

Department of Cultural Affairs and Special Events (“DCASE”)

April 4, 2024

Addendum No. 1

TO

REQUEST FOR PROPOSALS (“RFP”)

FOR

DEVELOPMENT AND SALES OF EVENT PROMOTIONAL MERCHANDISE

Specification No.: 111023

For which proposals are scheduled to be received no later than 3:00 p.m. Central Standard Time on Wednesday, April 24, 2024. (pursuant to the Request for Proposals advertised on Monday, March 25, 2024) through the Department of Cultural Affairs and Special Events (Room 400, Chicago Cultural Center).

Respondents must acknowledge receipt of this Addendum No. 1 in the Cover Letter of the Proposal.

Complete and return attached Acknowledgement via email to joshua.schwimer@cityofchicago.org – Attn: JT Schwimer, Contracts Coordinator

This document contains:

- 1. Response to questions received during Pre-Proposal Conference**
- 2. Revised Exhibit 4, Article 1, Section 1.1 Policy and Terms**
- 3. Addendum Receipt Acknowledgement.**

This information contained in this addendum No. 1 is incorporated by reference into the original Request For Proposal (RFP) issued on Monday, March 25, 2024.

April 4, 2024

Addendum No. 1

TO

REQUEST FOR PROPOSALS (“RFP”)

FOR

DEVELOPMENT AND SALES OF EVENT PROMOTIONAL MERCHANDISE

Specification No.: 111023

For which proposals are scheduled to be received no later than 3:00 p.m. Central Standard Time on Wednesday, April 24, 2024. (pursuant to the Request for Proposals advertised on Monday, March 25, 2024) through the Department of Cultural Affairs and Special Events (Room 400, Chicago Cultural Center).

The following questions /answers will be incorporated in the above referenced Request For Proposal. All other provisions and requirements as originally set forth remain in force and are binding.

SECTION 1: Questions Received during Pre-Proposal Conference

QUESTION 1	Section 4.2, Item G “Minority and Women Business Enterprises Commitment” states: “there will be no stated goals for MBE/WBE participation resulting from this Agreement”, however, Exhibit 4 “Special Conditions Regarding Minority and Women Owned Business Enterprise (M/WBE) Commitment” states that the requirements are 25% MBE and 5% WBE. Which section is applicable?
RESPONSE 1	<i>Section 4.2 Item G shall be the applicable section. Exhibit 4 has been revised in Section 2 below.</i>
QUESTION 2	With Exhibit 4 “Special Conditions Regarding Minority and Women Owned Business Enterprise (M/WBE) Commitment” no longer being required in the submitted proposal, should Schedules C-1 and D-1 from Exhibit 4 still be submitted if the Respondent is utilizing M/WBE subcontractors.
RESPONSE 2	<i>Although not required, Respondent is encouraged to complete and submit the forms that are attached in Exhibit 4.</i>
QUESTION 3	With Exhibit 4 “Special Conditions Regarding Minority and Women Owned Business Enterprise (M/WBE) Commitment” not being required, how will Section 5.2, Item D “Level, Relevancy and Quality of MBE/WBE Participation” be evaluated?
RESPONSE 3	<i>All Respondents shall be scored maximum points for this criteria, resulting in neither an advantage or disadvantage for any Respondent.</i>

SECTION 2: Revised Exhibit 4, Article 1, Section 1.1 Policy and Terms

EXHIBIT 4

SPECIAL CONDITIONS REGARDING MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE (M/WBE) COMMITMENT

ARTICLE 1. SPECIAL CONDITIONS REGARDING MINORITY BUSINESS ENTERPRISE COMMITMENT AND WOMEN BUSINESS ENTERPRISE COMMITMENT FOR COMMODITIES OR SERVICES

1.1. Policy and Terms

It is the policy of the City of Chicago that Local Businesses certified as Minority Owned Business Enterprises (MBE) and Women Owned Business Enterprises (WBE) in accordance with Section 2-92-420 et seq. of the Municipal Code of Chicago and Regulations Governing Certification of Minority and Women-owned Businesses and all other Regulations promulgated under the aforementioned sections of the Municipal Code, as well as MBEs and WBEs certified by Cook County, Illinois, will have full and fair opportunities to participate fully in the performance of this contract. Therefore, the Contractor will not discriminate against any person or business on the basis of race, color, sex, gender identity, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status or source of income and will take affirmative action to ensure that women and minority businesses will have the maximum opportunity to compete for and perform subcontracts for supplies or services.

Pursuant to Section 2-92-430 of the Municipal Code of Chicago, the Chief Procurement Officer has established a goal of awarding not less than 25% of the annual dollar value of all non-construction contracts to certified MBEs and 5% of the annual dollar value of all non-construction contracts to certified WBEs.

Accordingly, the Contractor commits to make Good Faith Efforts to expend at least the following percentages of the total contract price (inclusive of any and all modifications and amendments), if awarded, for contract participation by MBEs and WBEs:

MBE Percentage	WBE Percentage
0%	0%

(See Form "Bidders Commitment to Utilize MBE and WBE Firms on No Stated Goals Contract" for Contract Specific Goals in the case of a contract subject to a bid preference pursuant to MCC 2-92-525.)

This commitment is met by the Contractor's status as a MBE or WBE, or by a joint venture with one or more MBEs or WBEs as prime contractor (to the extent of the MBE or WBE participation in such joint venture), or by subcontracting a portion of the work to one or more MBEs or WBEs, or by the purchase of materials used in the performance of the contract from one or more MBEs or WBEs, or by any combination of the foregoing.

Note: MBE/WBE participation goals are separate and those businesses certified with the City of Chicago as both MBE and WBE may only be listed on a bidder's compliance plan as either a MBE or a WBE, but not both to demonstrate compliance with the Contract Specific Goals.

The Contractor also may meet all or part of this commitment through credits received pursuant to Section 2-92-530 of the Municipal Code of Chicago for the voluntary use of MBEs or WBEs in private sector contracts.

Pursuant to MCC 2-92-535, the prime contractor may apply be awarded an additional 0.5 percent credit, up to a maximum of a total of 5 percent additional credit, for every 1 percent of the value of a contract self-performed by MBEs or WBEs, or combination thereof, that have entered into a mentoring agreement with the contractor or subcontractor-to-subcontractor mentoring agreement. This up to 5% may be applied to the Contract Specific Goals, or it may be in addition to the Contract Specific Goals.

Department of Cultural Affairs and Special Events (“DCASE”)

April 4, 2024

Addendum No. 1

TO

REQUEST FOR PROPOSALS (“RFP”)

FOR

DEVELOPMENT AND SALES OF EVENT PROMOTIONAL MERCHANDISE

Specification No.: 111023

Consisting of Sections 1, 2 and 3 including this Acknowledgement.

SECTION 3: ADDENDUM RECEIPT ACKNOWLEDGEMENT

I hereby acknowledge receipt of Addendum No. 1 to the RFP named above and further state that I am authorized to execute the Acknowledgement on behalf of the company listed below.

_____	_____
Signature of Authorized Individual	Title
_____	_____
Name of Authorized Individual (Print)	Company Name

	Business Phone

Complete and return attached Acknowledgement by email to joshua.schwimer@cityofchicago.org – Attn: JT Schwimer, Contracts Coordinator