

CITY OF CHICAGO



**REQUEST FOR PROPOSALS (RFP) FOR
Summer Youth Employment Program
RFQ# 8375**

**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, Youth Services Division
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**

Table of Contents

Section 1 - Purpose of RFP and Scope of Services 3

- A. Organizational background 3**
- B. Program description 6**
- C. Program requirements 9**
- D. Performance measures..... 17**
- E. Contract management and data reporting requirements..... 18**
- F. Guidance for Respondents 19**
- H. Prior RFP statistics for this program 23**

Section 2 – Eligibility, Evaluation and Selection Procedures 23

- A. Eligible respondents 23**
- B. Evaluation process..... 23**
- C. Selection criteria and basis of award 24**

Section 3 - RFP and Submission Information..... 25

- A. Pre-proposal webinar 25**
- B. The e-Procurement system..... 26**
- C. For Respondents wishing to submit more than one application to an RFP 27**
- D. Contact person information 27**

Section 4 - Legal and Submittal Requirements..... 27

- A. City of Chicago Economic Disclosure Statement (EDS)..... 27**
- B. Disclosure of litigation and economic issues 27**
- C. Grant agreement obligations..... 28**
- D. Funding authority 28**
- E. Insurance requirements 28**
- F. Indemnity 32**
- G. False statements..... 32**
- H. Compliance with laws, statutes, ordinances and executive orders..... 33**

Section 1 - Purpose of RFP and Scope of Services

The Department of Family & Support Services (DFSS) seeks to fund agencies who have experience in implementing subsidized youth employment programs, internships, or specialized training programs for young people ages 16-24 in Chicago. The Summer Youth Employment Program (SYEP) RFP seeks to provide youth employment to young people by exposing them to various public and private sector industries, employment placement, building financial capabilities, and training to help young people increase their self-efficacy, and gain work experiences and skills needed to succeed in today's and future economy. Ultimately, we are seeking to increase young people's income, and develop their 21st century skills.

The SYEP Program is delivered during the summer by providing youth with job placement or specialized training program offered by the awarded respondent. DFSS will subsidize youth wages at \$15 per hour for an allocation of 120 hours focused on attaining work experiences and developing their 21st century skills.

A. Organizational background

Department Mission and Priorities

As the City of Chicago's primary social services provider and administrator, the Department of Family and Support Services (DFSS) manages a comprehensive, client-oriented human service delivery system that employs a holistic approach to improving the quality of life for our most vulnerable residents. DFSS administers resources and provides assistance and support to a network of over 360 community-based organizations. The DFSS mission is:

Working with community partners, we connect Chicago residents and families to resources that build stability, support their well-being, and empower them to thrive.

DFSS' priorities are to:

- a) **Deliver** and support high quality, innovative, and comprehensive services that empower clients to thrive
- b) **Collaborate** with community partners, sister agencies, and public officials on programs and policies that improve Chicagoans' lives and advance systemic change
- c) **Inform** the public of resources available to them through DFSS and its community partners
- d) **Steward** DFSS' resources responsibly and effectively

For further information about services and opportunities offered through DFSS, please visit:

www.cityofchicago.org/fss

Commitment to Outcomes

DFSS' Commitment to Outcomes represents a transition to a more results-oriented and data-driven approach to delivering services – one that moves the department beyond measuring *how many* people receive services, to focus on how Chicagoans *leave better off* after receiving services. In order to achieve better results for Chicagoans, DFSS seeks to clearly describe, measure, and report on outcomes; use these outcomes to support decision-making; and drive greater collaboration within DFSS as well as between DFSS and the delegate agencies we fund. For more information on DFSS's commitment to outcomes, please visit:

https://www.chicago.gov/content/dam/city/depts/fss/supp_info/CommitmentToOutcomes/DFSSCommitmenttoOutcomesOverview.pdf) or https://www.chicago.gov/city/en/depts/fss/supp_info/department-strategic-framework.html

Equity Statement

DFSS views equity as the fair, just distribution of resources, explicitly targeting and prioritizing groups who have the greatest need due to being systematically disenfranchised – particularly based on historic patterns of racial and economic exclusion – and using these resources to address present, past, and future injustices and their consequential burdens. Equity requires a reimagination of everyday practices to ensure that one’s identity does not determine one’s life outcomes.¹

Several components of an equity-based approach have been embedded in DFSS’ Commitment to Outcomes from the start – clearly defining outcome goals and identifying the target population, disaggregating data to identify areas for improvement, and creating more opportunities for engaging with delegate agencies, for example. DFSS continues to embed an equity-centered approach throughout its work, from how services are delivered to how funding is distributed, and from how DFSS works with delegate agencies to how client data is managed. This work is evolving as we learn from best practices and leaders in the field to examine how we can integrate equity across all that we do.

Youth Division Priorities

The DFSS Youth Services Division designs and funds programs and initiatives that leverage the assets and strengths of youth ages 6-24 in the City of Chicago to support their growth, development, and success. **Programs and initiatives offer an opportunity for improved skill building, relationship development, educational engagement and achievement, mentorship, and employment.** The needs of Chicago’s young people - identified from community and youth feedback, gap analysis, and national and local best practices - are the key drivers in informing the development of the division’s programming and continuously shapes the Department’s priorities and goals. The Youth Services Division’s efforts and resources are focused on the needs of Chicago’s youth with an eye towards obtaining the greatest impact.

The Youth Services Division Program Portfolios seek to provide the right resources at the right time for the right youth. Many youth are seeking employment or training during the summer to gain work experience and broaden their personal skillset. In recent years, funders and service providers alike have recognized the importance of youth employment as it enhances leadership skills, promotes professional development, and increases financial capability. DFSS seeks to maximize the availability and access to meaningful leadership and job opportunities for Chicago’s youth to provide them with 21st century skill-building and keep them learning all year long.

In response, DFSS reviewed and restructured its portfolio of investments and programs through the lens of aligning services with the appropriate target population. As a result, the Youth Services Division’s programming occurs via three distinct portfolios:

1. **The Prevention and Intervention Portfolio** serves youth who may need more support because they are not connected to school or employment, may have been touched by the juvenile or criminal justice system, may have unstable housing, high exposure to violence, or need mental health support
2. **The Enrichment Portfolio** provides structured, safe, and enriching activities for young people outside of the classroom, during weekends, and while youth are on school breaks. Examples

¹ This definition of equity incorporates language and concepts from organizations including Equiticity, Government Alliance on Race and Equity, Just Action Collaboration, and Policylink.

include academic support; career and vocational development; science, technology, engineering, math (STEM) and arts; cultural activities; and sports.

3. **The Youth Employment Portfolio** is releasing the three RFPs below. One Summer Chicago (OSC) is the umbrella for the Youth Employment Portfolio, which brings together government institutions, community-based organizations, and employers to offer subsidized employment and internship opportunities annually to over 23,000 youth and young adults ages 14-24. The One Summer Chicago DFSS Youth Employment program consists of three interconnected program models: Chicagobility, Summer Youth Employment Program (SYEP), and the Chicago Youth Service Corps (CYSC).
- Chicagobility: Employs youth ages 14-15 through project-based learning and skill-building experiences
 - Summer Youth Employment Program (SYEP): Employs youth ages 16-24 through job placement or training program to provide work experiences and develop skills for career pathways
 - Chicago Youth Service Corps (CYSC): Employs youth ages 16-24 year-round through programming focused on leadership development and local/civic engagement

The **Summer Youth Employment Program (SYEP)** is the focus of this RFP.

A brief description of each program in the Youth Employment Portfolio is listed in the table below (Table 1). **Summer Youth Employment is highlighted** because this program is the focus of this specific RFP.

Table 1: Youth Employment Portfolio			
Name of Program	Chicagobility	Chicago Youth Service Corps (CYSC)	Summer Youth Employment (SYEP)
Age Group	14-15	16-24	16-24
Employment Approach	Cohort: Project-based learning and skill-building	Year Round: civic engagement projects	Cohort and Individual: Job Placement or training program
Ratio (staff: youth)	1:20 ratio for base cohort with additional cohorts added at a ratio of 1:20 increments	4:40 ratio for base cohort with additional cohorts added at a ratio of 2:20 increments	2:50 ratio for base cohort with additional cohorts added at a ratio of 1:25 increments
Program Examples	<p>Opportunities include:</p> <p>Beautification projects such as murals, urban agriculture/community gardens</p> <p>Service-oriented projects such as community mapping,</p> <p>STEAM programming</p>	<p>Opportunities include:</p> <p>Leadership/personal development activities</p> <p>Local/civic engagement projects that are focused on service learning such as PPE kit creation/distribution</p> <p>community events</p>	<p>Placements include:</p> <p>Worksites (retail stores, day camps, local businesses, corporate placements and more)</p> <p>S.T.E.A.M placements</p>

	STEAM projects such as media workshops, coding programs,		
Location	Community Areas, agency location	Community Areas, agency locations	Employment Sites
Skill Building	DFSS Designated Platform*	DFSS Designated Platform*	DFSS Designated Platform*
Assessment	OSC Working Impact: Partnership with Praxis	OSC Working Impact: Partnership with Praxis	OSC Working Impact: Partnership with Praxis

*DFSS Designated Platform: a digital platform that the program utilizes to assist youth in building skills to prepare them for employment, including activities to promote job readiness, leadership and life skills and financial capabilities. DFSS will provide the online curriculum and training.

