



Chicago Teachers' Pension Fund

Questions and Answers #1 Related to the RFP for

Staff Augmentation Services RFP - CTO

1. Please disclose the incumbent vendor name(s) if applicable and, if possible, please share their proposal(s).

ANSWER: None.

2. If there are incumbents, are they eligible for contract award on this solicitation? If not, or if some are and some are not, what is the reason?

ANSWER: None

3. What service challenges are you experiencing with the current contract arrangement?

ANSWER: None

4. What was the spend on the previous contract?

ANSWER: None

5. What is the estimated budget for this solicitation?

ANSWER: CTPF is unable to answer this question.

6. Are you seeking local vendors or are you equally open to awarding an out of state vendor?

ANSWER: CTPF is equally open to awarding to both out of state and local vendors. However, personnel resources identified to work on the CTPF project may need to be

present on-site, and therefore, must be able and willing to work in the CTPF administrative offices located at 425 S. Financial Place, Chicago, IL.

7. What is the anticipated contract award date?

ANSWER: The CTPF Board of Trustees will consider the RFP award at its November 17, 2022 Board meeting.

8. What is the anticipated contract start date?

ANSWER: January 2023.

9. If you are seeking both Resource and Vendor experience/qualifications, please elaborate on the Vendor experience/qualifications that you require.

ANSWER: Public Pension Fund experience is desirable, and experience providing staff augmentation services to comparable technology modernization and implementation projects are preferred.

10. Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services.

ANSWER: This is a new initiative.

11. Can you please let us know the previous spending of this contract?

ANSWER: None. Please refer to Response No. 10 above.

12. Please confirm if we can get the proposals or pricing of the incumbent(s).

ANSWER: None. Please refer to Response No. 10 above.

13. Are there any pain points or issues with the current vendor(s)?

ANSWER: None. Please refer to Response No. 10 above.

14. Please confirm the anticipated number of awards.

ANSWER: CTPF is unable to provide an anticipated number of awards; however, multiple contracts will be awarded. Please refer to the RFP, page 3 Section III Scope of Services.

15. We understand that it is a multi-award contract, can you please confirm the total number of vendors to be awarded this contract?

ANSWER: Please refer to Response No. 14 above.

16. How will job requests be shared among multiple awarded vendors?

ANSWER: Please refer to the RFP, page 4, Section III. Scope of Services, Statement of Work for Temporary Personnel Requisition (SOW-TPR) Process.

17. Will all job requests be shared among all awarded vendors simultaneously?

ANSWER: Simultaneously. Please refer to Response No. 16 above.

18. Is there any ranking system for sharing job requests among awarded vendors such as primary bidder, secondary bidder, and then other awarded bidders?

ANSWER: No. Please refer to Response No. 16 above.

19. Is this a new contract or renewal of an existing contract?

ANSWER: Please refer to Response No. 10 above.

20. If there is an existing contract, could you please share the name of the Current Supplier?

ANSWER: None. Please refer to Response No. 10 above.

21. Could you please share the current Suppliers' pricing and Proposals?

ANSWER: None. Please refer to Response No. 10 above.

22. When was the existing contract started, and what is the annual monetary spent value of the current contract since inception?

ANSWER: None. Please refer to Response No. 10 above.

23. Please share the historical spending for the year 2021.

ANSWER: None. Please refer to Response No. 10 above.

24. Can you please share the amount of business each vendor did under this contract in previous years?

ANSWER: None. Please refer to Response No. 10 above.

25. Can you please share the no. of positions served in previous years under this contract?

ANSWER: None. Please refer to Response No. 10 above.

26. What were the most commonly filled positions in the past?

ANSWER: None. Please refer to Response No. 10 above.

27. Can you share details from where we can get old RFP details?

ANSWER: None. Please refer to Response No. 10 above.

28. Can you please tell us where we can see the records for the old contract?

ANSWER: None. Please refer to Response No. 10 above

29. Can you please share the email id/details where we can raise the public record request for old RFP?

ANSWER: <https://www.ctpf.org/about-ctpf/foiapublic-record-requests>. Please refer to Response No. 10 above

30. Will The Public-School Teachers' Pension and Retirement Fund of Chicago (CTPF) be giving any preference to local vendors over out of state vendors? Please confirm.

