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ADDENDUM NO. 1

April 13, 2023

Title: **Project Management Consulting and Support Services For Various Scope Categories (Non-Target Market)**
RFQ # H23-0028

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	4.2.6	Category 2- Planning - When it comes to community needs assessment(s), will Slalom need to identify and pursue research participants or is there already a basket of potential research participants to reach out to?	This would be articulated in the related task order rather than this initial RFQ.
2	4.2.6	Category 4 - Performance Monitoring and Management and Data Analysis - For data analysis, does CCH have a preferred data visualization tool (e.g., Tableau, Power BI), or are you looking for support in identifying and implementing this platform?	Tableau is preferred, but this category may be mostly related to grant projects, for which the grantor may dictate visualization.
3	4.2.6	Category 1 - Project Management - Does CCH have its own PM methodology? If so, are there opportunities to suggest changes/improvements based on our consultants' experience or is CCH expecting consultants only to execute the existing process?	This RFQ is not one to request vendor's advice on how we do project management. We use different approaches depending on the projects.
4	4.2.6	Category 1 - Project Management - Does CCH use waterfall, agile or a combination?	A combination.
5	4.2.6	Category 1 - Project Management - Can you describe the relationship of the PM resources to the PMOE? Are PMs part of the PMOE? Does the PMOE provide oversight and guidance or is the PMOE standards focused? If standards focused, can you provide more detail on the standards in place?	This RFQ would be accessible to the PMOE and other departments. Depending on the project, it may be at the direction of the PMOE.
6	4.2.6	Category 1 - Project Management - Can you describe the PM onboarding process?	Please clarify question.
7	4.2.6	Category 1 - Project Management - Are there PM tools in place?	Yes. CCH currently uses Smartsheet as a tool.
8	4.2.6	Category 1 - Project Management - Is there a typical duration for projects?	Various
9	4.2.6	Category 1 - Project Management - What is the average team size of projects?	Various

	Section of the RFQ	Question	CCHHS Response
10	4.2.6	Category 1 - Project Management - Does CCH use a program structure where projects roll up into programs?	No.
11	4.2.6	Category 1 - Project Management - Is a typical project compliance-focused, business focused, technology focused or a combination of these?	Most likely business focused.
12	4.2.6	Category 1 - Project Management - Will the selected vendor(s) manage internal teams, external teams or a combination?	Depends on the project.
13	4.2.6	Category 1 - Project Management - Will the PM resources manage budget? If so, can you please provide details on the level of detail tracked? (e.g., overall spend, capital vs expense, etc.)	Depends on the project.
14	4.2.12	Requesting clarification to requirements for section 4.2.12, 4.2.12 mentions a pricing form that is not reflected in the verbiage of Exhibit C in the proposal.	Delete Section 4.2.12 of the RFP. The requirement for the Pricing Form is removed.
15	4.2.12 Category and Pricing Form	Refers to Exhibit C to the RFQ as the Category and Pricing Form, but Exhibit C to the RFQ on page 30 is Exhibit C-Cook County Insurance Requirements of the Contractor. Could you provide the Category and Pricing Form?	See response to question 14.
16	General	Are electronic signatures acceptable? For cover letter, forms?	Yes.
17	4.1.5 Packaging and Labeling	Can you clarify whether the EDS and Exhibit C must both be submitted separately under "Price RFQ"? Or should the EDS be one separate submission from Cost?	The Requirement for the Pricing Form is removed. The EDS may be submitted as a separate file.
18	Attachment E	Please define "project management professional accreditation" as listed in Attachment E, question 11.	PMP, Project Management Professional, (PMI).
19	General	Please share what type of technical assistance you are seeking.	Most likely, it would be related to grant technical assistance.
20	4.2.9 Financial Status	As we are a small business, can we produce a compiled financial statement/letter?	CCH can accept three years of Tax returns (2019, 2020, 2021) prepared under a certified CPA.

