

EXHIBIT A
Request for Proposal 19-0097
Glossary of Terms

Administrative Services: Administrative duties are the tasks and activities that are part of the daily operations of a business. They include phone calls, creating reports, invoicing, data input and managing files; researching

Bid Ready: Competencies, knowledge and skills developed through training, one-on-one coaching and technical assistance in core areas that the client firm may apply and integrate into their firm's processes and culture, preparing them to compete for and participate in, prime and subcontracting opportunities on roadway and vertical construction projects with the Tollway and other agencies.

Business Enterprise Program (BEP): BEP assists businesses owned by minorities, women and people with disabilities gain access to the State of Illinois procurement process. BEP certification with the State of Illinois can also open the door to opportunities with other public and private entities which are looking for diverse suppliers.

Contractor: A Tollway contractor in general, meaning any entity holding a contract with the Tollway or applying or bidding on Tollway projects. This may generally refer to construction contractors and specifically means the client entities that the TA Vendor(s) will serve.

Core Services: Guidance with or training in essential fundamental construction business disciplines required to become "bid-ready". Core services **are required at a minimum to include** the topics listed below.

Access to working capital

Accounting/Cash-flow analysis

Addressing payment issues

Bidding and estimating as a prime contractor/subcontractor

Bonding and insurance

Business with the State

a. Bid Checklist

b. Post award compliance/pre NTP

Certified Payroll

Obtaining and utilizing certifications

Preparing to seek financing

Project Budgets

Project Management

Safety Plans and Field Operations

Understanding of:

a. Compliance with contract pre-award requirements

b. IDOL Labor Laws

c. Legal contracting

d. PLA/Bargaining agreements

Workforce Planning

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<p>Delivery Method: Methodology used to deliver training or related services</p> <p>Blended – Offered as a mix of structured and self-paced formats.</p> <p>Classroom Learning – Offered in a structured, traditional one-time format or limited-time format of less than 6 continuous weeks;</p> <p>Cohort Classroom Learning – Offered in a structured continuous format for greater than 6 weeks to a closed group of participants for a set term; This may include topic-focused workshop series or trainings on a given skill or discipline.</p> <p>E-learning – Offered using electronic means to disperse training such as computer-and internet-based courseware. This may be used only in addition with other learning modes.</p> <p>One-on-one Coaching – Offered as a participant-paced format with an individual subject TA Direct Service Provider or consultant.</p>
<p>Direct Services: Technical Assistance services that enhance a participant firm's business understanding or skill in one of the Core or Supplemental Services needed to successfully manage their business and ultimately implement the knowledge into the participant firm's processes and culture.</p>
<p>Memorandum of Understanding: A collaborative agreement signed by the Prime Vendor, subcontractor and the participating entities identifying their service roles, expertise and rationale for participation in the program model.</p>
<p>Offeror: Prime Vendor who submits a proposal on the RFP and is responsible for administering the TA program services to the entire service area.</p>
<p>Participant Firm: Businesses receiving Core and/or Supplemental services from the Technical Assistance Program.</p>
<p>Partnership for Growth (P4G): The Illinois Tollway's Partnering for Growth Program (P4G) for Construction encourages contractors and subcontractors to assist disadvantaged, minority and women-owned business enterprise (D/M/WBE) firms and veteran-owned small businesses (VOSBs) in remaining self-sufficient, competitive and profitable. P4G offers participating contractors the opportunity to earn up to \$100,000 per year in bid credits that may be applied toward future Tollway construction bids to lower the bid amount and increase the chances of winning the contract as the low bidder.</p>
<p>Program Participant: Individuals receiving Core and/or Supplemental services from the Technical Assistance Program for a construction or construction-related firm.</p>
<p>Service Area Prime Vendor: The prime vendor contracted by the Illinois Tollway having the sole responsibility and liability of identifying, assembling, overseeing and managing the Technical Assistance service delivery scope of services throughout the system wide Tollway service area.</p>
<p>Service Areas: The geographic area in northern Illinois serviced by 293 miles of Illinois State Toll Highway Authority roadway passing through 12 Counties, divided into two service areas identified by four (4) major population centers: Chicago/Cook County/South Suburbs, Aurora area, Waukegan area, the Rockford area and each of their subsequent surrounding communities.</p>
<p>Subcontractor: Any sub-recipient entity doing work under a Tollway Contractor as referenced in the above usage. This term will not mean sub-recipients of the TA contract, which are referred to as "subvendors" to avoid confusion.</p>
<p>Subvendor: An organization or business contracted by the Prime Vendor to provide specific services or tasks within the Technical Assistance program.</p>

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Supplemental Services: Guidance with or training in supporting construction business disciplines that are secondary but add value and compliment the core services to become “bid-ready.” Supplemental services may include, though are not limited to, the following topics:

- a. Addressing payment problems
- b. Analysis of bids after award
- c. Contract walk-thruHuman Resource Management
- d. Emerging Technology
- e. Equipment and Resource needs
- f. Filing liens
- g. Marketing your construction firm
- h. Pre-qualification - IDOT/CDB/Other

Utilization Plan: The Utilization Plan documents work anticipated to be performed, or goods/equipment provided by all BEP certified vendors and paid for upon satisfactory completion/delivery as well as good faith efforts towards meeting the entire goal or portions of the goal.

Vendor: The entity/entities delivering services related to this RFP, as Technical Assistance program service providers.

Veteran Business Program (VBP): VBP assist businesses owned by qualified service disable and veteran-owned business gain access to State of Illinois contracting opportunities and participation in the competitive procurement process.

Veteran Owned Small Business (VOSB)/Service Disabled Veteran Owned Small Business (SDVOSB):

Businesses included in Utilization Plans as meeting Veteran Owned Small Business (VOSB) and Service Disabled Veteran Owned Small Business (SDVOSB) requirements as prime vendors or subcontractors must be certified by the Department of Central Management Services as VOSB or SDVOSB vendors prior to Bid Opening Date.