



## **REQUEST FOR PROPOSALS**

### **COST RECOVERY SERVICES**

**City of Chicago**

**Submission Deadline: September 15, 2025**

The City of Chicago (“the City”) Office of the Chief Financial Officer is seeking responses to this request for proposals (“RFP”) from firms seeking to assist the City in maximizing its cost recovery efforts across a multi-billion-dollar portfolio of federal, state, and local grant awards.

The RFP responses will be used to assist in determining which firms may be offered an engagement. The City requests that each respondent provide a response that focuses on and highlights the areas and strengths of your firm.

If selected, your firm will be required to complete an Economic Disclosure Statement and Affidavit (“EDS”). A copy of the EDS can be found on the City of Chicago’s Procurement Services website at:

[https://www.chicago.gov/city/en/depts/dps/provdrs/comp/svcs/economic\\_disclosurestatements.html](https://www.chicago.gov/city/en/depts/dps/provdrs/comp/svcs/economic_disclosurestatements.html)

Please ensure that your firm is comfortable completing the EDS prior to submitting a response to this RFP.

The City reserves the right to modify or terminate this RFP at any stage if the City determines such action to be in its best interest. The receipt of responses or other documents at any stage of this RFP does not obligate the City to enter into a contract of any kind with any party. The City reserves the right to reject any and all responses, to waive any irregularities in any response and to request clarification or additional information from any party.

### **SCOPE OF SERVICES**

#### **1) Analyze the City’s Current Cost Recovery Efforts**

- a. Review the City’s grant portfolio, existing Cost Allocation Plans and methodology, and Indirect Cost Rate Proposals. A Cost Allocation Plan is a document that outlines how an organization will distribute shared or indirect costs across multiple programs or projects funded by grants. An Indirect Cost Rate Proposal (ICRP) is a document submitted by a non-federal entity to a federal

agency to establish an indirect cost rate for recovering indirect costs on federal awards.

- b. Review how much the City is currently collecting in cost recovery
- c. Review how much unspent funds are currently being returned to grantors
- d. Calculate how much the City could be collecting in cost recovery and the delta between that and current collection amounts
- e. Calculate how much the City is spending in overhead out of its local funds to support grants management activities and the delta between current and potential cost recovery

**2) Recommend Policy and Procedure Changes Needed to Maximize Cost Recovery for the City**

- a. Recommend changes, as needed, to the City's cost allocation plan process
- b. Recommend changes, as needed, to the City's indirect cost rate proposal process, including but not limited to, the methodology and negotiation
- c. Recommend changes, as needed, to the City's cost recovery policies and procedures, including drafting the cost allocation plan, drafting indirect cost rate proposals, negotiating proposals with grantors, and collecting funds
- d. Recommend changes, as needed, to how and when the City applies indirect cost rates to specific grant awards and programs, identifying implications on competitiveness of grant applications and impact on direct program costs
- e. Recommend changes, as needed, to how and when the City charges indirect cost to grant awards and bills for their reimbursement

**3) Assist the City in Collecting Additional Cost Recovery Funds**

- a. Help City staff prepare and review drawdowns and track cost recovery until funds are collected for the duration of the contract term
- b. Help City staff calculate potential reimbursement amounts in compliance with grant requirements
- c. Help City staff negotiate with grantors for approval of additional reimbursements based on indirect cost rate agreements.

**RESPONSE REQUIREMENTS**

**Required Qualifications Content**

- A. Respondent is advised to adhere to the submittal requirements of the RFP and in particular this section. Failure to comply may be cause for rejection of the non-compliant qualifications. Respondent must provide information in the appropriate areas throughout the RFP. By submitting a response to this RFP, you are acknowledging that if your qualifications are accepted by the City, the qualifications and related submittals may become part of the contract.

- B. The CFO reserves the right to request clarification and/or additional information from the Respondents during the evaluation and selection process. Any Respondent that makes a material misrepresentation will be eliminated from further consideration. The CFO reserves the right to disregard any informality in the submission. All submitted materials are the property of the City.
- C. Responses must be submitted electronically to Deputy Chief Financial Officer Noor Shaikh at [noor.shaikh@cityofchicago.org](mailto:noor.shaikh@cityofchicago.org) and Managing Deputy Budget Director Matthew Schmitz at [matthew.schmitz@cityofchicago.org](mailto:matthew.schmitz@cityofchicago.org). Responses should be no longer than fifteen (15) pages, excluding any additional requested information, and be formatted to print on 8 ½ x 11-inch paper with a font size no smaller than 11 point.
- D. Qualifications should be fully responsive to the items below:
1. **Executive Summary.** Provide an executive summary indicating Respondent's experience, competence, and commitment to providing gaming consulting services for the City.
    - i. The executive summary must clearly indicate the name, title, email address and telephone number of the individual to be contacted in reference to the Response.
    - ii. The executive summary should be signed by an authorized representative of Respondent and be addressed to:

Jill Jaworski  
Chief Financial Officer  
Office of the Chief Financial Officer  
121 N. Lasalle Street - Suite 509  
Chicago IL 60602
  2. **Overview.** Provide an overview of Respondent including a general description of the firm, including other business areas or services the firm provides. Provide the number of years Respondent has been engaged in delivering services similar to the Scope of Services described above, the firm's headquarters, office locations and number of employees.
  3. **Professionals.** Provide resumes and brief backgrounds for key professional(s) that would be providing the services described in Scope of Services. For each person, include number of years of experience, number of years person has been at the Respondent, experience applicable to the Scope of Services described above, and if the person is based in Chicago full-time. If selected, Respondent will be expected to provide an update of any personnel changes as they occur.
  4. **Experience.** Provide a description of Respondent's ability to meet the Scope of Services. Please highlight the services where you are able to provide a specific

expertise. A focus on areas where the Respondent is a leader and/or has particular strength should be noted.

5. **Indirect Cost Recovery Strategy.** Provide a brief overview of Respondent's strategies used for maximizing indirect cost recovery.
6. **Representative Services.** Describe in narrative form no more than five (5) instances that Respondent has been involved in providing services similar to those described in the Scope of Services. Please emphasize projects completed over the past three years and include the client's name, the scope of services provided and a summary of deliverables provided to the client.
7. **Representatives.** Provide names, email addresses, mailing addresses, and phone numbers of three (3) references. The City reserves the right to contact any provided references and consider information provided by the reference in selecting Contractors.
8. **For Consulting projects, fees may be paid on a project basis or by hourly rates.** Please provide your hourly rate table with any inflationary adjustments for the next four years. For cost recovery services, fees may be paid on commission as a percent of costs recovered. Please provide your firm's receptiveness to this possibility and proposed commission rates.

The City anticipates the following schedule for review of the responses. At the discretion of the City, late and/or incomplete responses will not be accepted.

August 15, 2025	Solicitation Post Date
September 2, 2025	Questions due to the City
September 8, 2025	Response to Questions
September 15, 2025	RFP Submission Deadline
October 15, 2025	Notice of Selections

### Questions Regarding this RFP

Questions regarding this RFP are to be submitted by email to [noor.shaikh@cityofchicago.org](mailto:noor.shaikh@cityofchicago.org) and [matthew.schmitz@cityofchicago.org](mailto:matthew.schmitz@cityofchicago.org) no later than **5:00 PM local time on September 2, 2025**. All questions received by this date and time will be answered appropriately. **The subject of such emails should read, "RFP – Cost Recovery Services – [insert firm name]."** Questions emailed by respondents and any additional information the City provides in response to such questions will be distributed to all respondents but the identity of the question provider will not be released.

**ATTN: No questions are to be directed to the Mayor's Office or any other City office.**

Attachment I

Job Categories	Male					Female					
	Overall Totals	White (Not Hispanic)	Black (Not Hispanic)	Hispanic	Asian	Native American	White (Not Hispanic)	Black (Not Hispanic)	Hispanic	Asian	Native American
Officials and Managers											
Professionals											
Technicians											
Sales Workers											
Office and Clerical											
Craft Workers (Skilled)											
Operatives (Semi-Skilled)											
Laborers											
Service Workers											
Total											

Job Categories	Overall Totals	White (Not Hispanic)	Black (Not Hispanic)	Hispanic	Asian	Native American
Officials and Managers	0%	0%	0%	0%	0%	0%
Professionals	0%	0%	0%	0%	0%	0%
Technicians	0%	0%	0%	0%	0%	0%
Sales Workers	0%	0%	0%	0%	0%	0%
Office and Clerical	0%	0%	0%	0%	0%	0%
Craft Workers (Skilled)	0%	0%	0%	0%	0%	0%
Operatives (Semi-Skilled)	0%	0%	0%	0%	0%	0%
Laborers	%	0%	0%	0%	0%	0%
Service Workers	%	%	%	%	%	%
Total	100%	%	%	%	%	%

Male	Female	Total
%	%	100%