ANSWER: Please refer to Response No. 6 above.

31. What is the expected annual budget of this contract? Please share the rough estimate.

ANSWER: CTPF is unable to answer this question. Please refer to Response No. 5 above.

32. How many positions are expected to be filled under this contract?

ANSWER: The positions will be filled as CTPF deems necessary during the progression of the project.

33. Out of these Staffing positions mentioned, what are the most filled positions? Please share.

ANSWER: Please refer to Response No. 10 above.

34. Do we have to provide Sample Insurance Certificate with the proposal response? Please confirm.

ANSWER: Please follow the instructions included in the RFP, page 10, Section VIII. PROPOSAL CONTENT AND FORMAT, (G), Insurance, Liability, Confidentiality, and Litigation.

35. Do we have to provide resumes of key personnel? Please confirm.

ANSWER: Yes. However, the "key personnel" are those members of the firm's administrative staff that will be assigned to recruit and provide the personnel resources services to CTPF, and not the personnel resources that will be working on the CTPF PAS project. Please refer to page 8, Section D. Contractor's Team.

36. Sample Contract or Agreement - If we do not have any similar master-agreement, can we answer as N/A?

ANSWER: Yes. However, please include a sample agreement or Engagement letter that the firm utilizes with other clients containing business terms.

37. Are there any Subcontracting requirements to comply with the bid requirements? if yes, please confirm the subcontracting goal for the bid?

ANSWER: None.

38. We are a Virginia-based MBE firm certified by NMSDC, are we qualified to bid as an MBE?

ANSWER: Yes as a Virginia-based certified MBE firm you are qualified to bid as an MBE. Please submit proof of the MBE certification.

39. Do we need to provide 3 references details on Appendix A: Reference Authorization Letter?

ANSWER: No. Please refer to the Addendum 1. Appendix A: Reference Authorization Letter has been eliminated from the RFP. No response is necessary for Appendix A.

40. There are few questions which are repeating in PROPOSAL CONTENT AND FORMAT and Appendix C: Questionnaire, Do we need to answer in both places or can answer at one place and give reference of section at 2nd place? please confirm

ANSWER: Yes. Please provide adequate reference to the location of the response.

41. Do we need to provide reference in two different sections as given below

c. Provide the names and contact information for public pension fund clients of the Proposer that have utilized its services for work similar to that covered by this RFP who may be contacted as references.

a. Please provide three references who are clients for whom you have performed work like that requested in this RFP. Include the reference name, title, entity, address, telephone number, and description of the services provided.

ANSWER: No. Please provide correct labels for the location of the responses.

42. As shown the pricing of Sample Position Bid in the Appendix G: Fee Proposal, do we have to provide range of hourly rate or a fixed hourly rate? Please clarify.

ANSWER: .An hourly rate must be provided, whether it is a fixed rate or a range.

43. Provide the names and contact information for public pension fund clients of the Proposer that have utilized its services for work similar to that covered by this RFP who may be contacted as references.

Question: It is mandatory that bidder should have experience with other Pension funds?

ANSWER: It is not mandatory that bidder have experience with other Pension funds; however it is desirable. Please refer to Response No. 9 above.

Question: Can we show our experience with other identical clients except Pension funds?

ANSWER: Yes. Please refer to Response No. 9 above.

44. Provide the names and contact information for public pension fund clients of the Proposer that have utilized its services for work similar to that covered by this RFP who may be contacted as references.

Question: How many references do we need to provide?

ANSWER: Please refer to the RFP, page 11, Section VIII. PROPOSAL CONTENT AND FORMAT, References.

Question: Can we provide large commercial clients details where we have placed similar IT staff?

ANSWER: Please refer to Response No. 9 above.

45. Can we submit EEOC chart as separate attachment at the time of proposal submission?

ANSWER: Yes.

46. Which business unit data do we need to provide in EEOC chart?

ANSWER: The Business unit that will be entering into a contract with CTPF.

47. If we don't have any dependent business unit can we enter N/A for Business Unit Data as of December 31, 2021 in EEOC chart?

