the resulting contract.
2. The successful Proposer shall keep CCC free and clear from all liens asserted by any person or firm for any reason arising out of the furnishing of services or materials by or to the provider.
3. The action of the successful Proposer with third parties is not binding upon CCC.

I. Termination

Termination for Convenience. This contract can be terminated upon ten (10) days written notice by City Colleges of Chicago on the grounds of Proposer's violation of any terms and conditions of the Contract, procedures or guidelines or inadequacy of Proposer's performance or if there is no further need

for the requirements. In the event that no funds or insufficient funds are appropriated and budgeted in any fiscal period of the City Colleges of Chicago for payments to be made under this agreement, then the City Colleges of Chicago will notify the contractor of such occurrence and this agreement shall terminate on the earliest of the last day of the fiscal period for which sufficient appropriation was made or whenever the funds appropriated for payment under this Agreement are exhausted. 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.

City Colleges of Chicago may terminate this Contract, or any portion of the Services to be performed under it, at any time for convenience by a notice in writing from CCC to the Proposer when the Contract may be deemed no longer in the best interest of CCC.

Termination for Default. Subject to Section 10(a) herein, this Agreement may also be terminated for default. Each of the following shall constitute an event of default by Consultant (“Default”).

- i. Any material misrepresentation, whether in the inducement or in the performance, made by the Consultant to the Institution; and
- ii. A breach of a representation or warranty contained in this Agreement; and
- iii. The insolvency, bankruptcy or committing of any act of bankruptcy or insolvency, or making an assignment for the benefit of creditors; and
- iv. Failure to comply with or perform any material provision of this Agreement; and
- v. Failure or refusal to provide enough properly skilled personnel, adequate supervision, or adequate materials and equipment of the proper quality to perform the Services; and
- vi. Causing, by any action or omission, the stoppage, delay of, or interference with, the work of any other Consultant or subconsultant.

If a court of competent jurisdiction rules that termination of this Agreement by the Institution for default of Consultant was wrongful, then the termination shall be deemed to have been a termination for convenience.

a. **Curable and Incurable Defaults.** Time-sensitive defaults (e.g., failure to meet deadlines) are not curable unless the Institution, in its sole and absolute discretion, extends the deadline. Such extension, however, does not relieve Consultant of liability for any damages the Institution may suffer. Consultant shall cure any default that is not time-sensitive with ten (10) calendar days after Consultant is given notice of the default.

b. **Remedies.** In addition to any other remedies contained herein, the Institution may invoke any or all of the following remedies for a Default:

- i. Complete the Services at Consultant’s expense, either directly or through the use of contractors and subcontractors; or
- ii. Receive a refund or withhold all or any portion of the Fee; or
- iii. Demand specific performance, an injunction or any other appropriate equitable remedy; or
- iv. Terminate this Agreement.

- c. **Right to Offset.** All costs incurred by the Institution due to: (i) termination of this Agreement for default; or (ii) Consultant's performance of the Services; or (iii) Institution's exercise of any of the remedies available herein, may be offset by: (i) any credits due to or overpayments made by the Institution; or (ii) any payments due to Consultant for Services completed. If such amount offset is insufficient to cover those excess costs, Consultant shall be liable for and promptly remit to the Institution the balance upon written demand. This right to offset is in addition to and not a limitation on any other remedies available to the Institution.

No remedy hereunder is exclusive of any other remedy, but each remedy shall be cumulative and in addition to any other remedies at law, in equity or by statute existing now or hereafter. No delay or omission to exercise any right or power accruing upon any Default shall impair any such right or power nor shall it be construed to be a waiver of any Default or acquiescence therein, and every such right and power may be exercised periodically and as often as may be deemed expedient. If the Institution considers it to be in the Institutions best interest, it may choose not to declare a default or terminate the Agreement. The parties acknowledge that this provision is solely for the benefit of the Institution and that if the Institution permits Consultant to continue providing Services despite one or more events of default, the Consultant is in no way relieved of any of its duties and obligations under the Agreement and the Institution does not waive or relinquish any of its rights.

Additional Provisions. The parties further agree the following provisions:

- a. **Cooperation with Successors.** If this Agreement expires or is terminated for any reason, Consultant shall use its best efforts to assure an orderly transition to Institution and to the successor consultant, if any. Consultant must make an orderly demobilization of its own operations, provide the Services uninterrupted until the effective day of such termination or expiration, and otherwise comply with the reasonable requests and requirements of the Institution in connection with the termination or expiration.

J. Minimum Wage

Effective December 11, 2014, City Colleges of Chicago (CCC) adopted Mayoral Executive Order 2014-1 which provides for a fair and adequate Minimum Wage to be paid to employees of CCC contractors and subcontractors performing work on CCC contracts. A copy of the Order may be downloaded from the Chicago City Clerk's website at: <http://chicityclerk.com/wp-content/uploads/2014/09/Executive-Order-No.-2014-1.pdf>

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. As of December 11, 2014, the Minimum Wage to be paid is \$13.00 per hour. 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.

The Minimum Wage is not required to be paid to employees whose work is performed in general support of contractors operations, does not directly relate to the services provided to CCC under the contract, and is included in the contract price as overhead, unless that employee's regularly assigned work location is on CCC property or at a CCC jobsite. It is also not required to be paid by employers that are 501(c)(3) not-for-profits.

Except as further described, the Minimum Wage is also not required to be paid to categories of the Illinois Minimum Wage Law, 820 ILCS 105/1 et seq., in force as of the date of this Contract or as amended. Nevertheless, the Minimum Wage is required to be paid to those workers described in subsections 4(a)(2)(A) and 4(a)(2)(B) of the Illinois Minimum Wage Law.

