



Chicago Metropolitan Agency for Planning

ATTACHMENT 2: SUBMITTAL REQUIREMENTS - DATA PURCHASES OR SUBSCRIPTIONS

All responses to this request for proposals must submit **all** required documents by the submission deadline in order to be considered for the solicitation. The following documents are required:

1. **Proposal Submittal Form.** Submit the Proposal submittal form in the format provided along with all required executed sub-forms and certifications. The sub-forms and certifications include:
 - Project Examples - provide a minimum of three (3) and no more than five (5) examples of the Vendor team's relevant experience in producing similar work or other projects that the Vendor deems to be relevant to this solicitation.
 - Bidder Information - basic information for both the primary firm and any subcontractors
 - References - three (3) references that CMAP staff may contact regarding the Vendor's qualifications to undertake this project. Reference information shall include: organization name, contact name, title, phone number, email, and nature of relationship to reference.
 - Price Proposal Detail - with **all** proposed pricing for this data purchase or subscription.
 - Certifications - including Certification for Federally Funded Agreements and Specific Provisions Certifications Regarding Workers' Compensation Insurance; Bidder Information; DBE Information; and FTA Certification Regarding Lobbying
2. **Code Report.** A copy of the firms' SAMS.gov CAGE Code Report.
3. **Project Approach.** To demonstrate understanding of the work, provide a narrative of 1) the approach that will be used to complete the outlined scope of services, 2) how CMAP's [Core Values](#) will be integrated into that approach, and 3) how your qualifications and strengths uniquely position you for successful completion of the work.

Provide a project schedule that shows the activities and the estimated timeline for completion for each.

Submittal material for this section shall be a maximum of two (2) pages, with one (1) page being the project schedule.

4. **Optional - Project Example supporting materials.** In addition to the Project Examples Form, you may provide supporting materials for each of the three (3) to five (5) examples you listed.

Submittal material for this section shall be a maximum of two (2) pages in length for each example.

All RFP responses without all signed and dated required documents will be deemed unresponsive and will not be evaluated.

RFP responses without DUNS Numbers will be deemed unresponsive and will not be evaluated.

CMAP cannot legally enter into a contractual relationship without a valid, active cage code.

All contracted vendors MUST have a valid and ACTIVE System for Award Management (SAM) CAGE Code. If your firm does not have a CAGE Code, please begin the process now at www.sam.gov and register your entity. There is no fee for this registration.