ANSWER: Yes.

48. If we don't have any contract with CTPF in past, can we enter N/A for CTPF Team Data as of December 31, 2021 in EEOC chart?

ANSWER: The EEOC data to be included in the chart pertains to the administrative staff within your firm, and not to any personnel resources that may be assigned to CTPF.

49. Do we need to place B. Title Page after the A. cover page? Please confirm.

ANSWER: Each proposal must be submitted in response to categories A through J outlined in the RFP, and must be clearly labeled as such.

50. What is difference between questions asked in different section regarding administrative staff?

D. Contractor's Team (specific individuals responsible for performance of contract e.g., administrative staff, Talent recruiters, etc.). a. Identify and provide a detailed description of the Proposer's team anticipated to provide services identified in Section III above, including the following information: i. The identity of the individuals; the areas of staff augmentation in which each specializes; the number of years of experience in such areas; the extent to which each has provided advice on projects relevant to the purpose of this RFP.

ANSWER: This Question is vague and CTPF is unable to answer the question. Nonetheless, please provide the information requested, and label the response correctly. If

you believe that a previous response has been adequately answered in a subsequent question please indicate where the information may be located in your written response.

b. Provide the size of the Contractor including number of offices and number of full-time employees. Identify the key administrative personnel proposed for the CTPF engagement, emphasizing specific experience on contracts similar in scope to the requirements of this RFP. Describe his or her position, current responsibilities, and areas of expertise, experience, education, professional designations, and memberships.

ANSWER: Administrative staff is the members of the firm's team that will be assigned to provide the staff augmentation services to CTPF, and not the personnel resources that will be working directly on the CTPF PAS project. Please refer to Response No. 35.

51. From the list of labor categories are there certain categories that require onsite only?

ANSWER: Please refer to the RFP, Page 4 Location of Service.

52. Do we need to provide resumes for the key staff or team who will be in this contract?

ANSWER: Yes. Please refer to Response No. 35 above.

53. Does the CTPF require consultants to use CTPF-issued computers, or do firms use their own?

ANSWER: CTPF, at its own discretion, will issue equipment as it deems necessary to fulfill the respective duties.

54. CTPF appears to be creating a labor pool it can draw on for various projects over the course of time. Could you give us an estimated average duration of an assignment?

ANSWER: This will be a need based contract, and at this time, CTPF is unable to provide a response to this question.

55. What is the planned headcount for year 1?

ANSWER: Please refer to Response No. 54 above.

56. What is the anticipated budget for Year 1?

ANSWER: CTPF is unable to answer this question.

57. Will the program allow Corp2Corp or 1099 scenarios for independent contractors?

ANSWER: Yes.

58. Will an MSP be used in this staffing effort?

ANSWER: No.

59. Will there be a VMS that is used to distribute requisitions and collect candidates for your program?

ANSWER: No.

60. Will all the resources procured be required to be a resident of the Continental US and its territories?

ANSWER: Please refer to the RFP, page 4, Location of Services.

61. In Appendix G Fee Proposal unit price from year 1 to 5 has range as an example. Do we need to provide a range for each labor category.

ANSWER: You may provide a range in response to Appendix G Fee Proposal.

62. Can CTPF provide the anticipated overall spend for this opportunity?

ANSWER: No.

63. Can CTPF provide a breakdown of spend by discipline and location?

ANSWER: Please refer to Response to No. 10 above. Additionally, there is only one location.

64. How many vendors does CTPF envision choosing?

ANSWER: CTPF is unable to provide an answer to this question.

65. What is the estimated ongoing headcount for temporary employees at each location?

ANSWER: Please refer to Response to No. 10 above. Additionally, there is only one location.

66. Is temp-to-hire conversion of talent in scope with this opportunity?

ANSWER: It is contingent upon the talent, need, and project schedule.

67. Does this opportunity supercede any contracts that exist between current suppliers and CTPF?

ANSWER: No. Please refer to Response No. 10 above.

68. What is the average length of assignment?

ANSWER: The length of the assignments are Budget based.

69. Is CTPF looking for pay rates for bill rates?

ANSWER: CTPF is looking for Bill Rates.