B. Program description

Goal of this RFP

The goal of the Summer Youth Employment Program (SYEP) seeks to provide youth employment or specialized training program to Chicago youth ages 16-24 by exposing them to various public and private sector industries, job placement, building financial capability, and training to help young people increase their self-efficacy, gain work experiences and 21st century skills needed to succeed in today's and future economy. Through the program, youth gain valuable job training, career advising, and real-world work experience while being connected to caring adults.

For this RFP, DFSS combined the Summer Youth Employment Program and One Summer Chicago Plus as one program model to ensure youth ages 16-24 are served under one program model. This allows agencies to manage programmatic and fiscal expectations of the contract and serve youth within their agencies.

Addressing Youth Employment

Summertime work is an important developmental experience for adolescents. According to research, youth employment provides opportunities for young people to explore interests, develop and practice ways of being in a work setting, and earn money for themselves.² Additionally, developmentally appropriate and robust work experiences can help promote educational achievement and build useful transferable competencies such as leadership, teamwork, critical thinking, problem-solving, and communication. Summer employment programs have also demonstrated a reduction in violent crime arrests for program participants following the program.³

Despite the established benefits of early work experience, an increasing number of youth lack access to appropriate opportunities and pathways. According to the ASPEN Institute, an estimated 4.6 million youth and young adults were neither enrolled in school nor working in the early months of 2020.⁴ This unemployment crisis has only been exacerbated by the COVID-19 pandemic. Youth employment disparities are especially prevalent in underserved populations. This disparity in access to and leveraging of summertime work experiences further deepens the divide in young people's preparation for emerging adulthood and success in occupational settings.

² Ross, M. & Kazis, R. (2016). Youth summer jobs programs: Aligning ends and means. Washington, DC: The Brookings Institution.

³ Heller, S. (2014). Summer jobs reduce violence among disadvantaged youth. *Science*, 346(6214), 1219–1223.

⁴ Jain, R., Vázquez, V., & Blair, A. (2020). Voices from the Field: Engaging Employers to Connect Young Adults to Good Fit Employment. In The Aspen Institute Economic Opportunities Program.

Research shows extended bouts of youth unemployment have adverse effects on adolescents later on in life. Young people who are unemployed tend to earn lower wages in subsequent years of adulthood, impacting both their personal well-being and long-term economic prosperity.⁵ These outcomes only heighten the need for opportunities for early work experiences. Summer youth employment programs are a pivotal resource for preparing America's future workforce by offering hands-on exposure, paid internships and work experience, access to job skills training and, ultimately, the ability to successfully launch into adulthood.

Current state and priorities for improvement

Current State

In 2020 and 2021, One Summer Chicago youth employment programs served 20,498 and 21,748 youth, respectively. Youth participants accomplished 1,279,372 hours of work in 2020 and accomplished 1,299,938 hours of work in 2021, helping youth gain meaningful work experiences and build strong communities during Covid 19. Through supporting diverse career pathways, DFSS funded agencies and OSC partners provided over 1,013 work sites. Out of 8,187 youth surveyed in 2021, 83% discovered career pathways aligned to their life goals. Together, DFSS's One Summer Chicago programs provided youth with opportunities that broaden their perspectives and influence change in how they see themselves, the field of work and career paths available to them, and their goals in the future.

Priorities for Improvement

DFSS's Summer Youth Employment Program is committed to using best practice approaches in the development and execution of all its programs. This include, but are not limited to:

- 1. Improved matching of youth to employment opportunities based on interests and skills**

As the need for youth employment grows, municipalities have sought out support from the corporate community to assist in providing internships and employment placement. It is important that young people are matched with jobs of varying levels of responsibility and skill based on their age and work readiness.⁶ It is instrumental to prepare young people with the skills needed for advanced placement to ensure they are successful and placed in unsubsidized employment so that agencies can continue to support and grow the youth applicant pool within their agencies. When youth are interested in their job and receive the necessary support to succeed, the summer experience is smoother and more fruitful for everyone involved. Research shows that employment that is age-appropriate—with clear linkages to education and opportunities to learn new skills—reduces the likelihood of delinquency and substance use.⁷ As a result, DFSS strives to ensure youth are placed in environments with more supports for those who need them and offer the opportunity to compete for more demanding positions to those who demonstrate job preparedness. In the long term, we want to continuously provide youth employment or a training program for the next generation of youth.

- 2. Strengths-based approach to working with youth**

Traditionally, youth involved in multiple systems are approached from a deficit framework – where youth are seen as weak, unable to participate in problem solving, and merely as problems that should be “fixed” by knowledgeable experts. In the early 1990s Karen Pittman, an early advocate for positive youth development, led the charge to shift the paradigm in youth work from preventing and “fixing” behavior deficits to building and nurturing “all the beliefs, behaviors, knowledge, attributes, and skills that result in a healthy and productive adolescence and adulthood.”⁸ With this approach, youth are equal partners with adults in the decision-

⁵ Strandh, M., Winefield, Karina Nilsson, A., & Hammarström, A. (2014, June). Unemployment and mental health scarring during the life course. *European Journal of Public Health*, 2(3), 440-445. doi:<https://doi.org/10.1093/eurpub/cku005>

⁶ Ross, M., & Kazis, R. (2016). *Youth summer jobs programs: Aligning ends and means*. Washington, DC: Metropolitan Policy Program at Brookings.

⁷ Staff, J., & Schulenberg, J. (2010). Millennials and the world of work: Experiences in paid work during adolescence. *Journal of Business and Psychology* 25(2), 247-255

⁸ Pittman, K. (1999). *Youth Today: The Power of Engagement*. Forum for Youth Investment.

making process: programs and activities are developed with youth, rather than for youth. Implementing empowerment theory practices engages youth in meaningful, community-based social activities and helps them gain the vital skills, responsibilities, and confidence necessary to become productive and healthy adults.⁹ DFSS is seeking agencies who have prior experience hiring coordinators and training providers who can incorporate a strengths-based approach to maximize the youth's potential and meet their goals.

3. 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 achieve the completion of their summer employment. 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. DFSS will provide training and support for the Youth Coordinators to ensure these young people receive these services throughout the program and are referred to the next service(s) needed based on their identified goals.

4. Connecting the summer programming to other educational, employment, support services and youth development services that span beyond the summer months

Summer employment programs typically stand on their own, without systematically robust connections to year-round educational, employment, support services or youth development programs. While a significant opportunity, a six-week program alone is not enough to create lasting impacts on youths' learning, skills, and employability. DFSS aims to strengthen connections between summer and year-round employment-related and youth development activities by leveraging existing programs within the Youth Services Division Portfolio and create partnerships with local and state youth workforce entities to support a continuum of employment opportunities and support services to address youth needs. DFSS is seeking out respondents who have current partnerships with year-round youth employment programs, educational programs, support services and youth development that can connect, and support youth's identified educational goals or career pathway with other sister agencies and stakeholders.

5. Financial capabilities

Earning a paycheck, perhaps for the first time, creates a teachable moment for many young people. To encourage youth's capacity to manage money and use financial products and services, and to encourage their financial self-sufficiency beyond the summer, DFSS is prioritizing financial literacy as a core component of this program. In partnership with the awarded respondent, DFSS will provide financial capabilities training to the awarded respondent staff to deliver and support the youth during the summer. An evaluation of programs that

⁹ Reischl, T. M., Zimmerman, M. A., Morrel-Samuels, S.; Franzen, S. P., Faulk, M., Eisman, A.B., & Roberts, E. (2011). Youth empowerment solutions for violence prevention. *Adolescent Medicine: State of the Art Reviews* 22(3), 581–600

included learning components on personal finance found that youth were able to accumulate significant savings and develop regular savings habits.¹⁰ The prioritization of this effort will assist young wage earners to become more informed consumers and participants in the financial system.

Target Population

Summer Youth Employment Program intends to serve 8,150 youth of the City of Chicago ages 16 to 24 each year for the next two years. Youth must be 16 by the day the program starts. For youth to be eligible for the program, they 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 the parent or guardian on file for youth under the age of 18.

Respondents will be responsible for the recruiting of youth in their respective programs. 50 percent of enrolled youth will be recruited and chosen by awarded Respondent. This will allow delegates the flexibility to select youth who may already be in their current programs or youth who are seeking out that particular program but may not fall under the criteria of the Target Population (see below). The other 50 percent of enrolled youth will be selected through the lottery from the citywide application portal with prioritization given to youth who are in the underrepresented populations as described below. A screening assessment through the citywide application will identify priority youth at time of application for all participants assessed for level of need.

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

Youth enrolled will be determined by the following:

- Individuals with disabilities (*i.e., physically impaired, visually impaired*)
- Individuals attending high schools that are categorized as Level 2, Level 3 or Options High School 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 learners
- Individuals that are experiencing homelessness/unstably housed
- Individuals placed in the foster care system
- Individuals who are justice involved (*i.e., parole, probation*)
- Opportunity youth defined as out of school and out of work

C. Program requirements

DFSS is seeking respondents with a proven track record in implementing youth development programs, youth workforce development or specialized training program tailored to youth in Chicago. DFSS asks Respondents to design and deliver a six-week long program with a focus on providing work experiences and developing 21st century skills in preparation of their future career pathways.

Key facts about the Summer Youth Employment Program:

¹⁰ Vernon Loke, Margaret Libby, and Laura Choi, "Increasing Financial Capability Among Economically Vulnerable Youth: MY Path Pilot and Year Two Updates" (Federal Reserve Bank of San Francisco, 2013).

