



**Request for Proposal  
24-51**

**for**

**Chess Recreational Programming and Camp**

**ADDENDUM No. 1**

**November 14, 2024**

Any and all changes to the Request for Proposal are valid only if they are included by written addendum to all potential respondents, which will be emailed prior to the proposal due date. Each respondent must acknowledge receipt of any addenda by indicating in its proposal. Each respondent, by acknowledging receipt of addenda, is responsible for the contents of the addenda and any changes to the bid therein. Failure to acknowledge receipt of addenda may cause the submittal to be rejected. If any language or figures contained in this addendum are in conflict with the original document, this addendum shall prevail.

This addendum consists of the following:

1. Addendum No. 1 is attached and consists of a total of two (2) pages including this cover sheet.

Please contact me at 847-866-2935 or Linda Thomas, [lithomas@cityofevanston.org](mailto:lithomas@cityofevanston.org) with any further questions or comments.

Sincerely,

Linda Thomas  
Purchasing Specialist

## RFP No. 24-51

### Chess Recreational Programming and Camp

#### Addendum No. 1

November 14, 2024

This addendum forms a part of the RFP Documents for RFP # 24-51 and modifies these documents. This addendum consists of the following:

**Question 1:** Does this split apply to regular chess classes regular programs or only camps? Vendors and the City will split the fee per camper of the revenue collected from official program registrations. (Percentage 50/50, 60/40, or 70/30, dependent on established criteria).

Answer: This split applies to all programs, including classes, camps, and lessons.

**Question 2:** Should we as the vendor determine the split or will the City provide a recommendation? Where can I locate the established criteria to determine the percentage split?

Answer: Based on established criteria, the City will work with the vendor and make a recommendation. Generally, vendors bringing in their own equipment and instructors will fall in the 70/30% category.

**Question 3:** Are there additional facility rental fees at the Chandler-Newberger Community Center in addition to the required fee split percentages?

Answer: No.

**Question 4:** Do certifications need to be included in our RFP response?

Answer: The selected vendor will provide the City with proof of certifications and expertise of all program instructors. It is recommended that this information be submitted in the RFP response.

**Question 5:** Do CANTS 22 forms need to be included in our RFP response?

Answer: Vendors shall complete the CANTS 22 form for each of their staff. All staff members are mandated reporters. However, this does not need to be completed as part of the RFP response.

**Question 6:** Does an ACORD Insurance Certificate need to be included in our RFP response?

#### **3.0 INSURANCE**

The consultant must provide an insurance certificate naming the City of Evanston as an additional insured and will provide a variety of insurance.

Answer: The awardee will need to provide the Certificate of Insurance. It does not need to be included in the proposal.

**Note: Acknowledgment of this Addendum is required in the Submittal.**