Please stand by, the webinar will begin shortly.

Department of Family and Support Services
One Summer Chicago Chicagobility RFP

Release Date: January 13, 2022
Due Date: February 24, 2022

House Keeping

- Due to the volume of participants, everyone has been placed on mute.

- Please submit questions via the question box and we will respond to questions after going through the slides.

- Please use the question box to notify us of any technical issues.

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Agenda

- Welcome and Introductions
- Purpose
- Background
- Information about the scope/program description
- Selection Criteria
- Timeline
- Technical Assistance for Applicants and eProcurement
- Questions

CITY OF CHICAGO

REQUEST FOR PROPOSALS (RFP) FOR
One Summer Chicago
Chicagobility
RFQ# 8361

ISSUED BY:
CITY OF CHICAGO DEPARTMENT OF FAMILY AND SUPPORT SERVICES

All proposals must be submitted via the eProcurement system.
http://www.cityofchicago.org/eprocurement
Questions concerning the RFP should be directed to:

Lisa Davis
Director
Youth Employment Department of Family and Support Services
1615 W. Chicago Ave
Chicago, Illinois 60622
312-743-1287
Lisa.davis@cityofchicago.org

LORI E. LIGHTFOOT
MAYOR

BRANDIE V. KNAZZE
COMMISSIONER

DFSS Youth Services Chicagobility RFP Applicant Webinar

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Purpose of the RFP

➢ The Department of Family and Support Services (DFSS) Chicagobility program seeks to fund agencies who have experience in implementing project-based learning, workforce development, civic engagement, and training programs for young people ages 14 and 15 in Chicago.

➢ This RFP seeks to provide the opportunity to building their self-discovery and self-awareness through career exploration to young people by exposing them to various public and private sector industries and building their self-discovery and self-awareness.

➢ Ultimately, we are seeking to increase young people's income and develop their 21st century skills.

Program Description and Goals

➢ The high-level goal is to serve as a foundational track into career exploration while developing the 21st-century skills necessary to achieve these employment paths for 14 and 15-year-olds. The program will provide opportunities to engage youth in their communities by leading service-oriented, beautification, civic engagement, and safety projects.

➢ Career exploration is introducing the participants to a wide array of career interests and industries they would otherwise not have access to until later in life.

➢ Chicagobility specifically, provides youth participants with foundational skills and resources necessary for the workforce. These foundational skills include project management, understanding of technology, financial capabilities, and civic engagement.

➢ Self-discovery and self-awareness go hand-in-hand during this transitional period in our participants' lives. We do not only teach workforce-related skills. Chicagobility, aims to develop youth into well-rounded individuals. That means teaching necessary social skills and life skills to the development of youth which better prepares them for the workforce. Exploring one's own personality, interests, and strengths paves the way to finding an educational and career path that best suits them.

Program Description and Goals

➢ Project-based learning reinforces these skills while keeping this younger age group engaged for the duration of the program. Project-Based Learning (PBL) is a teaching method in which students learn by actively engaging in real-world and personally meaningful projects.

➢ Project-based learning teaches participants the value of seeing a project through to its completion. We want our youth to take pride in the work they put into their projects.

➢ Their projects should have an impact on their community, whether that means their block or the entire city. We want our young people to find the value in investing in their communities. These projects will center around service, beautification, and safety.

➢ Chicagobility's career exploration component prepares our young people for SYEP and their future careers. In addition, Chicagobility's community-based service projects also align with Chicago Youth Service Corps' guiding principle of civic engagement.

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Background

Current State

➢ Since the program began in 2018, each year we have served roughly 1,000 to 1,400 14 and 15-year-olds.

➢ The youth work on projects within their communities that center around service, beautification, and/or safety while also giving them the tools to succeed in the workforce

Priorities for Improvement:

➢ DFSS has made financial capability training a priority. Youth are benefitting from financial capability (aka financial literacy) training based on the surveys which showed that most youth learned something from the training. 37% of youth who already had a bank account before being in One Summer Chicago, report having opened it with their first job. That means that youth are most likely to open a bank account when they have their first paying job. Chicagobility is typically young people's first employment experience and subsequent gateway to opening a bank account.

➢ A major part of workforce preparation and financial capability is ensuring that our youth have the appropriate documentation to apply for a job and opening a bank account. This includes basic documents like a school or State ID and access to documents like their social security cards and birth certificates. According to the surveys, only 25% of 14-15-year-olds report having IDs. This is a barrier to opening a bank account and entering the job market. We want to ensure that Chicagobility participants have every tool they need to be prepared for the workforce. But career exploration and sharpening those skills means nothing if youth are not able to be onboarded due to a lack of identification.

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Background

Priorities for Improvement Continued:

Prioritize enrollment of at-risk youth through the online application and utilizing a standardized assessment tool

- DFSS understands the vast complexities of community and social factors impacting young people in Chicago. While a percentage of slots are reserved for youth who may face challenges due to their disabilities, justice involvement, homelessness, navigating English as a second language, foster care, or not in school or working, DFSS is seeking Respondents who have knowledge in assessing and enrolling these targeted populations with the appropriate support services at the start of the program.
- Respondents must assess these youth to ensure they receive the appropriate identified services internally and by external partners to address their challenges and assist youth to achieve the completion of their program.
- This includes providing ongoing coaching support from their Youth Coordinator to build positive relationships with their peers and adults to working on their individualized goals throughout the program

Background

Priorities for Improvement Continued:

- **Recruitment and Retention in the program:**
  - There is too long of a gap in communication from when the application is opened in March to the start of the program in late June.
    - We suggest that agencies stay in constant communications with their 50% of choice youth and families.
  - At the end of every summer, we foresee a small gap in the number of placements and the target placement number due to participants dropping out or being terminated. That number is usually not substantial, but we can always improve on keeping participants engaged until the end of the program.
    - We suggest screening for any prior commitments or time conflicts before hiring, providing necessary resources like assistance with transportation, etc.

