

Office of Public Safety Administration (“PSA”)

June 2, 2023

Addendum No. 1

TO

REQUEST FOR PROPOSALS (“RFP”)

FOR

**RADIO & DIGITAL PLATFORM ADVERTISING SERVICES FOR
PUBLIC SAFETY & EMERGENCY PREPAREDNESS**

Specification No.: 051001

For which proposals are scheduled to be received no later than 4:00 p.m. Central Time on Friday, June 16, 2023. (Pursuant to the Request for Proposals advertised on Monday, May 15, 2023) through the Office of Public Safety Administration (Office 3080 NW, Public Safety Headquarters).

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

Complete and return attached Acknowledgement by email to anne.davis@cityofchicago.org – Attn: Anne Davis, Contracts Coordinator

This document contains:

- 1. Notice of Revisions and Changes**
- 2. Answers to 8 questions submitted for clarification of the RFP**
- 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, May 15, 2023.

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The following clarifications and 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: NOTICE OF REVISIONS/CHANGES.

1. Section IV.C. RFP Information Resources, Third Bullet, “Search MBE/WBE Directory Database” (page 6)
 - a. Replace the link with:
[Search MBE/WBE Directory Database](#)
2. Section V.B. “Required Content of the Proposal” (pages 9-12) updated formatting to make Numbers 6-9 subsections of Number 5.
 - a. Replace Section V.B “Required Content of the Proposal”, Numbers 5-18 with the following:

5. Professional Qualifications and Specialized Experience of Respondent and Team Members Committed to this Project

If Respondent proposes that major portions of the work will be performed by different team members (joint venture partners, subcontractors, etc.), Respondent must provide the required information as described in the following four subsections for **each** such team member.

Respondent must describe its previous experience on recent projects of similar type, scope and magnitude, identifying both private sector and public-sector clients. Respondent must include adequate detail about each project referenced, including a brief description of the project, the date the project was performed and completed, the location of the project, the nature and extent of Respondent's involvement, the dollar value of the project, the key personnel involved and their roles, and client reference information for the Project.

6. a.) Company Profile Information (See Form in Exhibit 3)

Identify participants in Respondent's "Team." For example if Respondent is a business entity that is comprised of more than one legal participant (e.g., Respondent is a general partnership, joint venture, etc.), then Respondent must identify or cause to be identified all participants involved, their respective ownership percentages, and summarize the role, degree of involvement, and experience of each participant separately.

If Respondent has a prime contractor / subcontractor relationship instead, this information regarding role, involvement and experience is also required for any subcontractor that is proposed to provide a significant portion of the work.

Provide a chronological history of all mergers and / or acquisitions involving the Respondent team members, including all present and former subsidiaries or divisions and any material restructuring activities, if applicable. Include any such forthcoming actions, if such disclosure has already been made generally available to the public and is permitted by law.

If Respondent is a joint venture or partnership, attach a copy of the joint venture or partnership agreement signed by an authorized officer of each partner. Each partner must execute:

- a) - Schedule B as shown in Exhibit 5, if joint venture or partnership includes City of Chicago certified MBE/WBE firms(s), as applicable.

b) - Separate Economic Disclosure Statement and Affidavit (“EDS”) completed by each partner and one in the name of the joint venture or partnership as shown in Exhibit 6.

e) - Insurance certificate in the name of the joint venture or partner business entity as shown in Exhibit 7.

7. b.) Company Reference / Client Profile Information (See Form in Ex 4)

Respondent must provide at least one (1) reference for the services substantially similar to in Exhibit 1 of this RFP preferably from municipalities of which, the references must be of similar scope and magnitude as described in this RFP.

Experience will not be considered unless complete reference data is provided. At a minimum, the following information must be included for each client reference:

Client name, address, contact person name, telephone and fax number.

- Description of equipment and Services provided similar to the Services outlined in Exhibit 1.
- The date when the Service was implemented.
- The location of the Services.
- Nature and extent of Respondent’s involvement as the prime contractor (also indicate area of secondary responsibility, if applicable) Identify equipment and Services, if any, subcontracted, and to what other company.
- Contract term (Start and End date, or indicate if currently providing services)
- The total dollar value of the Services.

All client reference information must be supported and verified. Reference contacts must be aware that they are being used and agreeable to City interview for follow-up.

The City may solicit from previous clients, including the City of Chicago, or any available sources, relevant information concerning Respondent’s record of past performance.

8. c.) Capacity to Perform City Project

Describe how any uncompleted projects and/or contractual commitments to other clients will affect your ability to deliver services, capacity to perform within City’s timeline and affect dedicated resources committed to the City’s project. Respondent must provide a summary of current and future projects and commitments and include project completion dates. Identify what percentage of the Services will be performed utilizing your own workforce, equipment, and facilities. What percentage of the work

will be subcontracted?

