

Appendix B

Municipal Water Affordability Analyses for the Cook County Water Affordability Program - Request for Proposals (RFP) Response Form

Please review the information below for required submittals with your proposal response. Responses must include the following:

Your business and staff: Provide information about key staff who have experience working on similar projects including relevant licenses and certifications. C

Project examples: Provide at least three (3) summaries of projects your firm has completed that include the types of work described in the RFP using the Project Examples form in this packet.

Please include one (1) example report from an affordability analysis or similar work, with any sensitive information redacted, if necessary.

References: Provide at least three (3) references who can speak to your performance on projects that include the types of work in the RFP. Please notify references an Elevate team member may contact them to discuss work performed.

Proposal Narrative: Describe your approach and strategy to complete the tasks outlined in the scope of work, including method to accomplish program goals. Show consultant capacity to complete the project within the specified timeframe. Include relevant experience in Cook County, highlight any unique approaches of the firm, and any overall strategy behind conducting affordability analyses. Not to exceed three (3) pages in length.

Budget: see template within this response packet.

Cyber Security Inventory: see template within this response packet.

CHECKLIST OF FORMS REQUIRED:

- Business information: general information about the contractor and areas of expertise.
- Staff information: list of professionals who will be responsible for the work and their qualifications.
- Project Examples: listing of prior projects completed by the firm similar to those expected in this RFP, detailing the size of project and client (or client representative) who may be contacted as a reference.
- References
- Contractor Diversity form
- Budget
- Cyber Security Inventory
- Signed Respondent Acknowledgements

Other Submittals:

- W-9
- Proposal narrative
- Optional: Certified MBE/WBE/VBE/DBE Documentation:*
- Current diversity certifications



Business Information

Legal business name: _____

Doing business as: _____

Business Entity Type: *(For example, sole proprietor, corporation, limited liability company, partnership, or other; if "other", please specify the type).*

Incorporation/Organization Date: _____

State of Incorporation/Organization: _____

Business address: _____

Number of staff: _____

_____ *(initial)* I certify that I am in good standing, not debarred or suspended from doing work for Cook County or any other Illinois government or aware of any investigation being conducted into my operations that may result in suspension or debarment from performing work for Cook County or any government body in Illinois.

Staff Information

Business official authorized to sign:

Phone: _____

Email: _____

Area of expertise: _____

Key Staff Person 1 Name: _____

Years of experience: _____

Area of expertise: _____



Project Examples

Provide at least three summaries of work your company has completed that include the types of work in the Scope of Work. Please include details of the work, including any Subcontractors used, timeline for completing the work, the type of client (local government, local utility, state government, association, etc.) and additional information you would like to share.

Project 1:

Project 2:

Project 3:

**Please include one example analysis or other similar type of work in your submission with any non-public information redacted.*



References

Provide at least three (3) references who can speak to your performance on projects that include the types of work from the Scope of Work. Please notify references an Elevate team member may contact them to discuss work performed.

Reference 1

Name: _____

Phone 1: _____

Phone 2: _____

Email: _____

Type of Project: _____

Cost of Project: _____

Date Project Started: _____

Date Project Ended: _____

Reference 2

Name: _____

Phone 1: _____

Phone 2: _____

Email: _____

Type of Project: _____

Cost of Project: _____

Date Project Started: _____

Date Project Ended: _____

Reference 3

Name: _____

Phone 1: _____

Phone 2: _____

Email: _____

Type of Project: _____

Cost of Project: _____

Date Project Started: _____

Date Project Ended: _____



Contractor Diversity

Has your business been certified as a Minority-Owned Business Enterprise (MBE), a Woman-Owned Business Enterprise (WBE), Veteran Business Enterprise (VBE) or Disadvantaged Business Enterprise (DBE)?

- Yes, as an MBE *(If yes, include a copy of your current MBE certification in your response package.)*
- Yes, as a WBE *(If yes, include a copy of your current WBE certification in your response package.)*
- Yes, as a VBE *(If yes, include a copy of your current VBE certification in your response package.)*
- Yes, as a DBE *(If yes, include a copy of your current DBE certification in your response package.)*
- No

Is your business *eligible* to be certified as an MBE, WBE, VBE and/or DBE?

