



MEMORANDUM

To: CMAP Board

From: Alicia Gage
Accounting Manager

Date: June 14, 2023

Re: Contract pre-approval request with a vendor to be determined for a one-year term for RFP 278, Project Management and Development of Program Evaluation of Capacity Building Activities, for a cost not-to-exceed \$75,000.

Funded in part by The John D. & Catherine T. MacArthur Foundation, the Illinois Department of Transportation, and seed money from the Chicago Community Trust, [CMAP's Capacity Building Program](#) (C-Build) offers training, technical assistance, and support to local governments in northeastern Illinois.

Initially devised in 2018, the three-year C-Build program offered by CMAP is a comprehensive program with a hyper-local approach designed to help local governments throughout northeastern Illinois. Local governments can face obstacles such as lacking staff planners, having staff members who wear multiple hats, or having part-time staff. Some communities have plans that need to be updated or have updated plans but not enough manpower or resources for plan implementation. Overall, all communities face challenges in pursuing their local and regional goals in the face of increasing fiscal pressure.

CMAP intends to engage the expertise of a third-party consultant as a neutral evaluator of the C-Build Program. The overall objective of this work is to measure progress and results, learn, reflect, course correct, adapt, and make more informed decisions about the C-Build program. CMAP seeks to establish tracking of implementation progress through periodic data collection. The goal is to provide early indications of progress or early detection of projects that may require additional support to succeed.

CMAP has released RFP 287 and is expecting to select a vendor in mid-July, during the period in which the Board is not anticipated to meet. It is anticipated that this project will require 12 months to complete. CMAP staff are requesting the Board grant the Executive Director pre-approval to enter into a contract with the selected vendor for a 12-month period, for a not-to-exceed cost of \$75,000 in order to ensure project completion by the grantee's designated deadline.

ACTION REQUESTED: Approval