

Tips for Completing Requests for Sealed Proposals (RFSP)

ILLINOIS STATE BOARD OF EDUCATION
DIVISION OF FISCAL AND PROCUREMENT SERVICES

WWW.ISBE.NET



Presentation Outline

THIS PRESENTATION HAS BEEN PREPARED TO PROVIDE ASSISTANCE TO POTENTIAL BIDDERS IN COMPLETING THE NECESSARY COMPONENTS OF AN ILLINOIS STATE BOARD OF EDUCATION REQUEST FOR SEALED PROPOSAL (RFSP).

Components of an RFSP

- Narrative Description
- Cost Proposal
- Certifications
 - Certification Checklist
 - Certificate of Good Standing
 - Registering with the State Board of Elections
- Compact Discs (CDs)
- Redacted Version
- Questions Regarding an RFSP

Narrative Description

- Provide an original and five (5) hard copies- number of copies may vary, check RFSP for exact number.
 - The narrative description must contain the following:
 - Cover page containing contact information and Federal Employer's Tax Identification Number (FEIN)
 - Executive Summary
 - Work Plan and Timelines
 - Exceptions to the RFSP
 - Contractor's Qualification
 - References

Cost Proposal

- Provide an original and five (5) hard copies - number of copies may vary, check RFSP for exact number.
 - The cost proposal must contain the following:
 - Cover page containing contact information and Federal Employer's Tax Identification Number (FEIN)
 - Budget
 - Personnel Costs
 - Supplies and Materials
 - Travel
 - Production Costs
 - Subcontracting Information (if applicable)
 - Provide budget for the renewal years
 - Other Costs

Standard Certifications for Bidders and Subcontractors

- Provide one (1) hard copy.
- The certifications are the areas of the application that are most commonly incomplete.
- Please make sure you read through all of the certifications prior to completing.
- The following slides provide a checklist of required certifications to assist you in completing an RFSP.

Certification Checklist

- Standards Certifications for Bidders and Subcontractors (Attachment 1)
 - Check the appropriate box on the last page of the attachment.
 - Complete the signature, name, title and date information.
- Disclosure of Conflict and Financial Interest (Attachment 2)
 - Check the appropriate box regarding conflict of interest.
 - Complete ownership disclosure section as applicable.
 - Check the appropriate box regarding business operations that must be disclosed.
 - Complete the contractor's name and vendor information including signature and date.

Certification Checklist

- Department of Human Rights (DHR) Public Contract Number (Attachment 3)
 - Complete the name of company line.
 - Check the box if the DHR number is not required or fill in the DHR number as applicable.
 - Complete the name of company, by and date information.
- Minority, Female, Person with Disability Status and Subcontracting (Attachment 4)
 - Fill in the name of company and DBA information.
 - Complete the rest of the page as applicable.
 - Some RFSPs contain a BEP goal. If an entity does not meet this goal, they must fill show a Good Faith Effort by completing the Good Faith Effort form.

Certification Checklist

- Vendor's Federal Taxpayer Identification Number (Attachment 5)
 - Complete name and business name information as applicable.
 - Check the appropriate entity box.
 - Complete the address and TIN/Social Security number information.
 - Check the correct box pertaining to Section 20-160 of the Illinois Procurement Code
 - Complete the telephone number, printed name, title, date and signature information.
- Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower Tier Covered Transactions (Attachment 6)
 - Complete the form as applicable, including signature and date.

Certification Checklist

- Certification Regarding Lobbying (Attachment 7)
 - Complete the organization information as required, including signature and date.
- Federal Funding Certifications and Assurances (Attachment 8)
 - Complete the signature, printed name and date information.
- Subcontracting Information Number (Attachment 9)
 - Check the appropriate box regarding subcontractor utilization.
 - Complete subcontractor information if applicable.
 - Complete the disclosure information, including date and signature.

Certificate of Good Standing

- Bidders must provide a copy of assumed name certificate from home county, or other official documentation of proof that the bidder is a legal entity in good standing and authorized to do business in Illinois.
- For more information about obtaining a Certificate of Good Standing, please contact the Illinois Secretary of State's office by using the following link:

http://www.cyberdriveillinois.com/departments/business_services/corp.html

Registration with the State Board of Elections

- A business entity is defined in 30 ILCS 500/50-37 as any entity doing business for profit, whether organized as a corporation, partnership, sole proprietorship, limited liability company or partnership, or otherwise.
- Pursuant to Public Act 95-971, effective January 1, 2009, any business entity meeting the above definition, whose existing State contracts, or whose bids or proposals on State contracts exceed \$50,000, must electronically register with the State Board of Elections.
- For questions regarding who is required to register and what is to be reported on the Registration Form, please review Public Act 95-971, as amended by Public Act 96-0848, the Board rules and regulations, and the Fact Sheet currently posted on the Illinois Procurement Bulletin at <http://purchase.state.il.us>.
- For further guidance, please contact the legal counsel for your business entity or refer to the Act and the Administrative Rules found at <http://www.elections.il.gov/InfoForBusinesses.aspx> to assist you in making that determination.

Compact Discs (CDs)

Provide four (8) CDs including:

- Two (2) CDs that include Part I (Narrative Description of the Proposed Work) in a Microsoft ® Word file
- Two (2) CDs that include Part II (Cost Proposal) in a Microsoft® Word file
- Two (2) CDs that include Part I (Narrative Description of the Proposed Work) in a PDF file.
- Two (2) CDs that include Part II (Cost Proposal) in a PDF file

Redacted Version

- Provide one (1) hard copy per the Freedom of Information Act information.
 - Proposals submitted in response to an RFSP are subject to public release under the [Illinois Freedom of Information Act \(FOIA\) \[5 ILCS 140\]](#) and other applicable laws and rules.
 - Bidders *must* submit a redacted version of their proposal and *may* request that certain information in the proposal be exempt from public access. Accordingly bidders must reference the specific grounds under FOIA or other law or rule supporting their requests to exempt certain information.
 - To indicate the redacted version, bidders must clearly label the proposal as “REDACTED VERSION” on the package and at the top of the document.

Questions Regarding an RFSP

- For more information on an RFSP, please contact the individual listed as the contact in the RFSP documentation.
- Questions will be accepted up to five (5) business days prior to the due date of the proposal. Any questions submitted after that will be answered at ISBE's discretion.
- Bidders must acknowledge all questions submitted as addenda to the RFSP solicitation.
- **IMPORTANT: All questions must be submitted in writing. Only written responses issued by the State to questions shall be binding on the State.**