- Yes, as an MBE
- Yes, as a WBE
- Yes, as a VBE
- Yes, as a DBE
- No



Budget

Please provide a sample budget per municipal analysis that you are proposing to complete.

Activity	Cost
Task 1: Data Collection	
Task 2: Data Analysis	
Task 3: Recommendations	
Other (please describe)	
TOTAL	

Budget Notes:

How many analyses is your firm willing to complete?

- 1
- 2
- 3

CONTRACTOR CYBER SECURITY QUESTIONNAIRE

Security Management				
Vendor Response			Elevate Evaluation	
#	Question	Response	Follow Up?	Notes
1	Is your organization certified in an industry accepted control standard (e.g. SAS 70, ISO 9000, PCI)? If yes, provide standard(s) and certification date.			
2	Would your organization allow/consider a third-party assessment/attestation of your controls?			
3	Does your organization have processes and procedures for monitoring compliance against your internal security policies and/or external regulatory security requirements (e.g. NERC, SOX, PCI, etc)?			
4	Do you have a written Information Security policy, sponsored and approved by senior management, published and available to all employees?			
5	Is your Information Security policy and program modeled after an industry framework (e.g. ISO, COBIT, NIST, etc)? If so, which?			
6	Do you have a written disaster recovery and business continuity program that is sponsored and approved by senior management?			
7	Do you have a formal and documented Incident Response plan for handling security incidents that addresses incident management responsibilities, evidence preservation, and chain-of-custody procedures? Does the plan include customer notification procedures?			
8	Do you perform periodic vulnerability scanning against your systems (both internal and client-related systems)?			
9	Do you perform periodic penetration tests against your Internet-facing network and systems?			
10	Would your organization support activities by Elevate to conduct intrusion testing against those systems that house or process Elevate data at your site?			

Network and Data Security

Vendor Response

Elevate Evaluation

#	Question	Response	Elevate Evaluation	
			Follow Up	Notes
1	Will your organization process or store Elevate Energy data?			
2	Will your organization operate or host Elevate Energy applications?			
3	Will your organization operate or host an application for use by Elevate Energy?			
4	Will your organization install or service Elevate Energy applications or systems?			
5	Will your organization have access to Elevate Energy employee or customer PII data?			
6	Will your organization transmit files to or from Elevate Energy?			
7	Does your organization utilize a third party for infrastructure (or other) hosting related to delivery of your product or service for this project? If so, please identify all relevant third parties and the type of hosting. If some responses in this questionnaire will be provided by the third party, please include identifying information with those responses.			
8	Will you require access to the Elevate network environment? If yes, will servers be accessed only from your internal networks, or will access also be required over the Internet? Please describe the type of access required, and how access is typically provided.			
9	Do you utilize Endpoint protection software on all employee desktops, laptops, and servers?			
10	Do you leverage Data-Loss Prevention (DLP) or Host-Based Intrusion Detection/Prevention (HIDS/HIPS) solutions?			
11	Do you retain system log files for a specified period of time to assist in access control monitoring and security investigations?			
12	If you answered yes to #4 above: Do you enforce host integrity checks that only allow endpoint devices that have adequate security controls (e.g. antivirus, up-to-date OS patches, etc.) to connect to your network?			
13	Do you have written policies/procedures/guidelines for maintaining and monitoring the security of customer data?			
14	Do you employ encryption technologies or other controls to protect client data while stored on your information systems?			
15	Do you employ encryption controls for client data that contains Personally Identifiable Information (PII)?			
16	Do you perform regular backups of client data?			
17	Do you have policies and procedures for the disposal of customer information, including backups?			



Respondent Acknowledgments

Please check the statements below to acknowledge.

Contractor Agreement Statement

Respondent has read the contract included as part of this RFP and acknowledges that Respondent has no requested changes to the contract and will execute the contract as-is, provided, however, that Elevate may, in its sole discretion, modify the contract prior to signing, or that Respondent has included in its proposal any requested changes to the contract. Failure to include requested changes will constitute Respondent's agreement to the terms of the contract provided by Elevate. Requested changes to the contract, if any, may be grounds for rejection of Respondent's proposal.

Respondent Name: _____

Respondent Signature: _____

Respondent Date: _____

Submit RFP Response to waterproposals@ElevateNP.org