



## **ADDENDUM # 4**

RFP

#19-0097 Tollway Technical Assistance Services

BidBuy Reference # 20-557THA-DIVER-B-10966

Revised Response Due Date: May 11, 2020 at 10:30 am (CDT)

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Please be advised of the following changes to the above-named RFP:

**I. Questions and Answers:**

The following are questions received from Vendors and responses from the Illinois Tollway pursuant to the question and answer portion of the above-mentioned solicitation. The Illinois Tollway has provided its answers accordingly.

1. **Question:** Can the due date of the proposals be extended by at least two weeks?

**Answer:** Yes, the due date was changed via Addendum #2 to Monday, May 11, 2020 at 10:30 am CDT.

2. **Question:** Will the slide deck and a recording be available?

**Answer:** The presentation and audio recording may be found at the following link:  
<https://www.youtube.com/watch?v=7qHuPA3UTfw&feature=youtu.be>.

3. **Question:** Define economic impact that will be required in the progress report. What is being looked for here?

**Answer:** Economic impact is defined in Section D., Part D.2., m: Activity Reporting, sub-section Program Participant Reporting – Quarterly/Annually

- Monitor and Report participant progress for a 3-year period towards:
  - o Progress towards strategic growth plan tasks
  - o Annual business goals and track progress towards growth and sustainability
- Economic Impact-Quarterly/Annually
  - o Jobs created
  - o Jobs retained
  - o Number of Loans/Lines of Credit obtained
  - o Dollar amount of Loans/Lines of Credit obtained



- o Number of firms reporting revenue growth
- o Dollar increase of revenue growth
- o Number of bonds obtained
- o Dollar amount of bonds obtained
- o Certifications obtained
- o Number of contracts awarded as prime contractor
- o Number of contracts awarded as prime consultant
- o Dollar amount of contracts awarded as prime contractor
- o Dollar amount of contract awarded as prime consultant
- o Number of contracts awarded as subcontractor
- o Number of contracts awarded as subconsultant
- o Dollar amount of contracts awarded as subcontractor
- o Dollar amount of contracts awarded as subconsultant

4. **Question:** Is the Administration Cost part of the 35% self-performance?

**Answer:** Yes, the 20% administration costs may be part of the 35% self-performance.

5. **Question:** If currently are a technical assistance provider and have clients that are outside of the area bid, can the current provider no longer assist them under the new program?

**Answer:** Program participants are not bound by area and may be serviced by the provider of their choice.

6. **Question:** Who is the incumbent service provider (or providers) for DBE technical assistance here in Illinois?

**Answer:** The incumbent providers are as follows:

- Chicago Minority Supplier Diversity Council, Inc.
- Griggs Mitchell & Alma of IL., Inc.
- Hispanic American Construction Industry Association (expired 02/2020)
- Inner City Underwriting Agency, Inc.
- Illinois State Black Chamber of Commerce
- Prairie State College
- The Mexican American Chamber of Commerce of Illinois, Inc. dba Illinois Hispanic Chamber of Commerce

7. **Question:** Page 5 the RFP points to the Chief Procurement Officer for General Service's website to find BEP and VSB Utilization Plans. The utilization plan found there (version



20.0) seem to be only for Minorities, Women, and Persons with Disabilities. Is there a separate document for the VSB Utilization Plan?

**Answer:** No, the new version has both BEP and VSB on one form. Please see State of Illinois Business Enterprise Program for Minorities, Women, and Persons with Disabilities, Utilization Plan Form, Part II: Participation Agreement (Letter of Intent).

8. **Question:** Will there be an extension of the April 10, 2020 due date?

**Answer:** Yes, the due date was changed via Addendum #2 to Monday, May 11, 2020 at 10:30 am CDT.

9. **Question:** On Page 57: F.10. Use and ownership: Confidential data or information contained in such work shall be subject to the confidentiality provisions of this contract. Does this mean that Offeror Proprietary information will be protected and not shared within Tollway of Methodologies, etc.?

