



Request for
Qualifications
(RFQ) #2023-16-M



BOND
UNDERWRITING
SERVICES

Metropolitan Pier and Exposition
Authority (MPEA)

April 28, 2023



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EXHIBITS:

1. RFQ Timeline
2. Current MPEA Expansion Project Revenue Bonds Debt Service and Tax Collections
3. MPEA FY22 Audited Financial Statements (available to download as a separate file)
4. MPEA FY24-26 Financial Plan (available to download as a separate file)
5. MPEA McCormick Place Expansion Project Refunding Bonds, Series 2022B Official Statement (available to download as a separate file)

SECTION I. – BACKGROUND INFORMATION

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 is governed by an eleven-member Board of Directors. Five members of the Board are appointed by the Governor of Illinois, subject to the advice and consent of the Senate, and five are appointed by the Mayor of the City of Chicago. On February 10, 2023, P.A. 102-1129 was signed into law increasing MPEA's Board size from nine members to eleven members. The two newly created Board members have not yet been appointed. Current Board Members are listed on the Authority's website at http://www.mpea.com/mpea_board/board.html. The Chairman of the Board is selected by fellow Board members and a Chief Executive Officer, who is responsible for the day-to-day management of the Authority, is appointed by the Board.

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 ASM Global, a private convention management company. McCormick Place® is North America's premier convention facility that creates and supports over 15,000 jobs throughout the state and \$1.9 billion in annual economic activity for the City and State. The McCormick Place Complex (“MPC”) includes four buildings, the South Building, West Building, North Building and 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 space and 173 meeting rooms, making it the nation's largest convention center. McCormick Place® hosts hundreds of events and attracts nearly 3 million trade and public show visitors annually. McCormick Place® features the Arie Crown® Theater, a renovated proscenium arch theatre which seats 4,249. Wintrust Arena features 10,387 seats and 22 suites and serves as the home arena for the WNBA's Chicago Sky as well as DePaul University men's and women's basketball. The McCormick Place Complex also includes four parking facilities with a total parking capacity of 6,709 spaces operated by Standard Parking. Two separate buildings, the Energy Center, and the Corporate Center, are also part of the MPC.

The Authority also owns two hotels. The Hyatt Regency McCormick Place is a 1,258-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. MPEA also owns the Marriott Marquis Chicago, a 1,205-room hotel located across the street from the Authority's West Building. Marriott International is responsible for the operation and management of the Marriott Marquis Chicago under a management agreement with the Authority.

Historic Navy Pier®, the Midwest's #1 tourist and leisure destination that attracts approximately 9 million visitors a year, is also owned by the MPEA but is currently governed and managed by an independent 501(c)(3) not-for-profit organization known as Navy Pier, Inc. (“NPI”) for an initial term expiring June 2036.

The Authority currently has two bond indentures with outstanding debt. MPEA's McCormick Place Expansion Project Bond Indenture has served as the primary capital raising mechanism for the buildout of the Authority's campus and currently has about \$4.5 billion in outstanding debt as of June 30, 2022 including accreted interest on capital appreciation bonds. The Authority's Expansion Project Bonds are secured first by Authority Tax revenues and second by a claim of State Sales Tax deposits following the State's Build Illinois Bonds debt service up to a maximum amount annually. Exhibit 5 includes the official statement for the Series 2022B Expansion Project Bonds, the most recent series issued under the Expansion Project Bond Indenture.

Authority tax revenues are derived from taxes levied by MPEA and consist of the Restaurant Tax, the Hotel Tax, the Car Rental Tax, the Airport Departure Tax, and tax surplus, if any, from the Illinois Sports Facilities Authority. These MPEA taxes and funds are used for payment of debt service and maintenance of reserve funds on the bonds. The taxes are collected and administered by the Illinois Department of Revenue, except for the Airport Departure Tax which is collected by the City of Chicago. After collection, Airport Departure Taxes are paid to the State Treasurer, ex officio, as Trustee for the Authority for deposit into the Authority Tax Fund. Dedicated state sales taxes up to the maximum annual deposit amount are required to be deposited into the Expansion Project Fund each month in an amount equal to 1/8th of the annual debt service on the bonds to cover deficiencies, if any, in the collection of Authority Taxes.