	Section of the RFQ	Question	CCHHS Response
21	2. Schedule	Would Cook County consider extending the submission deadline of proposal responses?	The Submission Date is changed to April 26, 2023 at 2:00 PM, Central Time
22	4.2.12. Category and Pricing Form and 11. Exhibit C - Cook County Insurance Requirements of the Contractor	4.2.12. Category and Pricing Form marked Exhibit C was not enclosed. Can you please provide it?	See response to question 14.
23	11. Cook County Insurance Requirements of the Contractor	Section 11 Cook County Insurance Requirements of the Contractor page 29 has been left blank. Please advise.	See Updated Exhibit C, Insurance Requirement Attached to this RFQ.
24	7.12 Use of Subcontractors	Is it correct to assume that, if the Primary Respondent to the RFQ is WMBE Qualified, that the MBE/WBE Utilization Plan goals have been met and that partners and/or sub-contracts can be non-WMBE?	It is dependent upon the percentage of services being shared between partners.
25	2. Schedule	The RFQ states there is no Pre-Submittal Conference, why is this?	Lead User Department did not think it was needed.
26	7.12 Use of Subcontractors	How does the county propose to enable sub-contractors to identify potential prime partners, or primes to identify potential sub-contractors to work with them on this engagement since there is no pre-bid conference?	This would have to happen at the time of the task order.
27	1.5 Basis of Award and/or 7.14 Awards	How many Respondents will this contract be awarded to?	To be determined.
28	4.2.2.H. Healthcare Sector Experience and 4.2.2.I. References	Are healthcare references and/or healthcare experience mandatory?	No.
29	4.2.2.H. Healthcare Sector Experience and 4.2.2.I. References	Regarding references and experience: are healthcare references and experience a deciding factor?	Not necessarily.
30	4.2.2.H. Healthcare Sector Experience and 4.2.2.I. References	Regarding references and experience: What is the award criteria and the weights for each category and components?	See Section 6.1 of the RFQ.

	Section of the RFQ	Question	CCHHS Response
31	Attachment F- Identification of Subcontractor/Supplier/Sub consultant Form	Attachment F- Identification of Subcontractor/Supplier/Sub consultant Form has not been provided, please advise.	See the attachment to this RFQ.
32	1.1 Overview/Objective	1.1 Overview/Objective Page 6, paragraph 2 states: "Separate responses are required for EACH category and EACH separate submission must meet the requirements for submittals described in this RFQ." We assume it is not the County's intent that individual RFQ responses be done for each category, and that a single response from a vendor inclusive of all categories is acceptable.	A single response inclusive of all proposed categories is acceptable.
33	1.1 Overview/Objective	If a contractor has been awarded the contract for H23-0027 (Target Market), can they still be awarded the contract for H23-0028 (Non-Target Market)? Or vice versa?	Yes
34	9. Exhibit A - Project Category Scope Descriptions, Category 7 - Technical Assistance	Can you please provide a more detailed category description for category 7, you currently define this category as, "Provide specialized technical expertise to CCH departments or key partner organizations to support the advancement of priority projects, programs and/or initiatives." we specifically would like clarification on the types of activities or performance expectations associated with "specialized technical expertise."	This will most likely relate to work on grants, ensuring forms are completed in compliance with regulations
35	4.2.7. MBE/WBE Participation	If our organization is MBE, then do we self-fulfill the criteria of 100% MWBE participation or do we still need to partner with a WBE?	The goal would be met if you're the organization is performing 100% of the services and the organization is certified by Cook County or the City of Chicago.
36	4.2.7. MBE/WBE Participation	Follow up for MBE criteria: If we meet the 100% then do, we need to submit the Utilization Plan, Letter of Intent?	Your initial responses to this RFQ should include a Letter of Commitment to achieving the minimum MWBE participation Goals (4.2.7 of RFQ).