**Answer:** No, unless otherwise agreed in writing. As stated in Section 3., Part F.10., All work performed, or supplies created by Vendor under this contract, whether written documents or data, goods or deliverables of any kind, shall be deemed work-for-hire under copyright law and all intellectual property and other laws, and the State of Illinois is granted sole and exclusive ownership to all such work, unless otherwise agreed in writing.

10. **Question:** On Page 30- Is the minimum \$300,000 annual gross revenues and “able to obtain bonding” non-negotiable for potential clients?

**Answer:** No. Nonetheless, Offerors should further consider that the selected vendor(s) will be evaluated by the deliverables as detailed in Section D.3. or as negotiated with the Tollway.

11. **Question:** As for the reporting requirements and format for these reports, will the Offeror have to develop or will Tollway issue standard formats to be consistent from all awarded agencies?

**Answer:** The Tollway will provide standard formats for reporting, tracking and training. Should there be additional systems used, training will be provided. Offerors are expected to possess and demonstrate in their proposal narrative, various examples of additional reports and documents as detailed in Section D., Part D.2., e.



12. **Question:** For the Zones in the City of Chicago, are the deliverables the same for each zone?

**Answer:** Yes. Nonetheless, in subsequent or renewal years of the contract, the Tollway may negotiate subsequent milestones and deliverables for this and subsequent program years. Please see Section D.3. for further detail.

13. **Question:** Is the program open to non-union contractors?

**Answer:** The program is open to all firms who qualify. Please see Section D., Part D.2., e.

14. **Question:** Are there going to be opportunities in construction for Chicago non-union firms?

**Answer:** Please see response to #13.

15. **Question:** There is a finite amount of union firms that could be mentees to large GCs, as such how will the Tollway develop a pipeline of firms?

**Answer:** Technical Assistance services' goal is to educate, train and prepare both developing and established firms to increase their capacity to compete and bid for prime and subcontracting opportunities on roadway, vertical construction or professional engineering service projects with the Tollway and other agencies. Through applying the skills and assistance provided in the Technical Assistance Program, participating firms will develop to engage with larger firms in mentor-protégé relationships on Tollway and other agency projects. Please see Section D., Part D.1.

16. **Question:** How long will it take for selections to be approved by the Tollway Board?

**Answer:** It is anticipated that this contract will be presented to the Tollway's Board of Directors for approval in the third quarter of 2020 but this subject to change.

17. **Question:** What happens if the deliverables are not met?

**Answer:** In the event of challenges with the selected vendor(s) fulfilling the services and duties described in this solicitation: In the first instance of specific performance issues, the issues shall be discussed, and a written plan of improvement will be implemented. Upon subsequent performance issues, the Tollway reserves the right to suspend or terminate the contract. Please see Section D., Part D.3. Tollway staff will work collaboratively with the selected vendor(s) to accomplish the program goals.

18. **Question:** Is it being considered extending the RFP due date due?



**Answer:** Yes, the due date was changed via Addendum #2 to Monday, May 11, 2020 at 10:30 am CDT.

19. **Question:** Is it being considered providing this training to all trade horizontal and vertical contractors?

**Answer:** The Technical Assistance Program services are expected to build competencies that will enable participating both small and larger firms, including disadvantaged, minority-and women-owned business enterprise (D/M/WBE) firms as well as veteran-owned firms, to compete for prime and subcontracting opportunities on roadway, vertical construction or professional engineering projects with the Tollway and other agencies. Please see Section D., Part D.2.

20. **Question:** How is the Illinois Tollway going to provide enough opportunities for the contractors and subcontractors to work on their projects?

**Answer:** Please see response to #13.

21. **Question:** Will the agencies be penalized if they fell short on their deliverables?

**Answer:** Please see response to #17.

22. **Question:** Will the Tollway create a list of willing and committed Mentors for the P4G program?

**Answer:** Currently, potential mentors are not available for review.

23. **Question:** Page 30, 1. Proposed Option 1, Are these goals combined or per target area?

**Answer:** The goals are per target area.

24. **Question:** Page 33, f. Core Services-Pre-qualifications-IDOT/CDB/Other, Are these allotted funds additional funds that can be provided to meet the cost of CPA audited financials?