Additionally, the Minimum Wage is not required to be paid to employees subject to a collective bargaining agreement that provides for different wages than those required by Mayoral Executive Order 2014-1, if that collective bargaining agreement was in force prior to December 11, 2014, or if that collective bargaining agreement clearly and specifically waives the requirements of the order.

If the payment of a prevailing wage is required and the prevailing wage is higher than the Minimum Wage, then the Contractor must pay the prevailing wage.

K. Prevailing Wage

As required by the Illinois Revised Statutes, Chapter 48, Sections 39s-1 -39s-11, Prevailing Wage Act, as amended, requires that all wages paid to laborers, workers or mechanics performing work under this contract be in accordance with the general prevailing hourly rate of wages for persons engaged in the construction of public works in this locality as determined by the Department of Labor of the State of Illinois.

L. Contract Terms

Services will begin upon execution of a professional service agreement and the issuance of a Purchase Order, for a period of three (3) years with an option to renew for an additional two (2) year periods, subject to our Board's approval.

M. Payment

The selected proposer will not be entitled to demand or receive payment under this Agreement until all of the stipulations, provisions and conditions set forth in the Agreement have been complied with. Invoice(s) should be transmitted to the Accounts Payable Department via e-mail (preferred method) to accountpayableservices@ccc.edu or in duplicate hard copy to CCC, Accounts Payable Department, 3901 S. State Street, Chicago, IL 60609. CCC offers expedited payment terms to its suppliers for accepting electronic payments, as follows:

Net 15 days or less- CCC utilizes an electronic payment method leveraging unique and secure cardless payment accounts which allows for placement of funds for approved payment transactions on a Visa Single Use Account ("SUA") administered through U.S. Bank via the Payment Plus program.

Net 45 days - CCC also utilizes Automatic Clearing House ("ACH") as a method to pay suppliers. This requires completion of a form indicating Bank routing and account number information authorizing CCC to deposit funds into your Bank account.

Net 60 days – CCC will issue traditional checks to suppliers unable to accept one of the preferred electronic methods.

N. Communication

All written inquiries regarding this RFP should be directed to (Buyer/Contract Administrator's name) at City Colleges of Chicago, Procurement Services, 3901 S. State Street, Room 102, Chicago, IL 60609 or via email, procurementservices@ccc.edu.

Such requests must be submitted by Monday, (same deadline date as for final questions), no later than 12:00 p.m.

Any interpretation of the proposed documents will be made only by an addendum issued by the Chief Procurement Officer. A copy of the addendum will be emailed and/or posted on the delivered to each person receiving a copy of the proposal prior to the proposal due date. Failure on the part of the prospective Proposer to receive a written interpretation prior to time of submittal will not be grounds for withdrawal of proposal. Oral explanation is not binding.

Proposers requiring additional information shall contact the Buyer. Proposers who contact any City Colleges of Chicago personnel other than the Buyer will be considered in violation of the procurement rules and may have any proposal response disqualified.

O. CCC Ethics Policy

As a contractor or vendor doing business with the City Colleges of Chicago, you are required to comply with the CCC Ethics Policy. Contractors are expected to work on behalf of CCC in a manner that always complies with laws, rules, regulations and policies. By doing so and by always acting with honesty and integrity you are allowing established values to guide your actions and decisions. The CCC Ethics Policy can be found at www.ccc.edu/departments/pages/ethics.aspx. Contractors and vendors are required to read and return the signed ACKNOWLEDGEMENT with submissions. (See Appendix I)

SECTION VI - EVALUATION CRITERIA

An Evaluation Committee, which will include CCC representatives, will review proposals in accordance with the evaluation criteria. The Committee will submit its recommendation to the Vice Chancellor/Chief Information Officer. The VC/CIO will review and make a recommendation to the Chancellor and the Board of Trustees. Responses to this RFP will be evaluated according to the following criteria:

1. Qualifications of the firm
2. Past performance of the firm for services as stated in RFP
3. Proposed plan of action for the execution of the requested services and relative
4. Price/Cost/Fee Proposal (XX max. pts.)
5. M/WBE Compliance

This RFP does not commit City Colleges of Chicago to negotiate a contract, enter into an agreement nor obligate it to pay for any costs incurred in the preparation or submission of any proposal or in anticipation of a contract or agreement. City Colleges of Chicago reserves the right to reject all proposals, and to do business with any one or more of the firms responding to this RFP.

CCC reserves the right to seek clarification of information submitted in response to this RFP and/or to request additional information during the evaluation process. CCC may also request that any short-listed finalists conduct oral presentation and/or demonstrations of their services and system.

SECTION VII - EXECUTIVE SUMMARY FORM

The undersigned, hereby acknowledges having received a full set of the **Request for Proposal (RFP) #XXXXX** – **(name of solicitation/procurement)** for the City Colleges of Chicago.

Company's Name : _____

Type of Company: () Corporation () Partnership () Sole Proprietor ()

Name of principals/owners of Company: _____

Name of Parent Company, if any: _____

- I. I do solemnly declare and affirm under penalty of perjury that the contents of the forgoing documents are true and correct, and that I am authorized, on behalf of the firm, to commit to this proposal.

Name of Preparer (print) Title

Preparer's Signature Date

Attesting Signature (required for corporations) Title

Business Address

City State Zip Code

Federal Employee Identification Number (FEIN)

Contact Person's Name and Title

Telephone Number Fax Number

Email Address

Note: Summary Sheet must be completed or Proposal may be deemed non-responsive. Rubber-stamped or typed signatures will disqualify your proposal.

