

CITY OF EVANSTON
REQUEST FOR PROPOSALS

RFP NUMBER: 11-11

Economic Development Website Implementation Project



PROPOSAL DEADLINE: 2:00 P.M., Friday, May 14, 2010

SEALED PROPOSALS TO BE RETURNED TO:

CITY OF EVANSTON
PURCHASING DIVISION
ROOM 4200,
LORRAINE H. MORTON CIVIC CENTER
2100 RIDGE AVENUE
EVANSTON, IL 60201
Phone: 847/866-2935
Fax: 847/448-8128
Email: purchasing@cityofevanston.org

CITY OF EVANSTON

NOTICE TO RESPONDENTS

The City's Purchasing and Contracts Manager will accept sealed proposals in Room 4200 of the Lorraine H. Morton Civic Center located at 2100 Ridge Avenue, Evanston, Illinois, 60201, until 2:00 p.m. CST on May 14, 2010.

Proposals shall cover the following:

Economic Development Website Implementation Project RFP Number: 11-11

The City of Evanston is undertaking the design, development and implementation of a new web site that focuses on Economic Development opportunities, activities, and resources. The site will integrate a web-based content management system (*Moveable Type*) and provide web-based interactivity to enable the engagement and participation of individuals and businesses. We seek a developer who will partner with us in bringing innovation, creativity, and excellence to our site, and assuring we can modify and enhance it over time.

The City of Evanston (the City) in accordance with the laws of the State of Illinois, hereby notifies all respondents that it will affirmatively ensure that the contract(s) entered into pursuant to this Notice will be awarded to the successful proposer without discrimination on the ground of race, color, religion, sex, age, sexual orientation, marital status, disability, familial status or national origin. The City of Evanston reserves the right to reject any or all submittals or to accept the submittal(s) deemed most advantageous to the City.

The Evanston City Council also reserves the right to award the contract to an Evanston firm if that firm's bid is within five percent (5%) of the low bid.

Each respondent shall be required to submit with his/her proposal a Disclosure of Ownership Interest form in accordance with the provisions of Ordinance 15-O-78. Failure to submit such information may result in the disqualification of such proposal.

Jewell Jackson
Purchasing and Contracts Manager

Table of Contents

RFP 11-11

<i>Section</i>	<i>Page #</i>
I. GENERAL INFORMATION	4
II. SCOPE OF SERVICES.....	4
III. PROPOSED RFP & IMPLEMENTATION SCHEDULE.....	10
IV. SUBMITTAL REQUIREMENTS:	10
V. SELECTION CRITERIA	12
VI. M/W/EBE UTILIZATION PLAN	13

<i>Attachment</i>	<i>Page #</i>
ATTACHMENT A	15
COST WORKSHEET.....	16
ATTACHMENT E.....	20
M/W/EBE POLICY	20
ATTACHMENT F	26
REFERENCES	26
ATTACHMENT H	27
DISCLOSURE OF OWNERSHIP INTERESTS	27

I. GENERAL INFORMATION

The City of Evanston is undertaking the design, development and implementation of a new web site that focuses on Economic Development opportunities, activities, and resources. The site will integrate our web-based content management system (*Moveable Type*) and provide web-based interactivity to enable the engagement and participation of individuals and businesses. We seek a developer who will partner with us in bringing innovation, creativity, and excellence to our site, and assuring we can modify and enhance it over time.

A. BACKGROUND

Currently the City of Evanston's website has several web pages devoted to Economic Development. The pages are mainly static and focus on sharing information, giving access to forms that can be printed and completed in ink, and links to various documents and websites. These pages, while full of useful information, do not captivate visitors and do not adequately convey the advantages of living, working and running a business in Evanston.

B. BUSINESS CASE

The business case for establishing this new website is to meet these goals. We aim to:

1. Stimulate and support the retention and generation of jobs, attraction and retention of businesses, and produce revenue for the City of Evanston.
2. Create an Economic Development sub site of the City of Evanston site, leveraging the technology (e.g., *Moveable Type*) adopted to build the new City of Evanston external website and addressing one of the City Council's current city service goals, fostering economic development.
3. Enable City employees and economic development partners to contribute content directly to the website to ensure timely and accurate information is available to citizens and other visitors.
4. Enhance the City's image and the effectiveness of our communication with our customers on a platform that allows us to engage them in a meaningful way, accommodate future growth, and rapidly incorporate new technology, share information quickly and have the capability to easily monitor and manage it.
5. Improve branding of the City of Evanston as a premiere urban center for businesses and residents by focusing on events, development and differential advantages.

II. SCOPE OF SERVICES

A. DELIVERABLES

At the end of the project we will have:

1. A fully functional website.
2. Documentation of the implemented site for archival purposes.
3. Ownership of the deliverables and reproduction rights of the design assigned to the City by the vendor. The vendor will provide all application source code to the City of Evanston.

