



Chicago Teachers' Pension Fund

Questions and Answers #1 Related to the RFP for Legislative Liaison Services

1. Section XXIII. Disclosures, Part II (p.13) If a responding firm has offices in multiple states does this provision apply to the entire firm or is it applicable only to the offices located in the state of Illinois and the City of Chicago providing the services contemplated under the RFP?

Answer: Section XXIII. Disclosures, Part II applies to the corporate entity submitting the written response without regard to the location of multiple offices. A response is requested to the extent that this information is tracked or maintained by the firm.

2. Section XXIII. Disclosures, Part VI (p. 14) Does this requirement cover subcontractors (as referenced in Section XXIII, Part IV) or is it intended to cover any other vendor that a responding firm is contracted with (e.g., an office supply vendor)?

Answer: Section XXIII. Disclosures, Part VI covers the use of subcontractors to perform the services described in **Section III. Scope of Work** in the Request for Proposals. Disclosure of contractors unrelated to this engagement is not requested.

3. Is the Contract Administration and Procurement Policy shared at CTPF.org applicable to this RFP (Legislative Liaison Services), either in totality or partially?

Answer: Yes. The Contract Administration and Procurement Policy (CAPP) applies.

4. If the Contract Administration and Procurement Policy referenced in Q3a applies to this RFP, is a firm that contracts with the CTPF as a result of this RFP precluded from representing any of the entities listed on pages 28 and 29 of that document under Sec. 6?

Answer: A firm will not be precluded from representing the entities listed on these pages unless it is determined by the Firm that there is a conflict of interest.

5. If the answer to Q3b is "yes," will the CTPF consider an exception to that policy if the representation of such an entity is limited to a jurisdiction outside of Illinois and the subject matter does not pertain to pension funds and appropriate firewalls are in place between the personnel providing services to their respective clients?

Answer: See response to No. 4 above.

6. Our team is small, 4 people...is the EEOC chart needed?

Answer: Please complete the EEOC chart with available information and to the best of the Firm's ability.