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ADDENDUM NO. 1

April 13, 2023

Title: **Project Management Consulting and Support Services for Various Scope Categories (Target Market)**
RFQ # H23-0027

1. General

This addendum revises RFQ documents. This addendum is issued to respondents of record prior to execution of contract and forms a part of contract documents and modifies previously issued documents. Insofar as previously issued contract documents are inconsistent with modifications indicated by this addendum, modifications indicated by this addendum shall govern. Where any part of the contract documents are modified by this addendum, all unaltered provisions shall remain in effect.

2. Addendum Acknowledgement Form

Acknowledge receipt of this addendum in the space provided on the Addendum Acknowledgement Form. Proposers must include the signed form with their response. Failure to do so will subject Proposers to disqualification.

3. Changes and Clarifications

A. Proposal due date has been changed April 19, 2023, to April 26, 2023, by 2:00 P.M. CST.

B. Delete Section 4.2.12, Category and Pricing Form, of the RFP in its entirety.

C. Delete Section 4.1.1, Number of Copies, in its entirety and replace as follows:

"4.1.1, Number of Copies. Proposers are required to submit one (1) electronic copy (emailed to the email addressed on the cover page) and no later than the time and date indicated in the RFP.

NOTE: One (1) EDS copy must be submitted separate from the rest of the response.

Each submission must have one (1) complete electronic response package (including Technical Response and EDS) emailed to the email addresses on the cover page. The technical response must be a single electronic file that includes all proposed (do not submit a file per RFP section). The email must clearly indicate the RFP Number and Title."

D. Response to Questions received on or before 03/28/2023.

4. Attachments-

The following Attachments are included electronically to this Addendum.

- Appendix A, "Exhibit C, Insurance Requirement"
- Appendix B, "Attachment F, Identification of Subcontractor/Supplier/Sub consultant Form"

Respondent(s) may access the attachments by 1) download and save this Addendum file to a local drive and 2) open the document using Adobe application, 3) expand the navigation pane (left of window) and click on the paper-clip icon.

Responses to Vendor Questions

	Section of the RFQ	Question	CCHHS Response
1	1.1	I understand that M/WBE firms are eligible to submit Qualifications to the Target and Non-Target Market RFQs. Is it recommended to do so because task orders will alternate between the pools? If eligible firms should submit to both, can the Qualifications documents/materials be the same?	No. MBE/WBE firms certified by Cook County and/or the City of Chicago are eligible to submit both. MBE/WBE firms which hold certifications with agencies other than Cook County Health or the City of Chicago may submit qualifications to H23-0028, Project Management Consulting and Support Services for Various Scope Categories (Non-Target Market)
2	4.1	Please confirm whether a paper hardcopy must be submitted (in person or by mail/courier).	Responses to this RFP shall be submitted no later than 2:00 PM (CT) on April 26, 2023 , by sending an electronic copy via email to purchasing@cookcountyhhs.org .
3	4.2.3	Is it expected that the proposer know how much time they would commit key personnel to projects when the specific projects/tasks, their scopes, their budgets, and their timeframes are not yet identified?	No, those specifics would be required during the task order process.
4	4.2.4	Should proposers provide information on three total sample projects regardless of how many categories they are applying to, or three sample projects per category?	To be considered for any category, please submit three sample projects for each category.
5	4.2.6	In the project category rating forms, are proposers expected to provide one rating per category (tab), or a rating for each scope question (row)? For example, should we be providing numerical ratings for questions framed as "give some examples of your greatest achievements" or "describe how you handle poorly performing projects" or describe the typical size"?	Please provide a rating, refer to the "Instruction" Tab.

	Section of the RFQ	Question	CCHHS Response
6	9	Is there any additional information about Category 7 - Technical Assistance that you can provide, such as the types of topics for which technical assistance might be needed and/or for what CCH divisions/departments technical assistance might be needed? This will help assess if we have the appropriate qualifications.	Most likely this would relate to technical assistance in grants management work to ensure compliance with funder regulations and efficient implementation of grants.
7	10	How much time are qualified vendors typically given to respond to task orders? How far in advance of project start dates are task order solicitations typically sent?	When a Task Order Request is issued it will include administrative, timeline, and project requirements.
8	10	Are qualified vendors free to not respond to task orders that they do not have capacity or expertise to fulfill?	Yes.
9	1.1	Section 1.1 states, " Consultants, working under the direction of the CCH..." Will the individuals be reporting to CCH employees, or Department of Capital Planning & Policy employees?	This RFO is specific to the Cook County Health and Hospital System.
10	4.2.13	Is it considered a conflict of interest if the respondent is also working for The Department of Capital Planning & Policy?	No.
11	4.2.9 Financial Status	Will unaudited financial statements be accepted?	CCH can accept three years of Tax returns (2019, 2020, 2021) prepared under a certified CPA.
12	4.2.2 (I) References	Are current CCH contacts allowable as references?	Yes.
13	4.2.12 Category and Pricing Form	Where is Exhibit C Pricing Form with noted format? Current Exhibit C references insurance requirements.	Delete Section 4.2.12 of the RFP. The requirement for the Pricing Form is removed.
14	Sample Task Order Request Template	Is the Sample Task Order Request Templates and attachments for reference only or does it need to be completed?	As reference.