MPEA's Expansion Project Bonds currently have the following ratings:

Rating Agency	Rating	Outlook
Fitch	BBB	Positive
Moody's	Baa2	Stable
S&P	A	Stable
Kroll	AA-	Stable

MPEA also has an outstanding Project Revenue Bond indenture with a current outstanding par amount of \$36,335,000, consisting solely of Series 2019A Project Revenue Bonds . The Series 2019A project revenue bonds are secured by a pledge of various authority revenues including energy savings from financed energy projects, net revenues of certain parking facilities, and net revenues of the Authority's energy center. There is no link in security between the two bond indentures. The Authority is planning to issue an additional series of bonds under the Project Revenue Bond indenture to finance additional energy conservation and improvement projects by the end of the Authority's fiscal year ending June 30, 2023 For MPEA's Project Revenue Bonds, please see the Authority's voluntary information disclosure and most recent financial results for FY17-FY22 on either the Authority's website or on MSRB's EMMA website. The six-digit CUSIP base is 59225C.

MPEA does not have any remaining statutory authority to issue new money bonds under the Expansion Project Bond indenture. In Spring 2019, MPEA supported Senate Bill 0485 ("S.B. 0485"), which was passed by the Illinois State Senate in May 2019 but was not passed by the Illinois House and thus, was not enacted. While not enacted, S.B. 0485 sought to increase the par amount of MPEA's new money Expansion Project bond authority by \$600 million to \$3.45 billion, extend MPEA taxes from FY2060 to FY2070, and increase the Authority's maximum State Sales Tax deposits to \$300 million beginning in fiscal 2021, \$375 million beginning fiscal 2027, and \$450 million beginning in fiscal 2036. In Spring 2020, P.A. 101-636 was enacted, which increased the amounts of State Sales Tax deposits to \$300 million beginning in FY2021, \$375 million beginning in FY2027, and \$450 million beginning in FY2036. P.A. 101-636 also extended the application of the Reduction Amount to FY2035 and allowed the Authority to issue bonds with

its remaining bonding authorization to finance corporate purposes of the Authority in FY2021 and FY2022.

SECTION II. – OBJECTIVE AND SCOPE OF SERVICES

OBJECTIVE

The Authority is seeking to expand its current roster of qualified Senior and Co-Senior Manager Managers to provide investment banking, underwriting, and other capital raising services in connection with possible new money and/or refinancing transactions. Any firms added to the Authority's roster of qualified senior managers will be named for the remaining period of the current qualified pools. The remaining period for the current roster of qualified senior managers expires April 30, 2025.

Any and all firms selected to serve the Authority pursuant to this Request for Qualifications will serve as members of a roster of eligible firms for the Authority's use. Inclusion in the roster does not guarantee that a Proposer will be awarded an agreement. The Authority may, in its sole discretion, remove any member of the roster from participation or add new qualified members, pursuant to supplemental RFQs as it deems necessary. MPEA has retained an independent registered municipal advisor, PFM Financial Advisors LLC, and is represented by and will rely on its municipal advisor to provide advice on proposals from financial services firms concerning the issuance of municipal securities and municipal financial products including investments of bond proceeds and escrow investments. Please follow the link below for the Authority's independent registered municipal advisor exemption notice. <https://www.mpea.com/wp-content/uploads/2022/08/MPEA-Notice-of-Registered-Municipal-Advisor-Representation-August-2022.pdf>

From time to time, the Authority may select, from members of the roster, an underwriting syndicate to underwrite financings and/or provide other financial services to improve debt and operational management. The Authority may also have non-tax supported financing requirements that will draw on members of the roster. The Authority retains the right to select the underwriters for each transaction based on their knowledge and experience relative to the contemplated transaction and their understanding of the Authority's overall debt program objectives.

Exhibits 2 – 5 provide additional information, as listed below. Exhibit 1 is provided as the last page of this RFQ document. Exhibits 2 – 5 are provided as separate PDF file attachments to this RFQ document and are available to download at the MPEA procurement website www.mpea.com under the link <https://www.mpea.com/finance/>

Click the "+" for Audited Financial Statements, Operating Budget, and Expansion Projects Bonds Investor Disclosures to reveal the links to each document.