SECTION VIII – FEE/COST PROPOSAL

Having carefully examined the scope of services, requirements, and conditions affecting this Request for Proposal, the Proposer shall provide a Fee/Cost Proposal in which the Proposer will perform the services requested. Your proposal must identify and detail any and all other pricing structures, cost or fees (i.e. licensing, professional/consulting services, on-going maintenance, etc.)

(Fee/Cost Proposal details to be provided by User Dept.)

Company's Name: _____

Preparer's Name (print) **Title**

Preparer's Signature **Date**

Telephone Number **Email Address**

ATTACHMENT A

**BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
D/B/A CITY COLLEGES OF CHICAGO (CCC)**

LETTER OF INTENT TO SUBMIT A PROPOSAL

**REQUEST FOR PROPOSALS (RFP) #XXXXX
(SOLICATIONATON TITLE)
(CAMPUS/DISTRICT DEPARTMENT)**

I, _____, the undersigned being a duly authorized official of _____ hereby acknowledges receipt of the above referenced RFP offering and certify the intent of this firm to submit a Proposal in response to the Request.

PLEASE EXECUTE AND SUBMIT THIS FORM VIA EMAIL, procurementservices@ccc.edu, TO THE ATTENTION OF (BUYER/CONTRACT ADMINISTRATOR) BY TUESDAY, (DATE), NO LATER THAN 12:00 P.M.

FIRM'S NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

TELEPHONE: _____ **FAX:** _____

PRINCIPAL CONTACT: _____

TITLE: _____

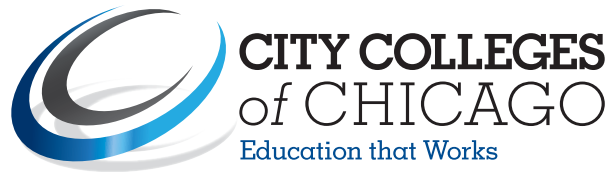
SIGNATURE: _____ **DATE:** _____

DIRECT PHONE: _____ **FAX:** _____

EMAIL: _____ **WEBSITE:** _____

ATTACHMENT B**REFERENCES**

Proposers, please provide at least three (3) references, one per firm, for whom you have provided services to as requested in this RFP. Please complete the City Colleges of Chicago Reference Questionnaire, Page 1, for each of your references and return the forms with your proposal. CCC will provide questions to your references. (Please make additional copies as needed.)



**CITY COLLEES OF CHICAGO
REFERENCE QUESTIONNAIRE**

The contractor listed below has named you as a reference on a project completed within the past three years and/or is currently in progress. The work performed, as indicated by the contractor, is described below. Please revise any incorrect data, and/or include any additional relevant information.

Your timely completion of the questions on the next page(s) will assist CCC in determining the responsibility of this contractor. Your response will be "on the record" and available for the contractor's review. The individual completing this questionnaire may be contacted to confirm their participation. Thank you for your assistance.

Upon completion, please return this page to (Buyer), via email to procurementservices@ccc.edu. Please contact the Buyer at 312-553-2590 with any questions.

To Be Completed By Proposer

Reference Company Name: _____

Reference Contact: _____

Reference Fax: _____

Reference Phone: _____

Reference E-mail: _____

Proposer's Name: _____

Proposer, please provide a brief but detailed explanation of the project/services that you've provided to this reference:

Contract Amount: _____

Project Completion Date: _____

(Page ____ of ____) (leave blank)

APPENDICES

APPENDIX I – TERMS AND CONDITIONS REGARDING COMPLIANCE WITH THE
MINORITY BUSINESS COMMITMENT AND WOMEN BUSINESS ENTERPRISE
COMMITMENT

APPENDIX II – ETHICS ORIENTATION FOR CONTRACTORS/VENDORS

APPENDIX III- IRS W-9 INSTRUCTIONS AND FORM

APPENDIX IV – ECONOMIC DISCLOSURE INSTRUCTIONS AND ECONOMIC DISCLOSURE
STATEMENT AND AFFIDAVIT

APPENDIX V – PROFESSIONAL SERVICES AGREEMENT (draft forms not for use)

IFB/RFP TIMELINE WORKSHEET

Date:			
Buyer:			
Title:			
Sponsor:			
Stakeholders/Approvers:			
<u>RFP Preparation</u>			
<u>Activity</u>		<u>Time frame</u>	<u>Due Date</u>
Creation of Scope of Services from user dept			
Buyer prepares working draft for review by stakeholders			
Stakeholders comments due			
Final draft sent for approval			
Approval by stakeholders			
<i>(Reissue final draft)</i>			
<i>(Approval by stakeholders)</i>			
Submit ad to Chicago Sun times			
Ad posted, website updated, email to vendors list			
Pre-submittal conference			
Send addendum or answers to questions			
Meet with EC to sign confidentiality statements, discuss evaluation process, and assign scores and weights			
Proposals due			
<u>Evaluation</u>			
Buyer reviews proposals for responsiveness			
EC reviews proposals and completes evaluation worksheet			
EC evaluation worksheets due to Buyer/Contract Administrator			
EC meeting to short list or select vendor			
<i>(Oral presentations, reference checks or additional info requested)</i>			
EC meeting to select vendor			
Recommendation letter to CPO			
Prepare Board report			
<u>Board meeting</u>			
Board Reports Due to Board Office			
Deadline for Chancellor Preview edits			
Board reports submitted to Chancellor			
Chancellor's Preview and Selection of Topic (s) for District Update			
Deadline for final edits from Chancellor's Preview feedback			
Materials distributed to the Board			

