



McCORMICK
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Request for Proposals

(RFP) #2024-17-M

Information Technology (IT) Consultant

Metropolitan Pier and Exposition
Authority (MPEA)

Tuesday, May 7, 2024

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SECTION I. DEFINITIONS AND INTERPRETATIONS

DEFINITIONS

The following terms in this Solicitation shall be defined as follows:

“Agreement” or “Contract” means the Agreement that is to be entered into between the Authority and the selected Respondent pursuant to this RFP.

“Authority” means the Metropolitan Pier and Exposition Authority.

“Contractor” refers to the Respondent that is selected to provide the Services and will enter into the Agreement or Contract with the Authority

“Include” Whenever the term "include" (in any of its forms) is used, it means "include, without limitation."

“Laws” means City, State and Federal statutes, ordinances, codes, rules and regulations.

“MBE” means Minority Owned Business Enterprise.

“MPEA” means Metropolitan Pier and Exposition Authority.

“Respondent” means the firm(s), individual(s), corporation(s), partnership(s) and joint venture(s) that submit Qualifications pursuant to this RFP.

“Qualifications” means all materials submitted in response to this RFP.

“Responsive” Responsiveness is determined by the Authority and relates to compliance with the provisions of the solicitation, including specifications, and contractual terms and conditions. The rule is that conformity in material respects or substantial compliance suffices. Absolute or precise conformity is not required. The Authority reserves the right to reject any submission that it deems materially non-responsive.

“Responsible” Responsibility is determined by the Authority and relates primarily to the ability of a Respondent to successfully carry out a proposed contract, and whether the Respondent has the character, reputation, and integrity to receive an award. The Authority may determine in its sole discretion that a Respondent, otherwise able to perform, who has been convicted of a felony, or violation of the public procurement requirements of any federal or state governmental entity, is not responsible and therefore disqualified from the RFP process. Other considerations bearing on a determination of responsibility can include experience, past performance, business and financial capabilities, skills, technical organization and reliability. Some of the mechanisms available to measure a Respondent's responsibility are the utilization of reference checks, vendor performance on previous contracts and availability of financial credit information.

“RFP” means this Request for Proposals, including all Exhibits and addenda.

“Selected Respondent” or **“Successful Respondent”** or **“Successful Contractor”** means the Respondent selected for award of an Agreement pursuant to the RFP.

“Trade Reference” means a reference concerning the creditworthiness of the Respondent given by another business that extends credit to the Respondent, such as a supplier.

“WBE” means Women Owned Business Enterprise.

INTERPRETATIONS

- A.** Any headings in this RFP are for convenience of reference only and do not define, limit, control or affect the meaning of the RFP provisions. In this RFP, unless the context otherwise requires, the terms "hereby," "herein," "hereof," "hereto," "hereunder" and any similar terms used in this RFP refer to this RFP. All section references, unless otherwise expressly indicated, are to sections of this RFP. Words of any gender shall be deemed and construed to include correlative words of the other genders. Words indicating the singular number shall include the plural number and vice versa, unless the context shall otherwise indicate. All references to any exhibit or document shall be deemed to include all supplements and/or amendments to any such exhibits or documents entered into in accordance with the terms and conditions of this RFP and such documents. All references to any person or entity shall be deemed to include any person or entity succeeding to the rights, duties, and obligations of such persons or entities in accordance with the terms and conditions of this RFP.
- B.** Unless a contrary meaning is specifically noted elsewhere, the words "as required," "as directed," "as permitted" and similar words used in the RFP mean that requirements, directions of and permission of MPEA are intended; similarly, the words "approved," "acceptable," "satisfactory" or words of like import mean "approved by," "acceptable to" or "satisfactory to" MPEA. Words "necessary," "proper" or words of like import as used with respect to extent, conduct or character of Services specified shall mean that the Services as outlined in Section III must be conducted in a manner or be of character which is "necessary" or "proper" in the option of MPEA.
- C.** Unless a contrary meaning is specifically noted elsewhere, the words "approved," "reasonable," "suitable," "acceptable," "properly," "satisfactory" or words of like effect and import used in the RFP mean reasonable, suitable, acceptable, proper or satisfactory in the judgment of MPEA.