- EXHIBIT 2 – Current MPEA Expansion Project Revenue Bonds Debt Service and Tax Collections
- EXHIBIT 3 – MPEA FY22 Audited Financial Statements
- EXHIBIT 4 – MPEA FY24-26 Financial Plan
- EXHIBIT 5 – MPEA Expansion Project Refunding Bonds, Series 2022B Official Statement

MPEA is continuously analyzing potential new business opportunities and possible amenities that might improve its competitive position in the convention business and how such projects might be financed.

Additionally, 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 all work undertaken by the Authority. The Authority invites certified MBEs and WBEs to submit Proposals for consideration in response to this RFQ. The

Authority reserves the right to request MBE/WBE information from all Proposers at any time in order to determine the best method to reach its commitment as set forth in the MPEA Act.

SCOPE OF SERVICES

The senior managing underwriter, co-senior manager and/or co-managers chosen to provide investment banking services will assist the Authority, its staff and its financial advisor(s) in the development of the proposed plan(s) of finance. Along these lines, the duties of the participants chosen will be assigned by the Authority during the development and implementation of the plan of finance.

Firms responding to this RFQ should be prepared to provide the services described below:

Senior Manager: book runner; leader of the underwriting syndicate; pricing coordinator; responsible for the marketing of the issue; structuring the financing (in consultation with the Authority's financial advisor); determining credit enhancement alternatives; compliance with the disclosure standards; investor liaison; assist with rating materials and presentations, and all other conventional roles for senior manager.

Co-Senior Manager: same as senior manager, except that co-senior manager would not "run the books". The co-senior manager is expected to be integral to the transaction, attending the same meetings that the senior manager attends and participating in all aspects of the financing as deemed necessary by the Authority.

TERM

Assignment of any additional members to Authority's roster of qualified senior and co-senior managers will begin on the date the MPEA Board approves the selection and end on April 30, 2025.

SECTION III. – RFQ PROCESS AND SUBMISSION REQUIREMENTS

RFQ PROCESS

The Respondent's written response, which details the experience and qualifications of the Respondent is due no later than **12:00 noon, Monday, May 22, 2023**.

Requirements and procedures for providing submittals in response to this RFQ are described herein. RFQ documents will be available for downloading at the MPEA website at www.mpea.com under the link "Doing Business" beginning on **Friday April 28, 2023**. The Authority requests that all Respondents that choose to download and print the document from the MPEA website contact the MPEA, DEPARTMENT OF PROCUREMENT by email, referencing RFQ #2023-16-M **BOND UNDERWRITING SERVICES** to mpeaprourement@mpea.com to register Respondent's company as a document holder.

If it becomes necessary to revise or amend any part of this RFQ, including the due dates, the Authority will publish a revision by written addendum on its website and notify all prospective Respondents who have registered as a document holder and provided the Authority with valid contact information. It will be the responsibility of the Respondent 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.)

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

The Authority will accept questions, in writing via e-mail, until 12:00 Noon central time, on **Friday, May 5, 2023**. Questions must be submitted in writing only 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.

RFQ submittals are due no later than **12:00 noon, Monday, May 22, 2023**. Interested parties must submit one (1) original hard copy, and an electronic version (PDF) of the same proposal submitted via email to mpeaprourement@mpea.com before the deadline. If the hard copy is not received by the deadline, your firm must be able to provide documentation that the hard copy was scheduled with a postal or delivery service to be received by the deadline. The email and hard copy response must reference the **RFQ #2023-16-M**.

All Qualifications must be submitted with a table of contents identifying page numbers.

Based on the responses submitted, the Authority may select a short list of Respondents for further consideration and may elect to conduct oral interviews with short-listed Respondents.

A timeline showing the key dates for the RFQ as Exhibit 1.

The responsibility for submitting a response to this RFQ on or before the stated time and date will be solely and strictly that of the Respondent. Qualifications received after **12:00 noon, Monday, May 22, 2023** may be deemed non-responsive and ineligible for consideration.

By submitting Qualifications, Respondent agrees to accept and abide by the terms of this RFQ. 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 Respondents complying with the provisions of this RFQ will be considered.