- **Youth Ages:** 16-24
- **Minimum Number of Youth Served Per Agency:** 50 youth participants per agency; with additional increments of 25 participants and 1 youth coordinator or 1 instructor based on proposal submittal of job placement and/or a specialized training program (1:25 staff 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 employment placement or specialized training program (refer to section Target Population)
- **Referral Sources:** Recruit youth attending high schools that are categorized as Level 2, Level 3 and Options high schools. Agencies will participate in recruitment events onsite 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 Schedule:** 120 hours per youth in total over a span of six weeks; 20 hours a week
- **Budget categories:** youth wages, youth coordinators wages and/or instructor wages, transportation, supplies, snacks and administration
 - **Youth Wages:** \$15 an hour (note: an agency can opt into ADP payroll under Summer Youth Employment Program)
 - **Staff Wages (Youth Coordinators and Instructor Wages):** \$20 per hour, 25 hours per week for 8 weeks

The Summer Youth Employment Program grant will support the following: youth wages, coordinator wages and/or instructor wages, program supplies, snacks, public transportation costs, 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 (Tables 2-4) 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 provides examples of job placements and training programs funded in prior years.

Table 2: Job Placements and Training Programs		
Title	Description	Recommended Resources
Everyone Can Code	ECC is a partnership with Apple, DFSS, CPS CS4ALL and Northwestern University CECSE that provides training for young people to expand their computer science skills and learning Swift AI Playgrounds, a powerful programming language used by programming pros to build today’s most popular computer/mobile apps. These young people will create their own apps, maintain a portfolio and demonstrate their capstone projects at the end of the program. The following year, they are invited to return as pre-professional internships to	<ul style="list-style-type: none"> • https://www.eccchicago.org/

	continue developing their professional skills as well as elevate their technical skills.	
Peer Money Mentors	Peer Money Mentors are youth ages 16-24 who provide basic financial education information regarding skills such as earning, saving, spending and banking using in person and online presentations along banking institutions that their peers can relate to.	<ul style="list-style-type: none"> • https://www.econcouncil.org/on-the-money
Lurie Children's Hospital of Chicago	Lurie Children's Discovering Healthcare Careers and Lurie Children's One Summer Chicago interns— spend their summer shadowing healthcare professionals in several hospital departments and participating in mentoring and coaching activities.	<ul style="list-style-type: none"> • Newsletters • https://www.luriechildrens.org/en/serving-the-community/magoon-institute-for-healthy-communities/
Work sites	Youth are placed at public or private worksites to gain employment experiences, explore careers and develop their 21st century skills. Agencies maintain all work site agreements. Placements include but not limited to: <ul style="list-style-type: none"> • Youth as program/ office assistants, hospitality workers, and retail. • Youth participating in training programs like medical program, construction, gardening programs, art programs, event planning, etc. 	

The budget provided below gives insight for Respondents on expected budget expenditures for a program of the minimum 50 youth.

- Total youth wages are estimated to cost approximately \$99,900 (including FICA) for 50 youth
- The anticipated cost of a program for the minimum number of 50 youth is \$135,988. Should Respondents apply for more than the minimum 50 youth, they can plan to increase their budget in increments of approximately \$67,994 for each additional increment of 25 youth and 1 youth coordinator or 1 instructor based on the Respondent's proposal submission.

Table 3: Program Budget Breakout				
SYEP Budget-50 youth				
Personnel	Quantity	Wages with FICA & Workers Comp (rate varies)	Hours per summer	TOTAL
Youth Participant	50	\$16.65	120	\$99,9000
*Coordinator/Instructor	2	\$20.00	200	\$8,000
Miscellaneous	# Of Youth	rates per youth	Total weeks	TOTAL
Supplies/Snack	50	\$20.00	6	\$6,000
Transportation	50	\$29.00	3	\$4,350
Admin 15%				\$17,738

Key Definitions

The following employment definitions are provided to Respondents for clarification when describing aspects of the Summer Youth Employment Program. These are the most frequently used terms but not limited to:

- *Career Pathway* means a combination of rigorous and high-quality education, training, and other services that include, but not limited to:
 - Aligning with the skill needs of industries.
 - Counseling to support a youth in achieving their education and career goals.
 - Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.
 - Organizing education, training, and other services to meet the needs of a youth in a manner that accelerates the educational and career advancement of the individual to the extent practicable.
 - Helping youth enter or advance within a specific occupation or occupational cluster.
- *Employer* is the entity that pays the wages and maintains the employee's record. For this RFP, the respondent will be the employer and coordinate opportunities through internships, training, and work site placement
- *Internship* means a position for a youth who works in an organization in order to gain work experience
- *Work site* is a location in either the private or public sector, community based organizations, or faith based organizations where youth gain career exposure and work experiences. The respondent's organization may also be used as a work site.
- *Specialized Training Program* is a program provided by respondents to engage and develop youth's skills in a specialty or career pathway. This may include the respondent subcontracting with a training provider in industries in high demand such as construction, medical, and technology
- *Support Services* are provided directly to youth or through a comprehensive connection network including but not limited to: transportation supports; housing/rental supports, mental health/substance use assessments and services; reengagement back into school, GED completion; career exploration activities; application/ access to TANF/SNAP/WIC benefits; food pantries; childcare; legal services; health and wellness connections to services for youth, children or family and ancillary supports (transportation, phone service and access, Wi-Fi and technology access; financial literacy and income supports). to support youth in completing the summer youth employment program and beyond summer.

Key Functions

Under this program model, Respondents will be responsible for six key functions outlined in detail below:

1. Recruit and support youth
2. Recruitment and monitoring of work sites
3. Deliver My CHI. My Future. (MCMF) trainings (MCMF is an online platform designed to help youth develop financial capabilities and job readiness skills)
4. Hire quality coordinators and instructors
5. Match youth with employment placement or specialized training program based on youth's demonstrated interest and skills

6. Administer payroll for youth wages

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 Summer Youth Employment program. The remaining 50 percent will be selected through the One Summer Chicago application pool with prioritization of the Target Population.

Table 4 is the program timeline:

Table 4: Program Timeline	
January	<ul style="list-style-type: none"> • RFP opens for applications • Webinar
February	<ul style="list-style-type: none"> • Applications are due
March	<ul style="list-style-type: none"> • Begin contract and budget process • Attend program orientation with DFSS • Submit program design • Attend online application trainings provided by DFSS • One Summer Chicago application opens • Finalize internal staff recruitment • Begin youth recruitment and assessment
April	<ul style="list-style-type: none"> • Continue youth recruitment and assessment • Begin youth onboarding/hiring process
May	<ul style="list-style-type: none"> • Continue youth onboarding/hiring process
June	<ul style="list-style-type: none"> • Finalize youth onboarding/hiring process • Meet target placement number
July	<ul style="list-style-type: none"> • One Summer Chicago program begins
August	<ul style="list-style-type: none"> • Enter time and other required data in DFSS designated online platform • Submit end-of-program surveys • Youth Coordinators work with youth on their identified goals for education or connection to their next job.

Key activities of Recruitment and Youth Support:

- Coordinate outreach and recruitment of identified youth
- Develop and engage youth in job placement or specialized training program
- 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

2. Recruitment and monitoring of work sites

Respondents will recruit work sites and/or specialized training programs in various industries who are committed and have experiences working with youth at their sites. These work sites

and specialized training programs need to foster youth's experiences in exploring career interests, assist in developing employable skills and gain a certificate if applicable from the specialized training program. In addition, the work sites and specialized will receive ongoing communication and monitoring from the respondent to ensure youth are gaining employment experiences and 21st century skills.

Key activities of Recruitment and monitoring of work sites:

- Recruit an array of work sites to create a pool of various opportunities in the public and/or private sectors for youth to have choice in selecting an area of interest
- Seek out partnerships with providers who have a robust training program that provides youth a certificate or credential
- Partner with other community-based organizations who can provide youth with meaningful work experiences
- Awarded respondent can choose to be a work site and host youth at their agency
- Awarded respondent can place youth in their own specialized training program at their agency
- Host work site orientation to review roles and responsibilities of employer and agency support such as communication plan, wages schedule and work site agreements

3. Deliver OSC On-Line Training

All programs are required to facilitate online workforce and financial capability training modules through My CHI. My Future. (MCMF). 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:

- Work effectively with others by developing skills such as communication, critical thinking, decision-making and problem-solving skills, and self-management
- Learn work norms and culture
- Understand career pathways and decision points, including the linkages among educational attainment, relevant experience, demonstrable skills, and career advancement
- Build professional networks
- Assess skills to discover and reflect on interests and strengths in coaching
- Use summer employment experiences or specialized training experiences to build a resume

Respondents will facilitate youth completion of the Modules and provide access to computers if needed. 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. Upon completion of the workshops, youth will receive an OSC Financial Capability certificate.

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)

4. Hire Quality Youth Coordinators and Instructors

The Respondent will recruit, hire, and manage a youth coordinator and/or an instructor dependent on proposal submitted. One youth coordinator will be assigned to every 25-youth enrolled for job placement. 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.