70. Should funding for background checks be included in our mark-up or billed back separately?

ANSWER: Funding for background checks is to be included in the mark-up billing.

71. Are there additional transactional costs related to CTPF's organization (e.g., program/VMS fees) we should take into account when assessing our pricing?

ANSWER: No.

72. Does CTPF have mandatory PTO for contingent labor? If so, what is the expectation and does CTPF want this billed separately or factored into the markup/bill rate?

ANSWER: No.

73. Will CTPF be providing all equipment and work spaces needed for office-based positions?

ANSWER: Yes.

74. Is CTPF open to fully remote workers to expand the talent pool?

ANSWER: Please refer to the RFP, page 4 Location of Services.

75. RFP page 22, Appendix A: Reference Authorization Letter. Does this letter need to be submitted with the proposal?

ANSWER: Please refer to Response No. 39. See Addendum 1.

76. RFP pages 23-26, Appendix B Qualifications and Appendix C: Questionnaire Should we submit Appendix B and Appendix C under VIII.K Exhibits and Attachments?

ANSWER: Yes. Please clearly label each attachment and exhibit.

77. Could you please clarify if this is a new initiative or a re-compete. If this is a re-compete, could you provide access to incumbent submittals, including pricing?

ANSWER: Please refer to Response No. 10 above.

78. What was the previous spend and the anticipated spend on this contract?

ANSWER: Please refer to Response No. 10 above.

79. Is it mandatory to bid on all positions?

ANSWER: No.

80. How many vendors does the authority anticipate to award for this initiative?

ANSWER: Please refer to Response No.16 above.

81. Could the authority provide information about the current IT Environment?

ANSWER: This question is overly broad and vague. The CTPF lack knowledge regarding “the authority”, and therefore, is unable to provide a response. Please refer to the RFP.

82. Could you please clarify how the task orders will be distributed and awarded among the selected vendors?

ANSWER: Please refer to page 3 of the RFP, Section III. Scope of Services.

83. In the section VIII. PROPOSAL CONTENT AND FORMAT>D. Contractor’s Team>Provide the names and contact information for public pension fund clients of the Proposer that have utilized its services for work similar to that covered by this RFP who may be contacted as references. Could the authority confirm if it is mandatory to provide contact information for such clients?

ANSWER: This question is overly broad and vague. The CTPF lack knowledge regarding “the authority”, and therefore, is unable to provide a response. Please refer to the RFP.

84. Is there a preference for local vendors?

ANSWER: Please refer to Response No.6 above.

85. In section VIII. PROPOSAL CONTENT AND FORMAT> H. Sample Contract or Agreement> a. Please provide your proposed Master Professional Services Agreement for negotiation purposes. Could the authority clarify if we must submit the same.

ANSWER: Please refer to Response No. 36 above.

86. Could the authority confirm if we have to address the questions asked in the section Appendix C: Questionnaire

ANSWER: Please refer to the Response No. 83 above. Nonetheless all questions in Appendix C must be answered.

87. Could the authority confirm if we must provide hourly bill rate ranges in the Appendix G: Fee Proposal

ANSWER: The CTPF is unable to answer this question as it refers to “the authority”. Nonetheless, bidders are required to submit a range of bill rates.

88. Could you confirm if we must submit Appendix A-G as a part of our proposal.

ANSWER: Please refer to the RFP, page 8, VIII. PROPOSAL CONTENT AND FORMAT.

89. Do we have to submit EEOC chart as a separate document

ANSWER: The EEOC chart may be incorporated into the written submission, or as an attachment. Please label each section clearly and correctly.

90. Do you require a local vendor

ANSWER: Please refer to Response No.6 above.

91. Is this a new initiative, if not who are the current vendors?

ANSWER: Please refer to Response No. 10 above.

92. What are the vendors' responsibilities?

ANSWER: The CTPF will not provide an interpretation of the RFP to prospective bidders. Please refer to the contents of the RFP.

93. Are we required to submit all job titles?

ANSWER: No.

94. What are the historical annual spending volumes of the project?

ANSWER: Please refer to Response No. 10 above.