9. d.) Business License/Authority to do Business in Illinois

Respondent must provide copies of appropriate licenses or certifications required of any individual or entity performing the services described in this RFP in the City of Chicago, County of Cook and State of Illinois, for itself, its partners and its subcontractors, including evidence that Respondent is authorized by the Secretary of State to do business in the State of Illinois.

If Respondent is not currently “doing business” in Illinois at the time of submission, it is not required to show corporate good standing in Illinois with the Proposal; Respondent should so indicate and provide evidence of good standing for its state of organization, and primary state of operation, if different. Corporate good standing in Illinois will be required for any award of any contract. Provide copies with the Proposal submission.

These requirements will vary depending upon the circumstances of each Respondent. See the Department of Business Affairs and Consumer Protection (BACP) website for additional information: www.cityofchicago.org/businessaffairs.

If required by law, Respondents are required to have an Illinois Business License. See the State of Illinois, Department of Business Services website for additional information: www.cyberdriveillinois.com (<http://www.cyberdriveillinois.com/>).

Additionally, visit the State of Illinois’ Division of Professional Regulation for information regarding the State of Illinois’ Professional Certifications: <http://www.idfpr.com/DPR/>.

10. 6. Professional Qualifications and Experience of Key Personnel who will be dedicated to the services described in this RFP.

Respondent must provide a summary of individuals who will be dedicated to the Services described in this RFP. For each person identified, describe the following information:

- a) Summary of the key personnel who will be dedicated to the Services as proposed and consistent with Staffing Plan per Section V.B.11.e including:
 1. Title and reporting responsibility
 2. Proposed role in the Services, including the functions and tasks for which they will have prime responsibility (also indicate areas of secondary responsibility, if appropriate)
 3. Pertinent areas of expertise and past experience
- b) Key personnel areas of expertise and areas for prime responsibility for various tasks or aspects of the Services.

- c) Resumes or corporate personnel profiles with past experience for each of the key personnel, including a description of their roles and responsibilities on recent projects of similar type, scope, and magnitude relating to the Scope of Services as described in the RFP.
- d) Respondent must outline current capacity of the organization. Including what additional capacity may be needed to address the scope of services.
- e) Respondent must detail the timeline for award to beginning the work outlined in the scope of services.

For each proposed key personnel, describe previous related experience and provide references including name, address, and telephone number of contact person, and brief description of work history. The City reserves the right to conduct background checks on any personnel within the scope of this engagement.

In addition to resumes, Respondent must provide a detailed description of the roles and responsibilities by job titles (service staff, supervisors, executive managers, etc./). Add any other types of staff/personnel whom the Respondent is proposing.

~~11.7.~~ Project Management/Implementation Plan

Respondent must provide comprehensive and detailed management plan which addresses requirements as outlined in Exhibit 1, Scope of Services of this RFP. The plan must demonstrate Respondent’s capacity to successfully implement and manage the project requirements and ability to comply with the scope of service and requirements as described in this RFP. The implementation and management plan must address, but is not limited to, the following areas:

- a.) Service Delivery

Describe in detail your proposed implementation and management plan for service delivery related to the Project as outlined in Exhibit 1 Scope of Services.

- b.) Approach to Implementing Services

Describe your policies and procedures for implementing projects, quality control/checks, project management, response time, project support & reporting/recommendation services, including your approach to overcoming obstacles, if any, and troubleshooting to resolve problems. Describe your approach to the requirements listed in Exhibit 1, Scope of Services.

- c.) Organization Chart

Submit an organization chart that clearly illustrates the team structure comprising all firms (joint venture partners, if any, subcontractors); their relationship in terms of proposed Services; and key personnel involved and the following information:

- Respondent should provide an organization chart that identifies not only the proposed organizational structure, but also key personnel by name and title. Staffing levels of each organizational unit should be estimated. The specific role of each of the firms/organizations in a team or joint venture for each task/work activity must be described.
- Respondent must describe the specific role of each of the firms in a team or joint venture for each task/work activity
- Respondent should provide an organization chart identifying and showing the relationships between the Respondent and subcontractors. The generic titles and responsibilities of key personnel to be assigned to this Project by the Respondent and by any subcontractor must be identified.

d.) Quality Assurance / Quality Control (QA/QC)