If Respondent proposes to operate a specialized training program, the Respondent will recruit, hire and manage an instructor. One instructor will be assigned to every 25-youth enrolled. Instructors should be positive, enthusiastic, civic minded individuals with connections to both their community and the world outside their community. Instructors 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 youth coordinators and/or instructors 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 and instructors. Personnel salaries and/or payment will not exceed the budget allocation unless supplemented with administration funds or in-kind match

Youth Coordinator Roles and Responsibilities

- Youth 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' placement at a work site or specialized training program for six weeks to ensure completion
- Maintain communication and a working relationship with the work sites or specialized training program
- 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

Instructor Roles and Responsibilities

- Instructors will facilitate specialized training instruction to the youth participants for six weeks
- Act as the liaison to participants, agency and DFSS personnel
- Build strong, positive relationships with youth participants and facilitate team building between participant cohorts
- Maintain communication with the assigned youth coordinator
- 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 instructor position
- If Respondents intend to provide a specialized training program a description must be included in the relevant application question

5. Match youth with employment placement or specialized training programs based on youth’s demonstrated interest and skills

Respondents will match youth to employment placement or specialized training program based on youth’s interview and online application responses under the Interest/Skills section. Respondent will interview youth to assess the youth’s interest, skills, and goals for the type of employment experiences or training that youth participants are seeking.

Key activities for Matching Youth based on Interest and Skills

- Interview youth within the first month of the OSC online application being open to the public
- Respondents will utilize their own identified matching tool to assess and place youth to a job placement or specialized training programs that fall under their interest
- Respondent will use the Interest/Skills section of the DFSS online application portal to match youth based on their identified interests

6. Administer Youth Payroll

Youth participants will receive wages for up to 120 hours at \$15/hr. not to exceed \$1,998 for the entire program per participant as reimbursed by the City of Chicago. Agencies are able to recruit new participants should some participants choose to not complete the entire summer of programming. If participants drop out, agencies may enroll additional youth to fulfill the remaining hours from the previous participant.

Youth wages can be paid by the Respondent, their fiscal agent, or Respondents may opt to utilize a third-party payroll processor contracted with the City of Chicago for handling youth wages during the summer.

Youth Payroll Options:

- **By the Respondent or fiscal agent.** Respondents who wish to pay and administer youth wages

and seek city reimbursement must have the capacity to operate a payroll and timekeeping system that ensures all youth are paid on time according to an established schedule. As per the applications and evaluation criteria, those Respondents will need to demonstrate the ability to support payment of youth wages for a minimum of sixty days as payment for wages will be on a reimbursement basis via a line or credit, demonstration of an operating surplus and/or other proof as well as demonstrating proof of prior success operating a payroll of a similar size and scope. The payroll system can be operated directly by the funded Respondent or via a fiscal agent named at the time of application. **Only Respondents providing their own payroll should include youth wages as part of their budget.**

- **Third party payroll processor/ centralized payroll contracted with the City of Chicago.** This service will be offered as an option for successful Respondents in order to alleviate the burden of having to pay for and manage youth payroll and, to ensure that youth participants are paid accurately and on time. Delegate Agencies that decide to use the third-party payroll option will not be responsible for funding payrolls to pay the youth participant wages.

All Respondents will need to indicate in their application their Youth payroll option and whether they wish to opt into the centralized payroll system or not. ***Respondents will not be permitted to switch into or out of this payroll option once the program has started.***

All programs will operate on a reimbursement basis. Therefore, it is important that all Respondents have adequate and available resources to meet program and payroll costs regardless of the payroll option chosen. At the end of the calendar year, the awarded respondent must send tax forms directly to program participants and respond to inquiries or issues during the program period.

All Respondents 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. Wages services for this program are scheduled to commence up to eight weeks starting in July 2022. If additional funds are available, programs may be extended by DFSS. Summer Youth Employment Programs will all operate on a reimbursement basis. Thus, it is vital that Respondents have secured adequate resources up front to meet program and youth wages.

Key activities of Payroll Administration

- Collect participant timesheets and record in payroll system. Respondent will be required to maintain a timekeeping system including collection of hours worked to be reported into the payroll system for reporting purposes regardless of payroll system chosen
- Pay participants on a bi-weekly basis. Regardless of payroll system chosen, Respondents are required to ensure all protocols of payroll system are adhered to and followed to ensure bi-weekly wages are paid to youth
- Maintain time and payroll documents in a secure place

D. Performance measures

The Summer Youth Employment Program (SYEP) strives to provide youth employment to young people between the ages of 16- 24 by exposing them to various public and private sector industries, employment placement, building financial capabilities, and training to help young people increase their

self-efficacy, and gain work experiences and skills needed to succeed in today's and future economy. Ultimately, we are seeking to increase young people's income, and develop their 21st century skills.

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 will demonstrate change in financial behavioral
- 100% of will demonstrate work readiness skills for continued employment
- 40% of youth will secure long-term employment after the summer

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 target youth will be recruited and enrolled in the program
- 50 % of youth will meet the target population criteria
- 100% of youth will be placed in employment or attend a training program identified by the agency and youth
- 95% of youth will complete the entire six-week program
- 100% youth will be paid on time
- 75% of youth report a positive relationship with an instructor or coordinator in their program
- 100% of youth complete the workforce preparation training via the online platform
- 100% of youth complete the financial literacy training on via online platform
- 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 youth's progress of attaining educational or career pathways due to their participation in SYEP.

E. Contract management and data reporting requirements

As part of DFSS' commitment to become more outcomes oriented, The Youth Division seeks to actively and regularly collaborate (such as periodic meetings) with delegate agencies to review program performance, learn what works, and develop strategies to improve program quality throughout the term of the contract. Reliable and relevant data are necessary to ensure compliance, inform trends to be monitored, evaluate program results and performance, and adjust program delivery and policy to drive improved results. As such, DFSS reserves the right to request/collect other key data and metrics from delegate agencies and set expectations for what this collaboration, including key performance objectives, will look like in any resulting contract.

Upon contract award, delegate agencies will be expected to collect and report client-level demographic, performance, and service data as stated in any resulting contract. These reports must be submitted in a format specified by DFSS and by the deadlines established by DFSS.

Delegate agencies must implement policies and procedures to ensure privacy and confidentiality of client records for both paper files and electronic databases. Delegate agencies must have the ability to submit reports electronically to DFSS. The City's Information Security and Information Technology Policies are located at https://www.cityofchicago.org/city/en/depts/doi/supp_info/is-and-it-policies.html.

F. Guidance for Respondents

This RFP seeks respondents that can serve a targeted Healthy Chicago Equity Zone; collaborative applications are strongly encouraged. See Eligible respondents for more information.

Respondents must submit one application for each Healthy Chicago Equity Zone for which they wish to apply. Multiple applications by the same agency for the same Healthy Chicago Equity Zone will NOT be considered. DFSS will make recommendations for contracts awards by Healthy Chicago Equity Zone balancing program location, the target population, and demonstrated collaborations. **Respondents seeking funding for multiple sites in different Healthy Chicago Equity Zones are required to apply for each zone separately.** 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.

As a citywide program, Summer Youth Employment Program aims to engage youth across the City of Chicago. To ensure citywide coverage, 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*. The Healthy Chicago Equity Zone are defined in the table below (Table 5).

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	Lower West Side Near West Side	South Lawndale West Garfield Park

	Humboldt Park	North Lawndale	West Town
--	---------------	----------------	-----------

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:

Table 6: Anticipated Range of Awards			
Healthy Chicago Equity Zone	Percentage of OSC Applicants Ages 16-24 in 2021	<i>Anticipated</i> Number of Youth Served Per Year	<i>Anticipated</i> Number of Selected Agencies
Far South	16%	1,300	6-13 agencies
Near South	27%	2,200	10-20 agencies
North/Central	8%	650	3-7 agencies
Northwest	10%	800	4-8 agencies
Southwest	16%	1,300	6-13 agencies
West	23%	1,900	9-18 agencies
<i>Total</i>	<i>100%</i>	<i>8,150</i>	<i>Approximately 79 agencies</i>