Target Population

Eligibility
- Youth ages 14 and 15.
- Must show proof of Chicago residency, have a valid Chicago Public School or State of Illinois ID card, have completed the OSC online application, and have a signed consent form from parent or guardian on file.

Recruitment and Enrollment
- Respondents will be responsible for the recruiting of youth

- 50 percent of enrolled youth will be recruited and chosen by the awarded Respondent.

- This will allow for delegates to pick the youth they know will most benefit from this program model. The other 50 percent of enrolled youth will be selected randomly through lottery from the citywide application portal.

Participant Recruitment

50% 50%

- Lottery   - Agency

Department of Family and Support Services
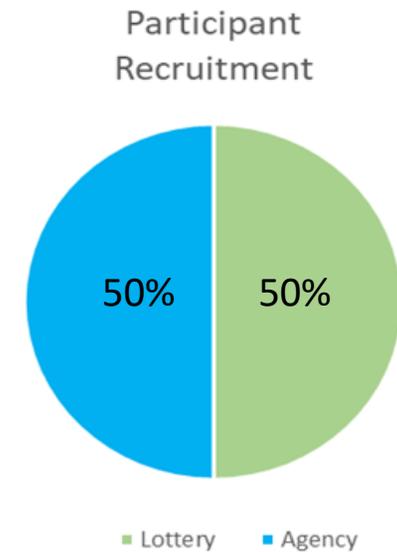
Target Population

Target Population: Out of the total enrolled youth, recruited by either the agency or citywide lottery, at least 50 percent of youth must identify with at least ONE of the following underrepresented populations outlined below:

- Individuals living with disabilities (i.e. physically impaired, visually impaired)
- Individuals attending elementary and high schools that are categorized as Level 2, Level 3 or Options high schools based on the current Chicago Public School Quality Rating Policy (SQRP) (https://www.cps.edu/about/district-data/metrics/accountability-reports/). DFSS will assign the schools and facilitate the linkage agreements to awarded Respondents to ensure they enroll youth from these schools
- Individuals who are English as a Second Language (ESL) learners
- Individuals that are experiencing homelessness or unstable housing
- Individuals placed in the foster care system
- Individuals that have been touched by the justice system (ie. Parole, probation)

Program Requirements

DFSS is seeking providers with a proven track record in implementing youth development programs, skills training initiatives, workforce development or service-learning programs tailored to youth in the City of Chicago. DFSS asks agencies to design and deliver a six-week long program with a focus on developing workforce preparation skills and 21st century skills outlined in the program description.

Key facts about the program are:

- **Youth Ages:** 14-15

- **Minimum Number of Youth Served Per Agency:** 20 youth participants per agency; with additional increments of 20 participants and 1 youth coordinator (1:20 staff to youth ratio)

- **Recruitment:** 50% of youth identify with at least one of the target populations and will be assessed for level of need and support services to ensure completion of the program. (refer to section Target Population)

- **Referral Sources:** Recruit youth attending elementary and high schools that are categorized as Level 2, Level 3 and Options high schools. Agencies will participate in recruitment events in-person and virtually and partner with school personnel on attaining referrals. In addition, DFSS will facilitate collaborations with stakeholders from institutions such as Child Welfare agencies, Chicago Public Schools, Chicago Police Department, Parole and Probation departments, homeless services providers, community-based organizations, faith-based organizations, and mental health organizations that provide wrap around services for youth and their families.

Program Requirements

Key facts about the program continued :

Program Schedule: 120 hours per youth in total over a span of six weeks; 20 hours a week

Budget categories: youth stipends, youth coordinator costs, transportation, materials/supplies, and administrative cost

- **Youth Stipend:** $450 maximum not to exceed $75 per week (note: the agency is responsible for paying the youth stipends. ADP payroll is not available under Chicagobility)
- **Youth coordinator wages:** $23 per hour, 25 hours per week for 8 weeks

The Chicagobility program budget will support the following: youth coordinator wages, youth stipends, program supplies, public transportation costs up to four weeks of the six-week program and a 15 percent administrative costs. Administrative cost allocations can be used for personnel, fringe benefits, operating/technical costs, and/or professional/technical services.

Program Examples: (Illustrative to help guide your submission)
The following tables are provided to support Respondents in their submission and program planning. They are provided as a reference to guide proposals and are subject to change.