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

Interested Respondents 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 Respondent's ability to meet the requirements of the RFQ. Emphasis should be on conforming to the RFQ instructions, responding to the RFQ requirements/scope of services, and the completeness and clarity of content. The Respondent is expected to expand on the scope in their Qualifications, incorporating their expertise and proposed method or approach.

RFQ SUBMISSION REQUIREMENTS

Format of Proposal

Proposers must furnish ALL the information requested below in the order requested. Proposals must not be more than twenty-five (25) 8.5" X 11" typed pages, not including the RFQ's Required Forms A – G.

Contents of Proposal.

To demonstrate the Proposer's ability to add value to activities designed to meet the Authority's objectives, as described in Section II of this RFQ, respondents must provide information regarding the following:

I. Administrative, Project Compliance and Capacity:

1. State the name and address of the firm submitting the Proposal and, if a branch of the firm will be coordinating, state the branch address and phone number. Include the name of the key contact person who is submitting this Proposal and authorization of said person to represent the firm. Also, include the phone number, office address and e-mail address of the contact person and if this is the person to whom Proposals/questions should be addressed.
2. Describe your firm's organization, structure, and stability. Identify key officers or managers of the firm. State and identify the firm's:
 - a) During the past three years ended March 31, 2023, number and location of public finance offices and deals on which the firm served as senior and or co-senior underwriter in the United States (U.S.);
 - b) As of current upon submission of the Proposal, number of U.S. sales professionals, differentiating between retail and institutional, and public finance professionals; and
 - c) Presence within the State of Illinois. Provide a breakdown of the offices and staff by: (i) public finance professionals, (ii) underwriting personnel, and (iii) sales professionals. Please also discuss the presence of your firm in business units beyond public finance throughout the State of Illinois.
 - d) Disclose your firm's capital position and its capacity to underwrite unsold bond balances as of March 31, 2023
3. Discuss your firm's distribution capabilities for municipal bonds and specifically discuss how the composition of your firm's distribution network will benefit the Authority.

II. Personnel and References:

1. Identify the members of your firm who will be assigned substantive roles providing underwriting services for any contemplated Authority financing ("Assigned Team"). Describe each member's role/responsibilities and include each professional's resume of qualifications, years with the firm and in the

- municipal finance industry, and current position. Please include each individual's phone number, office location, and e-mail address.
2. Provide five references for your firm, including names of issuers, names and email addresses of principal representatives with which your firm worked, and telephone numbers. The Authority is especially interested in references from other governmental agencies, particularly peer institutions with similar hospitality tax and or sales tax back credits, located in the State of Illinois and convention and exposition centers.

III. Knowledge, Experience, and Capabilities:

1. For the three-year period ended March 31, 2023, please provide your firm's experience in serving as senior manager, or co-senior manager for negotiated underwritings of debt for municipal issuers in the State of Illinois. Please indicate the capacity in which your firm served. This information should be provided in spreadsheet format with the following column headings across the top in order from left to right starting with the most recent to the oldest issue:
 - a) Name of Issuer;
 - b) Date of Issue;
 - c) Transaction Security entered/grouped by security type (e.g., general obligation, sales tax revenue);
 - d) Issue Amount at least equal to or greater than \$50 million;
 - e) Debt Instrument entered/grouped by instrument type (fixed rate, variable rate, etc.);
 - f) Ratings;
 - g) Credit Enhancement, if any, please state costs/savings;;
 - h) Term in years; and
 - i) Role in Transaction (Lead/Senior Manager or Co-Senior Manager).
2. For the three-year period ended March 31, 2023, please provide your firm's national experience in serving as senior manager, co-senior manager for similar bonds that were issued on a negotiated basis by states, state agencies or local governments. This information should be provided in spreadsheet format with the following column headings across the top in order from left to right starting with the most recent to the oldest issue:
 - a) Name of Issuer;
 - b) Date of Issue;
 - c) Transaction Security entered/grouped by security types(e.g., general obligation, sales tax revenue);
 - d) Issue Amount at least equal to or greater than \$50 million;
 - e) Debt Instrument entered/grouped by instrument type (fixed rate, variable rate, etc.);
 - f) Ratings;
 - g) Credit Enhancement, if any, please state costs/savings;;
 - h) Term in years; and
 - i) Role in Transaction (Lead/Senior Manager or Co-Senior Manager)
3. For the three year period ended March 31, 2023 for the two primary members of the Assigned Team, please provide national experience on senior- or co-senior managed, negotiated financing transactions for states, state agencies and or local governments. This information should be provided in spreadsheet format with the following column headings across the top in order from left to right starting with the most recent to the oldest issue:
 - j) Name of Issuer;
 - k) Date of Issue;
 - l) Transaction Security entered/grouped by security types(e.g., general obligation, sales tax revenue);

