



Delegate Agency Solicitation #8287 (RFP)

BACP - COVID-19 Small Business Support (CSBS) Program

Specification Number:1231590

Required for use by: DEPT OF BUSINESS AFFAIRS & CONSUMER PROTECTION

Bid/Proposal Submittal Date and Time: 12:00 PM Central Time, 01-OCT-2021

Deadline for Questions:

Buyer: MCCLARN, GRAYLEN

Email Address: Graylen.McClarn@cityofchicago.org

Phone Number: 3127449745

Pre-Solicitation Conference Date and Time: 03:00 PM Central Time, 21-SEP-2021

Pre-Solicitation Conference Location:

[https://us02web.zoom.us/meeting/register/tZlucuiqqzgpG9RoJrHCP1tgGAxE9L8DdjqN](https://us02web.zoom.us/join/https://us02web.zoom.us/meeting/register/tZlucuiqqzgpG9RoJrHCP1tgGAxE9L8DdjqN)

Site Visit Date & Time: N/A

Site Visit Location: N/A

Please submit your response to:

<http://www.cityofchicago.org/eProcurement>
iSupplier vendor portal registration is required.
Allow 3 business days to complete registration.

LORI E. LIGHTFOOT
MAYOR

Kenneth Meyer
Commissioner

Specification Number: 1231590

Type of Funding:

Title: BACP - COVID-19 Small Business Support Program

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1 Header Information

1.1 General Information

Title	BACP - COVID-19 Small Business Support Program		
Description	BACP - COVID-19 Small Business Support (CSBS) Program		
Preview Date	Not Specified	Open Date	16-SEP-2021 16:00:00
Close Date	12:00 PM Central Time, 01-OCT-2021	Award Date	Not Specified
Time Zone	Central Time	Buyer	MCCLARN, GRAYLEN
Quote Style	Blind	Email	Graylen.McClarn@cityofchicago.org
Event	Delegate Agency	Outcome	Delegate Agency Blanket Agreement

1.2 Terms

Effective Start Date	Not Specified	Effective End Date	Not Specified
Ship-To Address	070-2005 BUS AFFAIRS AND CONSUMER PROT 121 N. LaSalle St. Rm. 805 Chicago, IL 60602 United States	Bill-To Address	070-2005 BUS AFFAIRS AND CONSUMER PROT 121 N. LaSalle St. Rm. 805 Chicago, IL 60602 United States
Payment Terms	IMMEDIATE	Carrier	
FOB		Freight Terms	
Currency	USD (US Dollar)	Price Precision	Any
Total Agreement Amount (USD)	Not Specified	Minimum Release Amount (USD)	Not Specified

1.3 Requirements

Contact Information
First Name Provide your answer below
Last Name Provide your answer below
Telephone Number Provide your answer below

Contact Information
E-mail Address Provide your answer below
Contact Type Provide your answer below
Organization Information
Legal Organization Name exactly as it appears on your State of Illinois business registration documentation. Provide your answer below
Doing Business As (DBA) Name exactly as it appears on your State of Illinois business registration documentation. Provide your answer below
Address Provide your answer below
City Provide your answer below

Organization Information
State Provide your answer below
Zip Provide your answer below
County Provide your answer below
Organization Telephone Number Provide your answer below
Federal Employer Identification Number Provide your answer below
DUNS Number Provide your answer below

Organization Information
Head of Agency Name Provide your answer below
Head of Agency Title Provide your answer below
Head of Agency Contact Telephone Provide your answer below
Head of Agency E-mail Contact Provide your answer below
Website Address and Social Media Handles (i.e. public username of your organization's social media accounts) Provide your answer below
Year Organization Established Provide your answer below

Organization Information
<p>Did you attach the following in your Admin. section? *Liability Insurance *Board Member Identification *IRS Determination Letter *SAM Certificate *Certificate of Good Standing *Bylaws and Articles of Incorporation *Financial Statement</p> <p>.....</p> <p>Circle one from the response values below: Yes No</p>
Organization Overview
<p>What is the mission of your organization and what are its major accomplishments in the last 12 months?</p> <p>.....</p> <p>Provide your answer below</p>
<p>Provide a narrative overview of your organization. The narrative should, at a minimum, address the following items: the agency's philosophy; services or programs provided; the number of years that the agency has provided these services and current demographics regarding service area(s) including client populations served and geographic delivery area.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Identify the individuals/entities who/that will comprise the program team. (For roles that have not yet been filled, a title is sufficient)</p> <p>.....</p> <p>Provide your answer below</p>
<p>Provide a summary of any pending lawsuits, unsatisfied judgments and/or judgment liens currently filed against Respondent or any officer, owner, principal, employee, subsidiary or affiliate of the Respondent.</p> <p>.....</p> <p>Provide your answer below</p>
Monitoring
<p>Please describe how you will measure the project's performance, collect data, and track or verify outcomes, such as obtaining client attestations to determine eligibility and tracking staff time? Discuss</p>