SECTION II. – 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 a nine-member Board appointed by the Governor of Illinois and the Mayor of Chicago. 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 a private convention management company. McCormick Place® is North America’s premier convention facility that generates 66,000 jobs and \$10 billion in annual economic activity for the City and State. The McCormick Place Complex (“MPC”) comprises four 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 4 million trade and public show visitors annually. McCormick Place® features the Arie Crown® Theater, a renovated proscenium arch theatre which seats approximately 4,200. Two separate buildings, the Energy Center and the Corporate Center, are also part of the McCormick Place campus.

The Authority also owns the Hyatt Regency McCormick Place, 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. The two newest facilities were added in 2017: a 1,206-room Marriott Marquis Chicago Hotel and the 10,000 seat Wintrust Arena, a multi-purpose facility that serves as a first-class NCAA basketball arena, concert venue, and general assembly hall for large business meetings and other major special events.

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.

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 MPEA but is now governed and managed by an independent not-for-profit organization known as Navy Pier, Inc. (“NPI”).

OBJECTIVES

The Metropolitan Pier and Exposition Authority (MPEA) is requesting a proposal for a full-service information technology (IT) consultant to operate and maintain the MPEA's IT functions.

The Authority requires that all Services of the Consultant be performed with that degree of skill, care and diligence normally shown by a professional performing services of comparable scope, purpose, and magnitude.

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 owners 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.

The Authority also encourages the participation of Business Enterprises owned by People with Disabilities (BEPD) and accepts the certification issued by the City of Chicago, Cook County, and the State of Illinois.

SECTION III. – SCOPE OF SERVICES AND REQUIREMENTS

The Metropolitan Pier and Exposition Authority (MPEA) is requesting a proposal for a full service information technology (IT) consultant to operate and maintain the MPEA's IT functions of approximately forty to fifty staff of varying disciplines, including accounting and construction management.

Office workspace includes:

- Forty-one workstations -
 - 24 open cubicles, with expansion capability for 30
 - 13 semi-enclosed offices
 - 3 semi-enclosed C-suite offices
 - 1 security office with one to two workstations and a security monitoring display that is on its own network.

The number of workstations may change depending on newly designed office spaces.

- One receptionist station with button control operation of the entry door. Outside intercom access will be connected to the AVAYA phone system.
- Four team rooms with A/V capabilities
- Various alternative collaboration spaces including open seating areas.
- A café with a flat screen display connected to cable system.
- Two conference rooms, for 18 and 10 people, with full A/V capabilities.
- A/V closet and Server Room

The consultant will be responsible for the complete management of all IT and A/V functions, including, but not limited to the following –

- Provide a local account manager for MPEA that will be the point person for all coordination and be available on-site at least twice per week.
- Remotely monitor all new and existing IT, A/V equipment, software, and the network, provide maintenance, and replacement as necessary.
- Manage and monitor the network security systems and back-up systems, ensuring all systems and devices are up to date with the latest available malware, virus protection, and other pertinent cybersecurity measures.
- Provide a help desk available online, by chat, and by phone, 24 hours a day, 7 days a week.
- Maintain all IT, A/V, and other infrastructure as necessary.
- Maintain all software licenses, update, replace, provide new as required/requested.
- Purchase and install new equipment as needed.
- Purchase and install new software as needed.
- Provide quarterly risk assessments regarding the IT function to MPEA Senior Management so that Senior Management may make informed decisions regarding hardware, software and the MPEA's IT systems and performance.
- Provide training (including training materials) on any systems necessary.
- Maintain desktop phone hardware/equipment and service for MPEA's staff.
- Provide cost effective and modern recommendations on possible replacement or enhancements of current software and equipment.

All equipment and software purchases and leases to be paid for by MPEA.

MPEA reserves the right to terminate the contract at the end of any one-year term.

TERM

The term of the Agreement will be for three (3) years with the ability to extend in one-year increments up to a two (2) year term.

MPEA reserves the right to terminate the contract at the end of any one-year term.

SECTION IV. – RFP PROCESS AND SUBMISSION REQUIREMENTS

RFP PROCESS

The Respondent's written response, which details the experience and qualifications of the Respondent no later than **12:00 noon central time on Tuesday, June 11, 2024**. A timeline showing the key dates for the RFP is attached as Exhibit 1.