	Section of the RFQ	Question	CCHHS Response
15	4.2	Does each subsection of the Submission Contents Requirements need to be duplicated for each Category we submit for or does each Category only need its individual spreadsheet completed in addition to one copy of requirements in 4.2?	Each category requires its individual spreadsheet.
16	4.2.7	There are several different percentages attached to the MBE/WBE requirements throughout the RFP, in this section it states, ", Respondent must only submit a MBE/WBE Commitment letter on their company letterhead addressed to the SCM CPO stating your company commitment to achieving a minimum of 100% MWBE participation of the total dollar value of all Task Orders awarded in Services Categories as applicable." Is it accurate that 100% of participants must be MWBE?	Yes. Task Orders that are awarded under this RFQ (H23-0027) must be performed by MBE/WBE firms certified by Cook County and/or the City of Chicago for the 100% MWBE participation requirement.
17	4.2.12	Is Exhibit C included in the RFP package? And does it include the format for pricing or is it the Insurance Requirements as indicated in Exhibit C on page 29 of 31?	See Question 13.
18	B.11	Exhibit C - Cook County Insurance Requirement of the Contractor is blank, where can these requirements be found?	See Updated Exhibit C, Insurance Requirement Attached to this RFQ.
19	4.2.3.c	In CCH's request, its states that "In the event that named Key Personnel is no longer able to perform duties for CCH as a member of your firm, please name and submit the credentials of a potential replacement." Does CCH wish for the potential replacement to be names and credentials provided as part of the submission to the RFQ?	As part of the Task Order Request.

	Section of the RFQ	Question	CCHHS Response
20	4.2.3.d	In CCH's request, it requires offerors to complete a table for each project category for key personnel. In that table is a column labeled "%Time committed to Each current project." Does CCH intend for that column to be populated with the % of the time the key personnel are committed to projects across the firm? In the same light, does the column labeled "Date for End of Commitment" reference the date the key personnel will end their other commitments at the firm?	This would be the % of the time the key personnel are committed to projects across the firm.
21	4.2.14	CCH's request requires that offerors be willing to sign a Business Associate Agreement. Is it possible to get a copy of the BAA that will be used with this contracting vehicle?	Refer to Attachment C, Sample Master Services Agreement in this RFQ.
22	11 - Exhibit C	There is a section in CCH's request labeled "Exhibit C - Cook County Insurance Requirements of the Contractor". That section appears blank in the request. Could CCH please provide information on the insurance requirements that must be met for offerors?	See Question 18.
23	Attachment E	In all of the category ranking sheets, CCH lists a scope question "What percentage of your full-time salaried staff that do have project management professional accreditation?" Does CCH only consider staff with a PMP Certification from the Project Management Institute to meet this qualification or would project management certification from other institutions meet the intent of this scope question (ex. Scaled Agile, PRINCE2).	Other certifications would be accepted. Please note what they are in the response.

	Section of the RFQ	Question	CCHHS Response
24		Can you please explain the difference between the 2 RFPs (i.e., what is the difference between target market and non-target market)?	<p>This Target Market RFQ (H23-0027) is open to MBE/WBE firms certified by Cook County and/or the City of Chicago only.</p> <p>All other firms are eligible to submit qualifications to H23-0028, Project Management Consulting and Support Services for Various Scope Categories (Non-Target Market)</p>
25	9	What do the projects for these categories include? Will these be capital projects?	It is unlikely that it will be capital projects. It is more likely that it will be implementation of strategic projects and grants projects.
26	9	For Category 6, what is involved in the Evaluation portion of the project?	Evaluation relates to performance metrics, mostly related to grant performance and compliance.
27		Would environmental consulting services (asbestos, lead, indoor air quality) be one of the Project Management Consultant Services that this RFQ is seeking to find?	No.
28	3.4.	Are City of Chicago certified MBE and WBE included in the Target Market?	Yes.
29	9	What types of projects will be issued under this contract? Is there a particular set of projects that are targeted? Are there any examples?	Not yet, but more likely to be implementation of strategic initiatives and grant related projects

ADDENDUM ACKNOWLEDGEMENT FORM

As required by the RFQ, Proposers must submit this acknowledgement form with their response. One acknowledgement form per response, listing all addenda, is appropriate.

Addendum No.: _____

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Addendum No.: _____

Addendum No.: _____

Company Name: _____

Representative's Name: _____

Signature: _____

Date: _____

END OF ADDENDUM