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

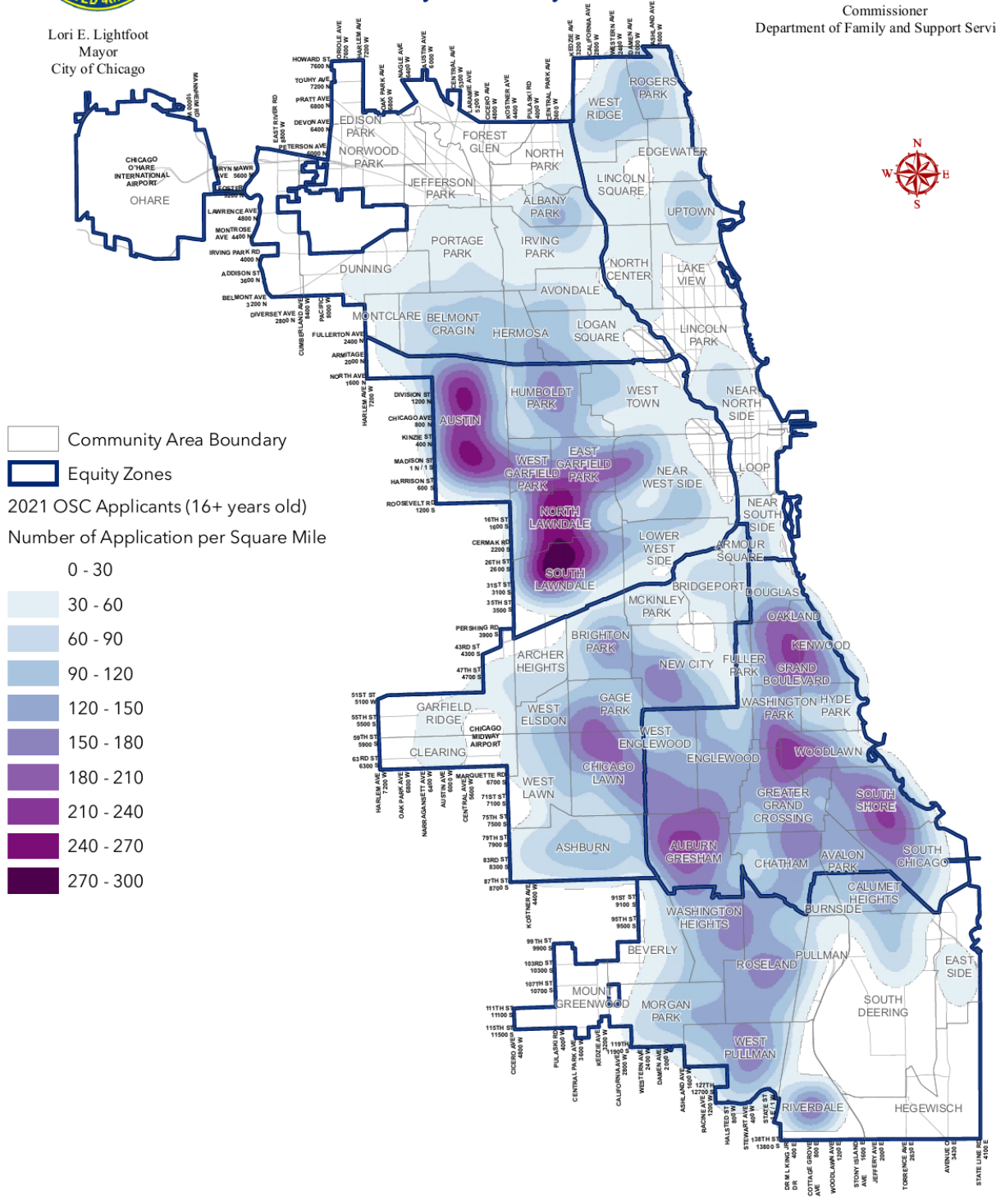


Lori E. Lightfoot
Mayor
City of Chicago

City of Chicago One Summer Chicago 2021 Applicants Ages 16 and Over by Community Area

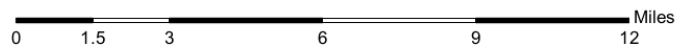


Brandie Knazze
Commissioner
Department of Family and Support Services



Community Area Boundary
 Equity Zones
 2021 OSC Applicants (16+ years old)
 Number of Application per Square Mile
 0 - 30
 30 - 60
 60 - 90
 90 - 120
 120 - 150
 150 - 180
 180 - 210
 210 - 240
 240 - 270
 270 - 300

Map Created: November 2021



Copyright © 2021 City of Chicago

Centralized Payroll Option

Awarded Respondents who are seeking to opt into ADP WorkForce Now, a third-party payroll processor contracted with the City of Chicago for handling youth wages during the summer must provide at the time of award the following documents for ADP implementation:

- A copy of their IRS tax identification letter that includes their EIN
- A copy of their State of Illinois Identification Number
- A copy of their IDES letter that includes their ID number and 2021 rate
- Name and contact information for two people that will be responsible for receiving ADP payroll documents for liquidation vouchers, 3rd Quarter 941 filing and W-2 preparations

Additionally, all awarded Respondents, regardless if opting into centralized payroll, ADP Workforce Now, will be required to complete the following ADP documentation and submit to DFSS for preparation and agency implementation into ADP WorkForce Now:

- ADP Client Account Agreement
- ADP Reporting Agent Authorization
- ADP Major Accounts Agreement
- Security Master Registration

Please note, if an agency currently uses ADP WorkForce Now as a part of its overall payroll for its entire agency, they must indicate this to DFSS. DFSS will provide ADP an excel spreadsheet of awarded agencies who use ADP WorkForce Now and awarded agencies who use another payroll provider to ensure the system is set-up accordingly. Respondents who utilize other third-party payroll providers will be responsible for integrating the **Total Wages and Tax report** and **Statement of Deposit** into their 3rd Quarter 941 Filing. Then, they will use the **Total Wages and Tax report** to create **the youth participants' W-2 forms in January of the following year.**

G. Anticipated term of contract and funding source

The term of contract(s) executed under this RFP will be from April 1, 2022 – December 31, 2023. Based on need, availability of funds and contractor performance, DFSS may extend this term for one additional year. Continued support will be dependent upon the selected Respondent's performance and the continued availability of funding. This contract will operate on a reimbursement basis only. No advances will be given.

DFSS anticipates funding approximately 79 applications within the range of \$135,988 - \$815,928 per contract per year. DFSS budgets \$135,988 for a minimum of 50 youth and 2 youth coordinators or 2 instructors. Should Respondents apply for more than the minimum 50 youth, they can plan to increase their budget in increments of approximately \$67,994 for each additional increment of 25 youth and 1 youth coordinator or 1 instructor.

This initiative is administered by the Department of Family and Support Services through City of Chicago Corporate fund and the federal American Rescue Plan (ARP). Consequently, all guidelines and requirements of the Department of Family and Support Services, the City of Chicago, American Rescue Plan must be met.

Should a selected Respondent’s contract be terminated or relinquished for any reason, DFSS reserves the right to return to the pool of Respondents generated from this RFP to select another qualified Respondent.

H. Prior RFP statistics for this program

Applications received:	32
Projects funded:	29
Anticipated range of funding:	\$135,988-\$815,928
Total funding for this project:	\$ 22,165,963

Section 2 – Eligibility, Evaluation and Selection Procedures

A. Eligible respondents

This is a competitive process open to all entities: non-profit, for-profit, faith-based, private and public, all units of government and sister agencies. Respondents may apply as a single agency or in partnership with multiple agencies, where one agency serves as the lead agency for the partnership and other agencies serve as subcontractors of the lead agency. Subcontracted agencies must demonstrate competence to implement programmatic elements whereas lead agencies must also demonstrate financial strength and ability to comply with all administrative requirements outlined in the RFP. If a respondent collaborates with other organizations to provide programming, they must provide a current Memorandum of Understanding (MOU) or Linkage Agreement.

Respondents must demonstrate its fiscal capacity to ensure it can manage the reimbursement process for Summer Youth Employment Program. This includes information on access to a line of credit, maintaining cash flow for reimbursements to manage the program costs, specifically administering payroll to youth and youth coordinators and/or instructors.

Administrative costs will be capped at **15 percent** as determined by the total cost of the proposed program including youth stipends. DFSS defines administrative costs as any expense that an organization incurs not directly tied to the operation of the proposed program.

Respondents who are current DFSS delegates whose existing contract(s) with DFSS are not in good standing will not be considered. Agencies not eligible include those that have had a City contract terminated for default; are currently debarred and/or have been issued a final determination by a City, State or Federal agency for performance of a criminal act, abridgement of human rights or illegal/fraudulent practices.

Funding is subject to the availability and appropriation of funds. In addition, Respondents should be aware that the City will make payments for services on a reimbursement basis. Payment will be made 30 days after voucher approval. Respondents must be able to proceed with program operations upon award notification.

B. Evaluation process

Each eligible proposal will be evaluated on the strengths of the proposal and the responsiveness to the selection criteria. DFSS reserves the right to consult with other city departments during the evaluation process. Successful Respondents must be ready to proceed with the proposed program within a reasonable period of time upon contracting.

Failure to submit a complete proposal and/or to respond fully to all requirements will cause the proposal to be deemed unresponsive and, therefore, subject to rejection. The Commissioner upon review of recommended agency(ies) may reject, deny or recommend agencies that have applied for programs based on previous performance and/or area need.

The Department of Family and Support Services (DFSS) reserves the right to ensure that all mandated services are available citywide and provided in a linguistically and culturally appropriate manner.

C. Selection criteria and basis of award

TABLE 7: SELECTION CRITERIA	POINTS
<p><u>Strength of proposed program</u></p> <ul style="list-style-type: none"> • The Respondent clearly defines and employment and/or specialized training to be provided directly or through partnerships/linkage agreements with other agencies that are appropriate to addressing needs of and achieving desired outcomes for youth ages 16-24 who reside in Chicago and not limited to the target population identified in the RFP • The Respondent’s proposed program is supported by evidence-based practices in youth development, youth employment placement or specialized training program • The Respondent indicates they will enroll no fewer than the minimum number of participants outlined in the program description • The Respondent demonstrates a clear understanding of the target population and subpopulations targeted and their programmatic needs and challenges • The Respondent has an effective approach to recruiting, identifying, matching, and placing into summer employment or a specialized program, youth, ages 16-24 • The Respondent demonstrates the ability to solicit and incorporate youth feedback • The Respondent demonstrates strong partnerships with other agencies and worksites. 	40
<p><u>Program performance, outcomes, and quality</u></p> <ul style="list-style-type: none"> • The Respondent demonstrates evidence of strong past performance in similar youth employment programs or specialized programs against desired outcome goals and performance metrics and/or other notable accomplishments in providing services to youth ages 16-24 • The Respondent has the relevant systems and processes needed to track and report performance on program outcomes • The Respondent has experience using 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 	25
<p><u>Organizational capacity</u></p> <ul style="list-style-type: none"> • The Respondent has qualified staff responsible for program oversight and management as well as quality coordinators to engage with the youth participants • The Respondent has adequate systems and processes to support monitoring program expenditures and fiscal controls • The Respondent has expertise working with the target population and has relevant capabilities and/or infrastructure needed to serve this group 	20

<ul style="list-style-type: none"> The Respondent’s organization reflects and engages the diverse people of the communities it serves 	
<p><u>Reasonable costs, budget justification, and leverage of funds</u></p> <ul style="list-style-type: none"> 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. 	15

Basis of Award

DFSS may consider additional factors in selection to ensure systems-level needs are met; geography, service array, language, and ability to serve specific sub-populations. Specifically, DFSS will make recommendations for contract awards by Healthy Chicago Equity Zone balancing program location, the target population, and demonstrated collaborations. **Respondents seeking funding for multiple sites in different Healthy Chicago Equity Zones are required to apply for each zone separately.** There are six zones. 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.