Table 2: Prior Funded Program Examples		
Project Title	**Description**	**Recommended Resources**
TunePads	This program combines elements of musical performance with computer coding. Young people develop confidence and skill as they train to compete against other participants in tournament-style performance art events. Participants expand their resumes with marketable skills in Python computer programming, data analysis, digital signal processing, music technology, and more.	• https://vimeo.com/387818842
Intergenerational Activities	Visit one of DFSS' senior centers to offer activities to seniors in your community. Assist with gardens/yards, basic chores and various activities for seniors at the center.	• City of Chicago www.cityofchicago.org/fss
Art Knowledge	Visit community artists, local art exhibits and local libraries to learn about the cultural impact of their work. Create art reflecting pride in the community and organize a community event to showcase youth artistry or display in a public space.	• Local artists Local parks and libraries Local art galleries and associations 2018 Year of the Creative Youth Chicago www.ciytofchicago.org/dcase
Community Safety	Visit with CAPs office to learn about community policing and resources within their communities. Create community safety projects such as creating peace gardens or murals or public service announcements on Know Your Rights, Fire Home Safety, Chicago Department of Transportation Pothole Tracker.	• Create a Community Safety Youth Council CPD Explorer Program http://www.ymcachicago.org/programs/youth-safety-and-violence-prevention-bridging-the-divide Contexto Chicago: http://www.contextos.org/chicago/ Chicago Department of Transportation https://www.cityofchicago.org/cdot

The budget provided below provides insight for Respondents on expected budget expenditures for a program of the minimum 20 youth.

Total youth stipend is estimated to cost approximately $9,000 for 20 youth.

The anticipated cost of a program for the minimum number of 20 youth is $20,608. Should Respondents apply for more than the minimum 20 youth, they can plan to increase their budget in increments of approximately $20,608 for each additional increment of 20 youth and 1 Youth Coordinator.

Table 3: Program Budget Breakout			
Chicagobility Budget- 20 youth cohort			
PERSONNEL	Quantity	Stipend/ Wage	# of weeks	TOTAL
Youth Participant	20	$ 450	6	$ 9,000
Youth Coordinator	1	$ 4,600	8	$ 4,600
Miscellaneous	# of youth	rate per youth	# of weeks	TOTAL
Supplies	20	10		$ 200
Snacks	20	15	6	$ 1,800
Transportation	20	29	4	$ 2,320
Admin (15%)				$ 2,688
TOTAL Cost per cohort of 20 youth =				$ 20,608

Program Requirements

Key Respondent Functions

Under this program model, Respondents will be responsible for five key functions:

1. Recruit and support youth

2. Deliver My CHI. My Future. trainings (MCMF is an online platform designed to help youth develop financial capabilities and job readiness skills)

3. Engage participants in career readiness and project-based learning activities relevant to your program's themes and objectives

4. Hire qualified staff including youth coordinators to deliver program model

5. Administer payroll for youth stipend

Program Requirements

1. **Recruit and Support Youth**

➢ Youth will be recruited by the selected Respondents. **All youth must complete a One Summer Chicago application.** Awarded agencies will have the opportunity to select 50 percent of the youth for their Chicagobility program. The remaining 50 percent will be randomly selected through the One Summer Chicago application pool with prioritization of the Target Population .(Please see pg. 11 in RFP)

Key activities of Recruitment and Youth Support:
- Coordinate outreach and recruitment of identified youth
- Develop and engage youth in a community-based service-oriented, beautification, or safety projects
- Provide an orientation for youth and their parents
- Track and enter data into DFSS data management system
- Provide information and assistance for youth to obtain their States IDs. This may include finding their nearest Department of Motor Vehicles, walking them through the process of obtaining an ID, or disclosing the cost to obtain an ID

Program Requirements

2. Deliver OSC On-Line Training

All programs are required to facilitate online workforce and financial capability training modules through **My CHI. My Future**. MCMF is a digital platform that was designed to help youth develop 21st century skills to prepare them for employment, including soft-skills development and financial literacy. The Workforce Training modules provided will assist youth to:

- Explore career pathways
- Research career trends
- Understand educational requirements and expected pay
- Explore volunteering to learn about careers
- Assess skills to discover and reflect on interests and strengths in coaching
- Use summer workforce and volunteer experiences to build a basic resume

Financial capability refers to the set of skills and knowledge that allows an individual to make informed and effective decisions with all their financial resources. DFSS will provide the online workshops via the Be Payday Ready financial capability training modules.

Key activities of OSC On-Line Training:

- Facilitate access for youth to online OSC career exploration and financial capability modules
- Track youth participation on the platform My CHI. My Future.
- Enter all data into DFSS data management system (Cityspan)

Program Requirements

3. Engage participants in career readiness and project-based learning activities relevant to your program's themes and objectives

Respondents will provide career readiness in the context of your program's themes and /or topical areas. Career readiness activities will include the development of a resume, exposure to the base educational requirements, career choices and ladders associated with the industry, outlining, and helping youth to find and retain the documents needed to gain employment, mock interview practice, workplace expectations, etiquette and communication. Through project- based learning youth will be experientially engaged and exposed to a specific workplace or industry. Youth will be tasked to deepen their learning and understanding via an industry-related project with a tangible outcome suitable for inclusion a resume.

Key activities for Career Readiness and Project-Based Learning Activities
- Design a project that is directly related to an industry with expected growth
- Engage relevant speakers from the industry
- Help youth locate the documents needed to secure employment
- Give youth feedback on their work behavior, adjust their expectations, and help them to determine and take the next steps

Department of Family and Support Services

Program Requirements

4. Hire Qualified Staff to Deliver the Chicagobility Model

The Respondent will recruit, hire, and manage a youth coordinator. Youth coordinators should be positive, enthusiastic, civic minded individuals with connections to both their community and the world outside their community. Youth coordinators will ensure learning objectives are met for the overall program while also providing individual and group support, instruction and coaching to youth participants in a culturally competent environment. Duties also include administrative functions such as entering time into Cityspan and ensuring the completion of My CHI. My Future. workshops and the OSC Working Impact Assessments post program survey by all your youth.

