



Meeting Agenda

Meeting Date:	October 30, 2018	Meeting Subject:	Pre-Submission Conference
Meeting Time:	11:30 a.m.	Project Name:	Permit Expediter Services
Meeting Location:	PBC Board Room, 2 nd Floor 50 West Washington Chicago, IL 60602	Project Address:	50 West Washington Chicago, IL 60602
Meeting Facilitator:	James Borkman Contract Officer	Contract Number:	PS3011

1. **Welcome and Introductions**
2. **Program Overview**
 - a. Scope of Services
3. **Procurement Timeline & Information**
 - a. Timeline
 - i. Issue RFP October 11, 2018
 - ii. Pre-Submission Conference..... October 30, 2018 at 11:30 AM CT
 - iii. Questions DeadlineNovember 2, 2018 at 4:30 PM CT
 - iv. **Submission Deadline** **November 16, 2018 at 1:00 PM CT**
 - v. Targeted Board Meeting December 2018
 - b. Term of the Agreement
 - i. Three (3) year term period with the option to extend for up to two (2), additional one (1) year periods.
 - c. Addenda
 - i. Addenda can be found on the Opportunities Page at www.pbcchicago.com
4. **Submission Overview**
 - a. Number of Submissions (Refer to Cover Page and Section V.A.1)
 - i. Submit 1 signed, single-sided, bound ORIGINAL (marked as such)
 - ii. Submit 1 double-sided, unbound paper copy
 - iii. Submit 4 electronic copies on USB Flash Drives*
 - iv. Submit 1 single-sided, bound copy of Financial Statements

*Electronic copies must be in a single, searchable pdf document. No Compact Discs.
 - b. Submission Format (Refer to Section V.A.2)
 - c. Submission Checklist (Refer to Section V.B. and Section VI)
 - i. Cover Letter and Table of Contents (Tab 1) (Limited to 3 Pages)
 - ii. Experience and Qualifications of Firm and of Key Personnel – (Tab 2)
 - iii. Past Performance – (Tab 3)
 - iv. References – (Tab 3) (Complete Exhibit H)
 - v. Cost Proposal – (Tab 4) (Complete Schedule A)
 - vi. MBE/WBE/Other Criteria – (Tab 5) (Complete Exhibit I)
 - vii. Other Criteria – (Tab 6) (Contract Terms and Conditions; Insurance Requirements)
 - viii. Exhibits – (Tab 7) (Complete Exhibits A, B, and C)
 - ix. Joint Venture Participation – Tab 8 (If applicable)
 - x. Financial Statement – Separately Sealed Envelope

- 5. **Evaluation Process**
 - a. Evaluation Committee
 - b. Evaluation Criteria
 - i. Experience and Qualifications of Firm and of Key Personnel (30%)
 - ii. Past Performance (20%)
 - iii. References (3%)
 - iv. Pricing (20%)
 - v. Financial Capacity (10%)
 - vi. Minority and Women Owned Business Participation (15%)
 - vii. Responsiveness (2%)

6. **Requests for Information**
Submit questions in writing to the attention of: James Borkman, Contract Officer via email at: james.borkman@cityofchicago.org

7. **Q & A**

NOTES: