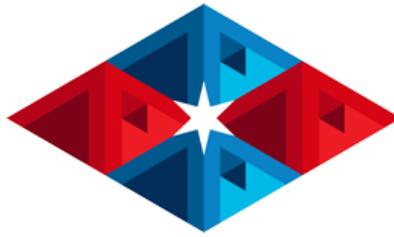

Request for Proposals
#2022-02-M

Compliance Attestation Engagement
Exhibitor Rights
at McCormick Place



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**METROPOLITAN PIER AND
EXPOSITION AUTHORITY (MPEA)**

March 1, 2022

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SECTION I. – BACKGROUND INFORMATION AND OBJECTIVES

GENERAL BACKGROUND

The Metropolitan Pier and Exposition Authority, hereinafter referred to as the “Authority” or “MPEA” is a political subdivision, unit of local government, body politic and municipal corporation existing under the laws of the State of Illinois pursuant to the Metropolitan Pier and Exposition Authority Act, as amended, 70 ILCS 210/1 *et seq.* (the “MPEA Act”). The Authority was established to promote, operate and maintain fairs, expositions, meetings and conventions in Cook County, Illinois. The Authority owns McCormick Place®, an exhibition and convention center located at 23rd Street and Martin Luther King Drive in the City of Chicago, which is managed and operated by SMG, a private convention management company.

McCormick Place® is North America’s premier convention facility. The McCormick Place Complex (“MPC”) comprises four state-of-the-art buildings, the South, West, North buildings and the Lakeside Center. These buildings have a combined total of more than 2.6 million square feet of exhibit space, and over 600,000 square feet of meeting rooms, making it the nation’s largest convention center. McCormick Place® hosts approximately 125 -150 events and attracts more than four million trade and public show visitors annually. McCormick Place® features the Arie Crown® Theater, a renovated proscenium arch theatre which seats approximately 4,249. Two separate buildings, the Energy Center and the Corporate Center, are also part of the MPC.

Historic Navy Pier®, the Midwest’s #1 tourist and leisure destination that attracts more than 8.6 million visitors a year, is also owned by the Authority. Navy Pier is now governed by an independent not-for-profit organization known as Navy Pier Inc. (“NPI”) pursuant to a long-term lease agreement with the Authority.

The Authority also owns the Hyatt Regency McCormick Place, a recently renovated and expanded 1262-room hotel and conference center located adjacent to McCormick Place. The Hyatt Corporation is responsible for the operation and management of this Hotel under a management agreement with the Authority.

In 2010, the Illinois General Assembly passed the MPEA Reform Act – 70 ILCS 210/5.4, as amended by Public Acts 096-0898 and 096-0899 (“Legislative Reforms”). The Legislative Reforms authorized a restructuring of the Authority, which resulted in a transformation of the way business is conducted at McCormick Place®. The Reforms further solidified McCormick Place’s competitive standing in the convention and trade-show industry and strengthened Chicago’s ability to attract corporate and association business.

Two new facilities opened in 2017: a 1,206-room Marriott Marquis Chicago Hotel and the 10,000 seat Wintrust Arena, a multi-purpose facility that will serve as a first-class NCAA basketball arena and general assembly hall for large business meetings and other major special events. Additional information about the MPEA can be viewed at its web site: www.mpea.com.

OBJECTIVES

The MPEA is mandated by Illinois law to obtain the services of a licensed public accounting firm to perform engagements surrounding legislative changes passed in May of 2010 to benefit McCormick Place customers. The engagements required by the MPEA Reform Act – 70 ILCS 210/5.4, as amended by Public Acts 096-0898 and 096-0899 (“Legislative Reforms”), will assist MPEA management in determining whether McCormick Place show exhibitor customers are deriving the benefits intended by the Legislative Reforms. Details of The MPEA Reform Act are provided to Proposers in this RFP as Exhibit 3.

The primary objective of this RFP is to seek proposals from licensed public accounting firms, which must also be pre-qualified by the Office of the Illinois Auditor General, to conduct a compliance attestation engagement (“Engagement”), at least once per calendar year, that may

consist of an examination or an agreed upon procedures engagement, related to McCormick Place exhibitor rights as provided by the MPEA Reform Act.

The purpose of the Engagement is to assist the MPEA in verifying show contractor compliance with the Legislative Reforms and to determine whether cost reductions or other efficiencies resulting from the exhibitor rights legislation have been fairly passed along to exhibitors.

Firms submitting proposals should have knowledge and past experience with convention center operations and an understanding of the inner workings of convention center management, show management, exhibitors, general show contractors, and exhibitor appointed contractors.

The objectives of each engagement will be determined by MPEA management and the McCormick Place Advisory Council. Thereafter, the public accounting firm and the Authority management shall agree upon the specific procedures to be followed in the engagement. The engagement shall be performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The selected firm will perform the services detailed in the scope of work in Section II of this RFP.

In accordance with the Metropolitan Pier and Exposition Authority Act, 70 ILCS 210/23.1 (b) the Authority has adopted and maintains a minority and women owned business enterprise procurement program for any and all work undertaken by the Authority. The Authority's goals for MBE and WBE participation in the performance of the Services are 25% and 5% respectively. Proposers will acknowledge and agree that they shall make good faith efforts to achieve these goals, as further detailed in Required Form I of this RFP.

Resulting from this RFP, the Agreement with the selected Proposer will be for a five (5) year term, unless sooner terminated in accordance with the Agreement. At the conclusion of the five years, the Authority has the sole option to renew the contract for another two (2) years.

SECTION II. –SCOPE OF SERVICES

The Engagement will involve the selection of certain McCormick Place shows; sampling of invoices sent to show exhibitors by show management and contractors that provide booth set up services to such exhibitors; and testing of other documentation as applicable. The Engagement is aimed at assisting MPEA management in developing methods and procedures to monitor whether customers/exhibitors are obtaining the benefits intended by the Legislative Reforms.

The Engagement will involve the following scope of services to be performed by the selected auditors:

1. Review of MPEA Reform legislation detailing exhibitor rights.
2. Meeting(s) with the MPEA management and its consultant(s) to understand the scope of work, players involved, and process to obtain data required to perform the procedures.
3. Review of the event data set that each of the parties indicated below have in their possession.
4. Devising a sampling process that achieves the objectives of the engagement.
5. Preparation of an outreach plan to meet with the above parties to obtain the required information.
6. Development and performance of procedures to verify compliance with the legislation and to determine what costs reductions or other efficiencies have been passed along to exhibitors.
7. All other procedures as required by MPEA Management and the McCormick Place Advisory Council.
8. Reporting and Communication.
9. Presentations to MPEA Management, McCormick Place Advisory Council, and MPEA Board of Directors as required.

Various participants might include:

- Exhibitors
- Show Management
- General Show Contractors
- Exhibitor Appointed Contractors (EAC)
- The MPEA and McCormick Place management teams and their consultant(s)
- Other Parties

SECTION III. – RFP PROCESS AND SUBMISSION REQUIREMENTS

RFP PROCESS

The Proposer's written response, which details the experience and expertise of the Proposer to provide a COMPLIANCE ATTESTATION ENGAGEMENT - EXHIBITOR RIGHTS, is due no later than **12:00 PM (CST) on Thursday, March 31, 2022.**

Requirements and procedures for providing submittals in response to this RFP are described herein. RFP documents are available for downloading at the MPEA website at www.mpea.com under the link "Doing Business" on or after Wednesday, March 2, 2022. The Authority requests that all Proposers that choose to download and print the document from the MPEA website contact the MPEA, DEPARTMENT OF PROCUREMENT by email, referencing RFP #2022-02-M to mpeaprourement@mpea.com to register Proposer's company as a document holder.

If it becomes necessary to revise or amend any part of this RFP, including the due dates, the Authority will publish a revision by written addendum on its website and notify all prospective Proposers who have registered and provided the Authority with valid contact information. It will be the responsibility of the Proposer to obtain all such addenda and to acknowledge receipt of any addenda that have been issued. (If none are issued, indicate "NONE" on REQUIRED FORM A, Form of Transmittal Letter.)

Proposers are to contact only the MPEA Procurement Department, at mpeaprourement@mpea.com concerning this RFP and should not rely on representations, statements, or explanations other than those made in this RFP or in any written addendum to this RFP.

The Authority will accept questions, in writing via e-mail, until 12:00 PM (CST) on, **Tuesday, March 15, 2022.** Questions must be submitted in writing to mpeaprourement@mpea.com. A summary of questions received, noted without source, and answers will be issued as an addendum on the MPEA procurement website.

RFP submittals are due no later than **12:00 PM (CST) on Thursday, March 31, 2022.** Interested parties must submit an electronic version (searchable PDF and / or Word) of its proposal via e-mail to mpeaprourement@mpea.com, or via a secure file sharing platform such as Dropbox or similar, before the deadline. The email must reference the RFP #2022-02-M Compliance Attestation Engagement – Exhibitor Rights at McCormick Place. The electronic copy must include Required Form F – Proposed Pricing and Fee Schedule as a separate PDF.

At this time MPEA is suspending receipt of hardcopies.

All Proposals must be submitted with a table of contents identifying page numbers with section dividers for each item under Proposal Submission.

Submittals may be delivered to the Authority at the following address:
METROPOLITAN PIER AND EXPOSITION AUTHORITY
ATTN: PROCUREMENT DEPARTMENT
301 EAST CERMAK ROAD
CHICAGO, ILLINOIS 60616

A timeline showing the key dates for the RFP process is provided as Exhibit 1.

By submitting a Proposal, Proposer agrees to accept and abide by the terms of this RFP. The Authority reserves the right to reject any or all submittals, to waive any informality or irregularity, and to accept any responsive submittals which it may deem to be in the best interest of the

Authority. Only submittals from responsible Proposers complying with the provisions of this RFP will be considered.

Submittals will be considered incomplete if they do not bear the signature of an agent of the Proposer who is in a position to contractually bind the Proposer. The submittals can be withdrawn at any time, if requested in writing, until the deadline date at which time it will be considered final.

RFP SUBMISSION REQUIREMENTS

Interested Proposers are to provide a thorough submittal using the guidelines presented herein. Submittals should be prepared simply and economically, providing a straightforward, concise description of the Proposer's ability to meet the requirements of the RFP. Emphasis should be on conforming to the RFP instructions, responding to the RFP requirements/scope of services, and the completeness and clarity of content. The Proposer is expected to expand on the scope in the submitted Proposal, incorporating their expertise and proposed method or approach.

Proposal Submission

The following provides an outline of the information to be included to demonstrate the qualifications of the Proposer. This outline is not all-inclusive and Proposers can add information as deemed appropriate.

In its proposal the Proposer must provide information regarding the following:

1. Details of the Proposer's competence, qualifications, knowledge in convention center operations and direct experience performing engagements of the nature described. Include the client's name, address, phone and fax numbers, e-mail address, contact name, contact's affiliation and the total value of the contract and the term (start and end date).
2. Evidence that the Proposer is pre-qualified by the Office of the Illinois Auditor General and has the ability/qualifications to conduct a compliance attestation engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants.
3. Demonstration of the Proposer's understanding of the MPEA's intent and objectives and how their Proposal would achieve those objectives. A discussion of Proposer's strategy and methodology for successfully implementing and monitoring the Services, approach to project management; strategies, tools and safeguards for ensuring performance of all required Services; equipment and software considerations; and any additional factors for the Authority's consideration.
4. Proposer's detailed staffing plan that identifies the Project Manager and all personnel required to perform the Engagement, including their title and reporting responsibility, proposed role and time commitment for this engagement, and functions and tasks for which they will have prime responsibility. Proposer should also include all resumes that highlight the individual's work on engagements similar in size and complexity.
5. Evidence of membership in professional organizations relevant to the Services.
6. A complete copy of the firm's most recent peer review.
7. Financial Statements, including balance sheet, profit and loss statement, statement of cash flows, and notes to the Financial Statements for the last three years, demonstrating that the Proposer has the financial viability and ability to perform the services for the term of the engagement.

Fees

It is the Authority's intent to engage the Successful Proposer on a maximum level of compensation for fee that will be negotiated with the Successful Proposer in conjunction with the engagement plan and the scope of work to be performed. Compensation will be based on the Blended Hourly Rate. Please refer to Required Form F - PROPOSED PRICING AND FEE SCHEDULE.

Minority & Women Owned Business Utilization Plan

The Authority's MBE/WBE utilization requirements are set forth with particularity in Required Form I -- Special Conditions Regarding Minority and Women Owned Business Enterprises. This attachment includes various affidavits, certifications and other reporting forms.

In addition to the information required above, Proposals must contain the following completed items provided in Section VI of this RFP:

- Required Form A Form of Transmittal Letter
- Required Form B Statement of Business Organization
- Required Form C Statement of Qualifications
- Required Form D Proposer Certifications
- Required Form E Disclosure of Lobbyists
- Required Form F Proposed Pricing and Fee Schedule
- Required Form G Notification of Exceptions
- Required Form H Insurance Requirements
- Required Form I Special Conditions Regarding Minority and Women Owned Business Enterprises

SECTION IV. – RFP EVALUATION

EVALUATION PROCESS

The Authority intends to conduct a comprehensive, fair and impartial evaluation of proposals received in response to this RFP. The Authority will first review the proposals to assess Proposer's responsiveness and compliance with the administrative requirements of the RFP. The Authority will also determine whether the Proposer is one with whom the Authority can or should do business.

The Authority will then use an Evaluation Committee to review and evaluate the Proposals. Evaluations will be based on criteria outlined herein and all proposals will be evaluated using the same criteria. Throughout the evaluation and selection period, each Proposer may be required to furnish additional information, make presentations and attend meetings as requested by the Authority.

Evaluation Criteria

In evaluating the Proposals, the Authority will consider the following:

1. **Experience and Performance:**
 - a) Whether the Proposer demonstrates an understanding of the requirements and experience in providing the Services as described in this RFP
 - b) Whether the Proposer has sufficiently described its expertise, required qualifications, and/or provided examples of its ability to perform the Services as listed in this RFP
 - c) Whether the Proposer has provided appropriate and relevant references and, if not, whether the Proposer has included information as to why such references were not provided
2. **Quality of Staffing:** Whether the Proposer has submitted a detailed staffing plan listing the personnel (including supervisory personnel and any sub consultants) that will be involved in the Services and whether their resume(s) demonstrate relative expertise and experience of a similar nature
3. **Strategy and Approach:** Whether the Proposer has demonstrated an understanding of the Authority's objectives and how these objectives may be best accomplished. Each Proposer will be evaluated on its overall strategy, methodology and approach to meeting the Authority's objectives.
4. **Financial Stability:** Whether the Proposer has demonstrated the financial ability to perform the Services, and has provided evidence of ability to procure the required insurance
5. **M/WBE Utilization:** The strength of Proposer's MBE/WBE Utilization Plan as described in Required Form I - Special Conditions Regarding Minority and Women Owned Business Enterprises
6. **Proposed Fees:** The reasonableness and competitiveness of the Proposer's professional fees and blended hourly rate.

EVALUATION AND AWARD PROCESS

The evaluation and award process is as follows:

1. Review of the Proposals to assess compliance with mandatory administrative requirements
2. Detailed evaluation by the Committee of proposed services
3. Clarifications, discussions, and presentations (if determined necessary by the Evaluation Committee)
4. Review of proposed fees and determination of maximum level of compensation
5. Evaluation Committee award recommendation
6. Award decision by the Authority's Board
7. Award notification to the Proposers
8. Final contract executed

SECTION V. – CONDITIONS, DISCLAIMERS AND DISCLOSURES

This RFP does not represent a commitment or offer by the Authority to enter into an agreement with a Proposer or to pay any costs incurred in the preparation of a response to this RFP. The Authority also reserves the right to seek new submittals when such a request is in the best interest of the Authority and to reasonably request additional information or clarification of information provided in the response without changing the terms of the RFP. The Proposer assumes the responsibility for all costs incurred in responding to this RFP. It is understood and agreed that the Authority assumes no liability for the Proposer's costs incurred in responding to this RFP. The RFP and the selected Proposer's response to the RFP will, by reference, become a part of the final Agreement between the selected Proposer and the Authority resulting from this solicitation process.

Signing Forms

Proposal forms must be properly completed, and the Form of Transmittal Letter (See REQUIRED FORM A) must be in the required form and signed by persons with the authority to bind the Proposer(s). Special requirements apply depending on the nature of the Proposer's organization. The Proposal and Form of Transmittal Letter shall be signed as follows:

- If the Proposer is a corporation or limited liability company, the Proposal and Form of Transmittal Letter shall be signed in the name and under the seal of the corporation by a duly authorized officer of the corporation or manager of the company, with the designation of his/her official capacity, and attested properly. The Response and Form of Transmittal Letter shall show the state in which the corporation is chartered. If it is a foreign corporation, the Response shall show whether or not the Proposer is licensed to transact business in the State of Illinois.
- If the Proposer is a firm or partnership, the Proposal and Form of Transmittal Letter shall be signed in the name or style under which the organization is doing business and by the partner, proper officer, or officers whose official capacity shall be designated. The name and address of each member of the organization shall be shown on the Proposal and Form of Transmittal Letter.
- If the Proposer is an individual, he/she shall sign the Proposal and Form of Transmittal Letter in person or by representative, stating the name or style, if any, under which he/she is doing business. If the signing is by representative, the representative's Power of Attorney or other authorization shall be stated and shall be proven if requested.
- If the Proposer is a joint venture, the Proposal and Form of Transmittal Letter shall be signed by each of the persons or firms that are a party to the joint venture agreement. A certified copy of the joint venture agreement shall be attached to the Proposal and Form of Transmittal Letter. A joint venture will not be accepted unless the joint venture agreement or some other signed and legally binding instrument is certified and attached to the Proposal Form sheet and Form of Transmittal Letter and contains provisions for one of the parties to the joint venture to be in full direction of the services and to exercise this direction through a single individual to be appointed manager of operations with the consent of all parties to the joint venture agreement.
- In every case, the Proposal and Form of Transmittal Letter shall show the present business address of the Proposer at which address communications shall be received and service of notices accepted.
- Where the Proposal and Form of Transmittal Letter are signed by an agent of the Proposer, evidence of the agent's authority to sign must accompany the Proposal. If the Proposer is a corporation, such evidence shall be a certified copy of that section of corporate bylaws or other authorization such as a Resolution by the Board of Directors, which permits the person to sign the offer on behalf of the corporation. The name of each person signing the Proposal shall be typed or printed below his/her signature.

Ownership of Proposals

The timely submittals and any information made a part of the Proposals will not be returned to the sender. The Authority reserves the right to retain all submittals and to retain any ideas in a submittal regardless of whether a Proposer is selected. Submittal of a response to this RFP indicates acceptance by the Proposer of the conditions contained within the RFP document.

Improper Practices

The Proposer shall not offer any gratuities, favors, or anything of monetary value to any official or employee of the Authority, the Authority's appointed evaluation committee, SMG, the City of Chicago, Choose Chicago, State of Illinois, or any other organization that may have a clear interest in the outcome of the selection process, for the purposes of influencing the outcome of the RFP response selection process.

The Proposer shall not collude in any manner or engage in any practices with any other Proposer(s), which may restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will cause the Proposer(s) submittal(s) to be rejected by the Authority. The prohibition is not intended to preclude joint ventures or subcontracts.

Interpretation

Should any question arise as to the proper interpretation of the terms and conditions contained in this RFP, the Authority's decision shall be final.

Multiple Awards

It is the intent of the Authority to award to one Proposer as a result of this RFP. However, the Authority reserves the right to award the Contract to one or more Proposers as it deems to be in its best interest.

No Criminal/ Civil Liability

Submission of a proposal shall include a representation that neither the Proposer, nor any of its joint venture participants, partners, members, affiliates, subsidiaries, officers, directors, managerial employees, or any individual who, directly or indirectly, holds an ownership interest in the Proposer's organization has been convicted of or entered into a plea agreement for a criminal offense incident to the application for or performance of a contract or subcontract with a governmental or private entity in the State of Illinois, or has been convicted of a criminal offense, or held liable in a civil proceeding, that negatively reflects on the entity's or individual's business integrity, based on a finding of embezzlement, theft, forgery, bribery, falsification, or destruction of records, receiving stolen property, or violation of state or federal antitrust statutes or similar laws.

Vendor Ethics

The Authority is prohibited by law from contracting with certain persons and entities. Accordingly, ownership interests must be disclosed. Proposers must also comply with the prohibitions on political contributions that are set forth in the MPEA Act, as amended.

Proposers who have done business or are seeking to do business with MPEA should review the prohibitions on political contributions to candidates and elected officials, set forth in the City of Chicago Municipal Code on Governmental Ethics, Section 2-156-455.

Insurance Requirements

At all times during the term of the Agreement and during the time period following final completion if the Proposer is required to return and perform any additional work, Proposer is required to maintain the minimum insurance coverage and requirements specified in this RFP, insuring all operations related to the Agreement. The Authority reserves the right to modify insurance requirements based on the nature of the services rendered or the projects required under the Agreement.

Freedom of Information Act

This RFP and any subsequent agreement are subject to disclosure pursuant to the Illinois Freedom of Information Act, 5 ILCS 140 (FOIA) and other applicable laws and rules. The Proposal may be made available for public inspection and copying and if the Proposer believes certain information is exempt from public disclosure under FOIA, the Proposer must clearly mark those portions of its Proposal as being "Confidential" and request confidential treatment. The Proposer must show the specific grounds under FOIA or other law or rule that support exempt treatment. The Authority is not obligated to honor requests for confidential treatment, even if the information is exempt from public disclosure. The Proposer will be responsible for any costs or damages associated with the Authority's defending the Proposer's request for exempt treatment.

Confidentiality

Except with the Authority's approval, the Proposer shall not directly or indirectly disclose, divulge or communicate to any person, firm or corporation, other than the Authority or its designated representatives, or as required by law, any non-public information which it may have obtained during the RFP process concerning any matter relating to the work or regular business of the Authority.

Taxes

The Successful Proposer will be responsible for all existing and future applicable federal, state, and local taxes, whether direct or indirect, incurred in connection with the Agreement. The Authority, however, is exempt by law from Illinois Retailers Occupation Tax, Use Tax, Service Occupation Tax, Service Use Tax, and Municipal and Regional Transportation Authority Retailers Occupation Tax on materials or services purchased in connection with the Services.

Rejection of Proposals

Proposals that do not comply with the submittal requirements of the RFP, or that contain omissions, erasures, alterations or additions not called for, or that are irregular in any way, may be rejected as informal and insufficient. The Authority, however, reserves the right to waive any or all informalities when it considers a waiver to be in its and the public's best interest.

In addition to all other basis for rejection, any Proposer found to have falsified any information to the Authority in relation to this or any other procurement, or which has been barred from doing business with the Authority, the City of Chicago or State of Illinois, or which has been convicted of a felony or entered into a plea agreement related to procurement contracting with any unit of government, may be rejected.

Protests

Any and all protests or challenges with respect to the selection of the Successful Proposer and this RFP, any of the procedures or requirements stated herein, or any other terms and conditions related to the transactions stated or contemplated herein must be asserted in writing to:

Metropolitan Pier and Exposition Authority
Attn: Hilary Barker, Director of Procurement
301 E. Cermak Rd., Chicago, IL 60616
mpeaprocedure@mpea.com

All protests or challenges concerning the process, ambiguities or defects of the RFP must be submitted within seven (7) calendar days after publication of the RFP. All protests or challenges concerning the selection of the Successful Proposer must be asserted within seven (7) calendar days after the notification of award of the Successful Proposer. Protests shall contain a statement of reason(s) for the protest identifying any alleged violation and any specific relief sought. Failure to file any action, protest or challenges within the time frames set forth above shall constitute a full and absolute waiver to take action against, protest or challenge the RFP process or selection of the Successful Proposer.

SECTION VI. – REQUIRED FORMS

Proposals must contain the completed items listed below that are provided in the following pages of this Section VI:

- A. FORM OF TRANSMITTAL LETTER
- B. STATEMENT OF BUSINESS ORGANIZATION
- C. STATEMENT OF QUALIFICATIONS
- D. PROPOSER CERTIFICATIONS
- E. DISCLOSURE OF LOBBYISTS
- F. PROPOSED PRICING AND FEE SCHEDULE
- G. NOTIFICATION OF EXCEPTIONS
- H. INSURANCE REQUIREMENTS
- I. SPECIAL CONDITIONS REGARDING MINORITY AND WOMEN OWNED BUSINESS ENTERPRISES

REQUIRED FORM A – FORM OF TRANSMITTAL LETTER

To be duplicated and completed on Proposer's firm letterhead

(Date)

Metropolitan Pier and Exposition Authority
301 East Cermak Road
Chicago, Illinois 60616
Attention: Hilary Barker, Director of Procurement

Re: **COMPLIANCE ATTESTATION ENGAGEMENT - EXHIBITOR RIGHTS
RFP #2022-02-M**

Dear Mrs. Barker:

On behalf of (Full legal name of Proposer), I submit with this letter its response to the Metropolitan Pier and Exposition Authority's Request for Proposals ("RFP") for **COMPLIANCE ATTESTATION ENGAGEMENT - EXHIBITOR RIGHTS**. In this connection, I state the following:

1. I have full authority to bind Proposer with respect to this response to the Request for Proposals and any oral or written presentations and representations made to the Authority.
2. (Full legal name of Proposer) has read and understands the Request for Proposals and is fully capable and qualified to provide the goods and or services as described within this Request for Proposals.
3. I have read and understand the Request for Proposals, including addenda numbers _____. If none were issued, indicate "NONE".
4. (Full legal name of Proposer) understands that the Metropolitan Pier and Exposition Authority will rely on Proposer's response to the Request for Proposals and Proposer agrees to be bound by its representations and statements made in its response and in any oral or written presentation(s) made during the evaluation and selection process.
5. If requested by the Authority, Proposer agrees to furnish additional information or documentation or to make one or more oral presentations or demonstrations to assist the Authority in evaluating its Proposal.
6. If selected by the Authority, Proposer agrees to negotiate and enter into an Agreement for **COMPLIANCE ATTESTATION ENGAGEMENT - EXHIBITOR RIGHTS** with the Authority to supply all of the required items and/or services.
7. Neither I nor Proposer has any beneficial interest in or relationship with any other party working or performing services for or otherwise affiliated with the Authority and no conflict of interest which could interfere with the provision of services to the Authority.
8. Proposer understands that the Authority will rely upon the material representations set forth in the Request for Proposals and that Proposer has a continued obligation to update any information which changes, or which Proposer learns to be incorrect.
9. It is understood that an original and multiple copies of the Request for Proposals have been submitted for consideration. Proposer warrants that all copies are identical to the original in all respects.

I declare that all Required Forms A - I as issued by the MPEA have not been altered other than to provide information requested, and that completed forms A – I have been examined by me and to the best of my knowledge and belief are true, correct and complete.

Signed: _____

Typed/lettered name of signatory

As: _____
(Relationship to Proposer/Title/etc.)

REQUIRED FORM B – STATEMENT OF BUSINESS ORGANIZATION

NAME OF PROJECT: COMPLIANCE ATTESTATION ENGAGEMENT - EXHIBITOR RIGHTS

PROJECT NUMBER: 2022-02-M

PROPOSER: _____

Note: Each Proposer is obligated to notify the Authority of any changes in its ownership or in its officers and directors at the time such changes occur if the change occurs during bid evaluation or during the Agreement term.

1. If the Proposal is submitted by an individual, answer questions listed below:

- (a) Name _____
- (b) Official Address _____
- (c) Telephone _____ Email address _____
- (d) Fax Number _____
- (e) FEIN or SSN _____
- (f) Is the individual authorized to do business in Illinois? YES NO

2. If the Proposal is submitted by a partnership, answer questions listed below:

- (a) Firm Name _____
- (b) Official Address _____
- (c) Fax Number _____
- (d) Telephone Number _____
- (e) FEIN _____
- (f) List each individual or business entity having a beneficial interest directly or indirectly, of more than seven and one-half percent (7 ½%) in the business organization. If no individual does, indicate "NONE".
 - i. Holding firms: Where owners are themselves a corporation, LLC, partnership or other business entity, list the business entity's name and each individual or business entity having a beneficial interest directly or indirectly, of more than seven and one-half percent (7 ½%) in such "holding firm". (Use a separate page if necessary).
 - ii. Affiliated entities: List each individual or business entity having a beneficial interest directly or indirectly, of more than seven and one-half percent (7 ½%) in any affiliated entities. (Use a separate page if necessary).

Name	Percentage Ownership

REQUIRED FORM B – STATEMENT OF BUSINESS ORGANIZATION

PROPOSER: _____

(g) List the names of all managing partners:

(h) Is partnership authorized to do business in Illinois? YES NO

3. If the Proposal is submitted by a corporation or limited liability company (LLC), answer questions listed below:

(a) Corporate or Company Name _____

(b) Date of Incorporation _____

(c) State of incorporation _____

(d) If incorporated in another State, are you authorized to do business in the State of Illinois?

YES NO

(e) Name and address of registered agent _____

(f) Fax Number _____

(g) Telephone _____ Email address _____

(h) FEIN _____

(i) List the names of all officers and directors:

REQUIRED FORM B – STATEMENT OF BUSINESS ORGANIZATION

PROPOSER: _____

- (j) List each individual having a beneficial interest directly or indirectly of more than seven and one-half percent (7 ½%) in the business organization. If no individual does, indicate "NONE".

Holding firms: Where owners are themselves a corporation, LLC, partnership or other business entity, list the business entity's name and each individual or business entity having a beneficial interest directly or indirectly, of more than seven and one-half percent (7 ½%) in such "holding firm". (Use a separate page if necessary).

Affiliated entities: List each individual or business entity having a beneficial interest directly or indirectly, of more than seven and one-half percent (7 ½%) in any affiliated entities. (Use a separate page if necessary)

Name	Percentage Ownership

4. Identify below the person with authorized signature to bind Proposer's agreement, if selected:

Signatory's Name _____

Title _____

Address _____

5. Is Company a certified minority or woman owned business enterprise? YES NO

If yes, check one: MBE WBE

- Certified by:
- City of Chicago
 - Chicago Minority Supplier Development Council
 - County of Cook
 - Women's Business Development Center
 - State of Illinois, Department of Central Management Services
 - Other _____

(Please attach copy of current certification letter.)

REQUIRED FORM C – STATEMENT OF QUALIFICATIONS

NAME OF PROJECT: COMPLIANCE ATTESTATION ENGAGEMENT - EXHIBITOR RIGHTS

PROJECT NUMBER: 2022-02-M

PROPOSER: _____

Proposer must furnish all of the following information relative to its ability, experience, and financial resources available for the fulfillment of the Agreement.

1. The number of consecutive years that Proposer has been engaged in the business under the present firm name.

Number of consecutive years at this location: _____

Date when business was organized _____

2. List all pertinent organizations and associations of which Proposer is currently a member:

3. Provide the overall ratio of managers to personnel. _____

4. List below one (1) bank reference:

Company Name _____

Contact _____

Title _____

Address _____

Telephone _____ Email address _____

Length of Relationship _____

5. Identify all union contracts to which you are a signatory.

REQUIRED FORM C – STATEMENT OF QUALIFICATIONS

PROPOSER: _____

(Questions 6 through 8 relate only to Proposer's contracts for the type of services requested in this RFP)

6. Has Proposer ever refused to sign a contract? Y ____ N ____ At the original price? Y__ N ____

If yes to either question, provide details. _____

7. Has Proposer ever been terminated for cause? _____ If yes, provide details. _____

8. Has Proposer ever defaulted on a contract? _____ If yes, provide details. _____

9. Has Proposer or any related or affiliated entity ever been adjudged bankrupt, been subject to a receivership or an order of reorganization, or other similar action involving the rights of creditors against vendors? If yes, provide details.

10. Is Proposer or any related or affiliated entity at this time subject to any court order relating to bankruptcy, receivership, liquidation, reorganization, or similar relief? If yes, provide details.

11. Detail any criminal or civil investigation or pertinent litigation pending or that has concluded within the last three (3) years against Proposer's organization or individuals within the organization or any related or affiliated entity.

REQUIRED FORM C – STATEMENT OF QUALIFICATIONS

PROPOSER: _____

13. Proposer has attached a completed IRS W-9 Yes No

14. Identify how Proposer was made aware of this RFP: _____ Newspaper Ad _____ Website _____ Email Notification
Other _____

15. Identify below the Proposer's contact person for purposes of responding to any questions the Authority may have:

Contact Name _____

Title _____

Address _____

Telephone _____ Email address _____

REQUIRED FORM D – PROPOSER CERTIFICATIONS

NAME OF PROJECT: COMPLIANCE ATTESTATION ENGAGEMENT - EXHIBITOR RIGHTS

PROJECT NUMBER: 2022-02-M

PROPOSER: _____

CHECK BOX(ES) TO CERTIFY:

Proposer certifies that it is fully authorized to enter into an Agreement with the Authority, has no known conflicts of interest as described in the MPEA Act (70 ILCS 210/25.3), or otherwise, and further specifically certifies that:

- Neither Proposer nor its agents, officers or employees, has entered into any agreement or arrangement with any individual or entity to refrain from bidding, or to do any act or omit to do any act, the result of which would restrain free competition among Proposers.
- Pursuant to 70 ILCS 210/25.3, neither Proposer nor its agents, officers or employees, has made any offer to, nor been solicited by, any member of the Board, officer or employee of the Authority, either directly or indirectly, regarding any money or other thing of value as a gift or bribe or means of influencing his or her vote or action in his or her official character.
- Pursuant to 70 ILCS 210/25.5, neither Proposer nor any affiliated entities or affiliated persons of Proposer's organization has made any contributions to any political committees established to promote the candidacy of any declared candidate for the office of Mayor of Chicago or Governor of Illinois.
- Neither Proposer, nor its agents, officers or employees, is barred from contracting with any unit of state or local government as a result of being convicted of bid-rigging, as defined in Section 33E-3 of the Illinois Criminal Code of 1961 (720 ILCS 5/33E-3) or of bid-rotating, as defined in Section 33E-4 (720 ILCS 5/33E-4) or of any similar offenses of any state or the United States that contain the same elements as the offenses of bid-rigging or bid-rotating.
- Proposer will, pursuant to 720 ILCS 5/33E-6, report to the Illinois Attorney General and Cook County State's Attorney any prohibited communication that would constitute interference with contract submission and award by a public official.
- Pursuant to 775 ILCS 5/2 105, Proposer complies with the Illinois Department of Human Rights Act and rules applicable to public contracts, including equal employment opportunity, refraining from unlawful discrimination, and having written sexual harassment policies.
- Proposer will, pursuant to the Drug Free Workplace Act (30 ILCS 580), provide a drug free workplace. Proposer certifies that it will not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the performance of the contract. This requirement applies to contracts of \$5000 or more with individuals, and to entities with twenty-five (25) or more employees.
- Proposer or its employees and subcontractors shall comply with applicable provisions of the U.S. Civil Rights Act, Section 504 of the Federal Rehabilitation Act, and the rules applicable to each as well as the Americans with Disabilities Act (42 U.S.C. 12101 et seq.) and the regulations thereunder (28 CFR 35.130).

- [] Proposer, nor any of its affiliates, subsidiaries, officers, directors, managerial employees, or any individual who, directly or indirectly, holds a pecuniary interest in the Proposer's organization has been convicted of a criminal offense incident to the application for or performance of a contract or subcontract with a governmental entity in the State of Illinois, or has been convicted of a criminal offense, or held liable in a civil proceeding, that negatively reflects on the entity's or individual's business integrity, based on a finding of embezzlement, theft, forgery, bribery, falsification, or destruction of records, receiving stolen property, or violation of state or federal antitrust statutes or similar laws.

- [] Proposer is not in arrears to the State of Illinois for any debts whatsoever (including but not limited to back taxes). Further, the undersigned certifies that the Proposer has not defaulted on any other project with the State of Illinois, US Federal Government, or any governmental entity of Cook County or the City of Chicago.

REQUIRED FORM E – DISCLOSURE OF LOBBYISTS

NAME OF PROJECT: COMPLIANCE ATTESTATION ENGAGEMENT - EXHIBITOR RIGHTS

PROJECT NUMBER: 2022-02-M

PROPOSER: _____

The Board of the Metropolitan Pier and Exposition Authority (“MPEA”) has determined that all bids, proposals and contracts requiring Board approval must be accompanied by a statement disclosing information about Lobbyists, as that term is defined in Section A below. Lobbyists retained in connection with the award of the contract are agents of the Proposer and are therefore subject to the same rules as the Proposer, including but not limited to the prohibition of conflicts of interest and the prohibition of direct contact with any official, employee or agent of the MPEA regarding outstanding procurement projects, except as provided herein. The only officials, employees or agents of the MPEA who may be contacted regarding outstanding procurement projects are the Director of Procurement, to whom questions for clarification regarding an outstanding procurement may be submitted in writing, and members of the MPEA’s Business and Workforce Diversity Department, who may be contacted regarding the Proposer’s Minority and Women’s Business Enterprise participation.

A. DEFINITIONS AND DISCLOSURE REQUIREMENTS

1. "Lobbyist" means any person (i) who, for compensation or on behalf of any person other than himself, undertakes to influence any legislative or administrative action, or (ii) of whose duty, or any part of whose duty, as an employee of another includes undertaking to influence any legislative or administrative action. Subconsultants or sub-contractors hired by the Proposer who do not fit this definition are not considered Lobbyists.
2. In particular, the Proposer must disclose the name of each such person, his/her business address, the nature of the relationship, and the amount of the fees paid or estimated to be paid.
3. If the Proposer is uncertain whether a disclosure is required, the Proposer must either ask the MPEA whether disclosure is required or make the disclosure. The Proposer is not required to disclose employees who are paid solely through the Proposer's regular payroll or sub-contractors that will be assisting in performance of the work without providing **COMPLIANCE ATTESTATION SERVICES**.
4. MPEA prohibits the participation of Lobbyists when the payment to the Lobbyist is contingent on the award to the party of a contract, namely through contingency fee agreements.

B. CERTIFICATION

Each and every Lobbyist or other person retained or anticipated to be retained directly by the Proposer is listed below [begin list here, add sheets as necessary]. Indicate by check below if any such person is retained for or in connection with lobbying for the award of the contract that is the subject of this RFP.

Name	Business Address	Fees (indicated whether paid or estimated)	Check if retained directly for award of this contract
_____	_____	_____	[]
_____	_____	_____	[]
_____	_____	_____	[]
_____	_____	_____	[]

Check here if no such person has been retained directly by the Proposer or is anticipated to be retained directly by the Proposer.

REQUIRED FORM F – PROPOSED PRICING AND FEE SCHEDULE

NAME OF PROJECT: COMPLIANCE ATTESTATION ENGAGEMENT - EXHIBITOR RIGHTS

PROJECT NUMBER: 2022-02-M

PROPOSER: _____

A. The Proposer must provide hourly rates by title and function and the estimated percentage of hours for the engagement for personnel assigned to the Authority's account in the format shown below:

Title / Function *	Hourly Rate	Estimated Percentage Hours
	\$ _____	_____ %
	\$ _____	_____ %
	\$ _____	_____ %
	\$ _____	_____ %

* e.g., Partner, Managing Partner, Senior Manager, Manager, Associate, etc.

B. The Proposer must provide below a Blended Hourly Rate based on the rates identified above. The Blended Hourly Rate submitted is not subject to increase during the initial contract term. The Blended Hourly Rate shall be the sole means of compensation for services performed by the Successful Proposer.

Blended Hourly Rate	\$ _____
----------------------------	----------

C. The maximum level of compensation for fee will be negotiated with the Successful Proposer in conjunction with the plan and the scope of work to be performed. Compensation will be based on the Blended Hourly Rate. The Blended Hourly Rate will be multiplied by the anticipated number of hours devoted to servicing the Authority's account. Compensation will be calculated utilizing the following formula:

$$(\text{Total Hours} \times \text{Blended Hourly Rate}) = \text{Maximum Compensation}$$

D. The Authority shall reimburse reasonable out of pocket expenses, incurred on behalf of and by direction and approval of the Authority. The Successful Proposer shall bill for such out of pocket expenses in detail and without mark-up. Out-of-pocket expenses shall be limited to reasonable expenses incurred for the following: duplication services; long-distance telephone calls; word processing; computer processing; overnight messenger delivery services; and other reasonable clerical and administrative expenses.

REQUIRED FORM G – NOTIFICATION OF EXCEPTIONS

NAME OF PROJECT: COMPLIANCE ATTESTATION ENGAGEMENT - EXHIBITOR RIGHTS

PROJECT NUMBER: 2022-02-M

PROPOSER: _____

The Proposer understands and agrees that Exhibit 2 Form of Agreement will govern the relationship with the MPEA and the Successful Proposer.

PLEASE CHECK ONLY ONE:

- PROPOSER ACKNOWLEDGES THAT THERE ARE **NO EXCEPTIONS OR ADDITIONS** TO EXHIBIT 2 FORM OF AGREEMENT OR ANY OTHER REQUIREMENTS STATED IN THIS RFP #2022-02-M. PROPOSER ACCEPTS THE TERMS AND REQUIREMENTS OF THIS RFP AND THE FORM OF AGREEMENT AND AGREES TO SIGN THE AGREEMENT IN SUBSTANTIALLY THE FORM OF EXHIBIT 2 IF IT RECEIVES THE CONTRACT AWARD. ADDITIONALLY, PROPOSER UNDERSTANDS THAT CHANGES OR ADDITIONS WILL NOT BE CONSIDERED AFTER PROPOSAL SUBMISSION.
- PROPOSER ACKNOWLEDGES THAT **THERE ARE EXCEPTIONS OR ADDITIONS** TO EXHIBIT 2 FORM OF AGREEMENT INCLUDING CONFLICTS OF INTEREST, OR ANY OTHER REQUIREMENTS STATED IN THIS RFP #2022-02-M. PROPOSER HAS ATTACHED A DETAILED LIST OR MARK-UP OF ALL EXCEPTIONS AND/OR ADDITIONS, A DETAILED EXPLANATION OF SAID EXCEPTIONS WITH ALTERNATIVE LANGUAGE AND PLACEMENT IN THE EXCEPTED AGREEMENT TERMS TO THIS REQUIRED FORM - NOTIFICATION OF EXCEPTIONS. ADDITIONALLY, PROPOSER UNDERSTANDS THAT ADDITIONAL CHANGES OR ADDITIONS WILL NOT BE CONSIDERED AFTER PROPOSAL SUBMISSION.

