

# CITY OF CHICAGO



## REQUEST FOR PROPOSALS (RFP) FOR OUTREACH AND EDUCATION FOR VULNERABLE WORKERS RFP #9348

**ISSUED BY: CITY OF CHICAGO DEPARTMENT OF  
BUSINESS AFFAIRS AND CONSUMER PROTECTION**

All proposals must be submitted via the eProcurement system.  
<http://www.cityofchicago.org/eprocurement>

Questions concerning the RFP should be directed to

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LORI E. LIGHTFOOT  
MAYOR

KENNETH J. MEYER  
COMMISSIONER

## **GENERAL INVITATION**

The City of Chicago (“City”), acting through its Department of Business Affairs and Consumer Protection (“BACP”), is pleased to invite the submission of Proposals for Outreach and Education to vulnerable workers.

BACP will provide funding to one community-based organization (CBO) to conduct outreach and provide information on labor rights and protections to vulnerable populations, focusing on low wage workers and emphasizing reaching workers who reside in neighborhoods (as defined by the City of Chicago Recommended Opportunity Zone Tracts) which have the highest rates of poverty as designated by IRS Qualified Census Tracts (See Appendix A). Qualified Census Tracts (QCTs) are areas where 50% or more of the households have incomes below 60% of the area median income, or where the poverty rate is 25% or higher.

The selected CBO will screen workers for City labor violations related to paid sick leave, minimum wage, scheduling (the Fair Workweek), wage theft, domestic worker right to a contract, Bodily Autonomy Ordinance(s), and anti-retaliation. If alleged violations are reported, the CBO will help the worker(s) to file a complaint with BACP’s Office of Labor Standards (“OLS”). For State or Federal labor violations, the CBO will make referrals to the appropriate government agency with jurisdiction.

This type of model, much like a community health worker or “promotora de salud” model in public health that leverages community members as the trusted agent, has the potential to expand the reach of OLS’s worker rights education and enforcement hand-in-hand with trusted partners in communities. Through the extension of these services into underserved communities, the CBO will increase access to OLS and raise awareness about labor protections and workers’ rights.

The grantee will work in partnership with the City of Chicago to create outreach and education materials and to enforce the rights of workers. The capabilities of program applicants must align with all of the program categories described in greater detail below.

## **OVERVIEW OF DEPARTMENT**

The Office of Labor Standards within the Business Affairs and Consumer Protection is dedicated to promoting and enforcing Chicago’s labor laws. The Director of Labor Standards will lead the Office to process complaints, conduct investigations, mediate disputes, direct settlement proceedings, issue violations, and, if necessary, seek licensure discipline against employers.

The Office was established in 2019 and seeks to engage communities and protect workers through a strong investigation and enforcement regime. The Office will track its performance to provide accountability and a roadmap to success.

## **OBTAINING THE RFP SOLICITATION DOCUMENTS**

Documents may be downloaded from the website of the Department of Procurement Services at the following URL: <http://www.cityofchicago.org/eProcurement>. Click on “Current Bids and Solicitation Opportunities”, then “eProcurement Bid and RFP solicitation Opportunities”. Respondents are solely responsible for obtaining all RFP Solicitation Documents including

Clarifications and Addenda's. In order to receive Notice of Clarifications and Addenda, Respondents must log-in to iSupplier, search for the RFP solicitation number, review, and accept the disclaimer. The City accepts no responsibility for the timely delivery of materials or failure of the Respondent to submit required information, as identified in this RFP. The City will not accept Proposals that are not received by deadline of this RFP.

For iSupplier assistance please contact [CustomerSupport@cityofchicago.org](mailto:CustomerSupport@cityofchicago.org) or call 312-744-4357.

#### **PROGRAM DESCRIPTION:**

The Chicago Department of Business Affairs and Consumer Protection (BACP) seeks Request for Proposals from community-based organizations in Chicago that will conduct Outreach and Education within underserved communities to target vulnerable workers. The grantee will create, in partnership with OLS, education and outreach materials including but not limited to one-pagers, posters, webinars, videos and PSAs to be disseminated in culturally sensitive and trauma-informed ways to workers at highest risk of exploitation. A focus of the project must be on low wage workers and emphasizing reaching workers who reside in neighborhoods (City of Chicago Recommended Opportunity Zone Tracts) which have the highest rates of poverty as designated by IRS Qualified Census Tracts (See Appendix A). Qualified Census Tracts (QCTs) are areas where 50% or more of the households have incomes below 60% of the area median income, or where the poverty rate is 25% or higher. In providing information and education to workers, the grantee must screen for potential labor violations and assist workers in bringing complaints forward related to paid sick leave, minimum wage, scheduling violations of the Fair Workweek Ordinance, Wage Theft, Domestic Workers contract requirement, Bodily Autonomy Ordinance(s) and/or anti-retaliation. If violations pertain to State or Federal jurisdiction, the grantee must also assist the worker in filing those complaints.

BACP is seeking trusted community partners that can provide outreach, education and build trust in communities to empower workers with knowledge of their rights and information on how to file complaints with the City.

#### **PROGRAM DESIGN**

The following scope of work has been identified as priority elements that BACP seeks in a qualified applicant.

- The applicant will raise public awareness of the City of Chicago's labor standards through a variety of ways including local print, radio advertising, and/or printed materials (e.g., flyers, posters, brochures).
- The applicant will create and promote videos related to City labor standards to be disseminated through a variety of channels across social media and other culturally appropriate platforms
- The applicant will mail a postcard to all of its worker contacts in Chicago at least once per contract year. The mailing will include information on City labor standards including paid sick leave, minimum wage, Fair Work Week, domestic worker contract requirements, wage theft,, Bodily Autonomy Ordinance(s), and anti-retaliation for COVID-19 as well as anti-retaliation for taking time off to get vaccinated. The postcard must be available in the known preferred language of the worker.
- The applicant will contact a minimum of 500 low-wage workers during the contract period. Contact can include passing out flyers in high traffic areas such as church, parks, or community events and/or through conversations with workers on-the-job or in public spaces (e.g., libraries, parks, churches).

- The applicant will conduct 20 minute to 1-hour trainings on the City’s labor standards to reach a minimum of 75 workers on a bi-monthly basis. These trainings can be in person if conducted per CDC guidelines related to COVID-19 or virtually. Applicants are encouraged to partner with OLS staff to conduct these trainings to help build trust between community and City government.
- The applicant must support workers who have complaints of violations in collecting evidence and reporting violations to the City’s Office of Labor Standards.
- Evidence of referrals or actual complaints filed on behalf of workers will be a critical component of program review and evaluation.

### **REPORTING REQUIREMENTS**

The grantee will be required to track a range of metrics using BACP-mandated platforms, and will report on targets outlined above and as defined in the executed contract. A portion of these will be measured against preset agency targets as part of their contractual obligation, while others will be collected for information-gathering purposes for the City. An important component of that report will be the evidence that the grantee referred cases for complaints and/or submitted complaints on behalf of the worker

### **PROGRAM REQUIREMENTS**

- All program specific questions, requirements, forms, or templates that applicants must answer or complete will be available on the application for this program. The applicant must provide high quality monthly and quarterly reporting on outcomes and outputs.

### **SELECTION CRITERIA**

All proposals that are received by the deadline will undergo a technical review to determine whether all required components have been addressed and included. Proposals that are determined by BACP to be incomplete will not be considered. BACP reserves the right to waive irregularities that, within its sole discretion, BACP determines to be minor. If such irregularities are waived, similar irregularities in all proposals will be waived. Proposals that are determined to be complete will be forwarded to a Review Panel. The Review Panel will evaluate and rate all remaining proposals based on the following evaluation criteria:

- Applicant demonstrates they have the following key existing capacities to design and implement the program section of this RFP:
  - Expertise in labor protections
  - Experience working with low-wage, vulnerable workers
  - Ability to speak and develop educational materials in languages other than English.
  - Ability to share information effectively and in a culturally appropriate and trauma informed way
  - Experience, or verifiable ability, in performing contractual obligations to execute on expected commitments
  - Demonstrate that existing physical and technical infrastructure has the capacity to house the operations required for the Outreach and Education program
  - Demonstrate the ability to collaborate and partner with organizations and institutions to conduct outreach to vulnerable workers
  - Ability to offer services occasionally on weekends and evenings
- Not responding to any question in the application (e.g., stating the agency is “not a City grantee” etc.) will be considered an incomplete application and will disqualify the application.