- m) Issue Amount at least equal to or greater than \$50 million;
 - n) Debt Instrument entered/grouped by instrument types (fixed rate, variable rate, etc.);
 - o) Ratings;
 - p) Credit Enhancement, if any, please state costs/savings; and
 - q) Term in years.
4. Provide two case studies which demonstrates your firm's application of its creative skills and services for the benefit of its municipal issuer clients. Examples should indicate the benefits for its municipal issuer clients, and demonstrate an understanding of tax-supported financings, convention facility financings, municipal market conditions and trends, analytical strength, and underwriting capability.
5. Within the past five years ended March 31, 2023, please detail your firm's experience serving as senior manager for either publicly offered financings or direct placements secured by hotel net revenues nationally by providing the following information. The information should be provided in spreadsheet format with the following column headings across the top in order from left to right starting with the most recent to the oldest issue:
- r) Name of Issuer;
 - s) Date of Issue;
 - t) Issue Amount at least equal to or greater than \$50 million;
 - u) Debt Instrument grouped by instrument type (fixed rate, variable rate, etc.);
 - v) Ratings;
 - w) Credit Enhancement, if any, please state costs/savings;
 - x) Term in years; and
 - y) Role in Transaction (Lead/Senior Manager, Co-Senior Manager).

If applicable, please provide a case study demonstrating the value your firm created for one of these financings.

IV. Finance Plan Discussion (maximum twelve (12) pages):

Firms wishing to be considered for Senior Manager or Co-Senior Manager must also provide a Finance Plan as set forth below that addresses the issues outlined in Section I of this RFQ: (Firms wishing to be considered solely for Co-Manager are not required to respond to this Section IV.)

1. The Authority continues to explore cost effective ways to address near-term Authority tax deficits brought on by the COVID-19 pandemic. Please provide your firm's opinion on how the Authority should address these deficits under the Expansion Project Revenue Bonds indenture, leading up to and including the December 15, 2025 call date on its Series 2015 Bonds and the December 15, 2027 call date on its Series 2017 Bonds. Please provide your firm's recommendations on how to structure these contemplated refinancings focusing on a recommended amortization strategy, the types of bonds offered and where, the call provisions and call flexibility your firm would recommend when considering the Authority's outstanding debt, the remaining deficit position of the Authority's expansion project revenue bonds credit following this financing, and the Authority's ability to further reduce that remaining deficit over time. Please also discuss any other factors the Authority should consider in its decision-making process.

2. MPEA is interested in increasing the callability in its outstanding Expansion Project Revenue Bonds indenture. Using that context, please address the following. For purposes of your overall analysis, please assume maturity-matching strategies for the recommended financings.
 - a. Please discuss your firm’s view on tender and exchange refinancings, including but not limited to pros and cons of both practices and the potential costs and economics of these strategies in the current market. Please detail your firm’s specific experience with tender and exchange offerings.
 - b. Please provide any other recommendations or strategies to help the Authority achieve the aforementioned objective under the current volatile market and interest rate environments. Please detail your firm’s specific experience with any of these recommended strategies.

V. Compliance with Required Certification and Disclosures:

1. Include a certification indicating that there are no known conflicts of interest that would prohibit the firm from entering into an Agreement with the Authority.
2. Indicate information relating to any investigations, court findings, determination, or Federal or State SEC regulatory finding from January 1, 2009 concerning violation of any laws or regulations by the firm, its officers, partners or principals.

