



**REQUEST FOR PROPOSALS (RFP) NO. 314 – Augmented Staff: people and culture
program lead**

Pre-Bid Questions and Answers

Deadline for Proposal Submissions: Friday, October 11, 2024, at 3:00 p.m. CT

Questions received by CMAP and the corresponding answers are provided below:

Submittal and evaluation questions

1. Are there budgets or not to exceed amounts established for Request for Proposals?

What are the estimated funds that are estimated to be allocated for this contract? Is there a budget or budget range for the project you can share?

Is there a budget for RFP 314?

Can you offer budget guidelines?

Budgets and not-to-exceed amounts are typically not issued for individual requests for proposals, with the goal of fostering innovative solutions, allowing for flexibility in pricing depending on the quality of proposals, and discouraging vendors from potentially inflating prices to match the stated budget.

However, there are occasions when a not-to-exceed amount may be applicable due to the restrictions/limitations of a particular grant that will fund the work. If this is the case, that amount will be disclosed in the RFP publication. This is not the case for this particular RFP.

2. Can we provide hourly rate ranges in the price proposal?

Can travel be included in the proposed budget?

As stated on the Price Proposal Form, each team role needs to include the cost per hour for that role. If ranges are submitted, only the bottom of the range will be considered in the proposed cost per hour for the role.

The cost of travel to and from CMAP's office, 433 W. Van Buren will be the responsibility of the consultant and should NOT be included in the proposed budget. It is not anticipated that there would be any travel required other than to and from the CMAP office. If there are such expenses, and prior approval is granted by CMAP, they will be reimbursed by CMAP outside of the contract.

3. How will the value and cost-effectiveness of the proposal be assessed and considered in the selection process?

Since the proposal cost schedule does not have a weighted score, how will the submitted proposals costs be evaluated?

Once each of the proposals have been evaluated and scored based on the established criteria, the value and cost-effectiveness of the proposals is assessed by dividing the Total Price Proposal by the evaluation score. This result is used to rank and inform the recommendation to the CMAP Board for contract authorization.

4. Will CMAP accept proposals from firms located outside the region, Illinois or the United States?

Is there any preference or priority given to local vendors for this contract?

Are you open to considering an agency from out of state?

Geographic location of the Proposer is not an evaluation criterion. All firms are invited to respond, provided their submittal meets all the RFP requirements and demonstrates an ability to successfully perform the scope of work requirements, including the in-person requirements.

5. Please provide some clarity on how staffing resources should be identified and how team member resumes/bios provided?

Are resumes required at the time of proposal submission? If yes, do we need to submit the actual resumes for proposed candidates or can we submit the sample resumes?

Are we submitting one candidate to complete the request or the Company information and provide Resume and qualifications for the consultant?

Is this request for one person?

If the (staff) resources we provide at the time of proposal submission are not available at the time of a potential contract award, could vendors replace them with equally qualified resources?

How many positions will be required per year or throughout the contract term?

One individual will serve as the People and Culture Program Lead. However, information regarding the qualifications of the Company could give context to the resources, skills and expertise that the single consultant will bring to the project.

Team member resumes/bios are to be submitted as a link as part of the Proposal submittal form excel document.

If the team member listed in the proposal is not available at the time of contract award, the role can be filled by an equally qualified individual, subject to concurrence by CMAP.

6. The Proposal Submittal Form excel sheet contains a "Project Examples" and "Client Examples." Tab, which should be used?

In the excel sheet there are two sheet one for reference & other for past performance, can be filled in with same details?

Vendors that will be providing a professional service towards a project are required to fill out the “Project Examples” tab. Vendors that will be providing products (data, software) or general services or completing tasks as assigned (maintenance, augmented staff, audit services etc.) are required to fill out “Client Examples”. For this particular RFP the Client Example tab is required.

References can include the same project contacts/clients or additional individuals you wish to use as a reference.

7. RFP 302 – Diversity, Equity, and Inclusion (DEI) Roadmap Update is currently also out for bid, do vendors have to submit to both RFPs?

Our firm is interested in both RFPs. Are there any considerations or insights we should be aware of?

Is there any mandatory subcontracting requirement for this contract? If yes, Is there any specific goal for the subcontracting?

Can you clarify the expected number of awards for this solicitation?

Proposers are **not** required to submit for both the Augmented Staff and the Roadmap Update RFPs. However, separate submissions are required if vendors are interested in both.

CMAP reserves the right to issue one award for both RFPs or one award for each RFP.

CMAP refers potential bidders to the RFPs and pre-bid presentation for additional clarity. These documents are available at <https://cmap.illinois.gov/procurement>.

There is not a mandatory subcontracting requirement for this RFP.

Scope questions

8. Can you please provide some clarity around the background of this contract?

Is this a newly initiated project, or is it a continuation of an existing one?

Is this a new contract or are there any incumbents? If there is an incumbent, could you please let us know the incumbent name and pricing and are the incumbents eligible to submit the proposal again?

Is this a new request or is there an incumbent?

If it is ongoing, kindly provide the names of the current service providers/incumbent vendors?

How many positions were used in the previous contract (approximate)?

Could you provide details on the previous expenditure associated with this contract?

Could you confirm if it is possible to obtain the proposals or pricing details of the incumbent vendors?

Could you please share the previous spending on this contract, if any?

Are there any specific challenges or issues currently being faced with the existing vendors?

Are there any pain points or issues with the current vendor(s)?

CMAP previously had an FTE staff member that coordinated DEI activities with the executive team; however, this was in addition to other responsibilities. CMAP leadership believes there is value in having a dedicated individual to the agency's needs, and we have consolidated these duties into a single position: the People and Culture Program Lead.

This was not a contracted position previously.