Monitoring
who will be responsible for monitoring and reporting program progress and their specific qualifications. Provide your answer below
Describe how your organization will monitor program expenditures and ensure that appropriate fiscal controls and records are in place. Provide your answer below
What is your organization's fiscal year? Provide your answer below
When do you intend to conduct an audit of this contract? Provide your answer below
Will your audit be annual (once a year) or biennial (once every two years)? Provide your answer below
Program Category
Please choose the COVID-19 Small Business Support Program Category in which you are applying. Circle one from the response values below: Outreach and General Business Assistance Specialized Technical Assistance Language Access Vacant Storefronts and Pop-Up Support Back to Business Support

Program Category
Street Ambassadors Outdoor Plazas COVID-19 Related Training and Outreach Materials
Program Overview
Please provide the title of your proposed program. Provide your answer below
Describe the proposed program. The narrative should include the identification of the Chicago community to be served, work to be performed, including the activities to be undertaken or the services to be provided, the goal and the anticipated results and the implementation schedule. Make sure to address the required core elements identified in the Program Description section of the RFP. Provide your answer below
Provide a statement of Respondent's experience in executing programs similar in scope to the proposed program, as well as the Respondent's history, qualifications and financial capability for the past three years. Provide your answer below
Indicate how you will identify clients. Provide an estimate of the number of clients to be served and describe them in terms of age, gender, ethnicity, income level, and other defining business characteristics, industry, sector, business stage, number of employees, financial status. Provide your answer below
If your agency currently receives funding for this program model, please provide your performance outcomes over the last 12-month period. Provide your answer below

Program Overview
Provide a profile of the Chicago community you will serve for this program. Provide your answer below
Provide a description of the Respondent's approach to the program, which also demonstrates its understanding of the program. Provide your answer below
Include a program schedule, including any proposed preparatory period, estimated date of commencement, estimated program timeline and estimated date of completion. If the proposed schedule shows multiple components, a schedule should be shown for each component. Provide your answer below
Geographic Service Area
Please provide the street number of the organization's address. Provide your answer below
Provide the street direction of the organization's address. Provide your answer below
Provide the street name of the organization's address. Provide your answer below

Geographic Service Area
<p>Provide the city of the organization's address.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Provide the ZIP Code of the organization's address.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Please provide the service area boundaries (i.e. North, South, East, West street names) for this program.</p> <p>.....</p> <p>Provide your answer below</p>
<p>In which City of Chicago ward is the organization located? Additionally, if servicing other Chicago wards, please identify all wards within the service area boundaries listed; if servicing the entire city, please state 'Citywide'. For a map of Chicago's wards, go to https://www.chicago.gov/city/en/depts/dgs/supp_info/citywide_maps.html .</p> <p>.....</p> <p>Provide your answer below</p>
<p>In which City of Chicago community area is the organization located? Additionally, if servicing other Chicago community areas, please identify all community areas within the service area boundaries listed; if servicing the entire city, please state 'All'. For a map of Chicago's community areas, go to https://www.chicago.gov/city/en/depts/dgs/supp_info/citywide_maps.html .</p> <p>.....</p> <p>Provide your answer below</p>
Budget Information

Budget Information
Requested Grant Amount; should not exceed noted funding limit for this RFP. Provide your answer below
Please provide the total amount (including funding from other sources) that you plan to devote to this program. Provide your answer below
Using these instructions, complete and attach the budget forms provided. Include all costs associated with the program, including all staff that will be needed to administer the program, and a timeline estimate. Please acknowledge you have attached the provided budget. Provide your answer below
Describe your financial capacity (cash-flow) to expend funds prior to reimbursement. Provide your answer below
Describe your plans to use other funding on this program, if applicable. In this section, only describe funds that are secured. Provide the sources of funds, amount of funds and how these funds will be used. Provide your answer below
Describe your donated goods and services, if applicable. Estimate the value of these services and describe how you arrive at these amounts. Provide your answer below