DFSS reserves the right to seek clarification of information submitted in response to this application and/or to request additional information during the evaluation process and make site visits and/or require Respondents to make an oral presentation or be interviewed by the review subcommittee, if necessary. Failure to submit a complete proposal and/or to respond fully to all requirements will cause the proposal to be deemed unresponsive, and therefore, subject to rejection.

Selections will not be final until the City and the selected Respondent have fully negotiated and executed a contract. The City assumes no liability for costs incurred in responding to this RFP or for costs incurred by the selected Respondent in anticipation of a fully executed contract. Receipt of a final application does not commit the department to award a grant to pay any costs incurred in the preparation of an application.

Section 3 - RFP and Submission Information

A. Pre-proposal webinar

A Pre-Proposal Webinar will be held on **January 19, 2021, 2:00 p.m. – 3:30 p.m.** Attendance is not mandatory but is advised.

Please register prior to the webinar’s start using this link:
<https://attendee.gotowebinar.com/register/56630058555297292>

A link to the completed Webinar will be available on-line at the DFSS website after the time and date listed above for those who cannot attend at the live scheduled time. Please register prior to the Webinar’s start.

B. The e-Procurement system

To complete an application for this RFP, RESPONDENTS will need to set up an account in the new eProcurement/iSupplier system.

Registration in iSupplier is the first step to ensuring your agency's ability to conduct business with the City of Chicago and DFSS. ***Please allow five to seven days for your registration to be processed.***

The Department of Procurement Services (DPS) manages the iSupplier registration process. All delegate agencies are required to register in the **iSupplier portal** at www.cityofchicago.org/eProcurement. All vendors must have a Federal Employer Identification Number (FEIN) and an IRS W9 for registration and confirmation of vendor business information.

1. **New Vendors** – Must register at www.cityofchicago.org/eProcurement
2. **Existing Vendors** – Must request an iSupplier invitation via email. Include your **Complete Company Name** and **City of Chicago Vendor/Supplier Number (found on the front page of your contract)** in your email to customersupport@cityofchicago.org. You will then receive a response from DPS so you can complete the registration process. Please check your junk email folder if you have made a request and not heard back as many agencies have reported responses going their junk folder.

To receive training about all aspects of the eProcurement system register using the link below and include the name of the agency which you will represent. Training will review eProcurement functions such as iSupplier registration and overview, responding to RFPs, creating invoices and reviewing / tracking payments.

For further eProcurement help use the following contacts:

- **Questions on Registration:** customersupport@cityofchicago.org
- **Questions on eProcurement for Delegate Agencies including:** CustomerSupport@cityofchicago.org or contact the eProcurement hotline at 312-744-4357 (HELP).
- **Online Training Materials:** <https://www.cityofchicago.org/city/en/depts/dps/isupplier/online-training-materials.html>

If you are having difficulty registering additional people, please refer to this handout https://www.cityofchicago.org/content/dam/city/depts/dps/isupplier/training/Vendor_Create_New_Adress_and_Contact.pdf

Here is a link to all additional technical assistance videos and handouts.

<https://www.cityofchicago.org/city/en/depts/dps/isupplier/online-training-materials.html>

Additionally, Respondents may e-mail CustomerSupport@cityofchicago.org to receive more specific advice and troubleshooting.

Respondents must submit an application for the request for proposal via eProcurement.

For this application, all answers to application questions are limited to 4,000 characters, including spaces and punctuation.

C. For Respondents wishing to submit more than one application to an RFP

Organizations submitting more than one proposal may do so by **submitting each proposal under a separate, unique registered account user with online bidding responsibilities within the organization's iSupplier account, using their individual login information.**

If you are having difficulty registering additional people, please refer to this handout

https://www.cityofchicago.org/content/dam/city/depts/dps/isupplier/training/Vendor_Create_New_Address_and_Contact.pdf

Here is a link to all additional technical assistance videos and handouts.

<https://www.cityofchicago.org/city/en/depts/dps/isupplier/online-training-materials.html>

Additionally, Respondents may e-mail CustomerSupport@cityofchicago.org to receive more specific advice and troubleshooting.

D. Contact person information

Respondents are strongly encouraged to submit all questions and comments related to the RFP via e-mail. For answers to program-related questions please contact:

Lisa Davis, Director, Youth Employment

Phone: 312-743-1287

Email: lisa.davis@cityofchicago.org

Questions regarding the technical aspects of responding to this RFP may be directed to:

Julia Talbot: Julia.Talbot@cityofchicago.org, and

OBM: CustomerSupport@cityofchicago.org or 312-744-4357 (HELP)

Section 4 - Legal and Submittal Requirements

A description of the following required forms has been included for your information. ***Please note that most of these forms will be completed prior to grant agreement execution but are not necessary for the completion of this proposal.*** A complete list of what forms will be required at the time of contracting is listed at the end of this section.

A. City of Chicago Economic Disclosure Statement (EDS)

Respondents are required to execute the **Economic Disclosure Statement** annually through its on-line EDS system. Its completion will be required for those Respondents who are awarded contracts as part of the contracting process.

More information about the on-line EDS system can be found at:

<https://webapps.cityofchicago.org/EDSWeb/appmanager/OnlineEDS/desktop>

B. Disclosure of litigation and economic issues

Legal Actions: Respondent must provide a listing and brief description of all material legal actions, together with any fines and penalties, for the past five (5) years in which (i) Respondent or any division,

subsidiary or parent company of Respondent, or (ii) any officer, director, member, partner, etc., of Respondent if Respondent is a business entity other than a corporation, has been:

- A debtor in bankruptcy; or
- A defendant in a legal action for deficient performance under a contract or in violation of a statute or related to service reliability; or
- A Respondent in an administrative action for deficient performance on a project or in violation of a statute or related to service reliability; or
- A defendant in any criminal action; or
- A named insured of an insurance policy for which the insurer has paid a claim related to deficient performance under a contract or in violation of a statute or related to service reliability; or
- A principal of a bond for which a surety has provided contract performance or compensation to an obligee of the bond due to deficient performance under a contract or in violation of a statute or related to service reliability; or
- A defendant or Respondent in a governmental inquiry or action regarding accuracy of preparation of financial statements or disclosure documents.

Any Respondent having any recent, current, or potential litigation, bankruptcy or court action and/or any current or pending investigation, audit, receivership, financial insolvency, merger, acquisition, or any other fiscal or legal circumstance which may affect their ability currently, or in the future, to successfully operate the requested program, must attach a letter to their proposals outlining the circumstances of these issues. Respondent letters should be included in a sealed envelope, directed to Commissioner Lisa Morrison Butler. Failure to disclose relevant information may result in a Respondent being determined ineligible or, if after selection, in termination of a contract.

C. Grant agreement obligations

By entering into a grant agreement with the City, the successful respondent is obliged to accept and implement any recommended technical assistance. The grant agreement will describe the payment methodology. DFSS anticipates that payment will be conditioned on the Respondent's performance in accordance with the terms of its grant agreement.

D. Funding authority

This initiative is administered by the Department of Family and Support Services through City of Chicago Corporate fund and the federal American Rescue Plan (ARP). Consequently, all guidelines and requirements of the Department of Family and Support Services, the City of Chicago, American Rescue Plan must be met. Additionally, all delegate agencies must comply with the Single Audit Act if applicable.

E. Insurance requirements

Respondents must provide and maintain at the Respondent's own expense, during the term of the Agreement and during the time period following expiration if the Respondent is required to return and perform any work, services, or operations, the insurance coverages and requirements specified below, insuring all work, services, or operations related to the Agreement.

1) Workers Compensation and Employers Liability

Workers Compensation Insurance, as prescribed by applicable law covering all employees who are to provide a service under this Agreement and Employers Liability coverage with limits of not less than \$500,000 each accident; \$500,000 disease-policy limit; and \$500,000 disease-each employee, or the

full per occurrence limits of the policy, whichever is greater.

Provider may use a combination of primary and excess/umbrella policy/policies to satisfy the limits of liability required herein. The excess/umbrella policy/policies must provide the same coverages/follow form as the underlying policy/policies.

2) Commercial General Liability (Primary and Umbrella)

Commercial General Liability Insurance or equivalent must be maintained with limits of not less than \$1,000,000 per occurrence, or the full per occurrence limits of the policy, whichever is greater, for bodily injury, personal injury, and property damage liability. Coverages must include but not be limited to the following: All premises and operations, hospitals and clinics if applicable, independent contractors products/completed operations, separation of insureds, defense, and contractual liability **(not to include Endorsement CG 21 39 or equivalent)**.

The City must be provided additional insured status with respect to liability arising out of Provider's work, services or operations performed on behalf of the City. The City's additional insured status must apply to liability and defense of suits arising out of Provider's acts or omissions, whether such liability is attributable to the Provider or to the City on an additional insured endorsement form acceptable to the City. The full policy limits and scope of protection also will apply to the City as an additional insured, even if they exceed the City's minimum limits required herein. Provider's liability insurance must be primary without right of contribution by any other insurance or self-insurance maintained by or available to the City.