VI. Method and Rate of Compensation: Identify the proposed spread for bond type/deal size based upon the matrix provided in Attachment F – Method and Rate of Compensation.

Required Forms

The State of Illinois and the Authority require that certain Certifications and Disclosures be filled out and included with your proposal. In addition to the information required above, Proposals must contain the following completed items provided in Section VI of this RFQ:

- 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 Method and Rate of Compensation
- Required Form G Minority and Women Owned Business Enterprise Profile

SECTION IV. – RFQ EVALUATION

EVALUATION PROCESS

The Authority intends to conduct a comprehensive, fair and impartial evaluation of proposals received in response to this RFQ. The Authority will first review the proposals to assess Proposer's responsiveness and compliance with the administrative requirements of the RFQ. 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

The Authority intends to retain a roster of the best qualified Proposers that, in the Authority's sole opinion, will best be able to provide the Services required. In evaluating the Proposals, the Authority will consider the following:

1. **Administrative, Project Compliance, and Capacity**
2. **Personnel and References**
3. **Knowledge, Experience, and Capability**
4. **Finance Plan Discussion**

The Authority will then determine whether the Proposer's method and rate of compensation submitted in response to the RFQ is fair and reasonable or can be negotiated to an acceptable level. In determining whether the method and rate of compensation is fair and reasonable the Authority will consider the Proposal, including the Proposer's qualifications, the Proposer's reputation, all rates submitted, other known rates, the project budget and other relevant factors.

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 Proposer's qualifications
3. Review of Proposed Fees
4. Clarifications, discussions, and presentations (if determined necessary by the Evaluation Committee)
5. Evaluation Committee award recommendation to the Authority's CEO and Board of Directors
6. Award decision by the Board of Directors

SECTION V. – CONDITIONS, DISCLAIMERS AND DISCLOSURES

This RFQ 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 RFQ. 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 RFQ. The Proposer assumes the responsibility for all costs incurred in responding to this RFQ. It is understood and agreed that the Authority assumes no liability for the Proposer's costs incurred in responding to this RFQ. The RFQ and the selected Proposer's response to the RFQ 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 RFQ indicates acceptance by the Proposer of the conditions contained within the RFQ 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, ASM Global, 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 RFQ 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 RFQ, the Authority's decision shall be final.

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

Freedom of Information Act

This RFQ 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 RFQ 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 RFQ, 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(s) and this RFQ, 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: Director of Procurement

301 E. Cermak Rd., Chicago, IL 60616

mpeaprocurement@mpea.com

All protests or challenges concerning the process, ambiguities or defects of the RFQ must be submitted within seven (7) calendar days after publication of the RFQ. 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 RFQ process or selection of the Successful Proposer(s).

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. METHOD AND RATE OF COMPENSATION
- G. MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE PROFILE

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

Re: **BOND UNDERWRITING SERVICES** [*PLEASE INDICATE WHICH CATEGORY YOUR FIRM IS APPLYING FOR:*]

[SENIOR MANAGER, AND CO-SENIOR MANAGER]

RFQ #2023-16-M

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 Qualifications ("RFQ") for **BOND UNDERWRITING SERVICES**. In this connection, I state the following:

1. I have full authority to bind Proposer with respect to this response to the Request for Qualifications 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 Qualifications and is fully capable and qualified to provide the goods and or services as described within this Request for Qualifications.
3. I have read and understand the Request for Qualifications, 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 Qualifications 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 **BOND UNDERWRITING SERVICES** 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 Qualifications 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 Qualifications 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 - G 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: BOND UNDERWRITING SERVICES

PROJECT NUMBER: 2023-16-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 _____

Email Address _____

Phone Number _____

*Note- A contract will be sent for electronic signature via DocuSign or other similar method

REQUIRED FORM C – STATEMENT OF QUALIFICATIONS

NAME OF PROJECT: BOND UNDERWRITING SERVICES

PROJECT NUMBER: 2023-16-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. _____

(Questions 4 through 6 relate only to Proposer's contracts for the type of services requested in this RFQ)

4. Has Proposer ever refused to sign a contract? Y ___ N ___ At the original price? Y___ N _____

If yes to either question, provide details. _____

REQUIRED FORM C – STATEMENT OF QUALIFICATIONS

PROPOSER: _____

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

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

7. 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.