- Describe your firm’s approach, procedures, processes and resources to assist in providing quality management to enhance the program quality, security of data and accuracy of reporting.
- Describe your firm’s approach to implementing a quality management system that defines quality, including both quality control and quality assurance methods. Quality Control (QC) is concerned with the internal process while Quality Assurance (QA) is the methodology to evaluate the conformance to the Scope of Services.

e.) Dedicated Resources

- Facilities, Equipment, and Personnel
Describe facilities, equipment, support personnel, software and system technologies, and other resources you have identified as necessary for implementing the proposed Services for the City.
- Staffing plan
Provide an assessment of staffing needs for each major activity are by job title, function, and area of expertise, as well as those working in a subcontracting capacity. Provide an assessment of staffing needs for each major activity area by job title and function. The assessment should include full-time equivalents for professional staff and supervisors committed to the City of Chicago project including team structure, numbers and team management plans to achieve requirements for transition, implementation and services.

Submit resumes, biographies, and roles and responsibilities for key personnel that will be committed to this engagement. Correlate team members to the tasks they will be performing during implementation/transition and on-going operations. For each proposed key personnel, describe previous related experience and provide references including name, address, and telephone

number of contact person, and brief description of work history. The City reserves the right to conduct background checks on any personnel within the scope of this engagement.

12. 8. Cost Proposal / Schedule of Compensation

The Respondent must provide a cost proposal base upon its best understanding of the scope of the work. The Respondent's proposed cost must be inclusive of all tasks outlined in the Scope of Services, Exhibit 1. The Respondent is required to include a comprehensive itemization of all resources, license, fees, etc. that will be required as part of the proposed Services. A cost structure has been provided in Exhibit 2.

If this contract is federally funded, the federal grantor's rules will apply regarding compensation structure.

The City reserves the right to negotiate a final price, compensation structure, terms and conditions with selected Respondent(s); the City reserves the right to have discussions with those Respondents falling within a competitive range and to request revising pricing offers for contract award or to conduct contract negotiations.

13. 9. Minority and Women Business Enterprises Commitment

Respondent must complete and submit the forms that are attached to this RFP in Exhibit 5 to evidence Respondent's proposed MBE/WBE participation in some aspect of the contract. The current Minority Business Enterprise (MBE) participation goal is 25%, and the current Women Business Enterprise (WBE) participation goal is 5% of the total contract value.

Respondent must submit a completed Schedule D-1 and obtain a separate Schedule C-1 completed and signed by each proposed MBE and WBE firm describing the services to be provided. With each Schedule C-1 form, Respondent should submit a current Letter of Certification issued by the City of Chicago. The proposed MBE or WBE firm must be certified by the City of Chicago at the time of Proposal submission. The City reserves the right to require Respondents to replace any proposed MBE/WBE that is not certified with the City of Chicago.

Further, the percentage participation for each MBE or WBE firm on the individual Schedule C-1s should match the percentages for each MBE or WBE firm listed on the Schedule D-1. All schedules submitted must be original signature. Failure to submit these documents, or incomplete documents, may result in Respondent being declared non-responsive.

To determine the best way in which to achieve and document MBE/WBE participation, Respondent must refer to the Special Conditions Regarding Minority Business Enterprise Commitment and Women Business Enterprise Commitment attached to this RFP as Exhibit 5. To locate MBE/WBE firms who are currently certified with the City of

Chicago in various areas of specialty, you may search the City’s MBE/WBE Directory Database on the City’s website: www.cityofchicago.org/Procurement.

14. 10. Financial Statements

Respondent must provide a copy of its audited financial statements for the last 3 years. Respondents that are comprised of more than one entity, including parent entities or joined entities in the case of a joint venture, must include financial statements for each entity. The City reserves the right to accept or reject any financial documentation other than the financial statements requested by this section.

If Respondent is unable to provide audited financial statements, state the reasons in your Proposal response and provide financial documentation in sufficient detail to enable the City to assess the financial condition of your company.

Sufficient alternate documentation would be unaudited financial statements from those Respondents not required to have their financial statements audited. At a minimum, the statements need to be the balance sheets and income statements (or equivalent) for the requested three years. Assets/liabilities and income/expenses must be presented in adequate detail for the City to assess the financial condition of the Respondent.

~~15.~~ 11. Economic Disclosure Statement and Affidavit (“EDS”)

Respondent must submit a completed and executed Economic Disclosure Statement and Affidavit and the Appendix A. **See hardcopy EDS forms and City of Chicago EDS Instructions Exhibit 6**. If Respondent is a business entity other than a corporation, then each member, partner, etc., of Respondent must complete an EDS as applicable, per instructions on the EDS form. In addition, any entity that has an interest in Respondent or in one or more of its members, partners, etc., and is required pursuant to the Municipal Purchasing Act for Cities of 500,000 or More Population (65 ILCS 5/8-10-8.5) or Chapter 2-154 of the Municipal Code of Chicago to provide a disclosure must submit a completed and executed EDS as an “entity holding an interest in an Applicant” as described in the EDS. **All affidavits must be notarized.**

Subcontractors may be asked, at the City’s discretion, to provide an EDS during the evaluation process.