	Section of the RFQ	Question	CCHHS Response
37	page 14, 4.2.12 and page 30, 11.	Please clarify whether Exhibit C is Pricing or Insurance Requirements. (Exhibit C called Pricing on page 14, 4.2.12 vs Exhibit C called Insurance requirements on page 30, 11)	See responses to questions 14 and 23.
38	4.2.12, pg 14, 7.12, pg 19 and 12. List of Attachments, page 31.	Please specify where we can access documents not found in the initial release of the RFQ. We were unable to locate Exhibit C, (referenced in 4.2.12), and Attachment F - Identification of Subcontractor as referenced in section 7.12.	See response to question 14. See the attachment to this RFQ.
39	7.13, pg 19, and A.1., pg 20, Letter of Intent and CCH_MWBE_Utilizati on Plan, II. A.	Please detail what needs to be submitted for the MBE/WBE for this initial response submission versus at the task order level. In reference to the following statement: <i>Failure to include Letter(s) of Intent will render the submission not Responsive and shall be cause for the SCM Chief Procurement Officer to reject the Bid or Proposal - in contrast to - 7.13</i> states that when responding to a TOR, that requirements include: a letter of Intent under the MBE/WBE Utilization Plan Form, and certification letter. Is a letter of intent required from subcontractors for this response submittal or only after award when bidding on future TORs?	Your initial responses to this RFQ should include a Letter of Commitment to achieving the minimum MWBE participation Goals (4.2.7 of RFQ). When responding to a Task Order Request, you must provide a Utilization Plan and supporting documentation (i.e., a Letter(s) of Intent).
40	CCH_MBWE_Utilizati on Plan, A.2.	Please specify where we can locate the MBE Reciprocal Certification Affidavit. The link provided: http://www.cookcountyil.gov/contractcompliance returns an error.	https://www.cookcountyil.gov/agency/contract-compliance
41	4.1 Submission Requirements, pg 9.	In an effort to follow Illinois guidelines to be environmentally conscious when printing and distributing documents, will CCH eliminate the need for a hard copy submission and allow vendors to submit responses exclusively in electronic format?	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 .

	Section of the RFQ	Question	CCHHS Response
42	MSA Preamble	<p>Does the references to CCH General Conditions refer to the following document: https://www.cookcountyil.gov/sites/g/files/ywwepo161/files/documents/2021-10/general_conditions.pdf</p> <p>If so, where does it fall in terms of the agreement order of precedence? Or will the MSA articulate the clause and that the references to CCH GC are just to provide context?</p>	The references to CCH GC are provided context. See Appendix 2 of MSA.
43	2.7(a) Books and Records Maintenance (CCH GC-32)	Please clarify the requirement to maintain records for 10 or more years. Is 10 years the length necessary in order to fulfil GC-32 obligations, or is it a recommend length of record retention?	It may be determined during contract negotiations.
44	9.7 Downstream Insurance Requirements	What scope of work will require Vendors to have access to County's systems or data?	To be determined.
45	pg 9, 4.1.1, and pg 31, List of Attachments 12.3. Attach C	Please clarify how to electronically submit our Exhibit C and EDS. Should they each be a standalone attachment or attached to the technical proposal? RFQ states in 4.1.1 that there should be one complete electronic package, but also that EDS and Pricing be in a separate envelope	See responses to questions 14 and 46.

	Section of the RFQ	Question	CCHHS Response
46	Pg.9, 4.1.1	Please clarify how we should name and submit documents. Under 4.1.1, Number of Copies: the RFQ says that each category submitted must have its own file name. But a few lines down, requests the electronic file be a single PDF.	<p>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.</p> <p>NOTE: One (1) EDS copy must be submitted separate from the rest of the response.</p> <p>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.</p>
47	pg 10, 4.1.5	4.1.5, Packaging and Labeling states that the EDS should be in its own envelope, labelled as "Price RFQ." Please clarify the requirements for submission as EDS is an Economic Disclosure Statement, not pricing.	See response to question 46.
48	pg 9, 4.1.1	Will IL CCH accept DocuSign signatures?	Yes
49	pg 9, 4.1.1	In section 4.1.1, we are requested to submit our electronic response to the address on the cover page. The cover page identifies "purchasing@cookcountyhhs.org" as the email address for the questions. Please confirm that this is the email address for BOTH questions and final electronic submittal.	Yes, both.
50	4.2.9 Financial Status	Does each hard copy proposal for each category need to contain a hard copy of the audits and other financial information? That is, if we apply in 3 categories, we submit this documentation three times as part of our submission for each category.	No. One set of audited financial information is required.