**Answer:** The Tollway will allot a specified amount of funds to help defray the cost of obtaining CPA audited financials for qualified program participants for IDOT pre-qualification. Please see Section D., Part D.2., f.

25. **Question:** Page 36, k. Personnel and Workspace Requirements; Is this workspace/workstation required at the vendor's site?

**Answer:** Yes, this workspace/workstation is required at the vendor's site.



26. **Question:** Page 46, D.4. Offeror Staff Specifications, O-Proposed Staffing; #1.2.5 will these positions be counted as part of the 35% offeror self-performance goal (page #30)- Contract Goal to be Achieved? Since D.2 includes: a) PM, b) Recruitment, is 20% minimum Administrative Invoicing part of the 35% self-performance requirements?

**Answer:** The Offeror is expected to provide direct services in addition to the 20% administration costs related to the TA program and may be included in the selected vendor's 35% self-performance. Administrative costs will be monitored by Tollway staff. Please see Section D., Part D.2. and D.3.

27. **Question:** Exhibit 3, Page 3, Key Project Personnel Staffing; Middle Column, # of Direct TA, etc.; - is this for trainer's information and is this just an example of the training categories?

**Answer:** Exhibit B, page three (3) requests the number of Direct TA Service/Education providers for each general category. The categories listed are not exclusive and may be augmented.

28. **Question:** Page 30 D.2, d.1. Proposed Option; Does the Offeror have to list the incentives' goals on the proposal? If yes do they have to be category –Prime, Sub?

**Answer:** Offerors are asked to structure and submit an incentive proposal as a separate item that will remain sealed until all Offerors' scoring is complete, and a vendor is selected. Incentive proposals will not be a factor in the RFP evaluation and/or selection process. The Offeror may develop and detail another incentive structure option for the Tollway's consideration. All options proposed require minimum targets be met in the incentivized areas before triggering the incentive payment. Offerors are encouraged to provide a detailed incentive proposal that addresses the deliverables. Please see Section D.2., Part d.

29. **Question:** Page 17, A. 24, A25- BEP, VSP Goals; to fulfill these goals do the BEP/VSP have to be of a particular NIGP code or codes, or do they just need to be certified as a BEP/VSP firm with CMS? If there is specific NIGP codes that will be accepted, which are they?

**Answer:** Please see State of Illinois Business Enterprise Program for Minorities, Women, and Persons with Disabilities, Utilization Plan Form, Part IV: Terms of Utilization.

30. **Question:** Technical Assistance Service Areas (RFP p.2) - Can the offeror only work with contractors in the assigned service area? For example, if we submit a proposal for Chicago East, we will perform contracted services in Chicago East, but can we serve participants coming from other service areas? For example, is a participant from Lake County allowed to be a client (especially if they were a previous client)?



**Answer:** Please see response #5.

31. **Question:** Offer Due Date (RFP Section A.8) - Do proposals post-marked by the due date & time meet the deadline? Can proposals be dropped off in person? Alternatively, given the current COVID-19 environment and "shelter-in-place" mandate, will a virtual submission option become available?

**Answer:** Please see Addendum #3 published on BidBuy for submittal instructions.

32. **Question:** Organization Required (RFP Section A.9) - Is Packet 5 required (e.g. redacted copy of the offer) if no confidential information is included?

**Answer:** No, Packet 5 is not required if no confidential information is included.

33. **Question:** Submission of Offers (RFP Section A.10) - Are flash drives required for every corresponding packet? Or are two (2) total needed, one for pricing and one for the other content?

**Answer:** No, a flash drive is not required for each packet, and yes, a total of two are needed, one for the proposal with all required information/documentation and a second for pricing. In addition, please see Addendum #3 published on BidBuy for submittal instructions.

34. **Question:** Supplies and/or Services Required (RFP Section D.2.a) - This section states, "Proposed service providers will provide a Memorandum of Understanding detailing the scope of service and percent of time allocated to the Technical Assistance program versus other projects." Is this the same Memorandum of Understanding referenced in Exhibit B? How is Exhibit C materially different from this Memorandum of Understanding?