REQUIRED FORM H – INSURANCE REQUIREMENTS

NAME OF PROJECT: COMPLIANCE ATTESTATION ENGAGEMENT - EXHIBITOR RIGHTS

PROJECT NUMBER: 2022-02-M

PROPOSER: _____

[] **PROPOSER ACKNOWLEDGES THAT IT HAS PROVIDED EVIDENCE OF THE ABILITY TO PROVIDE INSURANCE COVERAGE (i.e., CERTIFICATE OF INSURANCE), AS SPECIFIED BELOW. PROPOSER FURTHER ACKNOWLEDGES AND AGREES THAT THE SPECIFICATIONS SET FORTH BELOW SHALL BE INCORPORATED INTO THE SELECTED PROPOSER'S AGREEMENT FOR ("SERVICES").**

1. The Selected Proposer must procure and maintain, at its own expense, until final completion of the Services covered by this Contract and during the time period following final completion if required to return and perform additional Services, for any reason whatsoever, the types of insurance specified below by the Authority. The Selected Proposer must provide the Authority with certificates evidencing such coverage prior to receiving the contract:

a. Commercial General Liability

<u>Coverage</u>	<u>Limit</u>
General Aggregate	\$2,000,000.00
Products Liability/Completed	
Oper. Aggregate	\$1,000,000.00
Each Occurrence	\$1,000,000.00
Personal & Advertising Injury	\$1,000,000.00

If Commercial General Liability or other form with a general aggregate limit is used, the general aggregate limit shall be twice the required occurrence limit.

b. Workers' Compensation and Employer's Liability

<u>Coverage</u>	<u>Limit</u>
Workers' Compensation	Statutory
Employer's Liability	
Each Accident	\$500,000.00
Per Employee - Disease	\$500,000.00
Annual Aggregate - Disease	\$500,000.00

Workers' Compensation/ Employer's Liability policies shall be endorsed to waive the insurer's right of subrogation against the Authority.

c. Automobile Liability (If Applicable)

<u>Coverage</u>	<u>Limit</u>
Bodily Injury and Property Damage Combined - Occurrence	\$1,000,000.00
Uninsured Motorist - Occurrence	\$1,000,000.00
Underinsured Motorist (when not included in Uninsured Motorist)	\$1,000,000.00

This Policy must provide coverage for all owned, non-owned, and hired autos.

d. **Umbrella Coverage** \$1,000,000.00

Coverage must be in excess of Commercial General Liability, Auto Liability and Employers Liability. It must be no more restrictive than the primary coverage listed.

e. **Professional Liability** \$5,000,000.00
(Errors and Omissions)

2. All insurance companies must be rated A-X or better by the A. M. Best Company.
3. Successful proposer assumption of liability is independent from, and not limited in any manner by, the Proposer's insurance coverage obtained pursuant to this Agreement, or otherwise. All amounts owed by Proposer to the Authority as a result of the liability provisions of the Agreement shall be paid on demand.
4. Proposer expressly understands and agrees that any insurance or self-insurance programs maintained by the Authority shall apply in excess of and not contribute with insurance provided by them under the Agreement.
5. Policies should be written on an occurrence basis with the exception of professional liability coverage.
6. All coverage, with the exception of professional liability policy, must contain a Waiver of Subrogation in favor of the MPEA.
7. All policies, with the exception of the workers' compensation, employer's liability and professional liability policies, must amend the other insurance clause to be primary and non-contributory with any other insurance or self-insurance.
8. The Metropolitan Pier and Exposition Authority, its facilities, agents, officers, board members and employees are named as an additional insured by endorsement on the commercial general liability, auto liability and umbrella liability policies.
9. Subcontractors performing services for the Selected Proposer shall maintain coverage and limits equal to or greater than these requirements unless the Selected Proposer and the Authority mutually agree to modify these requirements for subcontractors based on subcontractor's scope of work. Selected Proposer agrees that it will contractually obligate its subcontractors to promptly advise Selected Proposer of any changes or lapses of the requisite insurance coverage and Selected Proposer agrees to notify the Authority of any such notices. Selected Proposer agrees that it will contractually obligate its subcontractors to indemnify and hold harmless the Authority to the same extent that Proposer is required to do so as provided in this Agreement. Proposer assumes all responsibility for monitoring subcontractors contracts and insurance certificates for compliance with the insurance and other provisions of this Agreement until final completion of services. As an alternative, Proposer may include its subcontractors as additional insured on its own coverage. In the event that the subcontractors are included as additional insured, Proposer agrees to provide Workers' Compensation for subcontractors and their employees.

If at time of proposal submission, Proposer is requesting that the Authority waive the limit requirement for subcontractor(s) performing services, Proposer must identify (per Notification of Exceptions Form) the name of the subcontractor, the nature of the services provided by the subcontractor, the type of coverage to be waived, and the proposed limit.

10. If policies are canceled for any reason, at least thirty (30) days' notice (ten (10) days' notice for cancellation due to non-payment of premium) is required to be given to the Authority.

EXHIBIT 1 – RFP TIMELINE

The anticipated timeline for the RFP process is set forth below. These are target dates and are subject to change.

Request for Proposals (RFP) issued	Wednesday, March 2, 2022
Pre-Submittal questions due by	Tuesday, March 15, 2022
Answers to questions issued by	Thursday, March 17, 2022
Proposals Due	Thursday, March 31, 2022
Board Approval	April 2022