16. 12. Legal Actions

Respondent must provide a listing and a brief description of all material legal actions, together with any fines and penalties, for the past 5 years in which (i) Respondent or any division, subsidiary or parent entity of Respondent, or (ii) any member, partner, etc., of Respondent if Respondent is a business entity other than a corporation, has been:

- A debtor in bankruptcy; or
- A plaintiff or defendant in a legal action for deficient performance under a contract or violation of a statute or related to service reliability; or

- A respondent in an administrative action for deficient performance on a project or in violation of a statute or related to service reliability; or
- A defendant in any criminal action; or
- A named insured of an insurance policy for which the insured has paid a claim related to deficient performance under a contract or in violation of a statute or related to service reliability; or
- A principal of a bond for which a surety has provided contract performance or compensation to an obligee of the bond due to deficient performance under a contract or in violation of a statute or related to service reliability; or
- A defendant or respondent in a governmental inquiry or action regarding accuracy of preparation of financial statements or disclosure documents. The City reserves the right to request similar legal action information from Respondent's team members during the evaluation process.

17. 13. Insurance

Respondent should include a statement that they can comply with the City's insurance requirements. Prior to contract award, the Selected Respondent will be required to submit evidence of insurance in the amounts specified in the attached Exhibit 7.

18. 14. Disclosure of Conflicts of Interest

The City expects that the Respondent will not have any conflicts of interests (including, but not limited to, any conflicts based on Respondent's participation in other City contracts). The Respondent, and to the best of its knowledge, its subcontractors if any, shall presently have no interest and will not acquire any interest, direct or indirect, in any enterprise, project or contract which would conflict in any manner or degree with the performance of the work, services or goods to be provided hereunder. Without limiting the foregoing, Respondent shall have no direct or indirect interest in, or be under common control with response to, any entity that is an applicant with respect to any program for which Respondent is performing services for the City under the agreement awarded under this RPF. In the performance of the Contract, no person having any such interest will be employed, either by Respondent or any subcontractor, to perform any work or services under the Contract or have access to confidential information. Respondent should include in its Proposal a description of any actual or potential conflicts of interest.

SECTION 2: ANSWERS TO 8 QUESTIONS SUBMITTED FOR CLARIFICATION OF THE RFP.

Question 1:	According to the presentation earlier this week, there is a 25% minority participation clause, Midway Broadcasting Corporation is Black and female owned. In fact, it is the only broadcast station in the Chicago market that holds that designation. As a result, is it possible we could partner with one of the prime broadcast partners for the RFP?
Response 1:	Yes.
Question 2:	In person community engagement opportunities such as on site at festivals, concerts etc. How many would you be looking for per year and would you have personnel to staff these?
Response 2:	<i>This will be negotiated with the Selected Respondent(s) during contract negotiations.</i>
Question 3:	What's the expected annual budget? Total budget?
Response 3:	<i>The budget is contingent on grant funding but is expected to be in the range of \$80,000 to \$100,000 annually for a total of up to three (3) Media Broadcast Organizations.</i>
Question 4:	Besides English and Spanish, what languages are a priority?
Response 4:	<i>Mandarin Chinese, Polish and Arabic</i>
Question 5:	Page 60 - Can you define what would qualify as "indirect participation as it relates to MBE/WBE for this contract?
Response 5:	<i>See Exhibit 5, A.b. "Definitions of the RFP" (Page 34), which states: "Indirect Participation refers to the value of payment made to MBE or WBE firms for work that is done in their Area of Specialty related to other aspects of the Contractor's business."</i>
Question 6:	Page 67 - If our company already has an EDS number with the City, do we still need to do a separate online filing specific to the RFP?
Response 6:	Yes.
Question 7:	If we partner with an MBE/WBE do they need and EDS filing?
Response 7:	<i>See Section V.B. "Required Content of the Proposal", Section 11 Economic Disclosure Statement and Affidavit (Page 16), which states: "Respondent must submit a completed and executed Economic Disclosure Statement and Affidavit and the Appendix A."</i>
Question 8:	For Annual Revenues for publicly traded companies is it acceptable to provide links to financials?
Response 8:	Yes.

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Consisting of Sections 1 through 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
anne.davis@cityofchicago.org – Attn: Anne Davis, Contracts Coordinator**