9. Can you please provide some clarity around the current DEI activities and initiatives at the agency and the role the augmented staff person would fill?

Has the organization ever done a culture or DEI assessment prior to this project?

The RFP indicates that deliverables may need to be translated into the most commonly utilized languages in the region. Do you have an estimate on the number that may be required for translation.

Could you clarify the scope envisioned for this role? Does this position entail any work that is not related to conducting the information gathering, engagement and analysis needed for updating the roadmap and then managing implementation? For example, does it also include coordinating other ongoing agency DEI activities, internal DEI reporting, managing employee resource groups or affinity groups, or organizing and leading agency DEI events or is that work covered by other regular staff? Does it include any other direct HR responsibilities?

In addition to previous efforts supporting the creation of the existing DEI Roadmap, CMAP conducts internal surveys on a regular, rolling cadence. These surveys include a biannual inclusion survey (conducted internally) and a biannual employee engagement survey (conducted by a third-party firm). Qualitative staff feedback has also been collected through listening sessions with executive leadership, Human Resources and consultants in recent years. These materials can be shared with the successful consultant to aid their efforts.

For reference, a copy of the DEI Roadmap is available under *RFP 302: DEI Roadmap Update* at <https://cmap.illinois.gov/procurement>.

Translation of deliverables is not a requirement of *RFP 314: Augmented staff – People and culture program lead*. The need to translate deliverables is identified as a potential deliverable in the scope for *RFP 302: DEI Roadmap Update*.

The scope for *RFP 314: Augmented staff – People and culture program lead* includes coordinating and supporting ongoing DEI implementation efforts. The scope for *RFP 302: DEI Roadmap Update* is related to conducting the information gathering, engagement, and analysis needed to update the DEI Roadmap and manage future implementation efforts.

CMAP refers potential bidders to the RFPs and the pre-bid presentation for additional clarity. These resources are available at <https://cmap.illinois.gov/procurement>.

10. Can you please provide some clarity around the Augmented Staff day-to-day logistics?

What is the tentative start date of this engagement?

What is the work location of the proposed candidates?

What is the required job title?

Is it entirely onsite work or can it be done remotely to some extent / Does the services need to be delivered onsite or is there a possibility for remote operations and performance?

Does the 2-day in person minimum take into account regular meetings?

Could you please provide the list of holidays?

Is there any mandated Paid Time Off, Vacation, etc.?

Will the augmented staff member be classified as a 1099 contract employee?

Does this position map onto any existing salary range or level at the agency or any existing contract rate?

The job title will be Program Lead People and Culture with an anticipated start date in November 2024. CMAP’s office location is 433 West Van Buren, Suite 450, Chicago, IL 60607. This is a contracted position and, as a 1099 employee, it does not conform to a specific CMAP salary range, level or grade.

The RFP specifies a minimum on-site requirement of 2 days per week. As long as this requirement is satisfied via a mutually agreed upon schedule, remote work is possible. In accordance with CMAP’s hybrid policy, meetings can be attended remotely. However, CMAP will work with the selected contractor to be strategic about in-person meetings, as needed.

There is no paid time off offered for this position. CMAP holidays, during which this contracted position will be unpaid and, thus, not required to work include:

2024		
Monday	September 2, 2024	Labor Day
Monday	October 14, 2024	Indigenous Peoples’ Day
Monday	November 11, 2024	Veterans Day
Tuesday	November 5, 2024	Election Day
Thursday	November 28, 2024	Thanksgiving Day
Friday	November 29, 2024	Day after Thanksgiving
Wednesday	December 25, 2024	Christmas Day
2025		

Wednesday	January 1, 2025	New Year's Day
Monday	January 20, 2025	Martin Luther King Day
Monday	February 17, 2025	Presidents' Day
Monday	May 26, 2025	Memorial Day
Thursday	June 19, 2025	Juneteenth Day
Friday	July 4, 2025	Independence Day
Monday	September 1, 2025	Labor Day
Monday	October 13, 2025	Indigenous Peoples' Day
Tuesday	November 11, 2025	Veterans Day
Thursday	November 27, 2025	Thanksgiving Day
Friday	November 28, 2025	Day after Thanksgiving
Thursday	December 25, 2025	Christmas Day

RECORDING AND ATTENDANCE SHEET FOR PRE-BID INFORMATIONAL MEETING. A joint pre-bid informational meeting was held on September 25, 2024, for RFP 302 and RFP 314. A recording can be found by using this link: [RFP 302 & 314 Pre-Bid Meeting](#). Please note that this link will expire after 90 days.

NAME	AFFILIATION
Alyscia Raines	ADR Consulting Group
Avani Sharma	AECOM
Alex Moore	AECOM
Kosheka Ingram	AIGS
Jackie Gifuni-Koutsouris	Amaka Consulting and Evaluation Services LLC
Jasina Chapman	B4U Services
Kelly Blackmon	Butterfly Effect Consulting
Sarita Sharma	CCS Learning Academy
Jacquelin Joseph	CCS Learning Academy
Yasser Kirrou	E-Logic, Inc
Demetria Murphy	Estolano Advisors
Jose A. Alvarez	Estolano Advisors
Sindy Mondesir	HR KnowledgeSuite
Alan Pennington	Matrix Consulting Group, Ltd.
Mysi Hall	MGT
Allen Tate	Net2Source Inc
Brynne Hovde	Nova Collective
Blix Coughlin	Paradigm
Karen Driscoll	Raben
Gayle McCornack	Social Current
Luz Lynch	Tangible Development
Shayla Atkins	The Atkins IMPACT Consulting
Kendra Malone	VIBE Consulting LLC
Sarah Crawford	Working IDEAL
Maya Miller	WSP

