



Meeting Agenda

Public Building Commission of Chicago | Richard J. Daley Center | 50 West Washington Street, Room 200 | Chicago, Illinois 60602 | (312) 744-3090 | pbcchicago.com

Meeting Date: October 30, 2019 Meeting Subject: Pre-Submittal Conference
Meeting Time: 11:00 a.m. Project Name: Audit Services
Meeting Location: Public Building Commission Board Room
50 West Washington
Chicago, IL 60602 Contract Number: PS3045
Meeting Facilitator: James Borkman
Contract Officer

1. Welcome and Introductions
2. Scope Overview – Tanya Foucher-Weekley
 - a. Public Building Commission Overview
 - b. Audit Services
 - c. Key Submission Considerations
3. Procurement Highlights – James Borkman Updated 10/30/2019
 - a. Questions Deadline: Thursday, October 31, 2019 at 4:00pm (~~Revised via Addendum No. 3~~)
 - b. Submission Format
 - i. Requirements
 - ii. Submission Checklist
 - iii. Financial Statements are to be submitted in a Separately Sealed Envelope
 - iv. Addendum No. 1 was issued Tuesday, October 22, 2019. The addendum is available at the following link:
https://pbcchicago.com/wp-content/uploads/2019/10/AD_PBC_JLB_AuditSvc_P3045_AddendumNo1_20191022_Final.pdf
 - v. Addendum No. 2 was issued Wednesday, October 23, 2019. The addendum is available at the following link:
https://www.pbcchicago.com/wp-content/uploads/2019/10/AD_PBC_JLB_AuditSvc_P3045_AddendumNo2_20191023_Final.pdf
 - vi. Addendum No. 3 was issued Thursday, October 24, 2019. The addendum is available at the following link:
https://www.pbcchicago.com/wp-content/uploads/2019/10/AD_PBC_JLB_AuditSvc_P3045_AddendumNo3_20191024_Final.pdf
 - vii. Addendum No. 4 was issued Wednesday, October 29, 2019. The addendum is available at the following link:
https://www.pbcchicago.com/wp-content/uploads/2019/10/AD_PBC_JLB_AuditSvc_P3045_AddendumNo4_20191029_Final.pdf
 - c. Evaluation Criteria
 - i. Experience and Qualifications of the Firm & Key Personnel (15%)
 - ii. Project Approach/Work Plan (30%)
 - iii. Past Performance (10%)
 - iv. References (5%)
 - v. Audit Services Fee Proposal (15%)
 - vi. Minority and Women Owned Business Participation (20%)
 - vii. Financial Capacity (5%)
4. Contract Highlights – Lori Ann Lypson
5. Requests for Information: send to Public Building Commission of Chicago, Attn: James Borkman, Contract Officer, via email james.borkman@cityofchicago.org.
6. REVISED Submittal Due Date: The deadline for RFQ/P Submissions is **Tuesday, November 5, 2019 at 11:00am local time** (~~Revised via Addendum No. 3~~). Submit One (1) signed, bound original; one (2) doubled-sided unbound paper copies; plus five (5) USB Flash Drives of the electronic version (PDF) of the submittal in a sealed envelope or container, clearly labeled to the office of the PBC, Richard J Daley Center, 50 West Washington, Room 200, Attn: James L. Borkman (Contract Officer), Chicago, IL 60602
7. Past Financial Reports: A copy of the PBC's annual CAFR and other financial reports is available on the PBC's website at: <https://www.pbcchicago.com/resources/financial-reports/>.
8. Q & A