**Answer:** The Memorandum of Understanding in Section D., Part D.2., a. and the Memorandum of Understanding in Exhibit B are the same. Exhibit C does not require a Memorandum of Understanding.

35. **Question:** Offeror/Staff Specifications (RFP Section D.4.d) - Is the content requested satisfied by Exhibit B and C? Does this information need to be restated in narrative form?

**Answer:** Offerors are expected to demonstrate, in detail, the experience and qualifications in their proposal narrative. Please see Section D., Part D.4. Exhibits B and C are to be completed separately.





36. **Question:** Additional Services (RFP Section D.2.i) - Lists "private business-to-business meetings or introductions" as ineligible for reimbursement. Does this include procurement matchmaking sessions or facilitated introductions to Tollway primes?

**Answer:** No. Public matchmaking sessions or facilitated introduction may be considered targeted to Tollway work and leading to economic impact.

37. **Question:** Offeror/Staff Specifications (RFP Section D.4.g) - States, "Five years of documented successful administration of *a* business development program." If the offeror has successfully administered multiple business development programs, do you want that to be shared information about them all or use one as evidence/test case?

**Answer:** Offerors should provide information demonstrating their experience, expertise and qualifications in administration of a business development program. Offerors should provide as much detail and experience as appropriate as evidence of their capabilities. Please see Section D., Part D.4., a.

38. **Question:** Offeror/Staff Specifications (RFP Section D.4.l) - States, "Provide information on how many times you have supported businesses in securing each certification, credential, or capacity described." What does "how many times" mean? The number of individual clients and certifications facilitated?

**Answer:** Offerors should provide information demonstrating their experience, expertise and qualifications in assisting clients with obtaining certifications in certification type and number of certifications facilitated. Please see Section D., Part D.4., a.

39. **Question:** References (RFP Sections C.10.5 and D.8) - In Section C, references are listed to be included in Packet 3, but in Section D.8, it states they should be included under Tab 6 of Packet 1. Should references be included in both (i.e. Section 3, Part J)?

**Answer:** Yes, please include references in both areas, Section 3 and Part J.

40. **Question:** Does every IL Tollway construction contract require a bid bond?

**Answer:** Currently the Tollway requires a bid bond for construction contracts.

41. **Question:** Under participant firm qualifications, where a minimum of \$300,000 annual gross revenues and the ability to obtain bonding are stated, is there any flexibility (i.e., can a firm with \$250,000 in annual sales who hasn't yet obtained bonding still enter the Technical Assistance program as a client)?

**Answer:** Yes. Please see response #10.





42. **Question:** Will a Technical Assistance provider be required to service businesses within their selected areas only or can they also work with businesses located outside of those areas?

**Answer:** Please see response #5.

43. **Question:** Will all IL Tollway construction projects be mandated under the Project Labor Agreement?

**Answer:** The Illinois Tollway will follow the mandates as dictated by the State of Illinois.

44. **Question:** Upon submittal, will the developmental metrics and protocols shared in the RFP response become the property of the IL Tollway or remain proprietary to the offeror?

**Answer:** Offers become the property of the State and late submissions will not be returned. Please see Section A., Part A.17. Public Records and Requests for Confidential Treatment.

45. **Question:** Will the IL Tollway's current reporting/invoicing metrics remain, or should the offeror place their methodology/reporting metrics in the response?

**Answer:** Offerors should take special care to describe their complete program of service, methodology and corresponding process flows for service delivery and program administration. Please see Section D., Part D.2. and D.2., m.

46. **Question:** When will answers to RFP questions be provided? (At least 30 days before the bid open date?)

**Answer:** The answers are published as soon as possible.

47. **Question:** Will the bid opening date/method of delivery/requirements be reviewed for adjustments as needed?

**Answer:** Yes, the due date was changed via Addendum #2 to Monday, May 11, 2020 at 10:30 am CDT. Please see Addendum #3 published on BidBuy for submittal instructions.

48. **Question:** The RFP states that there can be no more than 20% allocated for administrative expenses. Please provide clarification on this as the RFP also details as the key project personnel being a program administrator, program manager, administrative assistant, direct Technical Assistance service providers – all of which would be considered administrative. Is the 20% limit for administrative costs yearly or over the three-year term of the contract? Based on the way the billing is currently done, a lot of the work is billed as administrative. In addition, the salaries of the key personnel would exceed the 20% threshold when added collectively.