Budget Information
Explain why you consider your program costs to be reasonable. Provide your answer below
Organizational Capacity
Do you have outstanding issues with the IRS, included but not limited to late filings or unpaid taxes? Provide your answer below
Is your organization in compliance with its board-approved bylaws, fiscal policies/procedures, employee handbook? Provide your answer below
Please provide a copy of your last three Form 990 submissions, or equivalent, filings. If your nonprofit organization is new, please provide a copy of your Illinois Certificate of Good Standing. Provide your answer below
Conflict of Interest
Did you complete and attach the Conflict of Interest Questionnaire? Provide your answer below

1.4 Attachments

Name	Data Type	Description
ATTACHMENT 01: RFP	File	RFP 8287 - COVID-19 Small Business Support (CBCS) Program

1.5 Response Rules

- Solicitation is restricted to invited suppliers
- Suppliers are allowed to respond to selected lines
- Suppliers are allowed to provide multiple responses
- Buyer may close the solicitation before the Close Date
- Buyer may manually extend the solicitation while it is open

2 Price Schedule

2.1 Line Information

Display Rank As **No indicator displayed**
 Ranking **Price Only**
 Cost Factors **None**

Line	Item, Rev / Job	Target Quantity	Unit	Unit Price	Amount
1	0005 - Personnel	1	USD		
2	0044 - Fringe Benefits	1	USD		
3	0100 - Operating/Technical	1	USD		
4	0140 - Professional and Technical Services	1	USD		
5	0200 - Travel	1	USD		
6	0300 - Materials and Supplies	1	USD		
7	0400 - Equipment	1	USD		
8	0801 - Indirect	1	USD		
9	0999 - Other	1	USD		

2.2 Line Details

2.2.1 Line 1 0005 - Personnel

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

2.2.2 Line 2 0044 - Fringe Benefits

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

2.2.3 Line 3 0100 - Operating/Technical

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

2.2.4 Line 4 0140 - Professional and Technical Services

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

2.2.5 Line 5 0200 - Travel

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

2.2.6 Line 6 0300 - Materials and Supplies

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

2.2.7 Line 7 0400 - Equipment

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

2.2.8 Line 8 0801 - Indirect

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

2.2.9 Line 9 0999 - Other

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

CITY OF CHICAGO



REQUEST FOR PROPOSALS (RFP) FOR COVID-19 Small Business Support Program

RFP # 8287

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

Edwin Tumlos

Assistant Commissioner

Department of Business Affairs and Consumer Protection
121 N. LaSalle, Room 805

Chicago, Illinois 60602

Email: nbdc@cityofchicago.org

Website: www.chicago.gov/nbdc

LORI E. LIGHTFOOT
MAYOR

KENNETH J. MEYER
ACTING COMMISSIONER

OVERVIEW OF DEPARTMENT

The City of Chicago's Department of Business Affairs and Consumer Protection (BACP) empowers and educates entrepreneurs and business owners to start, grow and succeed. BACP supports the entrepreneurs through the provision of business education, access to support and the administration of resources through a network of nearly 70 business service organizations. Additionally, BACP licenses businesses and public vehicles, supports consumers, promotes and enforces Chicago's labor laws.

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 Request For Proposals (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.

*If applying for more than one category, respondents must submit **separate** responses for each respective category, which includes the following:*

- Outreach and General Business Assistance
- Specialized Technical Assistance
- Language Access
- Vacant Storefronts and Pop-Up Support
- Back to Business Support
- Street Ambassadors
- Outdoor Plazas
- COVID-19 Related Training and Outreach Materials

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.

PROGRAM DESCRIPTION:

The City of Chicago Department of Business Affairs and Consumer Protection (BACP) will provide funding to nonprofit (i.e. 501(c)(3) or 501(c)(6)) organizations to deliver free business

development assistance to small businesses impacted by COVID-19 pandemic. Participants in the COVID-19 Small Business Support Program, known as “grantees”, will deliver highly specialized business programs/services to business owners aiding in their recovery from the COVID-19 public health emergency.