Board Meeting Agenda Posted for Public (including itemized listing of all board reports)			
Regular Board meeting			
<i>Post –Board Approval</i>			
Notice to APS of Board approval			
Prepare award and non-award letters			
Enter Vendor in PeopleSoft/create PO			
Solicitation File checklist completed and approved			
File Closed			

EVALUATION COMMITTEE GUIDELINES

For

**Request for Proposals (RFP) #XX19XX
(Title of Services)
(User Department's name)**

I. GENERAL INSTRUCTIONS AND EVALUATION GUIDELINES

The following guidelines are designed to provide individual evaluators with a uniform methodology for reviewing and evaluating qualifications submitted in response to the RFP for (Title of RFP) for City Colleges of Chicago, Specification #XX19XX. The Evaluation Committee ("EC") will prepare its evaluation with oversight by Procurement Services staff and the Chief Procurement Officer (CPO). The methodology defines the standard procedures and rating scale to be used for the purposes of evaluating and selecting the finalist(s) to be recommended for contract negotiation or award based on the published evaluation criteria in the RFP. The evaluation worksheets will be completed by each voting member of the EC and serve to document the result of the evaluation process.

A. The Members for the Evaluation Committee are:

<u>EC Voting Members</u>	<u>Department</u>
<u>Compliance Officer(s)</u>	<u>Department</u>
<u>Advisors(s)</u>	<u>Department</u>

B. Confidentiality

Under no circumstances should any aspect of this RFP be discussed with any person, entity or firm other than EC members and Advisors. All inquiries from Respondents to the RFP should be referred to (Buyer/Contract Administrator's name) of Procurement Services. Each EC member is strongly encouraged to also review the City Colleges of Chicago's Ethics Policy.

C. All EC members must:

1. **Review and agree to the evaluation guidelines and evaluation worksheets prior to the receiving of Proposals** by signing where indicated on these guidelines.
2. Sign an Acknowledgement of Receipt and Confidentiality Statement which **prohibits EC members from photocopying, distributing or discussing any part of the submittals or sharing any information with any non-EC members or individuals who have not signed a Confidentiality Statement.** Any person

who is given access to the Proposals must also submit a signed Confidentiality Statement.

3. Sign an Ethics /Conflicts of Interest statement which **prohibits EC members to make or participate in the making of any decision or take any action with respect to any matter in which they have any special interest. EC members are required to advise the CPO and the EC of any existing or potential conflicts of interest which could jeopardize the integrity of the evaluation and selection process due to a direct or indirect economic or business interest or other relationship with any person(s) or with any of the firms responding to the RFP, either as a prime or subcontractor.** The EC member is expected to voluntarily disclose the conflict immediately and voluntarily withdraw from the EC. If it is determined that no conflict of interest exists, the person may be reinstated. Any person who is given access to the Proposals must also submit a signed an Ethics/Conflicts of Interest Statement.
4. Avoid discussing any aspect to the proposals or evaluation process with vendors or other outside parties unless deemed necessary and directed by the EC. All inquiries are to be directed to (Buyer/Contract Administrator's name and title) at 312-553-2590. Respondents who contact any CCC personnel other than the Buyer/Contract Administrator will be considered in violation of the provisions of the contract documents and disqualified from the RFP process.
5. Refrain from email communications related to Proposal content, EC analysis, EC deliberations, EC deliberation procedures, voting or findings, and/or polling of EC members.
6. Evaluate the Proposals based only on the information submitted. Respondents may be asked to clarify or provide additional information as necessary for the EC to complete its evaluation, but Respondents cannot be allowed to change, alter or modify their original Proposals.
7. Read all submittal materials, not just the parts that interest individual EC members or parts related to their area of expertise. If portions of the Proposals are highly technical, the CPO may authorize having individual EC members (or technical advisors) evaluate those portions and report to the EC. **The EC member must disclose immediately to Procurement Services if due to the technical nature of the RFP the EC member is not qualified to serve on the committee. Additionally, Procurement Services may determine in the best interest of City Colleges that an EC member is not qualified to serve on the committee and may recommend that the EC member be removed or replaced by another member.**
8. **Attend all scheduled evaluation meetings, oral presentations and site visits.** A designated representative may attend a non-decision making meeting in place of an EC member, but it is not preferred. The designated representative will not replace the EC member and will have no responsibilities for submittal review or evaluation completion. If approved by the CPO, the individual must sign a Confidentiality Statement, and Ethics/Conflicts of Interest Statement.

D. Evaluation Forms

EC members must complete the following forms for each proposal submitted:

1. Proposal Evaluation Worksheets
2. Oral Presentation Evaluation Worksheets, if applicable
3. Evaluation/Recommendation Summary

II. EVALUATION & SELECTION PROCEDURES

A. Evaluation Worksheets, Scoring to advance to the Short List, and Oral Presentation/Interview/Site Visit Worksheets

The Evaluation Worksheets will be developed by Procurement Services and the EC using the Rating Description described in Section III below for each criterion in Section VI – Evaluation Criteria in the RFP. **The evaluation criteria in the Evaluation Worksheets must be the same as the evaluation criteria provided in Section VI of the RFP.** The final Evaluation Worksheet and with the Rating Description and Evaluation Criteria must be approved by the EC before the evaluation of the proposals.

After the EC determines the Committee Overall Rating (Highly Qualified, Qualified, Not Qualified or Non-Responsive) for each Respondent, the EC may recommend a “short list” of Respondents with the highest Committee Overall Preliminary Rating above the pre-established threshold. The pre-established threshold for a Respondent to advance as a “short list Respondent” will be:

All “Highly Qualified” candidates within the following range based on the total maximum points of 100:

Highly Qualified - 100 to 80 pts.

Qualified – 79 to 60 pts.