B. "IDEAL" WEBSITE – TEAM BRAINSTORM RESULTS

1. Flexible, expandable on the fly
2. Interactive
 - a. Users can ask questions and get answers
 - b. User can make comments

- c. There can be one or more Economic Development blogs
 - d. There may be other social networking components
- 3. Clearinghouse of information about Evanston and resources
- 4. Intermediary among resources and supportive programs for businesses sponsored by City, State of Illinois, and the Federal Governments
- 5. Captures inbound data
- 6. Enables visitors to dig down into data to find details
- 7. A one stop shop for all economic development inquiries and visits
- 8. Pages of or links to “tours” of commercial buildings and spaces for sale and rent that would suit many businesses.
 - a. “Tours” could include facts about the highlighted properties such as square footage, plumbing, electrical, frontage, neighborhood descriptions, demographics, income and other census information, etc.
 - b. Properties could link to existing or newly developed GIS information
- 9. Strengthen and keep visible activities and opportunities that come from our partnerships with other organizations (hospitals, schools and colleges, other organizations that support the development of people, jobs and businesses):
- 10. Provide links among existing business districts, and make visible their events, opportunities, etc.
- 11. Highlight businesses and people who are here. For example, “Someone You Should Know”
- 12. Maintain a tone that is invitational and welcoming (friendly, personal, informational, not too formal)
- 13. Give reasons why others should come, too.
 - a. Data on sales, outputs, business successes etc.
 - b. Info about what in our legislation supports business
 - c. Unique features of Evanston
 - d. Emphasis on our diversity
 - e. Focus on sustainability
 - f. Close to Chicago, “a major International city”
 - g. Transportation

C. WEBSITE CONTENT & FUNCTIONALITY AT GO LIVE

Content	Technical Functionality Requirements
Home Page	▪ Feeds in 5 most recent blog posts ▪ Sign up for ListServ and capture relevant profile data ▪ Navigation ▪ Welcome video (self-made here at COE)
Blogs / Summary of Activity	• Blog with Tagging & Commenting
Contact COE	▪ Form ▪ Text
Data Resources	• Documents • Links
Feature current economic development-related events including public city meetings and regional events	▪ List of events on website home page that users can "click" for detailed information ▪ Calendar pull from master city calendar for meetings ▪ Ability to add their own events

Content	Technical Functionality Requirements
	Downloadable in iCal format
List of frequently asked questions and accompanying answers	No functionality – static content
List Serv (instead of user profile, we collect and save data here – including areas of interest & contact information)	- List Serv - segmented (collect data from subscriber) - Integrate with our existing list mail account with Mail Chimp (www.mailchimp.com)
Living In Evanston Resources	- Documents - Links - Text - Graphics - Photo Gallery???
News Articles Current news including links to relevant articles	- Aggregate news stories on one page 5 most recent from internal news 5 most recent from “Economic Development in the news” (external sources) and 5 most recent blog posts - News Functionality with Article editor - RSS feed
Connection to PAL’s Citizen Access (note: PAL is Accela Automation 6.7.) - Documentation - E-Forms - FAQs	- Allow for businesses to apply for permits online - Provide specialized checklists for customers based on their requirements for obtaining correct permits. Regulatory Focus
Display citywide zoning districts, incentive areas, including CDBG target area, current projects/developments and public transportation information Zoning Maps	- Layered mapping/GIS - Searchable - Give a detailed print out of parcels from zoning, allowable uses and examples of densities allowed on site - Need to be able to accept variables from other applications and plot the location on the map (example: available commercial properties)
Evanston Business Directory	- Searchable database of all Evanston business - Search by Category (barbershop) - Search by business district - Search by what else? - Linked to GIS layered map
Highlight certain for sale or for rent commercial properties that are listed in a separate commercial properties database	- Database of available properties with - Links to plot the location on a layered map - Links to allowable zoning.(lists) - Property description - Property photo - Possible links to externally hosted videos/tours/photos “Featured tours” – phase 2 possibility
Project Highlights Page	- Database with searching & mapping capabilities - Project Photos /OR Video - Case studies (DOCUMENTS) - Text - Graphics - RSS feed

Content	Technical Functionality Requirements
City Permits & Licenses (eBusiness)	▪ PAL Connection (Citizen Access) ▪ Documentation ▪ E-Forms ▪ FAQs

D. TECHNICAL REQUIREMENTS

1. ENVIRONMENT

- a. Virtual Debian Linux web server running on Xen virtualization which runs on a Dell X86_64 platform.
- b. Oracle 10.2 and 11.1 databases for all data storage running inside the firewall
- c. CiscoVPN server for developer access
- d. We support ssh and sftp from inside the firewall
- e. Vendor required to provide own Cisco VPN client software
- f. Vendor required to work with City of Evanston to ensure that developed software has adequate performance characteristics.

2. WEBSITE DEVELOPMENT LOCATION

- a. The City expects the Economic Development website to be developed on our servers.

3. SECTION 508 ACCESSIBILITY

- a. Web site pages must be coded to adhere to section 508 accessibility guidelines (as found at <http://www.section508.gov>.)

4. GIS

- a. As detailed in the Content & Functionality table, a major component is the use and integration of GIS maps. The City uses ESRI software to create and maintain GIS data which is stored in an ArcSDE database; our preference for a web mapping engine is ArcGIS Server. During this implementation we need to leverage our data and current infrastructure and create a new public face.
- b. We would also consider the use of mapping alternatives (e.g., Google maps.)
- c. We are open to Proposers using a subcontractor to work on the GIS elements in the project. If you choose to do so, your bid must include subcontractor information at the same level of detail as the information you submit about yourself (ownership, financial stability, experience, examples of prior results, costs, who will be on the team and their experience, etc.)

5. ARCHITECTURE

- a. Movable Type Content Management System version 5 with MySQL Database

E. IMPLEMENTATION SERVICES REQUIREMENTS

1. PROJECT RESOURCES

- a. The City will provide a full time Project Manager to manage communication, administration and Evanston production activities and resources on this project.
- b. Similarly the City expects from the successful respondent a fully accessible Project Manager to manage the project with regard to the proposer's production activities and resources and to maintain communications with the City's project manager about all issues related to the project's forward movement to successful completion.

- c. In addition to the project manager the City's team consists of our web developer, our database/enterprise systems administrator, and Economic Development content experts designated to give advice, guidance, and assistance to the successful respondent. These team members will also perform or delegate the performance of project tasks.
- d. The City will supply raw content and expect the respondent to provide an editor to lead (and train City employees) in the process of unifying messaging, tone, design, branding, etc.
- e. Respondents shall designate key personnel deemed necessary to satisfy the requirements of this RFP. Resumes and supplemental information will be submitted in the proposal process and will be assumed to describe the respondent's designated team members' abilities and experience. Once identified, vendors may not change key personnel without prior notice and acceptance from the City of Evanston.
- f. The City of Evanston shall have 30 days' notice of any change in the project's key personnel. If a proposer's team member is replaced during the project, the City expects:
 - i. To receive a resume and supplemental information about the replacement;
 - ii. To receive a written rationale as to why the particular replacement was assigned and an estimate of the adverse impacts on completing the project on time and at expected quality as a result of the change in staff;
 - iii. That the replacement is brought up to speed by the respondent so the replacement is aware of the project's history, progress and needs from the get-go.
- g. If so requested by City, the successful respondent shall promptly replace any employee or agent performing the services if, in the opinion of the City, such performance is unsatisfactory.

2. PROJECT-RELATED COMMUNICATION

- a. The City expects that City experts and team members will work and communicate directly with the successful respondent's experts and team members. That is, project-related communication around problem-solving and decisions will not be "filtered" through the project managers but, rather, copied to them.
- b. Throughout the project's duration, the City expects a great deal of communication by phone and email with the successful respondent's team. At an early meeting we will establish common communication norms for the project, such as "one day turn around time to respond to voicemail and email."

3. PROJECT PLAN

- a. The successful proposer will take the lead and collaborate with the Evanston team on creating a standard project plan (tasks and activities with durations, milestones, estimated start and end dates, actual start and end dates, allocation of resources, critical path, Gantt chart, etc.) as a basis for staying within scope, tracking time and costs, and managing resources.
- b. The successful respondent will keep the project plan up-to-date and accessible to all team members, storing it either on the City's network or some other mutually agreed upon shared site, and notifying team members when it is updated on a scheduled basis.

4. CONDUCT AND QUALITY OF PROJECT WORK

- a. The successful proposer will generate drafts of site pages, navigation, designs, etc. at various stages of design and development and will receive and integrate feedback from the City team.
- b. The successful respondent will supply a photographer to take relevant photos. The City will ensure access to locations and accompany the photographer up to 7.5 hours to provide suggestions and support during photo shoot(s). (At the end of the project all original photos must be provided to the City without copyright.)
- c. We expect the successful proposer to supply the City's web developer with ongoing information about new opportunities, benefits, features, etc. that can be added to keep the site evolving and avoid stagnation.
- d. All services performed and documentation (regardless of format) provided by the successful respondent shall be in accordance with the highest professional standard, free from errors or omissions, ambiguities, coordination problems, and other defects in the documentation.

F. OWNERSHIP OF MATERIALS, CITY'S NAME, CONFIDENTIALITY

- a. Upon the completion of the project the successful respondent will provide the City of Evanston with all website assets including but not limited to code, copyright, original source photography, images, layered psd files, and database files.
- b. All originals, duplicates and negatives of all plans, drawings, reports, photographs, charts, programs, models, specimens, specifications, and other documents or materials required to be furnished by the successful respondent, including drafts and reproduction copies thereof, shall be and remain the exclusive property of City.
- c. The City shall have the unlimited right to publish and use all or any part of the same without payment of any additional royalty, charge, or other compensation to successful proposer.
- d. Upon the termination of the contract, or upon request of City, during any stage of the project, the successful respondent shall promptly deliver all such materials to City.
- e. The City shall have full ownership in and title to the website software and documentation provided, and the successful proposer will assign all rights, title, and interest to the City.
- f. The respondent shall not publish, transfer, license or, except in connection with carrying out obligations under this agreement, use or reuse all or any part of such reports and other documents, including working papers, without the prior written approval of City, provided, however, that successful respondent may retain copies of the same for their own general reference.
- g. The proposer shall not use or permit the use of City's name nor the name of any affiliate of City nor any picture of or reference to the property in any advertising, promotional or other materials prepared by or on behalf of , nor disclose or transmit the same to any other party.
- h. The City may provide the proposer with information to enable the rendering of service, or the proposer may develop confidential information for City. The respondent agrees:

- i. To treat, and to obligate the respondent's employees to treat, as secret and confidential all such information whether or not identified by City as confidential;
- ii. Not to disclose any such information or make available any reports, recommendations and /or conclusions which the proposer may make for City to any person, firm or corporation or use the same in any manner whatsoever without first obtaining City's written approval; and
- iii. Not to disclose to City any information obtained by the proposer on a confidential basis from any third party unless the proposer shall have first received written permission from such third party to disclose such information.

III. PROPOSED RFP & IMPLEMENTATION SCHEDULE

Description	Date	Comments
RFP Published	April 22, 2010	Released on <i>Demand Star</i> , vendors notified via <i>Evanston Review</i> , the <i>Chicago Tribune</i> and directly via USPS.
Emailed questions and requests received from Proposers	May 5, 2010	Email is the mandated medium for the submission of questions and requests.
Responses to questions and requests emailed to Proposers	May 7, 2010	Email is the mandated medium for replies to questions and requests.
Proposals Deadline	May 14, 2010	Due no later than 2 p.m. in Room 4200, Lorraine H. Morton Civic Center, 2100 Ridge Ave., Evanston, IL 60201. LATE PROPOSALS WILL NOT BE ACCEPTED.
Proposals Evaluated & Vendor Selected	May 25, 2010	
SOW & Contract Finalized	May 25-June 15, 2010	
City Council Approval	June 28, 2010	City Council meeting.
Award of Contract	June 29, 2010	Evanston awards the contract.
Project Kickoff Meeting	July 7, 2010	

IV. SUBMITTAL REQUIREMENTS:

Responses to the RFP should be in one volume. Information required in this RFP must be submitted on or attached to the forms (attachments) provided. **Seven (7) copies of the submittal are required, including one (1) unbound original. In addition to the seven hard copies, two (2) copies of the proposal shall be submitted electronically on two separate CDs in a either Word or PDF format.** Each copy must contain the same information (except one set must have original signatures and stamps.)

Companies that wish to be considered for this project ("proposers" or "respondents") must submit all of the information requested in this Request for Proposal (RFP). The schedule for this RFP is outlined on this page. Any questions or requests for clarification of this RFP should be

directed to Carole Davenport at cdavenport@cityofevanston.org

A complete submittal will include the following:

A. Vendor Information, Relevant Experience and References

Furnish information about the respondent (and any sub-contractors the respondent will delegate work to throughout the project.)

1. Number of employees
2. Breakdown of employees by function (administration, sales, product development, support, consulting)
3. Annual revenue by year for past 5 years
4. Primary business
5. Primary locations with staff counts
6. Date founded
7. Managing principals
8. Number of total websites designed, developed, and implemented each year for the past 5 years. Include URLs for the current and past years' websites.
9. A complete list of all customers for the past five years along with the project start date and go live date of implementation.
10. If a team of vendors has been proposed, include information on each vendor, and furnish a team organization chart clearly indicating the lead vendor.
11. Current audited Annual Financial Report.
12. Furnish at least five references. Provide contact names, address, phone number, start date, completion "go-live" date.

B. Project Team Information

Furnish information on the team organization, including roles, resumes, and home office locations of the key personnel that will be providing service to the City of Evanston. Clearly indicate the Project Manager who will have day-to-day responsibilities for the duration of the contract. Please furnish copies of team member resumes in your proposal.

C. Implementation Approach/Schedule

Describe your project approach, including:

- Methodology
- Workshops
- Interviews
- Documentation
- Installation, data conversion, system integration and testing
- Training

Include in your approach a proposed schedule with tasks and milestones, addressing all the service elements listed in Section II. Describe any scope of work assumptions you are making, such as maximum quantities (e.g., number of trainees), maximum level of effort (e.g., limited person-hours for a task), or maximum time frame (e.g., up to a week of effort on a task).

If this RFP has overlooked required skill sets and knowledge in the City's staff to insure that

the City of Evanston a successful implementation, furnish a list of the additional required skills and knowledge.

D. Cost of Service

Furnish a detailed cost proposal that fully reflects your understanding of the project requirements as described in this RFP by providing answers in the appropriate designated areas in Attachment A, the Cost Worksheet. **All items in Attachment A must be completed.** If an item in Attachment A is not applicable to your cost estimate, fill in *NA* rather than leaving a blank cell.

E. M/W/EBE Documents

See Attachment E.

F. Contracts

Attached is a copy of our professional services agreement. Please identify any major exceptions that you may have to this contract. Please provide a copy of your standard agreement.

V. SELECTION CRITERIA

The City of Evanston will select the successful respondent through an evaluation process based on the vendor meeting the specification as outlined in this RFP. The following criteria will be used in making this determination:

A. Qualifications and experience of personnel assigned to perform the work.

Background and experience information on the professional members of your team who will be key (primary) personnel in conducting the work will be evaluated. Descriptions of credentials and experience of these individuals related to similar projects. Resumes for each team member.

B. Approach to the project and schedule.

The degree to which your proposal evidences innovation, creativity and awareness of business and community development issues in the City of Evanston. The project plan and schedule of milestones.

C. Vendor information, relevant experience and references.

Evidence of the results of past projects involving similar challenges, and a list of professional references to supplement the proposal.

D. Cost of services.

The cost of the services to be performed for the City will be taken into consideration, though factors other than price will influence the ultimate decision.

E. MBE/WBE/EBE participation.

Capability and willingness to meet MBE/WBE/EBE goals.

F. Completeness of Proposal.

The proposal shall respond to all items listed in the submittal requirement section, Section V, in the requested format. The proposal shall include an executive summary to help familiarize the City of Evanston management and evaluators with the key elements and unique features of your proposal. Briefly (limit 3 pages) describing how your company plans to implement this project. It should at a minimum do the following:

- Summarize your overall approach.
- Describe the business features and benefits for your solution.
- Discuss any concerns arising from our RFP.
- Explain what is needed by the City of Evanston to begin the project.
- Provide a budget that includes a pricing summary and explains how pricing was computed. The pricing summary also should include any pricing constraints on your part or hidden costs that the City of Evanston may not have anticipated.

G) Financial stability.

VI. M/W/EBE UTILIZATION PLAN

The City of Evanston has a goal of awarding 25% of its contracts to Minority-Owned, Women-Owned, and Evanston-based businesses (M/W/EBEs). All respondents must submit a statement of the proposed involvement of M/W/EBEs in completing a portion of the services required by the City by completing the attached M/W/EBE forms or the M/W/EBE participation waiver request. Questions regarding M/W/EBE compliance should be directed to Lloyd Shepard, M/W/EBE Coordinator at 847/448-8078.

VI. PROTEST

Any actual or prospective bidder, proposer, or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the Purchasing and Contracts Manager. The protest shall be submitted in writing within ten (10) calendar days after such aggrieved person knows or should have known of the facts giving rise thereto.

The bidder/proposer shall submit any protests or claims regarding this solicitation to the office of the Purchasing Manager. A pre-bid protest must be filed five (5) days before the bid opening or proposal submittal, a pre-award protest must be filed no later than ten (10) days after the bid opening date or proposal deadline, and a post-award protest must be filed no later than ten (10) days after the award of the Contract.

All claims by a contractor against the City relating to a contract shall be submitted in writing to the Purchasing Manager. The City will consider protests that are properly and timely submitted.

All protests or claims must set forth the name and address of the protester, the contract number, the grounds for the protest or claim, and the course of action that the protesting party desires that Purchasing Manager take. Statements shall be sworn and submitted under penalty of perjury.

Authority To Resolve Protests And Contract Claims:

Protests: The Purchasing Manager shall have the authority to consider and resolve a protest of an aggrieved bidder, proposer, or contractor, actual or prospective, concerning the solicitation or

award of a contract. The City shall issue a written decision and that decision is final.

Contract Claims: The Purchasing Manager, after consulting with the City Attorney, shall have the authority to resolve contract claims, subject to the approval of the City Manager or City Council, as applicable, regarding any settlement that will result in a change order or contract modification.

Each proposer, by submitting a response to this RFP, expressly recognizes the limitations on its rights to protest provided in this Section and expressly waives all other rights and remedies and agrees that the decision on the protest is final and conclusive. If a proposer disregards, disputes or does not follow the exclusive protest remedies provided in this Section, it shall indemnify and hold the City and its officers, employees, agents and consultants harmless from and against all liabilities, fees and costs, including legal and consultant fees and costs, and damages incurred or suffered as a result of such proposer's actions. Each proposer, by submitting a response to this RFP, shall be deemed to have irrevocably and unconditionally agreed to this indemnity obligation.

COST WORKSHEET

City of Evanston Project:		ECONOMIC DEVELOPMENT WEBSITE IMPLEMENTATION		
Respondent's Name:				
Task*	Low Estimate (hours)	Cost - Low	High Estimate (hours)	Cost - High
DESIGN				
e. Brand strategy, creative direction, competitive set analysis				
f. Design consultation				
PROGRAMMING (HTML, Moveable Type, GIS, Other)				
▪ Home Page				
▪ Blog / Summary of Activity				
▪ Contact COE				
▪ Data Resources				
▪ Calendar - feature current economic development-related events including public city meetings and regional events				
▪ List of frequently asked questions and accompanying answers				
▪ List Serv (instead of user profile, we collect and save data in MailChimp – including areas of interest & contact information)				
▪ Living In Evanston Resources				
▪ News Articles and Links				
▪ Interface with PAL Citizen Access to apply for City Permits & Licenses on line.				
▪ FAQs				
▪ E-Forms				
▪ Display citywide zoning districts, incentive areas, including CDBG target area, current projects/ developments and public transportation information				
▪ Use Zoning Maps				
▪ Evanston Business Directory				
▪ Highlight selected commercial properties for sale or rent from a commercial properties database				
▪ Project Highlights Page				
UNIFY CONTENT				
TEST				
GO LIVE				
SUB-TOTALS				
<i>*Use ONLY the Task categories ABOVE to show costs. ~ List & describe other costs ON THE NEXT PAGE in “Other Expenses Included in the Bid Total” section.</i>				
(continued)				

~ Other Expenses Included in the Bid Total

(Note: The successful respondent is responsible for all of its out-of-pocket expenses incurred throughout the duration of project. Project expenses may extend to: the purchasing of stock media, the scanning of existing print photographs, the licensing of software, web hosting, domain name acquisition, etc. Your bid total should be adequate to cover such anticipated expenses.)

<i>Description</i>		<i>Hours</i>	<i>Cost</i>
1.			
2.			
3.			
4.			
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17.			
18.			
SUB-TOTALS:			

<i>PROJECT TOTALS</i>	<i>Low Bid</i>	<i>High Bid</i>

Notes:

<i>Optional Applications</i> (not included in the project totals above)	
<i>Description</i>	<i>Cost</i>
(continued)	

<i>Third-Party Solution or M/W/EBE Vendor(s)</i> (not included in project total on previous page)	<i>Hours</i>	<i>Cost</i>
<i>END OF COST WORKSHEET</i>		

ATTACHMENT B

THE SECTION BELOW MUST BE COMPLETED IN FULL AND SIGNED

The undersigned hereby certifies that they have read and understand the contents of this Request for Proposal and agree to furnish the requested information. Failure to have read all the provisions of this solicitation shall not be cause to alter any resulting contract. By signing this document, the respondent hereby certifies that they are not barred from bidding on any subsequent contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961, as amended.

Authorized Signature: _____ Company Name: _____
Typed/Printed Name: _____ Date: _____
Title: _____ Telephone Number: _____
E-mail: _____ Fax Number: _____
.

**LETTER OF INTENT TO COMPLY WITH
THE CITY OF EVANSTON'S
M/W/EBE POLICY**

I am _____ of _____, and have
(Title of Affiant) (Name of Firm)
 authority to execute this affidavit on behalf of this firm. I _____
(Name of Affiant)

do hereby certify that:

1. This firm will endeavor to award subcontracts having a combined value of at least 25% of the total contract to MBEs, WBEs or EBEs for the procurement of equipment, materials, supplies and/or services required in the performance of this Contract.

2. Neither this firm nor its partners, directors and/or officers has a controlling interest, a conflict of interest, or any other authority to control the activities of the scheduled M/W/EBE firms.

Please note: the City of Evanston references 49 Code of Federal Regulations Part 26 to evaluate compliance with the provisions of this Specification for M/W/EBE Participation.

Signature: _____
(Signature of Affiant)

Date: _____

Corporate Seal (where appropriate)

This instrument was acknowledged before me on this _____ day of _____, by _____ as President
 (or other authorized officer) of _____
(Firm Name)

(Notary Public Signature)

Notary Seal

Commission Expires: _____

SCHEDULE A M/W/EBE Utilization Plan

The following firms will be utilized in accordance with the Letter of Intent to Comply:

Name of Firm	% of Participation	MBE, WBE or EBE?	Description of work	Dollar Value	Perform 100%?*
TOTAL					

**If the firm is subcontracting more than 10% of its work, an explanation must be provided.*

If more than five firms are utilized, please duplicate the form and attach the additional information. (Total and notarization can appear on last page of multiple forms.)

Please note: the City of Evanston references 49 Code of Federal Regulations Part 26 to evaluate compliance with the provisions of this Specification for M/W/EBE Participation.

Certification letters for minority-owned and women-owned businesses must be included to be considered for participation.

Signed: _____ Date: _____

Corporate Seal (where appropriate)

This instrument was acknowledged before me on this _____ day of

_____, by _____ as President

(or other authorized officer) of _____
(Firm Name)

(Notary Public Signature)

Notary Seal

Commission Expires: _____

SCHEDULE B Letter of Intent to Perform

I am _____ of _____, and have
(Title of Affiant) (Name of M/W/EBE Firm)

authority to execute this affidavit on behalf of this firm. I _____
(Name of Affiant)

do hereby certify that:

_____ intends to participate as a
(Name of M/W/EBE Firm)

Subcontractor on the project known as _____.
(Project Description)

The Prime Contractor, _____, will award a contract to my

firm in the amount of \$ _____ for _____.
(Type of Work)

This notification is pursuant to the Prime Contractor's receipt of an executed agreement
with the City of Evanston.

Signed: _____
(M/W/EBE Subcontractor)

Date: _____

Signed: _____
(Respondent/Prime Contractor)

Date: _____

Corporate Seals (where appropriate)

This instrument was acknowledged before me on this _____ day of _____, by _____ as President
(or other authorized officer) of _____.
(Firm Name)

(Notary Public Signature)

Notary Seal

Commission Expires: _____

AFFIDAVIT OF M/W/EBE STATUS

I am _____ of _____, and have authority to
(Title of Affiant) (Name of Firm)

execute this affidavit on behalf of this firm. I _____ do
(Name of Affiant)

hereby certify that:

1. This firm is a: (Check One Only)

_____ Minority Business Enterprise (MBE) (A firm that is at least 51% owned, managed and controlled by a Minority.)

_____ Women's Business Enterprise (WBE) (A firm that is at least 51% owned, managed and controlled by a Woman.)

_____ Evanston Business Enterprise (EBE) (A firm located in Evanston for a minimum one year and which performs a "commercially useful function".)

Please note: 49 CFR Part 26 is used to evaluate compliance with the provisions of this specification.

2. **COPIES OF ALL MBE OR WBE CERTIFICATIONS HAVE BEEN ATTACHED.**

3. The following information will be provided upon written request, through the prime contractor or, if no prime, directly to the City of Evanston
- a) actual work performed on any project and the payment thereof; and,
 - b) any proposed changes, in the status of the firm which would render this affidavit null and void.
 - c) further verification of the indicated status

Signature: _____
(Signature of Affiant)

Date: _____

Corporate Seal (where appropriate)

This instrument was acknowledged before me on this _____ day of _____, by _____ as President

(or other authorized officer) of _____
(Firm Name)

Notary Seal

(Notary Public Signature)

Commission Expires: _____

M/W/EBE PARTICIPATION WAIVER REQUEST

I am _____ of _____, and have authority to
(Title of Affiant) (Name of Firm)

execute this certification on behalf of the firm. I _____ do
(Name of Affiant)

hereby certify that this firm seeks to waive all or part of this M/W/EBE participation goal

for the following reason(s): (**CHECK ALL THAT APPLY. SPECIFIC SUPPORTING DOCUMENTATION**

MUST BE ATTACHED.)

1. No M/W/EBEs responded to our invitation to bid. _____
2. An insufficient number of firms responded to our invitation to bid. _____
3. No subcontracting opportunities exist. _____
4. M/W/EBE participation is impracticable. _____

Please provide a written explanation of why M/W/EBE participation is impracticable.

Therefore, we request to waive _____ of the 25% utilization goal for a revised goal of _____%.

Signature: _____
(Signature of Affiant)

Date: _____

Corporate Seal (where appropriate)

This instrument was acknowledged before me on this _____ day of _____, by _____ as President

(or other authorized officer) of _____.
(Firm Name)

Notary Seal

(Notary Public Signature)