12. Proposer has attached copies of its annual financial statement, including balance sheet, profit and loss statement, statement of cash flows, and notes to the Financial Statements for the last three (3) years. Yes No

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

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

REQUIRED FORM C – STATEMENT OF QUALIFICATIONS

PROPOSER: _____

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: BOND UNDERWRITING SERVICES

PROJECT NUMBER: 2023-16-M

PROPOSER: _____

CHECK BOXES 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.

- Proposer, its affiliated entities and affiliated persons of Proposer's organization have not 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 in violation of the restrictions in 70 ILCS 210/25.5(a).

- 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.

- [] Proposer is in compliance with the Illinois Lobbyist Registration Act (25 ILCS 170/8) and acknowledges specifically, that contingent fees are prohibited. No person shall retain or employ another to lobby with respect to any legislative, executive, or administrative action for compensation contingent in whole or in part upon the outcome of the action and no person shall accept any such employment or render any such service for compensation contingent upon the outcome of the legislative, executive, or administrative action.

REQUIRED FORM E – DISCLOSURE OF LOBBYISTS

NAME OF PROJECT: **BOND UNDERWRITING SERVICES**

PROJECT NUMBER: **2023-16-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 **UNDERWRITING 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 RFQ.

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 – METHOD AND RATE OF COMPENSATION

NAME OF PROJECT: BOND UNDERWRITING SERVICES

PROJECT NUMBER: 2023-16-M

PROPOSER: _____

Proposer must complete and submit Required Form F in a separate, sealed envelope with the original submission.

PROPOSED TAKEDOWN FOR BOND TYPE / DEAL SIZE			
	<u>\$50MM</u>	<u>\$200MM</u>	<u>\$500MM+</u>
<u>Current Interest Bonds</u>			
-10 yr			
-20 yr			
-30 yr +			
<u>Deferred Interest Bonds</u>			
-10 yr			
-20 yr			
-30 yr +			
<u>Capital Appreciation Bonds</u>			
-10 yr			
-20 yr			
-30 yr +			

Other Expenses (if applicable):

REQUIRED FORM G – MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE PROFILE

NAME OF PROJECT: BOND UNDERWRITING SERVICES

PROJECT NUMBER: 2023-16-M

PROPOSER: _____

Is Proposer a minority or woman owned business enterprise? YES NO

If Yes, complete 1 – 4 below:

1. Check the Status of Proposer:

- Minority-Owned Business Enterprise (MBE)
- Women-Owned Business Enterprise (WBE)

2. Gender: Race/Ethnicity: Type of Firm:

- | | | |
|---------------------------------|---|--|
| <input type="checkbox"/> Male | <input type="checkbox"/> Black/African American | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> Female | <input type="checkbox"/> Hispanic American | <input type="checkbox"/> Sole Proprietorship |
| | <input type="checkbox"/> Asian American | <input type="checkbox"/> Corporation |
| | <input type="checkbox"/> Native American | <input type="checkbox"/> Limited Liability Company (LLC) |
| | <input type="checkbox"/> White American | <input type="checkbox"/> Other _____ |

3. If Proposer is certified as a MBE or WBE, please attach a copy of all current certifications.

MPEA neither certifies nor decertifies a firm's MBE/WBE status. Rather, it accepts the current certifications of other agencies whose policies and procedures are consistent with the requirements of Section 23.1(b) of the Act. MPEA presently accepts certifications from the City of Chicago, Chicago Minority Business Development Council, County of Cook, Women's Business Development Center, and the State of Illinois through its Central Management Services Division.

4. If Proposer's certification is pending, check this box

Identify Agency with which certification is pending: _____

Please attach a copy of the letter from the Agency verifying that certification is pending.

EXHIBIT 1 – RFQ TIMELINE

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

Request for Qualifications (RFQ) issued	Friday, April 28, 2023
Pre-Submittal questions due by	Noon, Friday, May 5, 2023
Answers to questions issued by	Wednesday, May 10, 2023
Proposals due by	Noon, Monday, May 22, 2023
Board approval and notification of selection by	June 8, 2023