Not Qualified – 59 to 40 pts.

Non-Responsive – 39 to 0 pts.

If there are not three (3) Respondents that scored in the “Highly Qualified” range, then the highest rated Respondents in the “Qualified” range may be added until there are three Respondents on the short list. If there are not sufficient “Qualified” firms to add for a short list of three candidates, then the highest rated “Qualified” Respondent will advance as a short list candidate. Respondents that do not meet these requirements will not be added to the short list for further consideration.

Procurement Services will review the short list and schedule oral presentation interviews, if required, or site visits from the highest rated Respondents above the threshold to clarify questions concerning their qualifications and/or proposal. An Oral Presentation Evaluation Worksheet will be developed by Procurement Services and the EC using the Rating Description described in Section III and criteria to further support and validate the Respondent’s proposal evaluation. The final Oral Presentation Evaluation Worksheet

and with the Rating Description and criteria must be approved by the EC before the oral presentations are held.

B. Individual Evaluation of Proposals

Procurement Services will submit a complete set of responsive proposals to each EC member along with the Evaluation Guidelines, Evaluation Worksheets, Confidentiality Statement, and Ethics/Conflicts of Interest Statement.

On an individual basis, each EC voting member must read each Proposal to the RFP and evaluate all Proposals using the Rating Description described in Section III below for each criterion in Section VI of the RFP, and complete the Evaluation Worksheet provided for each Proposal. EC members should prepare notes/comments/questions for general discussion and a justification for the individual rating given to each Respondent. Each EC member must come to the evaluation meeting prepared to discuss and support their ratings. EC Advisors or non-voting members are encouraged similarly to review and evaluate all Proposals.

C. Group Evaluation of Proposals

The EC will meet as soon as practicable after all members have had the opportunity to individually review the Proposals. During the meeting, EC members will discuss their individual evaluations and develop an EC group evaluation of each complete Proposal. Depending upon the preference of the EC members, general discussions can be carried out by either:

1. Discussing each Proposal separately; or
2. Discussing each evaluation criterion as applied to all Proposals. Information provided during any reference checks which may have occurred can be considered.

After discussion of each proposal or criteria as applied to each Respondent's submittal, EC members will have the opportunity to vote or reach a consensus on preliminary Committee Overall Ratings based on their discussions.

EC members can change their assessment on any particular area of a Proposal if deemed appropriate based on the arguments presented by other EC members based on their areas of professional expertise. Advisors or Non-voting members can voice their opinions and/or concerns in the discussion in an advisory capacity.

The EC will determine a Committee Overall Rating (Highly Qualified, Qualified, Not Qualified or Non-Responsive) for each Respondent based on the ratings given to each Respondent in each criterion.

D. Selection Process

The EC has three options:

1. Recommend a "short list" of Respondents with the highest Committee Overall Preliminary Rating above the pre-established threshold and request further clarification and/or additional information from each short listed Respondent through an oral presentation, interview or site visit;
2. Recommend a "final selection" of Respondent(s) with the highest Committee Overall Rating if information provided is clear and sufficient for the EC to make a final determination of qualifications; or
3. Recommend "rejection" of all Proposals due to deficiencies or lack of information or specialized credentials for key components in all the submittals. A new RFP solicitation can be re-advertised after the rejection of all submittals.

If the first option is chosen, Procurement Services will review the "short list" and schedule oral presentation with the highest rated Respondents above the pre-established threshold to clarify questions concerning their qualifications and/or proposal. Procurement Services will send questions to the Respondents in writing. Respondents will respond to the questions in writing, as well as in their oral presentation, interview or site visit.

After the presentations, the EC will meet to evaluate the presentations based on the information obtained from the presentation. The Committee Overall Rating for the Proposal Evaluation and the Committee Overall Rating for the Oral Presentation, Interview or Site Visit will be combined to recommend the "final selection(s)" of Respondents with the highest Committee Average Overall Rating. The number of respondents to recommend for award will be determined by the nature of the project and/or need of the User Department or Sponsor of the RFP. If more than one firm is recommended for award, the firms recommended will be based on the highest Committee Average Overall Rating in rank order.

Once a final selection is reached by the EC, the EC will provide the CPO and Department head of the User Department a written Evaluation/Recommendation Summary signed by all EC members. The Evaluation/Recommendation Summary must include a summary of the evaluation and selection process, a detailed narrative explaining the Committee Average Overall Ratings and final Committee Rankings which lists each Respondent by ranking within category. A copy of the Evaluation Worksheet Summary completed by the EC must accompany the letter to the CPO and Department head. If the CPO concurs with the final recommendations, Procurement Services will authorize negotiations or advise the User Department to proceed to the Board report process.

E. Contract Negotiations

City Colleges reserves the right to negotiate with the highest rated Respondent ranked "Qualified" or higher to meet project requirements. City Colleges will require the selected Respondent to participate in contract negotiations, but this requirement does not commit City Colleges to award a contract. If City Colleges is unable to reach an acceptable agreement with the selected Respondent including failure to agree on terms or conditions, the EC may engage in negotiations with the second highest ranked Respondent.

F. Debriefing

If any Respondent requests a debriefing, it may be granted at the discretion of the Chief Procurement Officer after the contract has been awarded. No EC member will individually debrief a Respondent at any time.

III. RATING DESCRIPTION - The rating description is as follows:

A. Professional and technical requirements

Highly Qualified: Respondent has thoroughly addressed the RFP requirements and provided qualification/proposal documentation which details its extensive experience in delivering services for comparable projects.

Qualified: Respondent has adequately addressed the RFP requirements and provided qualification/proposal documentation which demonstrates its moderate experience in delivering services for comparable projects.