BACP reserves the right to recommend qualified funding proposals out of rank to ensure adequate geographic distribution of services. Qualified proposals will be scored against proposals in the same modality or type of service.

### **SCORING CRITERIA**

Proposals will be scored on the basis of the following, with 100 being the maximum score.

- o Organizational Capacity – 45 points
- o Project Description – 50 points
- o Budget – 5 points

### **PROPOSED CONTRACT TERM**

It is anticipated that one contract will be awarded totaling up to \$100,000 for a one-year term, with services ending no later than December 31, 2023.

The anticipated start date of the contract is May 1, 2023. This initiative is funded through City Corporate funds. Respondents must provide a budget for the full \$100,000. Based on need, availability of funds, and contractor performance, BACP may extend this term for up to two additional years with each extension not to exceed one year.

All Proposals submitted to the City are subject to the Freedom of Information Act. The City will make the final determination as to whether information, even if marked “confidential”, will be disclosed pursuant to a request under the Freedom of Information Act or valid subpoena. Respondent agrees not to pursue any cause of action against the City with regard to disclosure of information.

### **REQUIRED PROPOSAL CONTENT**

Respondents are advised to adhere to the submittal requirements of the RFP and in particular this section. Failure to comply may be cause for rejection of the non-compliant Proposal. Respondent must provide information in the appropriate areas throughout the RFP. By submitting a response to this RFP, you are acknowledging that if your Proposal is accepted by the city, the Proposal, and related submittals may become part of the contract.

### **RFP DUE DATE/SUBMISSION LOCATION**

Wednesday, April 5, 2023, by 12:00 PM, NOON CST  
Proposals must be submitted via on-line application.  
Emailed or faxed proposals will not be accepted.

Questions can be emailed to [miguel.campos@cityofchicago.org](mailto:miguel.campos@cityofchicago.org). The last date for questions is 3:00 PM on March 27, 2023.

### **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](http://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](http://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](mailto: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, eProcurement, and additional technical assistance:**

[CustomerSupport@cityofchicago.org](mailto:CustomerSupport@cityofchicago.org) or 312-744-4357 (HELP)

**Online Training Materials (technical assistance materials and handouts):**

<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\\_Address\\_and\\_Contact.pdf](https://www.cityofchicago.org/content/dam/city/depts/dps/isupplier/training/Vendor_Create_New_Address_and_Contact.pdf)

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.***

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.**

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

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

\_\_\_\_\_. **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:

1. 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 they presently have 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 their work hereunder. The respondent further covenants that in the performance of the grant agreement no person having any such interest shall be employed.

2. 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.
3. Selected respondents shall establish procedures and policies to promote a Drug-free Workplace. The selected 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 selected 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.
4. 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.

5. 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).
6. 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.
7. **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 entitle 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.

8. (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 rise 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.

## Appendix A

City of Chicago Recommended Opportunity Zone Tracts<sup>1</sup>:

<https://sbf.maps.arcgis.com/apps/webappviewer/index.html?id=7bb1eb6d664a44d7a2e35ade9c6383b1>

1. Humboldt Park
2. Austin
3. West Garfield Park
4. East Garfield Park
5. North Lawndale
6. South Lawndale
7. Douglas
8. Grand Boulevard
9. Washington Park
10. Woodlawn
11. Greater Grand Crossing
12. South Shore
13. South Chicago
14. South Deering
15. Riverdale
16. Auburn Gresham
17. Pullman
18. West Pullman
19. Morgan Park
20. Roseland
21. Englewood
22. West Englewood
23. Chicago Lawn
24. Near West Side
25. Fuller Park
26. Near South Side
27. Near West Side
28. Avalon Park

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<sup>1</sup> Note that neighborhood names according to the US Census Bureau and opportunity zones / QCTs do not always match colloquial neighborhood names commonly used in Chicago.