Key Activities of Staff Hiring and Program Delivery:

- Hire and supervise program staff to manage the program from kick-off to completion
- Design innovative program focused on community contribution, beautification, sustainability, or safety
- All program coordinators working with youth must be properly trained and have a cleared background check on file with their agency and DFSS prior to hire for the program
- Administer payroll for youth coordinators. Personnel salaries and/or payment will not exceed the budget allocation unless supplemented with administration funds or in-kind match

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Program Requirements

Youth Coordinator Roles and Responsibilities

- Program coordinators will facilitate, direct and supervise all programmatic activities with youth
- Act as the liaison to participants, agency and DFSS personnel
- Build strong, positive relationships with youth participants and facilitate team building between participant cohorts
- Engage youth in wrap around services within their agency and work with external partners to provide additional support services to youth who are identified as at-risk
- Monitor youth participants' project-based learning and skill-building experiences for six weeks to ensure completion
- Implement program activities and service project(s) with youth participants
- Develop and implement creative strategies to retain youth participants throughout the program
- Assist with data collection and entry into Cityspan and other DFSS-designated platforms
- Implement performance measurement tools with youth participants and ensure completion
- Attend mandatory trainings and meetings per request of DFSS; including but not limited to trainings for Cityspan and a DFSS-designated technology platform
- Respondents must submit a job description of the youth coordinator position

Program Requirements

5. Administer Payroll

Youth under this model will receive a stipend of $75 per week for six weeks, not to exceed $450 for the entire program per participant as reimbursed by the City of Chicago. **Stipends must be directly paid by the Respondent or their fiscal agent. Youth stipends must be included as a part of the proposed budget.**

The Respondent will maintain a timekeeping system that tracks participant hours and must provide a payment schedule to the youth that ensures all youth are paid on a bi-weekly basis. If additional funds are available, programs may be extended by DFSS. Chicagobility programs will all operate on a reimbursement basis. Thus, it is vital that Respondents have secured adequate resources up front to meet program and stipends costs.

Key activities of Payroll Administration:
- Collect participant timesheets and record in payroll system
- Pay participants on a bi-weekly basis
- Maintain time and payroll documents in a secure place

Performance Goals and Outcomes

➢ To track progress toward achieving the outcome goals of this program and assess success, DFSS will monitor a set of performance indicators that may include, but are not limited to:

- 100% of youth complete the workforce preparation training via the online platform
- 100% of youth complete the financial literacy training via online platform
- 50% of youth will meet the target population criteria
- 40% of youth plan to enroll in One Summer Chicago the next program year
- 85% program retention

➢ To monitor and recognize intermediate progress toward the above performance indicators, DFSS also intends to track output metrics that may include, but are not limited to:

- 100% of targeted youth will be recruited and enrolled in the program
- 85% of youth will complete the entire six-week program
- 100% youth will be paid on time
- 75% of youth report a positive relationship with a youth coordinator or mentor in their program
- 90% of youth will have successfully obtain a state ID
- 90% of youth will create a professional resume
- 80% of youth will sign up for Direct Deposit

➢ In addition to the performance indicators and output metrics listed above, DFSS encourages Respondents to propose additional indicators and metrics, including those that demonstrate early success and are indicative of participants' progress.