Requirements and procedures for providing submittals in response to this RFP are described herein. RFP documents will be available for downloading at the MPEA website at www.mpea.com under the link "Doing Business" beginning on Tuesday, May 7, 2024. The Authority requests that all Respondents that choose to download and print the document from the MPEA website register their company as a document holder by contacting the MPEA, DEPARTMENT OF PROCUREMENT by email at mpeaprourement@mpea.com, referencing **RFP #2024-17-M IT CONSULTANT SERVICES**.

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 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 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 noon central time on Monday, May 20, 2024**. Questions should 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 by Friday, May 24, 2024 or unless otherwise posted.

RFP submittals are due no later than **12:00 Noon Central Time on Tuesday, June 11, 2024**. Interested parties must submit an electronic, searchable version (PDF and/or Word) of its proposal via email 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 #2024-17-M. The electronic copy must include Required Form F as a separate PDF.

At this time MPEA is suspending receipt of hardcopies.

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.

The responsibility for submitting a response to this RFP on or before the stated time and date will be solely and strictly that of the Respondent. The Authority will in no way be responsible for delays caused by any entity or by any occurrence. Proposals received after **12:00 noon central time on Tuesday, June 11, 2024**, may be deemed non-responsive and ineligible for consideration.

By submitting Qualifications, Respondent 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 Respondents 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 Respondent who is in a position 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 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 Respondent is expected to expand on the scope in their Qualifications, incorporating their expertise and proposed method or approach.

RFP SUBMISSION REQUIREMENTS

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 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 Respondent is expected to expand on the scope in their Qualifications, 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 Respondent. This outline is not all-inclusive, and Respondents can add information as deemed appropriate.

1. **Executive Summary** Include an Executive Summary indicating the Proposer's qualifications and past experience in providing the Services as described in this RFP including firm history and experience with similar clients.

2. **Project Team** Provide resumes for all persons in your firm who would provide the requested services to the Authority and describe in detail each person's educational and professional background, licenses, certifications, and experience performing the Services described herein.
 - a. Include detailed information regarding Key Personnel and Key Support Personnel, including names, titles, and company.
 - b. Indicate who will act as the primary liaison and the management representative.

Although not required, it is preferred that the Consultant staff or partners with a company or individuals that have the following certifications and/or membership:

- Certified Information Systems Security Professional (CISSP)
- Certified Risk and Information Systems Control (CRISC)
- Offensive Security Professional (OSCP)
- Member of the United States Secret service Chicago Electronic Crimes Task Force
- Member of the Federal Bureau of Investigation's InfraGard Program

Indicate whether any of the proposed Key Personnel have the above and include current certificates or evidence of membership.

3. **Financial Stability** Furnish audited financial statements for your firm, including a balance sheet and profit and loss statement for the last three (3) years. If audited financial statements are not available, submit the equivalent along with a brief explanation of Proposer's financial stability.

4. **References** Provide at least three (3) references for which your firm has provided similar services in the past three (3) years. Please include the clients name, address, phone number, email address, contact name and contact's affiliation and a brief description of the services provided. Also provide the total value of the contract and the term (start and end date). Identify services, if any, subcontracted, and to what other company.
5. **Form of Agreement** Proposer must affirmatively include a statement that the Proposer agrees to the terms in the attached Form of Agreement (Exhibit 2). If the Proposer does not take exception to any of the terms in the Form of Agreement, the Authority will deem the Proposer as having accepted those terms and the Proposer will not have the opportunity to submit exceptions after the RFP due date. Alternatively, Proposer must note any specific exceptions to the Form of Agreement with an explanation of the reasons the Proposer does not agree to any specific term by redlining the Form of Agreement in Microsoft Word and including this redline with electronic submission.
6. **Other:** Respondent may include any other relevant factors the Respondent believes should be considered by the Authority.