95. What is the estimated budget from this project?

ANSWER: CTPF is unable to provide an answer to this question.

96. What is the payroll processing frequency?

ANSWER: Monthly.

97. Do specific resources for the roles in Appendix E need to be named during the RFP response, or will names need to be provided only during the SOW-TPR process?

ANSWER: No. The names will be requested during the SOW-TPF process.

98. If resources are expected to be named during RFP response, and they are no longer available when the SOW-TPR process starts, what is the process to replace them before responding to the SOW-TPR?

ANSWER: Resources are not expected to be named during the RFP response.

99. While it is understood that the candidates must possess adequate knowledge and specialization to perform these roles, is it fair to assume that they will get an overview as a part of their onboarding at CTPF?

ANSWER: Yes.

100. If we have additional/follow-up questions, what is the best way to get clarification?

ANSWER: Lupe Garcia garciam@ctpg.org.

101. Section III. Scope of Services, Account Manager: This section references that communication with CTPF Technical Managers is not allowed to further qualify the details of positions that are sent to the pool of approved vendors, will CTPF set up calls through the Director of Human Resources to allow vendors for ask questions related to the positions it is sourcing?

ANSWER: Yes.

102. How many vendors does CTPF expect to award this contract to?

ANSWER: Please refer to Response No. above.

103. Section G, Insurance: CTPF is requesting information on notification of a cyber related incident, but vendor would not store any client data on our networks under a Staff Augmentation contract, can CTPF confirm why they are requesting this information?

ANSWER: CTPF requests this information to protect its confidential member information and other critical asset information.

104. Information requested under Section D: Contractor's Team and Section F: Contractor's Background – Questions b and c are the same. Can respondent just point back to Section D response.

ANSWER: Yes. Each proposal response must be clearly labeled.

105. Section F, question D: Can CTPF clarify what they are requesting in this question? Are you asking for the benefits we provide our contractor employees or are you requesting the experience we have with Pension/Retirement Systems nationally?

ANSWER: The CTPF is requesting information associated with experience the contractor may possess in providing staff augmentation services in the Pension/Retirement Industry.

106. For the EEO Questionnaires are you looking for detail for the whole company and the project teams that would be allocated to support CTPF?

ANSWER: Yes. See Response No. 45 above.

107. Section J, for these disclosures, specifically (ii) the limit is extremely low. Can respondent provide an estimate related to these items? What is the purpose of these disclosures?

ANSWER: The question is vague and lacks a clear reference to the RFP where Section J. may be located. Therefore, CTPF is unable to provide an answer.

108. Can CTPF confirm that vendor is not required to provide pricing related to this bid and that CTPF will provide budgeted rates for positions they would utilize this contract for?

ANSWER: Please see Response No. 42 above.

109. Could you please disclose the point/percentage distribution for the evaluation criteria?

- Technical.
 - Technical Approach
 - Recruiting
 - Capabilities
 - Experience
- Past Performance.
- Price Evaluation

ANSWER: The CTPF is unable to provide this information.

110. Is there any goal for M/W/S/BE in this solicitation?

ANSWER: Please refer to the RFP, page 1, XVIII Minority Affiliation.

111. Are non-pension fund references acceptable?

ANSWER: Yes. It is not mandatory that bidder have experience with other Pension funds, but it is desirable. Please refer to Response No. 9 above.

112. Does the EEOC excel spreadsheet need to be completed in its entirety (all six tabs)?

ANSWER: Please complete the EEOC matrix with information that pertains to your firm and its administrative employees that manage the firm's daily operations.

113. If our key team members don't have experience working on pension fund projects, will it impact our evaluation?

ANSWER: See Response No.111 above.

114. Will our prospective resources be working with Strategic Solution personnel or just CTPF personnel?

ANSWER: Prospective resources may be working alongside CTPF personnel. CTPF has no knowledge of Strategic Solutions, and it is not associated with any CTPF Project.

115. Under section VII. Proposal Content and Format, point D, c. states ""Provide the names and contact information for public pension fund clients of the Proposer that have utilized its services for work similar to that covered by this RFP who may be contacted as references" Is there a minimum number of contacts we need to provide in order to fulfill this criteria? "

ANSWER: Please refer to the RFP, page 11 References.