Guidance for Respondents

- Respondents must indicate which Healthy Chicago Equity Zone they will be applying for in alignment with the Chicago Department of Public Health's six Healthy Chicago Equity Zones
  - *North Central, Northwest, West, Far South, Near South, and Southwest*
- Respondents must submit one application for each Healthy Chicago Equity Zone for which they wish to apply.
- Respondents can only apply for a Healthy Chicago Equity Zone in which they can demonstrate a physical address.
  - Multiple applications by the same agency for the same Healthy Chicago Equity Zone will NOT be considered
- Respondents seeking funding for multiple sites in different Healthy Chicago Equity Zones are required to apply for each zone separately
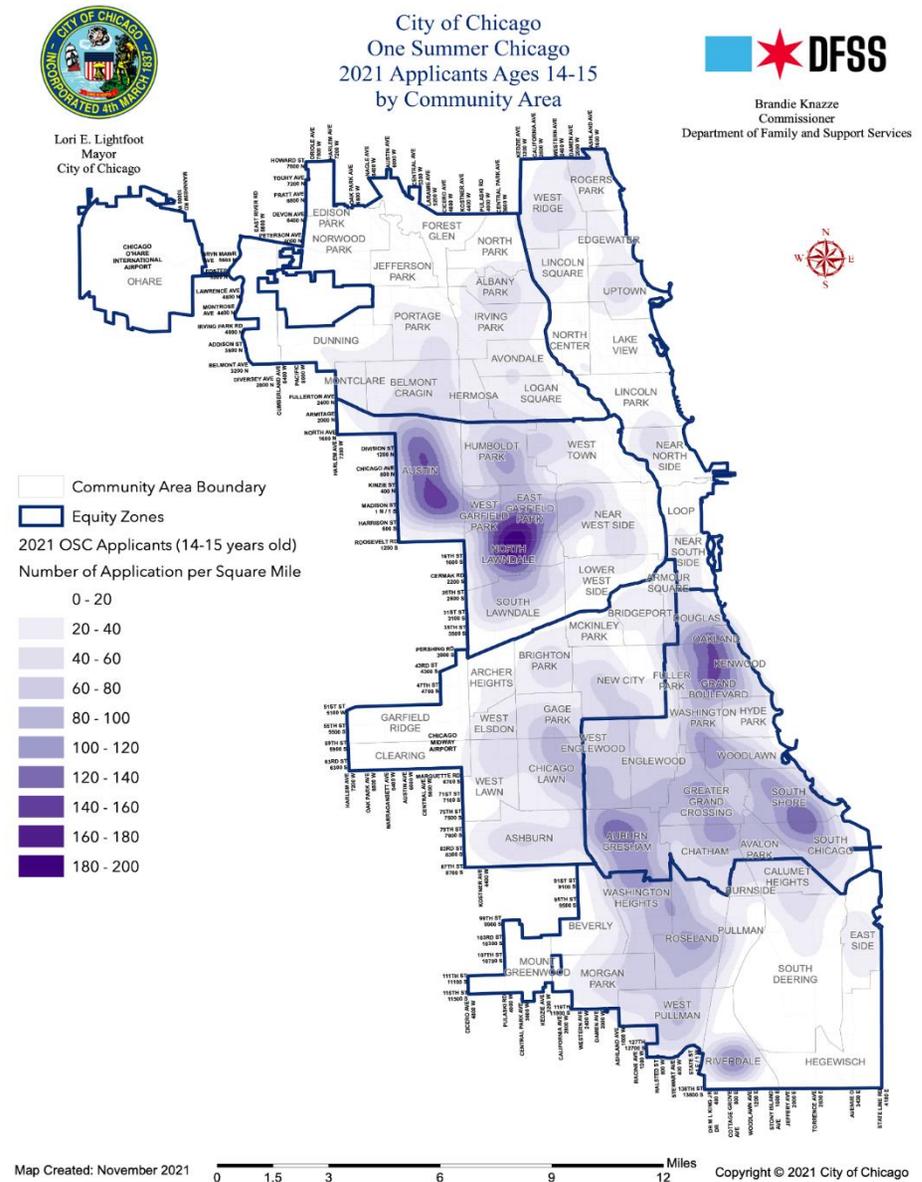
Guidance for Respondents

Table 5: Healthy Chicago Equity Zones			
City Zones	Community Areas		
Far South	Beverly Burnside Calumet Heights East Side Hegewisch	Hegewisch Morgan Park Mount Greenwood Pullman Riverdale	Roseland South Deering Washington Heights West Pullman
Near South	Auburn Gresham Avalon Park Chatham Douglas Englewood Fuller Park	Grand Boulevard Greater Grand Crossing Hyde Park Kenwood Oakland South Chicago	South Shore Washington Park West Englewood Woodlawn
North Central	Edgewater Lakeview Lincoln Park Lincoln Square	Loop Near North Side Near South Side North Center	Rogers Park Uptown West Ridge
Northwest	Albany Park Avondale Belmont Cragin Dunning Edison Park	Forest Glen Hermosa Irving Park Jefferson Park Logan Square	Montclare North Park Norwood Park Portage Park
Southwest	Archer Heights Armour Square Ashburn Bridgeport Brighton Park	Chicago Lawn Clearing Gage Park Garfield Ridge McKinley Park	New City West Elsdon West Lawn
West	Austin East Garfield Park Humboldt Park	Lower West Side Near West Side North Lawndale	South Lawndale West Garfield Park West Town

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Guidance for Respondents

Table 6: Anticipated Range of Awards			
Healthy Chicago Equity Zone	Percentage of OSC Applicants Ages 14-15 in 2021	Anticipated Number of Youth Served Per Year	Anticipated Number of Selected Agencies
Far South	17%	200	2 to 6 agencies
Near South	30%	380	3 to 9 agencies
North/Central	7%	80	2 to 4 agencies
Northwest	9%	120	2 to 5 agencies
Southwest	13%	160	2 to 5 agencies
West	24%	300	3 to 8 agencies
Total	100%	1,240	Approximately 37 agencies

To ensure geographic equity, the distribution of funds will be balanced by youth population needs as demonstrated by historical data from the 2021 One Summer Chicago applicants.
Table 6 details the anticipated range of awards for each Healthy Chicago Equity Zone:

Respondents are encouraged to collaborate in order to allow agencies to sub-contract and expand an organization's network to deliver programming.

