



DEPARTMENT OF PLANNING AND DEVELOPMENT

OCTOBER 16, 2024

AMENDMENT No. 1

REQUEST FOR PROPOSALS

FOR

DPD: WORKFORCE SOLUTIONS PROGRAM ADMINISTRATOR

THE FOLLOWING REVISIONS/CHANGES WILL BE INCORPORATED IN THE ABOVE REFERENCED RFP DOCUMENT. ALL OTHER PROVISIONS AND REQUIREMENTS AS ORIGINALLY SET FORTH REMAIN IN FULL FORCE AND ARE BINDING.

SECTION I: Response due date extended.

The response due date has been extended to **10/30/2024 at 11:59 a.m.**

SECTION II: Question Submittal Deadline Added

All questions pertaining to this RFP must be e-mailed to Lijia.Evariz@cityofchicago.org by Wednesday, October 23, 2024 by 11:59 a.m. Any questions received after this date will not be answered. All questions and answers will be posted on the TIFWorks RFP page.

SECTION III: RFP modifications (please see below):

The following has been modified in Section 3.2 Compensation Structure

- 1. The original question/statement:** A small percentage of available funding will be granted initially for marketing and outreach with the remaining balance (up to 9%) to be compensated as projects are closed as a percentage of total funding used by each closing project. (page 8)

The statement has been changed to the following: A small percentage of available funding will be granted to the PA initially for marketing and outreach with the remaining balance (up to 9%) to be compensated as projects submit vouchers as a percentage of the project cost being reimbursed.

- 2. The original question/statement:** These grants are reimbursement grants with the applicants directly paying for their training expenses and submitting vouchers for reimbursement. Upon the last voucher being submitted for a particular project, the Program Administrator would also submit their compensation fee (as a percentage of the project cost) for reimbursement. (page 8)

The statement has been changed to the following: These grants are reimbursement grants that require the applicants to directly pay for their training expenses and thereafter submitting vouchers to the PA for reimbursement. Unless otherwise agreed upon, applicants will be allowed to submit vouchers to the PA up to three times during their contract term. Upon each voucher being submitted, the Program Administrator would also submit their compensation fee (as a percentage of the project cost being submitted) for reimbursement.

- 3. The original question/statement:** Compensation for PA will occur in stages:
 - a. Stage 1:** When new funding is allocated, the PA will voucher for 1% of eligible funding for start-up expenses.
 - b. Stage 2:** As projects are completed, along with the applicants' final vouchers, the PA will submit a request for payments for 8% of the total project cost. (page 8)

The statement has been changed to the following: Compensation for PA will occur in stages:

- a. Stage 1: When new funding is allocated, the PA will submit a voucher for compensation to the PA in the amount of 1% of the eligible funding for start-up expenses.
- b. Stage 2: As applicants submit project vouchers for reimbursement along with the applicants' vouchers, the PA will submit a request for compensation to the PA in the amount of 8% of the amount of each voucher submitted.