Provider may use a combination of primary and excess/umbrella policy/policies to satisfy the limits of liability required herein. The excess/umbrella policy/policies must provide the same coverages/follow form as the underlying policy/policies.

3) Directors and Officers Liability

Directors and Officers Liability Insurance must be maintained by the Respondent in connection with this Agreement with limits of not less than \$1,000,000. Coverage must include any actual or alleged act, error or omission by directors or officers while acting in their individual or collective capacities. When policies are renewed or replaced, the policy retroactive date must coincide with precede commencement of services by the Provider under this Agreement. A claims-made policy which is not renewed or replaced must have an extended reporting period of two (2) years.

4) Automobile Liability (Primary and Umbrella)

When any motor vehicles (owned, non-owned and hired) are used in connection with work, services, or operations to be performed, Automobile Liability Insurance must be maintained by the Provider with limits of not less than \$1,000,000 per occurrence, or the full per occurrence limits of the policy, whichever is greater, for bodily injury and property damage and covering the ownership, maintenance, or use of any auto whether owned, leased, non-owned or hired used in the performance of the work or services. The City is to be added as an additional insured on a primary, non-contributory basis.

Provider may use a combination of primary and excess/umbrella policy/policies to satisfy the limits of liability required herein. The excess/umbrella policy/policies must provide the same coverages/follow form as the underlying policy/policies.

5) Excess/Umbrella

Excess/Umbrella Liability Insurance must be maintained with limits of not less than 1,000,000 per occurrence, or the full per occurrence limits of the policy, whichever is greater. The policy/policies must provide the same coverages/follow form as the underlying Commercial General Liability, Automobile Liability, Employers Liability and Completed Operations coverage required herein and expressly provide that the excess or umbrella policy/policies will drop down over reduced and/or exhausted aggregate limit, if any, of the underlying insurance. The Excess/Umbrella policy/policies must be primary without right of contribution by any other insurance or self-insurance maintained by or available to the City.

Provider may use a combination of primary and excess/umbrella policies to satisfy the limits of liability required in sections E.1, E.2, E.3 and E.4 herein.

6) Professional Liability

When any program/project manager, administrator, case manager, or any other professional consultants perform work, services, or operations in connection with this Agreement, Professional Liability Insurance covering acts, errors, or omissions must be maintained or cause to be maintained, with limits of not less than \$5,000,000. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede start of work or services on the Agreement. A claims-made policy which is not renewed or replaced must have an extended reporting period of two (2) years.

7) Miscellaneous Medical Professional Liability

When any medical practitioners, technicians or self-employed practitioners including physicians, dentists/dental professionals, psychiatrist/psychologists, therapists, nurse practitioners and medical laboratories perform services in connection with the Agreement, Miscellaneous Medical Professional Liability Insurance must be maintained or cause to be maintained, covering acts, errors, or omissions related to the supplying of or failure to supply medical services or health care services with limits of not less than \$5,000,000. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede commencement of services by the medical professionals under this Agreement. A claims-made policy which is not renewed or replaced must have an extended reporting period of two (2) years.

When any other miscellaneous medical professionals including nursing professionals, nutritionists, public health aids, dental hygienists, certified medical assistants/clerks, pharmacy and social workers perform services for Provider must maintain limits of not less than \$2,000,000 with the same terms in this subsection.

8) Valuable Papers

When any media, data, reports, records, charts, medical and/or laboratory records, test results, files, x-rays and other documents are produced or used under this Agreement, Valuable Papers Insurance must be maintained in an amount to insure against any loss whatsoever and must have limits sufficient to pay for the re-creation and reconstruction of such records.

9) Property

Provider is responsible for all loss or damage to personal property (including but not limited to materials, equipment, tools and supplies) owned, rented, or used by Provider.

10) Additional Requirements

Evidence of Insurance Provider must furnish the City of Chicago, Department of Family and Support Services, 2nd Floor, 1615 W. Chicago Ave. Chicago, IL. 60622 and if applicable, Procurement Services, City Hall, Room 806, 121 North LaSalle Street, Chicago, IL. 60602, original certificates of insurance and additional insured endorsement, or other evidence of insurance, to be in force on the date of this Agreement, and renewal certificates of Insurance and endorsement, or such similar evidence, if the coverages have an expiration or renewal date occurring during the term of this Agreement. Provider must submit evidence of insurance prior to execution of Agreement. The receipt of any certificate does not constitute agreement by the City that the insurance requirements in the Agreement have been fully met or that the insurance policies indicated on the certificate are in compliance with all requirements of Agreement. The failure of the City to obtain, nor the City's receipt of, or failure to object to a non-complying insurance certificate, endorsement or other insurance evidence from Provider, its insurance broker(s) and/or insurer(s) will not be construed as a waiver by the City of any of the required insurance provisions. Provider must advise all insurers of the Agreement provisions regarding insurance. The City in no way warrants that the insurance required herein is sufficient to protect Provider for liabilities which may arise from or relate to the Agreement. The City reserves the right to obtain complete, certified copies of any required insurance policies at any time.

Failure to Maintain Insurance Failure of the Provider to comply with required coverage and terms and conditions outlined herein will not limit Provider's liability or responsibility nor does it relieve Provider of the obligation to provide insurance as specified in this Agreement. Nonfulfillment of the insurance conditions may constitute a violation of the Agreement, and the City retains the right to suspend this Agreement until proper evidence of insurance is provided, or the Agreement may be terminated.

Notice of Material Change, Cancellation or Non-Renewal Provider must provide for sixty (60) days prior written notice to be given to the City in the event coverage is substantially changed, canceled or non-renewed and ten (10) days prior written notice for non-payment of premium.

Deductibles and Self-Insured Retentions Any deductibles or self-insured retentions on referenced insurance coverages must be borne by Provider.

Waiver of Subrogation Provider hereby waives its rights and agrees to require their insurers to waive their rights of subrogation against the City under all required insurance herein for any loss arising from or relating to this Agreement. Provider agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City received a waiver of subrogation endorsement for Provider's insurer(s).

Providers Insurance Primary All insurance required of Provider under this Agreement shall be endorsed to state that Provider's insurance policy is primary and not contributory with any insurance carrier by the City.

No Limitation as to Provider's Liabilities The coverages and limits furnished by Provider in no way limit the Provider's liabilities and responsibilities specified within the Agreement or by law.

No Contribution by City Any insurance or self-insurance programs maintained by the City do not contribute with insurance provided by Provider under this Agreement.

Insurance not Limited by Indemnification The required insurance to be carried is not limited by any limitations expressed in the indemnification language in this Agreement or any limitation placed on

the indemnity in this Agreement given as a matter of law.

Insurance and Limits Maintained If Provider maintains higher limits and/or broader coverage than the minimums shown herein, the City requires and shall be entitled the higher limits and/or broader coverage maintained by Provider. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Joint Venture or Limited Liability Company If Provider is a joint venture or limited liability company, the insurance policies must name the joint venture or limited liability company as a named insured.

Other Insurance obtained by Provider If Provider desires additional coverages, the Provider will be responsible for the acquisition and cost.

Insurance required of Subcontractors Provider shall name the Subcontractor(s) as a named insured(s) under Provider's insurance or Provider will require each Subcontractor(s) to provide and maintain Commercial General Liability, Commercial Automobile Liability, Worker's Compensation and Employers Liability Insurance and when applicable Excess/Umbrella Liability Insurance and Professional Liability Insurance with coverage at least as broad as in outlined in Section A, Insurance Required. The limits of coverage will be determined by Provider. Provider shall determine if Subcontractor(s) must also provide any additional coverage or other coverage outlined in Section A, Insurance Required. Provider is responsible for ensuring that each Subcontractor has named the City as an additional insured where required and name the City as an additional insured on an endorsement form at least as broad and acceptable to the City. Provider is also responsible for ensuring that each Subcontractor has complied with the required coverage and terms and conditions outlined in this Section B, Additional Requirements. When requested by the City, Provider must provide to the City certificates of insurance and additional insured endorsements or other evidence of insurance. The City reserves the right to obtain complete, certified copies of any required insurance policies at any time. Failure of the Subcontractor(s) to comply with required coverage and terms and conditions outlined herein will not limit Provider's liability or responsibility.

City's Right to Modify Notwithstanding any provisions in the Agreement to the contrary, the City, Department of Finance, Risk Management Office maintains the right to modify, delete, alter or change these requirements.

F. Indemnity

The successful Respondent will be required to indemnify City of Chicago for any losses or damages arising from the delivery of services under the grant agreement that will be awarded. The City may require the successful Respondent to provide assurances of performance, including, but not limited to, performance bonds or letters of credit on which the City may draw in the event of default or other loss incurred by the City by reason of the Respondent's delivery or non-delivery of services under the grant agreement.

G. False statements

i. 1-21-010 False Statements.

Any person who knowingly makes a false statement of material fact to the city in violation of any statute, ordinance or regulation, or who knowingly falsifies any statement of material fact made in connection with an proposal, report, affidavit, oath, or attestation, including a statement of material fact made in connection with a bid, proposal, contract or economic disclosure statement or affidavit, is liable to the

city for a civil penalty of not less than \$500.00 and not more than \$1,000.00, plus up to three times the amount of damages which the city sustains because of the person's violation of this section. A person who violates this section shall also be liable for the city's litigation and collection costs and attorney's fees.

The penalties imposed by this section shall be in addition to any other penalty provided for in the municipal code. (Added Coun. J. 12-15-04, p. 39915, § 1)

ii. 1-21-020 Aiding and Abetting.