Selection Criteria – Strength of Proposed Program

DFSS seeks respondents that demonstrate:

- The Respondent clearly defines services to be provided (directly or through partnerships/linkage agreements with other agencies) that are appropriate to addressing needs of and achieving desired outcomes for the target population, as well as the needs of the local community, city zone and/or city
- The Respondent has an effective approach to recruiting and retaining strategies for youth, ages 14-15

- The Respondent's proposed program integrates best practice and evidence-based components for youth employment programming
- The Respondent indicates they will enroll no fewer than the minimum number of participants outlined in the program description

- The Respondent demonstrates strong partnerships with community and other organizations, including the My CHI. My Future digital platform
- The Respondent has an effective approach soliciting and incorporating feedback for the purposes of programmatic improvement
- The Respondent demonstrates collaborations with additional entities provides linkage agreements or Memorandum of Understandings (MOU)

Selection Criteria – Performance Management and Outcomes

DFSS seeks respondents that demonstrate:

- The Respondent demonstrates evidence of strong past performance against desired outcome goals and performance metrics and/or other notable accomplishments in providing services to the target population

- The Respondent has the relevant systems and processes needed to track and report performance on program outcomes

- The Respondent has experience leveraging data to inform/improve its services or practices

- The Respondent has the relevant systems and processes needed to collect and store key participant and performance data

Selection Criteria - Organizational Capacity

DFSS seeks respondents that demonstrate:

- The Respondent has the relevant capabilities and/or infrastructure needed to manage this program

- The Respondent has expertise working with the target population and has relevant capabilities and/or infrastructure needed to serve this group

- The Respondent has articulated a plan to hire and train qualified line staff and has or can hire qualified staff responsible for program oversight and management

- The Respondent has adequate systems and processes to support monitoring program expenditures and fiscal control

- The Respondent's organization reflects and engages the diverse people of the communities it serves

Selection Criteria – Reasonable costs, budget justification, and leverage of funds

DFSS seeks respondents that demonstrate:

- The Respondent has the fiscal capacity, as demonstrated by its audit to implement the proposed program

- The Respondent leverages other funds and in-kind contributions to support total program and administrative cost (e.g., state, federal, foundation, corporate, individual donations)

- The Respondent demonstrates reasonable implementation costs and funding requests relative to its financial and human resources. The proposed budget supports the proposed scope of work or work plan

Selection Criteria - Attachments

➢ Be sure to upload Memorandum of Understanding or linkage agreements with community based organizations, local partners, and Chicago Public Schools.

➢ Be sure to upload the job description for the **Youth Coordinators and Instructors** that are managing the program.

➢ Be sure to attach your organization's **budget** for this program

  ▪ Please make sure all program requirements are addressed

Selection and Transition Timeline

- ➢ **Pre-proposal webinar –** January 20, 2022

- ➢ **Applications due –** February 24, 2022, 12:00 noon

- ➢ **Program period begins –** April 1, 2022

Deadline

Applications are due on February 24, 2022 at 12:00, Noon

Application Tips

Start Early!!

➢ If you have never done business with the City of Chicago, register into iSupplier/eProcurement ASAP.

➢ Review RFP narratives and application questions closely. Remember they align with the scope and selection criteria. Use the information in the RFP for guidance in formulating your answers.

➢ Carefully review the selection criteria.

➢ There is a 4,000 character limit which includes punctuation and spaces. Each response is allotted 4,000 characters.

➢ eProcurement works best with the Internet Explorer browser.

➢ Do not use the back button on your browser.

Save Often!!

Tips for Working in eProcurement

➢ To submit multiple applications for a single RFP applicants will need to set up a unique user account in iSupplier but all the user accounts can use the same email address.

➢ You can "submit" your application and later amend it up until the due date February 24, 2022 at 12:00 noon.

➢ Avoid the rush and possible mishaps by submitting early. Plan on submission taking 30-60 minutes.

➢ Late applications will not be accepted.

➢ Make use of the eProcurement hotline for help at 312-744-4357 (HELP).

➢ **Please note that the hotline operates during business hours only, Monday-Friday 9-5.**

Save often, submit early!

Technical Assistance!

➢ On the DFSS web page is a link to the RFP of interest and training documents. See "Alerts" Section on our website.

➢ For Questions on Registration and eProcurement Technical Assistance for Delegate Agencies –

CustomerSupport@cityofchicago.org

or

call 312-744-HELP (4357)

➢ Training Materials (Documents and Videos) – https://www.cityofchicago.org/city/en/depts/dps/isupplier/online-training-materials.html

New Agency Requirements

- 1)Provide Articles of Incorporation and any Amended Articles of Incorporation.

- 2) IRS Affirmation Letter – for not-for-profit agencies only. This letter must be dated within sixty (60) days of submittal. You can obtain this by calling the IRS directly at 1-877-829-5500. If you are a for-profit agency, submit your original letter from the IRS showing your FEIN number.

- 3)DUNS Number.

- 4) Central Contractor Registration (CCR) – Provide a copy of the Entity Overview Page on the www.sam.gov website.

- 5) Certificate of Good Standing Letter with the State of Illinois.

How to accept an amendment

How to accept an amendment – Step 1

➢ The RFP you are interested in has been amended. In order to start an application , you will need to acknowledge and accept the amendment first in order to start your application. (Please not that the RFP shown in this and subsequent slides is an example). To accept the amendment, click on "View Amendment History".

➢ **If** the RFP has not been amended (yet), select "Create Quote" from the drop-down menu in the "Actions" box and click on "Go". This will take you to the application page, where you can get started.

⚠ **Warning**

RFQ 6459 has been amended. To be considered for award you must acknowledge each amendment and submit (or resubmit) all your responses to ensure that they comply with the changes.