Grantees will work in partnership with the City of Chicago (City) to support small business by providing entrepreneurs and business owners with targeted expert training and resources to help address common challenges brought on by the COVID-19 pandemic. Grantees will also serve as conduits for sharing information on COVID-19 relief resources provided by Federal, State and Local governmental entities. Qualified program applicants may apply to any, or all, of the program categories listed in this Request for Proposal.

The purpose of this Request for Proposal is to provide a maximum of up to \$60,000 per category to organizations to support small businesses in Chicago that have been impacted by the pandemic. The total amount available for this program is approximately, \$2 million. The program is designed to address the ever-evolving needs of Chicago’s diverse business community due to the pandemic and assist in mitigating financial hardship such as declines in revenues and increased costs, to address the impacts of periods of closure/capacity restrictions, to implement COVID-19 prevention or mitigation tactics, or to assist with business planning needs related to COVID-19. Submissions for multiple categories will require multiple proposals.

PROGRAM DESIGN

This program is designed to reach all small businesses owners with a particular emphasis on communities and industries, particularly impacted by COVID-19.

To ensure that the aforementioned small business owners and entrepreneurs receive the expert guidance and support they need to recover from the economic impacts of the pandemic, *this program encourages respondents to identify their core competency and focus only on the program category or categories their organization can effectively implement within the specified timeframe.* There is no limit on the number of proposals an organization can submit, however, separate proposals are required for each category.

COVID-19 SMALL BUSINESS SUPPORT (CSBS) PROGRAM CATEGORIES

Outreach and General Business Assistance: Direct outreach, resulting in coaching and advising to existing small and medium businesses in your organization's service population area, to inform them of available financial relief and other services to support their recovery from the economic impact of the pandemic. Outreach may include staff time for in-person outreach or phone calls, flyers, mailings, support with applications for financial relief programs, connections to loan programs or other financial resources, general coaching to improve business model resilience, etc.

Specialized Technical Assistance: Specialized training or one-on-one sessions to help existing small and medium businesses cope with the operational changes necessitated by and interruptions caused by the COVID-19 public health emergency. Examples could include topics providing access to professional services such as pivoting to online sales and orders, online advertising, cash flow management and accounting, inventory management in light of recent supply chain shifts, reconfiguring processes/ layout to support public health guidance and employee/ customer health concerns, etc.

Language Access: Language access services to help small and medium businesses better access COVID-19 relief funds and support services, such as translation line services or part time staff to support more non-English speaking clients than your organization is currently able to serve.

Vacant Storefronts and Pop-Up Support: Small grants to commercial property owners who have lost tenants due to the pandemic, to pay rent to drive traffic towards those spaces. A requirement of that support is that they allow a local business to use the space in pop-up capacity until a long-term tenant is identified. Additionally, pop-up support can be provided to support existing businesses that were harmed by the pandemic (revenue loss, lost their storefront) in launching a pop-up space or retail event in vacant storefronts.

Back to Business Support: Funding to support "open for business" type campaign/events that would draw customers back to businesses that have been negatively impacted by COVID-19. The campaigns must focus on activating corridors that have seen a heavy impact from the pandemic.

Street Ambassadors: Organizations will identify staff to serve as ambassadors for the commercial corridors impacted by COVID-19. The ambassadors will promote shopping safely by doing the following: wear a mask reminder, making masks available, encouraging social distancing. Ambassadors may also serve as a friendly, official presence at heavily trafficked corridors or special events.

Outdoor Plazas: Funding to support outdoor plazas to provide communities impacted by COVID-19 with space for outdoor activities such as dining to promote public health and support local businesses impacted by the pandemic (for example, Chicago Alfresco plazas or other Make Way for People areas). These areas must be in use by early October to be eligible.

COVID-19 Related Training and Outreach Materials: Organizations will prepare materials and lead trainings on their use so that other business service organizations can best use them to support the above services. In particular, we are seeking outreach and navigation materials for use across the network (aggregated lists of all relief programs currently available, guidance on how to decide which programs to apply for, etc.) and training programs that can be shared across the network to support COVID-19 resilience for businesses (e.g., online marketing, how to adjust your business model to cope with COVID-19 impacts, other relevant topics).