Any person who aids, abets, incites, compels or coerces the doing of any act prohibited by this chapter shall be liable to the city for the same penalties for the violation. (Added Coun. J. 12-15-04, p. 39915, § 1)

iii. 1-21-030 Enforcement.

In addition to any other means authorized by law, the corporation counsel may enforce this chapter by instituting an action with the department of administrative hearings. (Added Coun. J. 12-15-04, p. 39915, § 1)

H. Compliance with laws, statutes, ordinances and executive orders

Grant awards will not be final until the City and the respondent have fully negotiated and executed a grant agreement. All payments under grant agreements are subject to annual appropriation and availability of funds. The City assumes no liability for costs incurred in responding to this RFP or for costs incurred by the respondent in anticipation of a grant agreement. As a condition of a grant award, Respondents must comply with the following and with each provision of the grant agreement:

i. Conflict of Interest Clause: No member of the governing body of the City of Chicago or other unit of government and no other officer, employee, or agent of the City of Chicago or other government unit who exercises any functions or responsibilities in connection with the carrying out of the project shall have any personal interest, direct or indirect, in the grant agreement.

The respondent covenants that he/she presently has no interest, and shall not acquire any interest, direct, or indirect, in the project to which the grant agreement pertains which would conflict in any manner or degree with the performance of his/her work hereunder. The respondent further covenants that in the performance of the grant agreement no person having any such interest shall be employed.

ii. Governmental Ethics Ordinance, Chapter 2-156: All Respondents agree to comply with the Governmental Ethics Ordinance, Chapter 2-156 which includes the following provisions: a) a representation by the respondent that he/she has not procured the grant agreement in violation of this order; and b) a provision that any grant agreement which the respondent has negotiated, entered into, or performed in violation of any of the provisions of this Ordinance shall be voidable by the City.

iii. Successful Respondents shall establish procedures and policies to promote a Drug-free Workplace. The successful respondent shall notify employees of its policy for maintaining a drug-free workplace, and the penalties that may be imposed for drug abuse violations occurring in the workplace. The successful respondent shall notify the City if any of its employees are convicted of a criminal offense in the workplace no later than ten days after such conviction.

iv. Business Relationships with Elected Officials - Pursuant to Section 2-156-030(b) of the Municipal Code of Chicago, as amended (the "Municipal Code") it is illegal for any elected official of the City, or any person acting at the direction of such official, to contact, either orally or in writing, any other City official

or employee with respect to any matter involving any person with whom the elected official has a business relationship, or to participate in any discussion in any City Council committee hearing or in any City Council meeting or to vote on any matter involving the person with whom an elected official has a business relationship. Violation of Section 2-156-030(b) by any elected official with respect to the grant agreement shall be grounds for termination of the grant agreement. The term business relationship is defined as set forth in Section 2-156-080 of the Municipal Code.

Section 2-156-080 defines a “ business relationship” as any contractual or other private business dealing of an official, or his or her spouse or domestic partner, or of any entity in which an official or his or her spouse or domestic partner has a financial interest, with a person or entity which entitles an official to compensation or payment in the amount of \$2,500 or more in a calendar year; provided, however, a financial interest shall not include: (i) any ownership through purchase at fair market value or inheritance of less than one percent of the share of a corporation, or any corporate subsidiary, parent or affiliate thereof, regardless of the value of or dividends on such shares, if such shares are registered on a securities exchange pursuant to the Securities Exchange Act of 1934, as amended; (ii) the authorized compensation paid to an official or employee for his office or employment; (iii) any economic benefit provided equally to all residents of the City; (iv) a time or demand deposit in a financial institution; or (v) an endowment or insurance policy or annuity contract purchased from an insurance company. A “contractual or other private business dealing” shall not include any employment relationship of an official’s spouse or domestic partner with an entity when such spouse or domestic partner has no discretion concerning or input relating to the relationship between that entity and the City.

v. Compliance with Federal, State of Illinois and City of Chicago regulations, ordinances, policies, procedures, rules, executive orders and requirements, including Disclosure of Ownership Interests Ordinance (Chapter 2-154 of the Municipal Code); the State of Illinois - Certification Affidavit Statute (Illinois Criminal Code); State Tax Delinquencies (65ILCS 5/11-42.1-1); Governmental Ethics Ordinance (Chapter 2-156 of the Municipal Code); Office of the Inspector General Ordinance (Chapter 2-56 of the Municipal Code); Child Support Arrearage Ordinance (Section 2-92-380 of the Municipal Code); and Landscape Ordinance (Chapters 32 and 194A of the Municipal Code).

vi. If selected for grant award, Respondents are required to (a) execute the Economic Disclosure Statement and Affidavit, and (b) indemnify the City as described in the grant agreement between the City and the successful Respondents.

vii. Prohibition on Certain Contributions, Mayoral Executive Order 2011-4. Neither you nor any person or entity who directly or indirectly has an ownership or beneficial interest in you of more than 7.5% ("Owners"), spouses and domestic partners of such Owners, your Subcontractors, any person or entity who directly or indirectly has an ownership or beneficial interest in any Subcontractor of more than 7.5% ("Sub-owners") and spouses and domestic partners of such Sub-owners (you and all the other preceding classes of persons and entities are together, the "Identified Parties"), shall make a contribution of any amount to the Mayor of the City of Chicago (the "Mayor") or to his political fundraising committee during (i) the bid or other solicitation process for the grant agreement or Other Contract, including while the grant agreement or Other Contract is executory, (ii) the term of the grant agreement or any Other Contract between City and you, and/or (iii) any period in which an extension of the grant agreement or Other Contract with the City is being sought or negotiated.

You represent and warrant that since the date of public advertisement of the specification, request for qualifications, request for proposals or request for information (or any combination of those

requests) or, if not competitively procured, from the date the City approached you or the date you approached the City, as applicable, regarding the formulation of the grant agreement, no Identified Parties have made a contribution of any amount to the Mayor or to his political fundraising committee.

You shall not: (a) coerce, compel or intimidate your employees to make a contribution of any amount to the Mayor or to the Mayor's political fundraising committee; (b) reimburse your employees for a contribution of any amount made to the Mayor or to the Mayor's political fundraising committee; or (c) bundle or solicit others to bundle contributions to the Mayor or to his political fundraising committee.

The Identified Parties must not engage in any conduct whatsoever designed to intentionally violate this provision or Mayoral Executive Order No. 2011-4 or to entice, direct or solicit others to intentionally violate this provision or Mayoral Executive Order No. 2011-4.

Violation of, non-compliance with, misrepresentation with respect to, or breach of any covenant or warranty under this provision or violation of Mayoral Executive Order No. 2011-4 constitutes a breach and default under the grant agreement, and under any Other Contract for which no opportunity to cure will be granted. Such breach and default entitles the City to all remedies (including without limitation termination for default) under the grant agreement, under any Other Contract, at law and in equity. This provision amends any Other Contract and supersedes any inconsistent provision contained therein.

If you violate this provision or Mayoral Executive Order No. 2011-4 prior to award of the Agreement resulting from this specification, the Commissioner may reject your bid.

For purposes of this provision:

"Other Contract" means any agreement entered into between you and the City that is (i) formed under the authority of Municipal Code Ch. 2-92; (ii) for the purchase, sale or lease of real or personal property; or (iii) for materials, supplies, equipment or services which are approved and/or authorized by the City Council.

"Contribution" means a "political contribution" as defined in Municipal Code Ch. 2-156, as amended.

"Political fundraising committee" means a "political fundraising committee" as defined in Municipal Code Ch. 2-156, as amended.

viii. (a) The City is subject to the June 24, 2011 "City of Chicago Hiring Plan" (the "2011 City Hiring Plan") entered in *Shakman v. Democratic Organization of Cook County*, Case No 69 C 2145 (United States District Court for the Northern District of Illinois). Among other things, the 2011 City Hiring Plan prohibits the City from hiring persons as governmental employees in non-exempt positions on the basis of political reasons or factors.

(b) You are aware that City policy prohibits City employees from directing any individual to apply for a position with you, either as an employee or as a subcontractor, and from directing you to hire an individual as an employee or as a subcontractor. Accordingly, you must follow your own hiring and contracting procedures, without being influenced by City employees. Any and all personnel provided by you under the grant agreement are employees or subcontractors of you, not employees of the City of Chicago. The

grant agreement is not intended to and does not constitute, create, give R.I.S.E to, or otherwise recognize an employer-employee relationship of any kind between the City and any personnel provided by you.

(c) You will not condition, base, or knowingly prejudice or affect any term or aspect of the employment of any personnel provided under the grant agreement, or offer employment to any individual to provide services under the grant agreement, based upon or because of any political reason or factor, including, without limitation, any individual's political affiliation, membership in a political organization or party, political support or activity, political financial contributions, promises of such political support, activity or financial contributions, or such individual's political sponsorship or recommendation. For purposes of the grant agreement, a political organization or party is an identifiable group or entity that has as its primary purpose the support of or opposition to candidates for elected public office. Individual political activities are the activities of individual persons in support of or in opposition to political organizations or parties or candidates for elected public office.

(d) In the event of any communication to you by a City employee or City official in violation of paragraph (b) above, or advocating a violation of paragraph (c) above, you will, as soon as is reasonably practicable, report such communication to the Hiring Oversight Section of the City's Office of the Inspector General ("IGO Hiring Oversight"), and also to the head of the Department. You will also cooperate with any inquiries by IGO Hiring Oversight related to this Agreement.