**Answer:** As stated in Section D., Part D.2., it is the expectation of the Tollway that the selected vendor(s) primary focus is providing client technical assistance resulting in the achievement of the annual deliverables through effective and efficient service provision as well as program management. The Offeror is expected to provide direct services in addition to the 20% administrative costs related to the TA program. As stated in Section D., Part D.4., o., the positions are not solely administrative; non-administrative activities include education, assistance and program participant engagement. All Technical Program activity will be monitored monthly by Tollway staff. Please see Section D., Part D.1.

49. **Question:** The RFP mentions Job Order Costing as a core service. Please clarify what information the Tollway is expecting a Technical Assistance agency to provide relative to this subject.

**Answer:** The Job Order Contracting (JOC) Facilities Program at the Illinois Tollway has been in operation since 2016 with eight current general contractors performing various facility repair and construction projects throughout the Tollway system. As prime and subcontracting opportunities become available, participants will receive training on the JOC process, JOC concept, technology, documentation, bidding and performing on the umbrella contract as well as the individual projects.

50. **Question:** Regarding clients in the current Technical Assistance program - how will they be classified/identified in this new program? Will current clients remain with current vendors? What if a Technical Assistance is not renewed – what happens to those clients that meet the new criteria but do not have a “home” Technical Assistance because that organization did not get selected?

**Answer:** Current Technical Assistance clients will be notified of the selected providers and provided contact information. Technical Assistance clients are not bound by area and may be serviced by the provider of their choice.

51. **Question:** The RFP refers to providing technical assistance to construction and professional engineering firms. Is the Offeror required to provide services to both industries or can an Offeror focus on one industry?

**Answer:** The Offeror is required to perform all services within the area. Proposals limiting the services provided to less than the scope of core services as detailed in Section D. of the RFP will not be considered and will be deemed non-responsive. Please see Section A., Part A.19.



52. **Question:** Page 57: F.10. USE AND OWNERSHIP: All work performed, or supplies created by Vendor under this contract, whether written documents or data, goods or deliverables of any kind, shall be deemed work-for-hire under copyright law and all intellectual property and other laws, and the State of Illinois is granted sole and exclusive ownership to all such work, unless otherwise agreed in writing. Vendor hereby assigns to the State all right, title, and interest in and to such work including any related intellectual property rights and waives any and all claims that Vendor may have to such work including any so-called "moral rights" in connection with the work. Vendor acknowledges the State may use the work product for any purpose. Confidential data or information contained in such work shall be subject to the confidentiality provisions of this contract.

Some processes and methodology may have been developed for another agency and/or client and cannot be assigned only to the Tollway or the State. Is this okay?

**Answer:** The Offeror has the option to negotiate an agreement with the Tollway regarding some processes and methodology. As stated in Section 3., Part F.10., All work performed, or supplies created by Vendor under this contract, whether written documents or data, goods or deliverables of any kind, shall be deemed work-for-hire under copyright law and all intellectual property and other laws, and the State of Illinois is granted sole and exclusive ownership to all such work, unless otherwise agreed in writing.

53. **Question:** Page 30, Section C: Are the Participant Firm Qualifications of "minimum \$300,000 annual gross revenues" and "able to obtain bonding" hard requirements?

**Answer:** Please see response #10.

54. **Question:** Can an agency service a client from outside their area?

**Answer:** Please see response #5.

55. **Question:** Will the Tollway provide the invoicing and reporting requirements/format for this project, or will the agency have to develop their own?

**Answer:** Please see response #11.

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**RESPONDENT MUST ACKNOWLEDGE RECEIPT OF THIS  
ADDENDUM IN ITS TRANSMITTAL LETTER, PER SECTION 3 OF THE SPECIFICATIONS.**



**ALL REVISIONS INSCRIBED HEREIN WILL  
BE INCORPORATED INTO THE RFP  
SPECIFICATION PER ADDENDUM #4.**