116. Does the EEOC excel spreadsheet need to be included within the response or can we upload it as a separate attachment?

ANSWER: The EEOC Excel spreadsheet may be included with the response or uploaded as a separate attachment.

117. Will our prospective resources just be supporting the implementation of Strategic Solution's NEOSPIN application at CTPF or will they also be supporting CTPF in other projects/tasks?

ANSWER: CTPF has no knowledge of Strategic Solutions. Prospective resources will be supporting the implementation of CTPF's Pension Administration System.

118. Will CTPF be requesting other positions not listed in Appendix E to fulfill the needs of their Information Technology Pension Administration System Replacement effort referred to as Project 125?

ANSWER: No.

119. Under section VII. Proposal Content and Format, point F, d. states "Provide details regarding the Contractor's employee benefit industry experience/expertise." If the proposer does not possess much employee benefit industry experience will that impact the evaluation?

ANSWER: Please refer to Response No. 9 above.

120. Does Strategic Solution's NEOSPIN application fulfill the Information Technology Pension Administration System Replacement effort referred to as Project 125? If no, how is CTPF looking to fulfill this effort?

ANSWER: CTPF has no knowledge of Strategic Solutions.

121. Could you kindly provide more information regarding project 125?

ANSWER: Please refer to the RFP and the CTPF website www.ctpf.org.

122. Will vendors with pension fund/employee benefits industry experience be given more of an advantage?

ANSWER: Please see Response No. 119 above.

123. Can you please share the recording of the pre bid meeting held on September 1st?

ANSWER: It is available on the CTPF Non-Investment Procurement web page at www.ctpf.org.

124. Could you please grant an extension on the due date of submission?

ANSWER: No.

125. Is a certificate of Insurance required with the response?

ANSWER: Please refer to Response No. 34 above.

126. The RFP under section H. Sample Contract or Agreement mentions the following: "a. Please provide your proposed Master Professional Services Agreement for negotiation purposes.

- Is it mandatory to provide the Master Professional Services Agreement for negotiation purposes ?

ANSWER: Please refer to Response No. 36 above.

- If we don't provide it will points will be reduced from our evaluation score?

ANSWER Please refer to Response No. 36 above.

127. Is this a new contract? If no. could you please provide the name of the incumbents?

ANSWER: Please refer to Response No. 10 above.

128. Could the current suppliers participate in this solicitation?

ANSWER: Yes.

129. Can the team members work from an offshore location?

ANSWER: Please refer to the RFP, page 4 Location of Services.

130. How much of the work will be remote and how much will it be on-site?

ANSWER: Please see Response No. 51 above.

131. Is CTPF seeking to receive resumes for the Labor Categories?

- If yes, would those resumes need to be actual resumes or samples resumes?

ANSWER: Please refer to RFP, page 6 Labor Categories.

132. Is this a new initiative? If not, please provide the names of the current vendor(s) providing the services. Please confirm if we can get the proposals or pricing of the incumbent(s).

ANSWER: Please refer to Response No.10 above.

133. Are there any pain points or issues with the current vendor(s)?

ANSWER: Please refer to Response No. 10 above.

134. Can you please let us know the previous spending on this contract?

ANSWER: Please refer to Response No. 10 above.

135. Please confirm the anticipated number of awards.

ANSWER: Please refer to Response No. 16 above.

136. What is the estimated budget/NTE Budget for this contract?

ANSWER: CTPF is unable to provide a response to this question.

137. How many requirements are anticipated to be released annually? Which are the most common job title the vendor can anticipate the requirement on?

ANSWER: Please refer to Response No. 16 above.

138. Please confirm if either a local office or a local representative, or both, are required.

ANSWER: Please refer to RFP, page 5 Account Manager.

139. Do we need to submit sample resumes for the labor categories we are bidding on?

ANSWER: Please refer to Response No. 131 above.

140. Is it mandatory to provide public pension fund client references? or will the agency consider other public sector references?

Answer: Please refer to Response No. 9 above.

141. Can CTPF provide Appendix G: Fee Proposal in an Excel format?

Answer: No.