View Amendment History

RFQ: 6459,1

Actions [Create Quote ▾] [Go]

Title	**Community Housing Development Organization (CHDO) Certification**
Status	**Active**
Time Left	**476 days 22 hours**

Supplier Response Start Date	**28-Aug-2018 13:25:01**
Bid Opening Date/Supplier Response Due Date	**14-Aug-2020 14:01:32**

Header | Lines | Controls | Contract Terms

Buyer	**MCCLARN, GRAYLEN**
Quote Style	**Blind**
Outcome	
Description	**Community Housing Development Organization (CHDO) Certification**

Event	**Delegate Agency**
Amendment Description	**This addendum is to remind applicants that the CHDO certification and recertification process is not a request for funding.**

Terms

Bill-To Address	054-2819 HOME INVESTMENT PARTNERSHIP
Ship-To Address	054-2819 HOME INVESTMENT PARTNERSHIP
FOB	

Payment Terms	
Carrier	
Freight Terms	

Currency

RFQ Currency	**USD**

Price Precision	**0**

Requirements

Show All Details | Hide All Details

Details Section

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How to accept an amendment – Step 2

➢ To begin the acceptance and acknowledgment process, to open the RFP in view only, click on the Document number (1) To review the amended changes to the RFP, click on the infinity or eyeglass icon (2) To acknowledge receipt and understanding of these changes and proceed, click on the "Acknowledge Amendments" button (3).

➢ By acknowledging the amendment, you are indicating that you are aware of the changes made to the RFP in the amendment.

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How to accept an amendment – Step 3

➢ When you get to this screen, click on the "I accept…" check box and then click on "Acknowledge"

How to accept an amendment – Step 4

➢ Click on "Yes" to indicate that you confirm your acknowledgement of the amendment.

DFSS Youth Services Chicagobility RFP Applicant Webinar

How to accept an amendment – Step 5

➢ Finally, (1) click on the checkbox that you accept the terms and conditions and then (2) click on "Accept" to accept them.

➢ This is the final step in acknowledging and accepting the amendment.

How to submit an application

How to submit an application - Step 1

➢ When you are ready to submit, start by saving your draft one last time. Then click Continue.

How to submit an application - Step 2

➢ If you are missing information, you will be given an error message on the top of the page.

How to submit an application - Step 3

➢ Usually the error messages direct to something left undone in the application.

➢ In the last example, the error message indicated that the lines (found under the lines tab) had not been filled out.
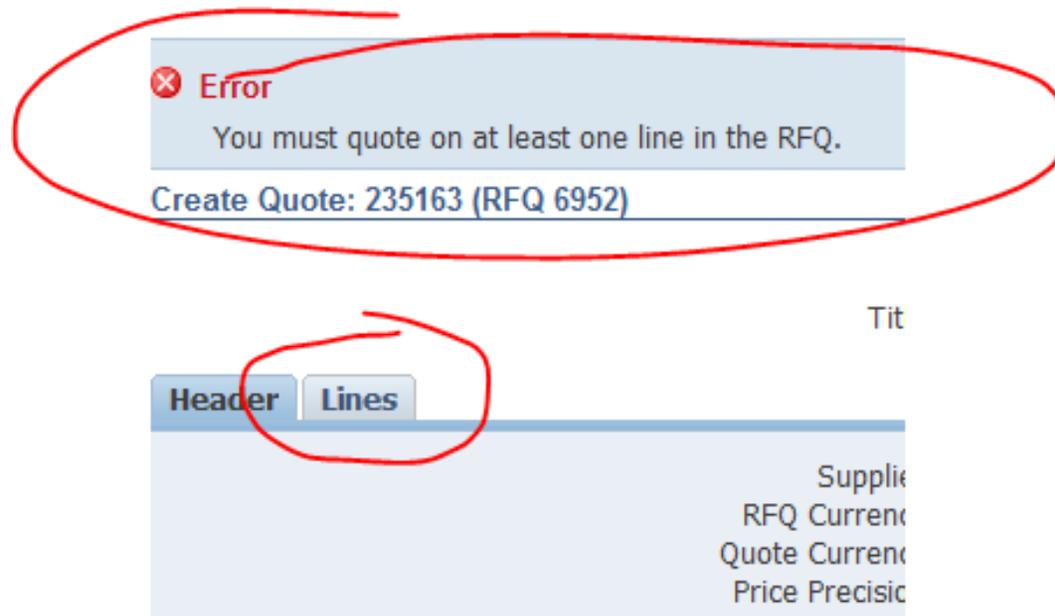
How to submit an application - Step 4

➤ In this example, the error is about an unanswered question in the application (or Requirements section). The Quote Value refers to your (in this case, missing) answer.

Error
A quote value is required for requirement First Name.

Create Quote: 236154 (RFQ 6952)

Cancel   Revert to Active Quo

Title DFSS Youth Services Enrichment Programs - STEM (Science, Tech, Engin. & Math)

Time Left **19 da**
Bid Opening Date/Supplier Response Due Date **16-Ju**

Header | **Lines**

Supplier	**DEBORAH'S PLACE**		Quote Valid Until	
RFQ Currency	**USD**			(exampl
Quote Currency	**USD**		Reference Number	
Price Precision	**Any**		Note to Buyer	

Attachments

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated
No results found.					

Requirements

Expand All | Collapse All

Focus Title	Target Value	Quote Value
☐ Requirements		
☐ Contact Information		
First Name		

DFSS Youth Services Chicagobility RFP Applicant Webinar

How to submit an application - Step 5

➢ Once your application is free from errors, you are ready to proceed and submit! At this point, clicking "Continue" should put your application into the "Review and Submit" phase.