Commission Expires: _____

SCHEDULE E: M/W/EBE WAIVER REQUIREMENTS

- A. If the bidder has acted in accordance with the policy outlined herein, but is unable to achieve the required MBE/WBE/EBE participation level, the Bidder must seek a waiver or modification of the utilization percentage by submitting ***“M/W/EBE Participation Waiver Request.”*** The City of Evanston’s Business Development Coordinator (BDC) will determine if the request shall be granted.
- B. Upon request from the City, the Bidder has 10 calendar days to submit supporting documentation for a waiver request to the BDC. The Bidder’s failure to provide sufficient documentation to support the waiver or modification request will cause the bid/proposal to be found non-responsive by the City and the bid will be rejected. The documentation used in the consideration of the waiver request must include but not be limited to a summary of the contact made, copies of correspondence, phone logs and certified mail receipts, etc.
- C. For the M/W/EBE waiver or modification request to receive consideration, the following information must be submitted within the time frame noted above:
1. A narrative describing the Bidder’s efforts to secure Minority, Women and Evanston Business Enterprise Participation prior to proposal deadline.
 2. In instances where the Bidder has not received inquiries or proposals from qualified Minority, Women and Evanston owned businesses in response to the required advertisement prior to proposal deadline, the Bidder must provide a notarized affidavit attesting to this circumstance.
 3. Names (of owners), addresses, telephone numbers, date and time of contact and method of contact of qualified Minority, Women and Evanston owned businesses who submitted proposals to the Bidder as a result of the advertisement but were not found acceptable. Detailed reasons and justifications for each non-acceptance must be provided.
 4. Names (of owners), addresses, telephone numbers, date and time of contact of at least 15 qualified Minority, Women or Evanston-owned businesses the Bidder solicited for proposals for work directly related to the advertised Bid, prior to the proposal deadline. (Copies of letters and proof of mailing must be attached.)
- Direct solicitation to businesses must include specific project information and the type of work sought.
- D. To determine whether or not the Bidder should be granted a waiver request, the City may, in addition to the information provided for in Section C above, request verification that consideration was given to the following areas while the Bidder attempted to achieve M/W/EBE participation:

REFERENCES

Please list below current references for which your firm has performed work similar to that required by this proposal.

Municipality:	_____
Address:	_____
City, State, Zip Code:	_____
Telephone Number:	_____
Contact Person:	_____
Dates of Service:	_____
Municipality:	_____
Address:	_____
City, State, Zip Code:	_____
Telephone Number:	_____
Contact Person:	_____
Dates of Service:	_____
Company:	_____
Address:	_____
City, State, Zip Code:	_____
Telephone Number:	_____
Contact Person:	_____
Dates of Service:	_____
Company:	_____
Address:	_____
City, State, Zip Code:	_____
Telephone Number:	_____
Contact Person:	_____
Dates of Service:	_____
Company:	_____
Address:	_____
City, State, Zip Code:	_____
Telephone Number:	_____
Contact Person:	_____
Date of Service:	_____

DISCLOSURE OF OWNERSHIP INTERESTS

City of Evanston Ordinance 15-0-78 requires all persons (APPLICANT) seeking to do business with the City to provide the following information with their bid. Every question must be answered. If the question is not applicable, answer with "NA".

APPLICANT NAME

APPLICANT ADDRESS:

TELEPHONE NUMBER:

FAX NUMBER:

APPLICANT is a 1. Corporation ☐ 2. Partnership ☐ 3. Sole Owner ☐

Directions: Tab to the box to the right of the business entity type you want; then type an X in the box to select it.

4. Association ☐ 5. Other (describe) ☐

Please answer the questions below. If necessary, use one or more sheets of paper and attach to this disclosure.

SECTION 1 - CORPORATION

1a. Corporation: List names and addresses of all Officers and Directors of Corporation.

1b. (Answer **only if corporation has 33 or more shareholders.**) List the names and addresses of all those shareholders owning shares equal to or in excess of 3% of the proportionate ownership interest and the percentage of shareholder interest. (Note: Corporations which submit S.E.C. form 10K may substitute that statement for the material required herein.)

1c. (Answer **only if corporation has fewer than 33 shareholders.**) Names and addresses of all

shareholders and percentage of interest of each herein. (Note: Corporations which submit S.E.C. form 10K may substitute that statement for the material requested herein.)

SECTION 2 - PARTNERSHIP/ASSOCIATION/JOINT VENTURE

- 2a. Partnership: List the name, address, and percentage of interest of each partner whose interests therein, whether limited or general, is equal to or in excess of 3%.

- 2b. Associations: List the name and address of all officers, directors, and other members with 3% or greater interest.

SECTION 3 - TRUSTS

- 3a. Trusts: List trust number and institution.

- 3b. List name and address of trustee or estate administrator.

- 3c. Trust or estate beneficiaries: List name, address, and percentage of interest in total entity.

SECTION 4 - ALL APPLICANTS - ADDITIONAL DISCLOSURE

- 4a. Specify which, if any, interests disclosed in Section 1, 2, or 3 are being held by an agent or nominee, and give the name and address of principal.

- 4b. If any interest named in Section 1,2, or 3 is being held by a "holding" corporation or other "holding" entity not an individual, state the names and addresses of all parties holding more than a 3% interest in that "holding" corporation or entity as required in 1(a), 1(b), 1(c), 2(a), and 2(b).

- 4c. If "constructive control" of any interest named in Sections 1,2, 3, or 4 is held by another party, give name and address of party with constructive control. ("Constructive control" refers to control established through voting trusts, proxies, or special terms of venture of partnership agreements.)

I have not withheld disclosure of any interest known to me. Information provided is accurate and current.

Date

Signature of Person Preparing Statement

Title

Attest: _____

Notary Public

(Seal)