Not Qualified: Respondent's proposal is general in nature, unsubstantiated by documentation and does not address RFP requirements adequately or provide specifics regarding its experience in delivering services for comparable projects.

Non-Responsive: Respondent has not submitted material information required by the RFP.

B. Pricing Proposal

Highly Competitive Pricing: Respondent's proposal provided **low** pricing in each category as requested and given in the RFP.

Competitive Pricing: Respondent's proposal provided **market** pricing in each category as requested and given in the RFP.

Not Competitive Pricing: Respondent's proposal provided **high** pricing in each category as requested and given in the RFP.

Non-Responsive: Respondent has not provided pricing in each category.

C. MWBE compliance

High Compliance: The level, relevancy and quality of participation by certified MBE/WBE firms exceed the minimum requirements in the RFP.

Compliance: The level, relevancy and quality of participation by certified MBE/WBE firms meet the minimum requirements in the RFP.

Non - Compliance: The level, relevancy and quality of participation by certified MBE/WBE firms did not meet the minimum requirements in the RFP.

Non-Responsive: Respondent has not provided the required information.

Note: Please only score in increments of whole or half (0.5) points. Evaluations are ranked by average scores.

IV. EVALUATION CRITERIA

Respondents will be evaluated based on the evaluation criteria from Section VI of the RFP shown below and the following rating definitions.

1. Qualifications of the firm (XX max. pts.)
2. Past performance of the firm for services as requested in RFP (XX max. pts.)
3. Proposed plan of action for the execution of the requested services and relative timing (XX max. pts.)
4. Price/Cost/Fee Proposal (XX max. pts.)
5. M/WBE Compliance: To be reviewed and evaluated by the Contract Compliance Office. (10 max. pts.)

The undersigned member of the Evaluation Committee for the subject has reviewed the above mentioned evaluation guidelines and RFP Evaluation Worksheets and agree to adhere to these guidelines in evaluating the Proposals received.

Evaluation Committee Member's Name: _____
(Print or Type)

Evaluation Committee Member's Signature: _____

Evaluation Committee Member's Title: _____

Department/Company: _____

Date: _____

CITY COLLEGES OF CHICAGO
Office of Administrative & Procurement Services
Bid #XX19XX - (Title of Bid)
Pre-Bid Meeting Attendance Sheet
Friday, Month day, year, at 2:30 p.m. @ Dawson Technical Institute

Bid Due Date/Time: Tuesday, Month day, year, by 12:00 p.m.

Buyer/Contract Administrator's Name: _____

Company: _____
Contact Person: _____
Phone #: _____
Email: _____

Company: _____
Contact Person: _____
Phone #: _____
Email: _____

Company: _____
Contact Person: _____
Phone #: _____
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Contact Person: _____
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Email: _____

Company: _____
Contact Person: _____
Phone #: _____
Email: _____

CITY COLLEGES OF CHICAGO
Office of Administrative & Procurement Services
Bid #XX1900 - (Title of Bid)
Bid Opening Attendance Sheet
Tuesday, Month day, year, at 12:00 p.m. @ Dawson Technical Institute

Bid Due Date/Time: Tuesday, Month day, year, by 12:00 p.m.

Buyer/Contract Administrator's Name: _____

Company: _____
Contact Person: _____
Phone #: _____
Email: _____

Company: _____
Contact Person: _____
Phone #: _____
Email: _____

Company: _____
Contact Person: _____
Phone #: _____
Email: _____

Company: _____
Contact Person: _____
Phone #: _____
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Company: _____
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Company: _____
Contact Person: _____
Phone #: _____
Email: _____

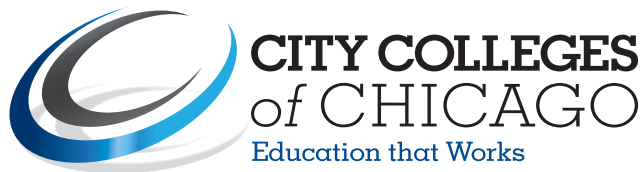
Company: _____
Contact Person: _____
Phone #: _____
Email: _____

Company: _____
Contact Person: _____
Phone #: _____
Email: _____

Company: _____
Contact Person: _____
Phone #: _____
Email: _____

REQUEST FOR PROPOSALS (RFP) #XX19XX
Title of RFP
CCC Staff - Pre-Proposal/Pre-Bid Attendance Sheet
Date: Tuesday, Month day, year, at 2:00 pm
Buyer/Contract Administrator's Name

CCC Representatives Printed Name	Signatures



CITY COLLEGES OF CHICAGO
Administrative and Procurement Services
3901 S. State Street, Room 102
Chicago, IL 60609
312-553-2590 (office)

SOLICITATION SUBMITTAL FORM

BID/RFP/RFQ/LOI NO.: Sealed Bid #XX19XX
TITLE: (Title of Solicitation)
(User Department's name)
Due Date/Time: Tuesday, Month day, year, by 11:00 a.m.

COMPANY'S NAME: _____

SUBMITTED BY: _____

RECEIVED BY: _____

STAMPED DATE & TIME BELOW

CITY COLLEGES OF CHICAGO
 Office of Administrative and Procurement Services
 Request for Proposals (RFP) #XX19XX - (Title of RFP)
 (User Department's name)
 Proposals due:
 Submission Checklist

Did Proposers submit the required documentation?

	Name of Proposers	Cover Letter	Executive Summary / Form (ESF)\	Joint Ventures	Experience and Statement of Qualifications	Implementatation Plan	Clients and Portfolio	References (3)	IRS W-9 Form	Financial Statements	Legal Actions	MBE/WBE Schedules A and C and/or Schedule D	CCC Ethics Orientation Contractors / Vendors Acknowledge Form	Fee/Cost Proposal	Disclosure Statement
1															
2															
3															
4															
5															

	BIDDER(S) DEEMED AS NON-RESPONSIVE	REASON
1		

2		
3		

	NO BID(S) VENDORS	REASON
1		
2		
3		

Debarment	Economic Disclosure Statement	Exceptions/Notes
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ETHICS/CONFLICTS OF INTEREST STATEMENT

I, _____, have been selected to serve as an Evaluation Committee member for the Request for Qualifications for Grant Writing Services Specification No. MWJ1903.

I understand that I must discharge my duties as an Evaluation Committee member impartially to ensure a fair and unbiased evaluation of the proposals received. I will conduct myself in such a manner as to foster public confidence in the integrity of the City Colleges of Chicago (CCC) procurement process. I understand it is a breach of ethical standards to make or participate in the making of any decision or take any action with respect to any matter in which I have any special interest.

I understand that no Evaluation Committee member shall participate in the evaluation process on behalf of CCC when the member knows that:

- A. The Evaluation Committee member or relative, which shall include a spouse, domestic partner, fiancé, fiancée, parent, sibling, child, or any family member residing in the member's household, has a financial interest pertaining to the solicitation or proposal;
- B. The Evaluation Committee member or relative is a current or former employee or agent of the proposer; and
- C. The Evaluation Committee member or relative has an arrangement concerning prospective employment with the proposer

I understand that no Evaluation Committee member or relative shall solicit, demand, accept or agree to accept from a bidder, proposer, vendor, contractor or subcontractor any gratuity, payment, loan, advance, money, services, or anything of more than nominal value in connection with any review, evaluation, decision, approval, disapproval, recommendation, advice, investigation or audit pertaining to the solicitation or proposal.

I understand that no Evaluation Committee member or relative shall solicit, demand, accept or agree to accept from a bidder, proposer, vendor, contractor or subcontractor an offer of employment in connection with any review, evaluation, decision, approval, disapproval, recommendation, advice, investigation or audit pertaining to the solicitation or proposal.

I understand that no Evaluation Committee member shall knowingly falsify, conceal, misrepresent a material fact; knowingly make a false, fictitious or fraudulent statement or representation; or make or use any false writing or document knowing the same to contain a false, fictitious or fraudulent statement or representation.

I understand that it is my responsibility to disclose any existing or potential conflicts of interest as soon as the conflict or potential conflict is known. I must immediately notify the Evaluation Committee and Procurement Services for review and determination if removal from the Evaluation Committee is required to maintain the integrity of the evaluation process.



I understand any breach of the rules set forth herein will result in my immediate removal from the Evaluation Committee and that Procurement Services will notify my superior or employer and the City Colleges of Chicago, Office of the Inspector General.

Signature

Date

Name

College/Department



ACKNOWLEDGMENT OF RECEIPT AND CONFIDENTIALITY STATEMENT

I, _____, the undersigned, hereby acknowledge receipt of one complete set of Proposals from each Respondent in response to the Request for Qualifications for (name of RFP) Specification No. _____.

I understand that the Proposals are not to be distributed to anyone who is not a member of the Evaluation Committee or Advisor to the Evaluation Committee, neither are the Proposals to be reproduced, photocopied, or discussed with any Respondent or anyone not a member of the Evaluation Committee or Advisor to the Evaluation Committee, without the consent of the Chief Procurement Officer and that, while in my possession, the Proposals and my evaluation worksheets, including the instructions for the evaluation, are to be maintained in such a way as to assure confidentiality.

I further understand that it is a breach of ethical standards to knowingly use confidential information for actual or anticipated personal gain, or for the actual, or anticipated personal gain of another. I agree to direct any inquiry I receive from a Respondent or any other person who is not a member of the Evaluation committee or an Advisor to the Evaluation Committee to Procurement Services.

As an Evaluator, I agree to conduct myself in a professional and unbiased manner. I agree to be fair and impartial in evaluating all Proposals received. Evaluation of proposal content will be based on the published evaluation criteria in the RFP and the merits of the information submitted in each proposal and/or oral presentation without factoring in criteria not part of the RFP or outside influences. Any unsubstantiated news/media articles, commentary, rumors and/or innuendos regarding particular Respondents who responded to the above referenced RFP will not be factored into the evaluation.

I understand any breach of the rules set forth herein may result in my immediate removal from the Evaluation Committee and that Procurement Services may notify my superior or employer and the City Colleges of Chicago, Office of the Inspector General.

Signature

Date

Name

College/Department

CITY COLLEGES OF CHICAGO
Request for Proposals (RFP) #XX19XX - (title of RFP)
(User Department's name)
Responses due: Month, day, year

Evaluation Form due: (Month, day, year)

Evaluator's name:						
Evaluator's Signature:					Date:	
Evaluation Criteria - Total Maximum 100 Points (Each Evaluator will score a maximum of 90 points per Proposer. Contract Compliance will provide a separate review and score each Proposer at a maximum of 10 points each.)						
Proposers	1. Qualifications of the firm (XX max. pts.)	2. Past performance of the firm for services as requested in RFP (XX max. pts.)	3. Proposed plan of action for the execution of the requested services and relative timeline (XX max. pts.)	4. Price/Cost/Fee proposal (XX max. pts.)	Total Individual Scores (100 max.pts.)	M/WBE Scores (10 pts.)
Proposer 1 Address City, State, Zip Code					0	To be Completed by M/WBE Contract Compliance
Mandatory: Evaluator's comments to justify scores for each criterion						
Proposer 2 Address City, State, Zip Code					0	To be Completed by M/WBE Contract Compliance
Mandatory: Evaluator's comments to justify scores for each criterion						
Proposer 3 Address City, State, Zip Code					0	To be Completed by M/WBE Contract Compliance
Mandatory: Evaluator's comments to justify scores for each criterion						
Proposer 4 Address City, State, Zip Code					0	To be Completed by M/WBE