How to submit an application - Step 6

➢ This is your last chance to review all your data and confirm that it is accurate. Check your attachments and scroll to the bottom of the screen to see all your responses.

Header

Title	Chicago Early Learning Community-Based Programs RFP #2	Time Left **20 days 3 hours**
Supplier	**Claridigm Inc**	Close Date **15-Jul-2019 12:00:00**
RFQ Currency	**USD**	Quote Valid Until
Quote Currency	**USD**	Reference Number
Price Precision	**Any**	Note to Buyer

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Requirements

Show All Details | Hide All Details

Details Section

⊟ Hide Contact Information

Requirement	Target Value	Quote Value
First Name		John
Last Name		Chicago
Telephone		864-855-9999
E-mail Address		TheBestAgency@childcare.com
Contact Type		Email Applicant

⊟ Hide Organization Information

Requirement	Target Value	Quote Value
Legal Organization Name		Super Leaders Academy Nation
Address		18555 E. 32nd St
City		Chicago
State		IL
Zip		60699
Telephone Number		845-251-XXXX
Federal Employer Identification Number		84-992289
DUNS Number		92-8992-5110
Head of Agency Name		Jane Doe
Head of Agency Title		Executive Director
Head of Agency Contact Telephone		845-251-XXXX
Head of Agency E-mail Contact		JaneDoe@superLeadersAcademy.com
Chief Finance Officer Name		Terry Doe Jr.
Chief Finance Officer Title		Finance Officer
Chief Finance Officer Telephone		845-251-XXXX
Chief Finance Officer E-mail		terrdoe@superLeadersAcademy.com
Website Address		NA
Year Org. Established		2008
Did you attach the following in your Admin. section? *Liability Insurance *Board Member Identification *IRS Determination Letter *SAM Certificate *Certificate of Good Standing *Bylaws and Articles of Incorporation *Financial Statement		Yes

⊞ Show Geographic Area(s) Served

Department of Family and Support Services

How to submit an application - Step 7

➢ At the bottom of the screen you will be asked to provide an electronic signature. Be sure to fill in the signature before checking the box!

How to submit an application - Step 8

➢ Then click "**Submit**".

How to submit an application - Step 9

➢ Make sure that you see this submittal confirmation screen. The eProcurement system will send a confirmation email within 24 hours of your submission. Please call or email me if you desire confirmation prior to then.
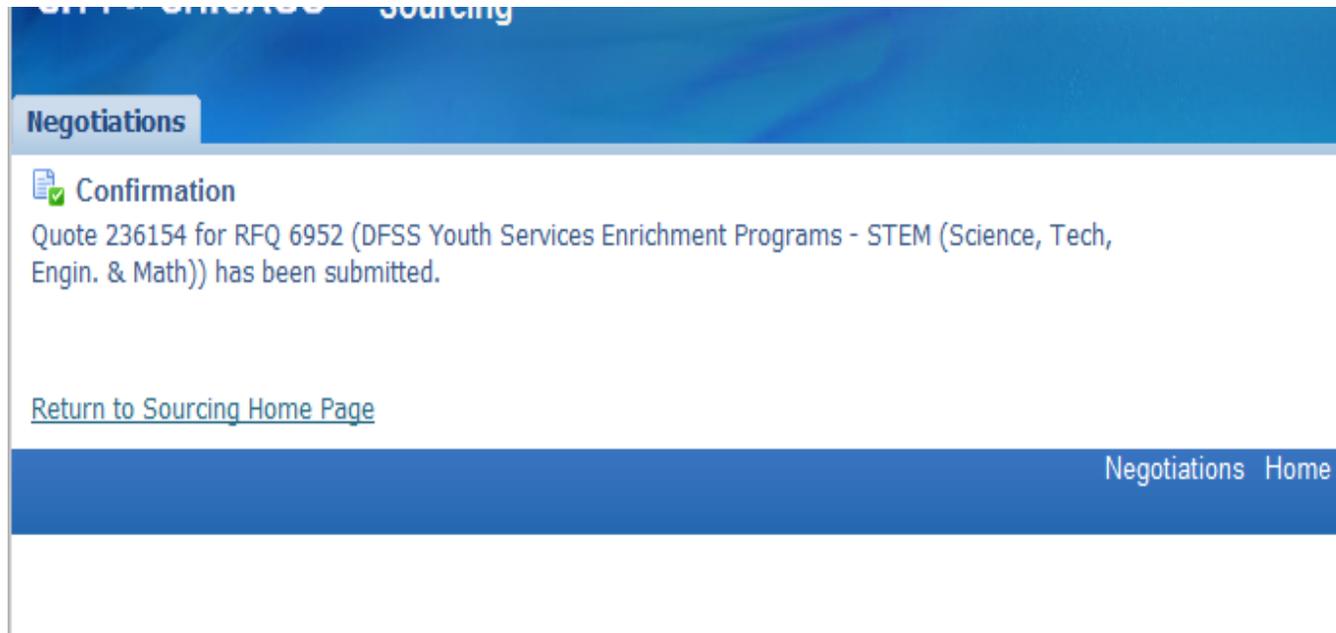
Questions?

Program Questions?

Lisa Davis

312-743- 1289

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For non-programmatic questions contact:

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(312)-743-1679

Julia.Talbot@cityofchicago.org