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 VII 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 Pricing Form (submit Required Form F as a separate PDF)
- Required Form G Notification of Exceptions
- Required Form H Insurance Requirements / Certificate of Insurance
- Required Form I Special Conditions Regarding Minority and Women Owned Business Enterprises (Posted a separate PDF document)

SECTION V. – 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 Authority will consider the following:

1. **Qualifications and Experience:** Whether the Proposer has the professional qualifications and experience necessary for the satisfactory performance of the Services given the scope, size, and variety of services needed.
2. **Quality of Past Performance:** Whether the Respondent has provided appropriate reference examples of prior engagements and past performance on its engagements. The MPEA may solicit from previous clients, including the MPEA or any available sources relevant information concerning the Proposer's record of past performance.
3. **Quality of Personnel:** Whether the Proposer's have demonstrated experience with similar engagements, the quality of their past performance, and the success of their efforts. Local availability of key technical personnel and key support personnel assigned to the project(s), including the current and future commitments of all key and support personnel.
4. **Financial Stability:** Whether the Proposer has provided sufficient evidence of their company's financial abilities to perform the work.
5. **Price Proposal:** The value and competitiveness of the proposed hourly fees.

Evaluation and Award Process

The evaluation and award process is as follows:

1. Review of the Responses 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 MPEA's CEO and Board of Directors
6. Award decision by the Board of Directors
7. Final agreement executed

SECTION VI. – 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, OVG (current McCormick Place Manager), 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 a 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, Proposers must disclose ownership interests. Proposers must also comply with the prohibitions on political contributions that are set forth in the MPEA Act, as amended (70 ILCS 210/25.5).

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(s) 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: Director of Procurement
301 E. Cermak Rd., Chicago, IL 60616
mpeaprocurment@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(s).

SECTION VII. – REQUIRED FORMS

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

- A. FORM OF TRANSMITTAL LETTER
- B. STATEMENT OF BUSINESS ORGANIZATION and IRS FORM W-9
- C. STATEMENT OF QUALIFICATIONS
- D. PROPOSER CERTIFICATIONS
- E. DISCLOSURE OF LOBBYISTS
- F. PRICE PROPOSAL
- G. NOTIFICATION OF EXCEPTIONS
- H. INSURANCE REQUIREMENTS
- I. SPECIAL CONDITIONS REGARDING MBE AND WBE PARTICIPATION (Posted as separate PDF document)

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: Procurement Department

Re: **IT CONSULTANT SERVICES
RFP #2024-17-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 ("RFP") for **IT CONSULTANT 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 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 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 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 **IT CONSULTANT 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 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.
10. Our firm commits to meeting the 25% MBE and 5% WBE participation goals on this project and to ensure a fair and competitive process for awarding all trade subcontracts.

I declare that all Required 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: IT CONSULTANT SERVICES

PROJECT NUMBER: 2024-17-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: _____

The person identified here will be sent the contract for electronic signature/execution via *Adobe Sign* or similar system.

REQUIRED FORM C – STATEMENT OF QUALIFICATIONS

NAME OF PROJECT: IT CONSULTANT SERVICES

PROJECT NUMBER: 2024-17-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 _____

(Questions 5 through 7 relate only to Proposer's contracts for the type of services requested in this RFP)

5. 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: _____

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

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

8. 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.

9. 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.

10. 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.

11. 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

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

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

REQUIRED FORM C – STATEMENT OF QUALIFICATIONS

PROPOSER: _____

14. 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: IT CONSULTANT SERVICES

PROJECT NUMBER: 2024-17-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.

REQUIRED FORM E – DISCLOSURE OF LOBBYISTS

NAME OF PROJECT: IT CONSULTANT SERVICES

PROJECT NUMBER: 2024-17-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 **PROJECT MANAGEMENT**
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 – PRICING FORM

NAME OF PROJECT: IT CONSULTANT

PROJECT NUMBER: 2024-17-M

PROPOSER: _____

Consulting Service Fee	Fee
First Year	\$
Second Year	\$
Third Year	\$
TOTAL FEE FOR THREE (3) YEAR BASE TERM	\$

Provide pricing for additional services below.

