



REQUEST FOR PROPOSALS

COST RECOVERY SERVICES

City of Chicago

Questions and Answers

- 1. Should Attachment I be completed for the firm overall and included in the proposal?**

Yes.

- 2. On #2 (c) Recommend Policy and Procedure Changes Needed to Maximize Cost Recovery for the City ...”negotiating proposals with grantors, and collecting funds”. What is the expectation for us on “collecting funds”? Are we teaching methods or doing the collection work directly?**

Recommending business practices different than current City practice (as needed) for collecting funds in furtherance of maximizing collections.

- 3. What is the expected term of this engagement, as their #3 indicates...”Help City staff prepare and review drawdowns and track cost recovery until funds are collected for the duration of the contract term. Do they mean our contract term or the term of the grant award? Do they have multiple year awarded grants?**

Potential term could be one year with two one-year extension options.

- 4. Do they want us to develop collection policies and procedures?**

No, rather make recommendations as needed to improve current collection policies and procedures.

- 5. What is the anticipated roll out of each item? For example, we can start working with staff on their #3a, b, and start the discussion on how to approach c, without doing any of the draft cost allocation plan or draft Indirect rate. That would ensure maximizing and collecting their current grants. Then the draft CAP and Indirect Rate could be provided and we would begin those associated discussions. Or is the City expecting everything in one final product at the end of the engagement?**

No order in mind. Starting with one might make sense so that the firm can familiarize itself with current City practice and data. However, 2 and 3 could be done in parallel.

6. Can a copy of the most recent SEFA be provided? If not, how many active awards does the City currently have and what is the average award amount?

All SEFA reports can be found here:

https://www.chicago.gov/city/en/depts/fin/supp_info/report_on_federalawards.html

7. Can a copy of the most recent CAPs and indirect cost rate proposal be provided?

These documents are not publicly available but will be provided during the phase 1 discovery.

8. How many central service departments are there? How many receiving departments are there? What is the total amount allocated and what methodology is used? Does the City do annual allocations and cross-bill departments?

The City had 27 central service departments in its latest cost allocation plan. The City had 38 receiving departments. A variety of methodologies are used for the cost allocation plan but salary and wage plus fringe is currently being used for the indirect cost rate proposals. The City does use this plan to cross-bill departments in some instances but not all.

9. Are there specific grant programs or departments the City wants to prioritize in the cost recovery analysis?

No. Priority should be given to departments and grant programs with larger potential to maximize indirect cost recovery however.

10. What systems or platforms does the City currently use for grants management and cost recovery tracking?

The City currently uses Oracle.

11. Will selected firms have access to historical grant data, financial reports, and previous cost recovery efforts?

Yes.

12. Will City staff be available for interviews or workshops during the engagement to understand current processes?

Yes.

13. What key performance indicators (KPIs) will be used to evaluate the success of the engagement?

Measurable increase in indirect cost revenue.

14. Is there a target percentage or dollar amount the City hopes to recover annually through this initiative?

No set target-just an increase from current levels.

15. Is there a budget for this work?

Budget is still be formulated as part of 2026 budget process.

16. What is the expected completion date?

Expected completion date for bulk of activity would be Q4 of 2026.

17. Is the response page limit of 15 pages to include resumes? Or can resumes be attached in an appendix at the end of the proposal?

No. Resumes can be attached in an appendix at the end of the proposal.

18. Does the City currently use a vendor to perform any of the scope of services in the RFP? If so, who is the vendor and what is the annual value of that contract?

The City does not currently use a vendor to perform and of the scope of services in this RFP. However, the City does currently use a vendor to help prepare its cost allocation plans and indirect cost rate proposals. All vendor contracts are publicly available on the City's website.

19. Does the City have a budget for this contract and if so, what is the amount?

Budget is still be formulated as part of 2026 budget process.

20. Can the City provide an example of the existing cost allocation plan and / or ICRP?

These documents are not publicly available but will be provided during the phase 1 discovery.

21. Can the City provide the number of grants, cost allocation plans, and indirect cost rate proposals that will be reviewed?

The City has approximately 300 current grants (excluding transportation projects). Each year it creates one cost allocation plan and 15 indirect cost rate proposals. The selected firm may have to review sets of cost allocation plans and indirect cost rate proposals spanning multiple years.

22. Is the City currently using software to calculate cost allocation, indirect cost, and cost recovery? If so, what software is the City using?

No.

23. Is the City requesting the vendor implement all approved recommendations or provide guidance and documentation to City staff to implement the approved recommendations?

Provide guidance and documentation to City staff to implement the approved recommendations.

24. Is the City looking for vendors to include cost allocation / indirect cost rate processing software as part of the response or only recommendations related to current processes? Costs will vary greatly among vendors if some propose software and some do not.

Only recommend options related to process improvements as necessary.

25. Do key professional resumes count toward the 15 page limit or can they be included as an appendix?

No. Can be included in an appendix.

26. Engagements such as this one are typically priced on a fixed fee / milestone basis rather than on commission as a percent of costs recovered. Is the City open to a fixed fee cost?

The City is open to different pricing options.

27. Could the City provide guidance on Attachment I? Is this document to be included in the vendor response?

Yes the document should be included in the response.

28. Is there a total or annual budget envelope in mind for this from the City for a fixed fee engagement?

Budget is still be formulated as part of 2026 budget process.

29. Is there a specific timeframe / engagement period of length that the City desires?

Potential term could be one year with two one-year extension options.

30. Does the City have an estimate of the total \$ at stake to be recovered or the major buckets/categories therein?

No that is part of the scope of phase 1 discovery for the firm to assist the City in estimating.

31. Can you provide a relative \$ value share of the organizations you expect to recover funds from across State, Federal, Nonprofits, Corporations, or Other?

Roughly 75% would be from Federal with the other 25% primarily coming from State but could include some amounts from others.

- 32. Is the consultant expected to assist with cost recovery from only agencies / corporations, or also from private Individuals?**
Only agencies-primarily federal and state agencies.
- 33. Is the selected consultant expected to focus only on new opportunities for cost recovery or also on retrospective recovery of uncollected funds from prior years?**
Both.
- 34. Will the consultant have direct access to financial and programmatic systems like the grant management platform or will all information be routed through City staff?**
Direct access to City financial systems is typically limited. Most likely information will be routed through City staff.
- 35. Are there priority departments or grant programs the City wants addressed first in the review and recommendations?**
Priority should be given to larger departments or grant programs where potential of maximizing cost recovery is greater.
- 36. Does the City expect written deliverables such as the revised Cost Allocation Plans to be fully drafted by the consultant, or only recommendations for staff to implement?**
Only recommendations for staff to implement.
- 37. Can the City provide an inventory of all grant programs and funding sources currently included in the cost recovery efforts (federal, state, and local)?**
Information on grant programs currently included in cost recovery efforts can be found both in the City's publicly available budget documents at <https://www.chicago.gov/city/en/depts/obm/provdrs/budget/svcs/BudgetPublications.html> and financial reports at https://www.chicago.gov/city/en/depts/fin/supp_info.html
- 38. How will success be measured—by incremental funds recovered, improvements to internal processes, or both?**
Primarily incremental funds recovered.
- 39. Do the Representative Services (5) examples need to be in Government or can they be from Private Sector clients?**
No they can be from Private Sector clients assuming the Private Sector clients' recovery efforts were focused on Federal and State grants.