



Tuesday, October 11, 2022

ADDENDUM # 2

to RFP for:

2022 RFP for Designation as a 2023 Municipal Depository for City of Chicago and Chicago Board of Education Funds

Specification Number: 1231948

The City of Chicago, acting through its Department of Finance, is hereby issuing a response to the following three questions received in accordance with RFP:

Q #	QUESTION OR REQUEST FOR CLARIFICATION	RFP PAGE AND SECTION BEING REFERENCED	City Response
1	Is there an option to submit via paper or thumb drive? Or does the City expect to receive the materials in both formats?	Page 5 - Proposal Delivery Information	<p>(1) No. A paper submittal option is not an acceptable option at this time. In accordance with page 4 of 5 of the RFP, under the heading "<u>SUBMISSION of PROPOSAL</u>" and subsections "<u>Machine Readable Format</u>" and "<u>Word-Searchable Format of Original File Submissions</u>," the Excel file must be "live". Similarly, the PDF file submissions should be word-searchable, to the extent reasonably possible.</p> <p>(2) No. The City does not expect to receive Proposal submission materials in <i>both</i> formats. The City expects to receive the materials in electronic format only. However, if specifically requested by the Comptroller that certain Proposal materials be submitted in paper format, then paper should be submitted (in accordance with the last paragraph on page 5 of 10 of the RFP).</p> <p>(3) Also see response to question 3, below.</p>
2	Corporate policy prohibits the use of thumb drives for delivery of bank data. Will the City accept responses via secured email?		See response to question 3, below.
3	I wanted to check and see if we needed to submit thumb drives OR if electronic submission (via email) was permitted?		<p>Proposal submission via thumb-drive is a requirement ("must"), however, although an exception, submission via email shall be acceptable. (We have accepted submissions via secured email in the past without any known issue.)</p> <p>Since the Proposal must be submitted to both City Comptroller and City Treasurer concurrently, if you are going to submit via email, please submit to the three copied parties above, and you should be fine.</p>

END

Please acknowledge receipt of this Addendum # 2 in your Cover Letter and Executive Summary (as per Applicant-Provided Documents List, item # 15, on page 7-of-10 of the RFP).

Proposals are still due on Monday, November 14, 2022.

~~END~~