Mandatory: Evaluator's comments to justify scores for each criterion						Contract Compliance
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Office of Administrative & Procurement Services
3901 S. State Street, Room 102
Chicago, Illinois 60609
(312) 553 – 2590 (Phone)
(312) 553 – 2594 (Fax)
procurementservices@ccc.edu
www.ccc.edu

Date

Representative's name/title

Company's name

Address

City, State ZipCode

RE: Notice of Award - Request for Proposals (RFP) #XXJ19XX –(RFP title)
(User Department's name)/City Colleges of Chicago

Dear Mr./Ms. Doe:

Congratulations! On May 9, 2019, the Board of Trustees of the City Colleges of Chicago (CCC) authorized the Chairman to enter into an agreement with your company to provide Computer Technology Equipment and Services to City Colleges of Chicago - District Wide, from July 1, 2019 through June 30, 2024, with an option to extend additional one (1) 2-year period after our Board's approval. Attached for your reference is Board Report #33741.

This letter will serve as a Notice of Award a contract with (approved Proposer's name). You will be contacted by the (User Department's name) regarding the contract and to discuss the next steps. Also, please complete the City Colleges of Chicago Vendor Application posted on our website, <http://www.ccc.edu/services/Pages/Become-a-Vendor.aspx>, and email it back to procurementservices@ccc.edu. Thank you for partnering with the City Colleges of Chicago.

Sincerely,

Sheila R. Johnson
District Director of Business and Procurement Services

cc: Debra King, Associate Director of Procurement Services
(Buyer/Contract Administrator's name/Title)

Attachment



Office of Administrative & Procurement Services
Dawson Technical Institute
3901 S. State Street, Room 102
Chicago, Illinois 60609
(312) 553 – 2590
procurementservices@ccc.edu
www.ccc.edu

Date

Representative's name/title

Company's name

Address

City, State ZipCode

RE: Notice of Non-Award – Request for Proposals (RFP) #XX19XX
(Title of RFP)/City Colleges of Chicago

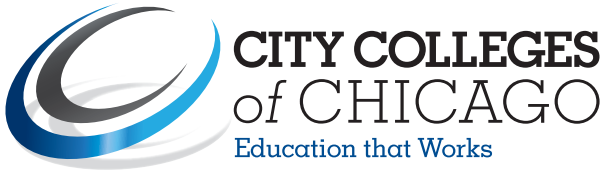
Dear Mr./Ms. Doe:

City Colleges of Chicago would like to thank you for your submittal in regards to the above mentioned subject matter. Your submitted proposal was not recommended for award. Your firm's contact information will be kept on file for any future solicitations of this nature. Thank you for your participation with the City Colleges of Chicago.

Sincerely,

Sheila R. Johnson
District Director of Business and Procurement Services

cc: Debra King, Associate Director of Procurement Services
(Buyer/Contract Administrator's name/title)



REFERENCE QUESTIONNAIRE

The contractor listed below has named you as a reference on a project completed within the past three years and/or is currently in progress. The work performed, as indicated by the contractor, is described below. Please revise any incorrect data, and/or include any additional relevant information.

Your timely completion of the questions on the next page(s) will assist CCC in determining the responsibility of this contractor. Your response will be "on the record" and available for the contractor's review. The individual completing this questionnaire may be contacted to confirm their participation. Thank you for your assistance.

When completed, please return ALL PAGES to Buyer/Contract Administrator's name, title, via email at procurementservices@ccc.edu by Thursday, Month day, year, by 12:00 pm. Please contact (name of Buyer/Contract Administrator) at 312-553-2590 with any questions.

To Be Completed By Proposer/Bidder

Reference Company Name: _____

Reference Contact: _____

Reference Phone: _____

Reference E-mail: _____

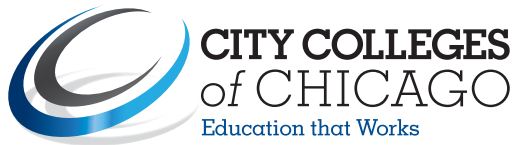
Proposer's Name: _____

Proposer, please provide a brief but detailed explanation of the project/services that you've provided to this reference:

Contract Amount: _____

Project Completion Date: _____

(Page ____ of ____)



Office of Administrative & Procurement Services
3901 S. State Street, Room 102
Chicago, Illinois 60609
(312) 553 – 2590 (Phone)
procurementservices@ccc.edu
www.ccc.edu

Date

Representative's name/title

Company name

Address

City, State ZipCode

Re: Rejection of Bids/RFP Notice
Bid/Request for Proposals (RFP) #XX19XX - (Title of Bid/RFP)
(User Department's name/City Colleges of Chicago)

Dear Mr./Ms.:

This letter is to inform you that all bids(proposals) which were submitted in response to bid/RFP dated (Month day, year) are officially rejected and will not be re-bid at this time. We will continue to keep your contact information on file and notify you of any future solicitations of this nature. Thank you for your participation with the City Colleges of Chicago.

Sincerely,

Sheila R. Johnson, District Director
Business and Procurement Services

cc: Debra King, Associate Director of Procurement Services
(Buyer/Contract Administrator's name/title)

PROCUREMENT SERVICES RFP PROCESS WORKFLOW