REPORTING REQUIREMENTS

Grantees will be required to maintain the pertinent data using a City approved platform and submit reports including client-level data to the City. Grantees will be required to provide all data from the application portal in an editable version, such as Microsoft Excel. Additionally, the Grantee will be required to submit a final report within the required timeframe

Across all program types, service providers are required to keep detailed records on costs and collect customer self-attestations on COVID-19 impacts, in addition to any other record keeping required for compliance with federal requirements related to the Coronavirus Relief Fund. This includes, but not limited to, a detailed log of client level data, attestations from clients served affirming the impact of COVID 19, along with personnel activity reports confirming the percentage of staff time allocated to this program. All services must be provided by December 31, 2021 to be eligible for funding.

PROGRAM REQUIREMENTS:

All program specific questions, requirements, forms, or templates that applicants must answer or complete will be available on the online application for this program.

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 for the program section of this RFP:
 - The mission of the organization is aligned with objectives of the program; which include demonstrated experience working with small businesses in low to moderate income communities
 - Experience, or verifiable ability, in performing the business support activities noted in the RFP
 - Fiscal capacity to administer the program by demonstrated experience and ability to utilize grants with proper controls and in compliance with federal and local regulations within an expedited timeframe

- Demonstrated ability with administering federally funded programs, with a particular focus on proper monitoring, record keeping and accounting
- Applicant clearly demonstrates how they will be successful in performing activities listed in this RFP, given that all services must be performed prior to December 31, 2021, including their plan for scaling up current activity levels (where relevant)
- Number of years the agency has had positive net assets or fund balances as evidenced by IRS Form 990
- Overall quality and completeness of the application
- Not responding to any question in the application will render the application incomplete and will disqualify the applicant

BACP reserves the right to recommend qualified funding proposals out of rank to ensure adequate geographic distribution of services throughout the city, minimize duplication of similar service offerings within the same service area, and prevent a disproportionate number of service providers within a service area that does not have the corresponding amount of business support needs. 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.

- Monitoring – 15 points
- Program Summary – 40 points
- Budget Information – 15 points
- Organizational Capacity – 15 points
- Overall Responsiveness – 15 points

PROPOSED CONTRACT TERM

The anticipated start date of the contract is October 15, 2021 with an end date of December 31, 2021. This initiative is funded by the Coronavirus Relief Fund with the US Department of Treasury.

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 will 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

DUE DATE: October 1, 2021, 12:00 PM, NOON CST

Proposals must be submitted via online application. Emailed or faxed proposals will not be accepted.

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 BACP. 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.

<https://www.chicago.gov/city/en/depts/dps/isupplier.html>

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_Address_and_Contact.pdf

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.

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.

PRE-SUBMITTAL CONFERENCE

A virtual pre-submittal conference will be held on the following date:
September 21, 2021, from 3:00 PM – 4:00 PM.
Registration is available by clicking [here](#).

The purpose of the pre-submitting event is to clarify the RFP process and the score of the required services. Attendance is not mandatory, but it is strongly suggested the interested applicants attend. Questions can be emailed to nbdc@cityofchicago.org

PROGRAM CONTACT

Edwin Tumlos, Assistant Commissioner
Email: NBDC@cityofchicago.org
Phone: 312-744-5366
Website: chicago.gov/NBDC

____. 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 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.

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 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.

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.

9. Federal funding-specific requirements: Section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (Pub. L. 116-136), and implementing regulations promulgated thereunder.
10. All federal statutes relating to nondiscrimination, including, but not limited to:
 1. Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352) which prohibits discrimination on the basis of race, color or national origin;
 2. Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681-1683, 1685-1686) which prohibits discrimination on the basis of sex;
 3. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) which prohibits discrimination on the basis of handicaps;
 4. Age Discrimination in Employment Act of 1967 and The Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-6107) which prohibits discrimination on the basis of age;
 5. The Drug Abuse Office and Treatment Act of 1972 (Pub. L. 92-255) relating to nondiscrimination on the basis of drug abuse;
 6. The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (Pub. L. 91-616) relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
 7. Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3) relating to confidentiality of alcohol and drug abuse patient records;
 8. Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.) relating to nondiscrimination in the sale, rental or financing of housing;
 9. The Civil Rights Restoration Act of 1987;
 10. Executive Order 12250;
 11. Federal Equal Pay Act of 1963;
 12. Civil Rights Act of 1991; and
 13. Executive Order 11063, as amended by Executive Order 12259; and
 14. Section 188 of the Workforce Investment Act of 1998 (20 U.S.C. 9201), and any other applicable nondiscrimination statutes.