



DPS DEPARTMENT OF
PROCUREMENT
SERVICES

On behalf of

**Mayor
Lori E. Lightfoot**

And

**Chief Procurement Officer
Shannon E. Andrews**

Welcome to
The City of Chicago

Department of Procurement Services

Informational Workshop



How to Respond to Request for Proposal (RFP)

Presented By:
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Tips for Finding Bid Opportunities with City of Chicago (CoC)

- Bids valued over \$100,000.00 and RFP's are publicly advertised in Chicago Sun Times.
- Bids and RFPs are posted weekly to view and download on the CoC Department of Procurement Services (DPS) website: www.cityofchicago.org/bids and www.cityofchicago.org/city/en/depts/dps/isupplier/current-bids.html
- Bid opportunities are posted in CoC DPS Bid & Bond Room 103, City Hall, 121 N. LaSalle St. Bid or RFP on CD-ROM can be picked up here.
- See CoC Buying Plan and register your company for DPS Alerts on DPS website at www.cityofchicago.org/Procurement.
- Attend Pre-Bid Conferences. Network with other potential bidders to partner on the bid, subcontract or submit as prime.
- Check Bid Take Out List posted in Bid & Bond and on DPS website.



Use of RFP vs. Competitive Bid?

- **REQUEST FOR PROPOSAL (“RFP”)**

- Method of procurement to hire a professional services consultant to implement a new project in various professional service disciplines.
- Project specific.
- Used when the City does not have in-house technical experts or resources to implement a project or provide services.



- **COMPETITIVE BID (“BID”)**

- Method of procurement to purchase supplies, equipment, maintenance and/or repair services and construction.
- Detailed bid specification prepared.
- Structured as project specific with specific quantities (One Time) or “blanket” indefinite quantity usage (aka Depends Upon Requirements (DUR) Term Agreement) for goods and/or services.
- Proposal Page line items include defined unit of measures and specific or estimated quantities.



Differences between an RFP vs. Competitive Bid?

- Bid specification details every aspect of product or services. An RFP defines project objectives and scope of service parameters, but does not specify in detail every aspect of how to accomplish or perform the required services. The City seeks proposals from qualified vendors detailing their proposed plan to implement and complete the project.
- An RFP entails detailed evaluation of proposals by an Evaluation Committee (“EC”) based on evaluation criterion published in the RFP. The EC is comprised of various stakeholder departments.
- For a competitive bid, contract award is to the “lowest responsive and responsible bidder” meeting City specifications based on department review of Bid Tabulation & recommendation of award.
- For an RFP, vendor selection is to the highest rated or ranked Respondent to the RFP, not lowest price. Price can be negotiated.



Review Sample RFP Handout

- For purposes of this workshop, refer to the sample RFP handout provided . Presenter will refer to sections in the sample RFP and present pertinent information in the PowerPoint slides.
- RFP content is standardized, but may vary depending upon the project , for example, City funded or State/Federal Grant funding.

MBE/WBE vs. DBE Goals

- Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) participation goals typically are in all City funded projects.
- Disadvantaged Business Enterprise (DBE) participation goals may be required for State or Federal grant funded projects.
- If DBE goals, Local Preference terms (e.g. Chicago Based Business Preference, MBE/WBE, etc.) will be removed if prohibited by grantor.



RFP Proposal Format

Format of Paper Proposals

- Prepare on 8 ½" x 11" letter size paper, printed double sided.
- Use recycled paper. Expensive papers and binding discouraged, no materials will be returned.
- Submit Original + required number of copies (hardcopy or CD-ROM or USB Drive)

Format of Electronic Proposals

- Must be word searchable
- Sections of proposal should be separated by labeled tabs or organized in subject matter sequence in the Required Content of Proposal section. Each page numbered in a manner to be uniquely identified.
- Proposals must be clear, concise and well organized.
- A redacted Proposal must be submitted.



RFP Proposal Content

Proposal Content

- 1. Cover Letter
- 2. Executive Summary
- 3. Professional Qualifications and Specialized Experience of Respondent and Team Members
- 4. Professional Qualifications and Specialized Experience of Key Personnel
- 5. Implementation or Work Plan
- 6. Cost Proposal (Submit on City form for equitable comparisons)
- 7. MBE/WBE or DBE Plan (Schedules C-1 and D-1)
- 8. Financial Statements (Audited last 3 years or equivalent)
- 9. Online Economic Disclosure Statement Certificate of Filing and Affidavit (“EDS”)
- 10. Legal Actions (Last 5 years)
- 11. Insurance (Required at time of contract award)



RFP Evaluation Criteria

RFP evaluation criterion will vary depending upon the project, but the most common ones are as follows:

1. Professional Qualifications & Specialized Experience, Local Availability of Team (Prime, joint venture partners or subcontractors, if any).
 - Current and Past Performance Record + References
 - Certifications and/or Licenses
2. Professional Qualifications & Specialized Experience, Local Availability of Key Personnel.
 - Resumes/Role on Project + Organization Chart/Dedicated Resources
3. Implementation or Work Plan
4. Cost Proposal
5. MBE/WBE Commitment (25% MBE and 5% WBE Participation Goals or Other Goals Set) DBE may apply if federally funded project.
6. Financial Statements
7. Compliance with Laws, Ordinances and Statutes. EDS Certifications.
8. Legal Actions
9. Conflict of Interest



Tips for Preparing RFP Proposal

- Read the entire RFP document. Follow Proposal Format and Content instructions. No short cuts. Don't assume the City knows your firm.
- Submit questions about the RFP, in writing, to DPS. Addendum will be issued to all RFP document holders on file with Bid & Bond Room.
- Be "responsive" to RFP submittal requirements. Submit all required information and documents.
- Submit cost proposal in format provided for equitable comparisons.
- Be a "responsible vendor". Verify your company has the ability and the capacity to perform and your proposal meets each specified requirement.
- If a mandatory requirement, avoid taking exceptions to the requirement. It will result in proposal rejection.



Tips for Preparing RFP Proposal

- Exhibit forms which must be completed as part of the proposal submission will vary depending upon the RFP, but the following exhibit forms are universal to every RFP:
 1. Company Profile Information
 2. Company References/Client Profile Information
 3. MBE/WBE or DBE Compliance Plan (Schedule C-1 and D-1) and/or Waiver?
 4. Online Economic Disclosure Statement and Affidavit (“EDS”) which includes Disclosure of Retained Parties and Familial Relationships with Elected City Officials and Department Heads and Other Certifications. For online EDS instructions go to: <http://webapps.cityofchicago.org/EDSWeb>.
 5. Insurance Certificate (Required at Contract Award)
- Review City Standard Contract Terms and Conditions if attached as an RFP exhibit to determine if your firm can perform under those terms & conditions.
- Verify existence of any Addendum issued by City before submitting proposal.



Tips for Submitting RFP Proposal

Paper Submissions

- Submit proposal on time. Return a complete sealed package no later than 4:00 p.m. Central Time to Bid & Bond Room, Room 103, City Hall on the published due date in the legal advertisement. **Late proposals may be rejected by the CPO unless stated otherwise in the RFP.**

eProcurement Submissions

- The City is transitioning from paper proposal submissions to online submissions of RFPs and RFQs via eProcurement. Vendors must register in iSupplier to submit electronic submissions through eProcurement. **Proposals cannot be submitted via eProcurement after the published due date.**
- Pay attention to the RFP instructions for proposal submission requirements.
- Cover letter must be signed by an authorized officer and acknowledge any Addendum issued.
- Make a checklist of all submittal requirements per Proposal Required Content section to verify completeness of proposal before submitting to DPS.



eProcurement Submission Resources

- **The eProcurement RFP document can be viewed and downloaded using the following link:** <https://www.cityofchicago.org/city/en/depts/dps/isupplier/current-bids.html>
- **Register in iSupplier:** <https://www.cityofchicago.org/city/en/depts/dps/isupplier/login-register.html>
- **Addendum:** <http://www.cityofchicago.org/eprocurement>
- **Pre-Proposal Conference Attendees:**
https://www.cityofchicago.org/city/en/depts/dps/supp_info/2017PreBidandPreSubmittalConferenceAttendees.html
- **Takeout list:** www.cityofchicago.org/TOL
- **eProcurement Workshop Schedule:**
<https://www.cityofchicago.org/city/en/depts/dps/provdrs/eprocurement.html>
- **eProcurement Instructional Documents:**
<https://www.cityofchicago.org/city/en/depts/dps/isupplier/online-training-materials.html>



Proposal Evaluation and Award

- Respondents to the RFP are posted on website. No other information about proposals or evaluation is available until after the contract award process is completed.
- All Freedom of Information Act (FOIA) requests received are held until after contract award. Debriefing meetings can be requested in writing to CPO.
- Evaluation Committee (“EC”) evaluates proposals in 3 Phases:
 - 1. Preliminary Proposal Assessment (Checklist for “Responsiveness?”)
 - 2. Proposal Evaluation
 - 3. Site Visits, Demonstrations, Oral Presentations, if necessary
- Vendor selection and declination letters sent to Respondents, as applicable. City not obligated to select any vendor.
- Contract award contingent on successful negotiation of terms and pricing. City not obligated to award a contract. RFP may allow multiple awards by Service Category or separate Projects.



Want More Information? Check out....



www.facebook.com/ChicagoDPS



[@ChicagoDPS](https://twitter.com/ChicagoDPS)



www.youtube.com/ChicagoDPS



www.cityofchicago.org/dps

Note: All bid advertisements, addenda, upcoming workshops, events, new policies, and procedures that affect vendor community.





Questions?





Thank You For Attending

For more information visit: www.cityofchicago.org/procurement

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