Additional Services	Per User
Annual cost for support for additional desktop/laptop user	\$

REQUIRED FORM G – NOTIFICATION OF EXCEPTIONS

NAME OF PROJECT: IT CONSULTANT SERVICES

PROJECT NUMBER: 2024-17-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 #2024-17-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 #2024-17-M. PROPOSER HAS SUBMITTED A DETAILED REDLINE MARK-UP IN MICROSOFT WORD OR COMPATIBLE PROGRAM 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 G, 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: IT CONSULTANT SERVICES

PROJECT NUMBER: 2024-17-M

PROPOSER: _____

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

1. The Selected Contractor 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, in amounts specified by the Authority's Risk Manager. The Selected Contractor 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 Ops. Aggregate	\$2,000,000.00
Each Occurrence	\$2,000,000.00
Personal & Advertising Inquiry	\$2,000,000.00
Independent Contractors	\$2,000,000.00
Contractual Liability	\$2,000,000.00

b. **Workers' Compensation and Employer's Liability**

<u>Coverage</u>	<u>Limit</u>
Workers' Compensation	Statutory
Employer's Liability	
• Each Accident	\$1,000,000.00
• Disease – Each Employee	\$1,000,000.00
• Disease – Policy Limit	\$1,000,000.00

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 Single Limit ea.acc.	\$2,000,000.00
Uninsured Motorist	\$2,000,000.00
Underinsured Motorist (when not included in Uninsured Motorist)	\$2,000,000.00

This Policy must cover all owned, non-owned, and hired vehicles used in connection with this Agreement.

d. **Umbrella Coverage**

<u>Coverage</u>	<u>Limit</u>
Per Occurrence and Aggregate	\$5,000,000.00

Coverage must be in excess and at least as broad as the primary Commercial General Liability, Auto Liability and Employers Liability.

e. **Professional Liability/Errors & Omissions**

<u>Coverage</u>	<u>Limit</u>
Per Claim and Aggregate	\$2,000,000.00

Covering the negligent acts, errors and/or omissions of Contractor in the provision of professional services under this agreement

f. **Cyber**

<u>Coverage</u>	<u>Limit</u>
Each Occurrence and Aggregate	\$1,000,000.00

2. All insurance companies must be rated A-VIII or better by the A. M. Best Company.
3. Contractor's assumption of liability is independent from, and not limited in any manner by, the Contractor's insurance coverage obtained pursuant to this Contract, or otherwise. All amounts owed by Contractor to the Authority as a result of the liability provisions of the Contract shall be paid on demand.
4. Contractor insurance shall be primary and non-contributory with any insurance or program of self-insurance that may be maintained by the Authority 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 coverages must contain a Waiver of Subrogation in favor of the MPEA
7. All policies must be Primary and Non-Contributory for any liability arising directly or indirectly from the Services.
8. The Metropolitan Pier and Exposition Authority, its trustee, facilities, agents, officers, board members and employees are named as an additional insured on the commercial general liability, automobile liability and umbrella liability insurance required by this Agreement.
9. Contractor shall require any Subcontractors performing services for the selected contractor to obtain and maintain the same coverage with the same terms and limits as required of the Contractor, including the MPEA as an additional insured. Contractor will provide MPEA with copies of all Subcontractors certificates of insurance
10. Contractor or its insurers shall provide MPEA with thirty (30) days prior written notice of cancellation, non-renewal or material adverse change in any of the policies required by this Agreement. Such notice shall be sent via certified mail to the attention of MPEA's Risk Management Department.
11. The contractor must furnish MPEA's Risk Management Department with an original certificate of insurance, with any additional insured endorsement, prior to the execution of the contract, and at any renewal.
12. Any deductible or self-insured retention for insurance coverage must be the responsibility of the contractor.

13. Any insurances provided by the contractor will in no way limit or restrict the contractor's responsibilities stated within the contract or by law.
14. The required insurance to be provided by the contractor shall not be limited by indemnification language stated in this contract.
15. At its discretion, the MPEA Risk Management Department has the right to modify and/or delete these insurance requirements.

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EXHIBIT 1 – RFP TIMELINE

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

Action	Date
Request for Proposal (RFP) Issued	Tuesday, May 7, 2024
Pre-Submittal questions Due by	12:00 Noon, Monday, May 20, 2024
Answers to questions issued by	Friday, May 24, 2024
Proposals due no later than	12:00 Noon, Tuesday, June 11, 2024
Board approval	Tuesday, July 23, 2024