	Section of the RFQ	Question	CCHHS Response
51	4.2.9 Financial Status	Our most recent fiscal year (2022) audit has not yet been completed. Do you want the previous 3 years of audits (2019, 2020, 2021); or 2020, 2021 audits and unaudited financial statements for 2022 without any notes?	Please submit the previous three years of audited (2019, 2020, 2021) statements.
52	4.2.12 Category and Pricing Form	The instructions say to provide pricing per the format in exhibit C (Category and Pricing Form). We cannot find Exhibit C in the navigation pane, and on p. 30 of the RFQ, Exhibit C is noted as “Cook County Insurance Requirements of the Contractor.” Can you please provide guidance on finding pricing/Exhibit C?	See response to question 14.
53	4.2.12 Category and Pricing Form	Exhibit C is required to be submitted in a separate sealed envelope. Can you clarify – should there be only ONE exhibit C pricing form for the entire submission or one for each category we are applying for?	See response to question 14.
54	4.2.15 Addenda	Addenda: can you clarify where on the “Doing Business with Cook County” page any addenda will be posted? Will you email individuals who have signed for and downloaded the RFQ if there are any addenda?	https://cookcountyhealth.org/about/doing-business-with-cook-county-health/bids-rfps/
55	7.12 Use of Subcontractors	Do all potential subcontractors need to be listed in the application, or can subcontractors who meet the needs, skills, qualifications of the specific TOR projects be proposed in response to a TOR	Subcontractors can be proposed during an open invitation to Task Order Request.
56	7.12 Use of Subcontractors	Can you provide direction on where to find Attachment F – Identification of Subcontractor/Supplier/Sub consultant Form? we do not see it in the navigation pane or on the website.	See the attachment to this RFQ.

	Section of the RFQ	Question	CCHHS Response
57	7.13, A1	MBEWBE Plan/Letter of Intent: Can you clarify the statement “Indirect participation shall not be counted toward the participation goal” What is the purpose or utility of indirect participation, if it is not part of meeting the participation goal? For instance, on other contracts we may use an MBE/WBE printer for general organizational printing jobs, vs. printing on a TOR, if the TOR does not require printing. For this MSA, would such general printing not count toward meeting the MBE/WBE requirement of a specific TOR?	It is dependent on the Task Order Request; a determination of indirect participation will be reviewed under the respective TOR Utilization Plan.
58	Page 30, Exhibit C - Cook County Insurance Requirements on the Contractor	The rest of this page is blank. Should there be information here on the insurance requirements, or can those be found somewhere else?	See the attachment to this RFQ.
59	7.1 Questions	Will answers to all respondents' questions be published/provided to everyone?	Yes.
60		Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.	New initiative.
61		Can you please let us know the previous spending of this contract?	N/A
62		Please confirm if we can get the proposals or pricing of the incumbent(s).	N/A
63		Are there any pain points or issues with the current vendor(s)?	N/A
64		Please confirm the anticipated number of awards.	To be determined.

	Section of the RFQ	Question	CCHHS Response
65		Can you please explain the difference between the 2 RFQs (i.e., what is the difference between target market and non-target market)?	<p>The Target Market RFQ is intended to solicit MBE / WBE firms with certification from Cook County or the City of Chicago. Firms with eligible certifications with Cook County or the City of Chicago are encouraged to submit their qualifications to the Target Market RFQ.</p> <p>All firms that are not defined above are eligible and encouraged to submit their qualifications to this RFQ, H22-0028.</p>
66	3.4.	Are City of Chicago certified MBE and WBE (not Cook County certified) qualified to be MBE or WBE for the non-Target Market?	Yes. Firms with certification from Cook County or the City of Chicago are recognized.
67	9	What do the projects for these categories include? Will these be capital projects?	It is unlikely that the projects will include capital projects
68	9	For Category 6, what is involved in the Evaluation portion of the project?	Program evaluation, most likely to evaluate the performance of the grant.

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.: _____

Addendum No.: _____

Addendum No.: _____

Addendum No.: _____

Addendum No.: _____

Addendum No.: _____

Company Name: _____

Representative's Name: _____

Signature: _____

Date: _____

END OF ADDENDUM