

**City of Chicago
Request for Proposals (RFP)
For
School Based Mobile Vision Program for Chicago School Students**

Key Dates

Release Date	Friday June 3, 2016
Pre-Submitted Conference	Friday June 10, 2016
Proposal Due	Tuesday July 5, 2016
Contract Start Date	Monday August 1, 2016

All Proposals must be submitted through Cybergrants.com

PROPOSALS MUST BE RECEIVED NO LATER THAN 12:00 P.M. CENTRAL DAYLIGHT SAVINGS TIME by:

Friday July 5, 2016

**NO PROPOSALS WILL BE ACCEPTED FOR ANY REASON AFTER
THIS DEADLINE.**

For Further Information
Contact Berenice Tow at 312.745.0590 or Berenice.tow@cityofchicago.org

City of Chicago
Department of Public Health

Rahm Emanuel
Mayor

Julie Morita, M.D.
Commissioner



**City of Chicago
Request for Proposals (RFP)
For
School-Based Mobile Vision Program for Chicago Public School students**

I. Purpose

This RFP has two service categories:

Category I: Provision of Comprehensive Eye Exams, prescription eye glasses and referrals for follow-up vision care

Category II: Quality Assurance and Evaluation Services

The purpose of this RFP is to implement a school based mobile vision program (SBVP) through the delivery of high quality comprehensive eye exams and eye glasses, as needed, for students that attend the Chicago Public Schools and non-public Chicago Schools (as approved by CDPH), to conduct a quality assurance program with the selected Respondents to assure high quality eye exams and eye glasses are being delivered to CPS and non-CPS school students. All Respondents will be required to bill Medicaid for services rendered and utilize the Medicaid procedures for processing glasses, as well as bill identified Managed Care Organizations (MCOs) for insured services. The Chicago Department of Public Health is releasing this RFP for organizations that meet the minimum eligibility requirements outlined below.

II. Background:

The Office of Adolescent and School Health at CDPH is committed to increasing access to health services for students through working in partnership with the Chicago Public Schools (CPS). Last year, of the nearly 130,431 students provided a vision screening by CPS Audiometric and Vision Screening Technicians, more than 27,577 students failed. These students are referred for a comprehensive eye exam, but most students do not follow-through due to lack of information, limited access, or limited resources. Additionally, over 28,698 Kindergarten students are required, by law, to obtain a vision exam by October 15th. Last school year, only 22% of Kindergarten students received this important exam. Students that fail their vision screening, Kindergarten students and students referred by their teachers will be the priority target population for this program. The SBVP program will allow students that fail their vision screening and/or are required to have a vision exam to have increased access to vision services through participation in this program.

In Illinois, vision screening is mandatory for all students entering Pre-Kindergarten, Kindergarten, second grade and eighth grade; all students who are new to a school district; students receiving Special Education and; students who are referred by their teachers. Vision screening is performed by technicians, certified by the Illinois Department of Public Health, who are employed by CPS.

Chicago Public Schools and CDPH have successfully partnered with private optometrists to build a school based mobile vision program that provides high quality vision services at School at no cost to CPS or the parents. Last School year, 48,450 students received a vision exam and over 28,000 students received eye glasses

III. Eligibility Requirements for Respondents

Category I

To be eligible for Category I, Respondents must be an organizations that employs Illinois licensed optometrists/ophthalmologists and support staff that are committed to working in collaboration with CDPH and CPS to implement a school based mobile vision program that will serve 15,000 students in 2016. CDPH will assign the number of students to provide vision services to selected agencies. Approximately, a minimum of 5,000 to a maximum of 15,000 students will be assigned between 1 to 3 selected agencies. The Respondents will need to **provide their own mobile vision equipment** necessary to complete a comprehensive eye examination. The Respondent must follow the requirements for the use and maintenance of the equipment under the grant agreement.

Respondents must provide evidence of Medicaid Provider status or registering with the State of Illinois to become an approved Medicaid Provider prior to submitting a proposal. Throughout the duration of the Program, Respondents must maintain their eligibility to be reimbursed by Medicaid.

Respondents must purchase frames and prescription lenses using the same materials as Medicaid or Managed Care Organizations (MCOs) for the Non-Medicaid students. The City will only reimburse for uninsured eyeglasses. The optical lab selected by the respondent must meet the following criteria: a) cost of eyeglasses cannot exceed \$5.00 a pair, any additional incurred costs for eyeglasses will be the responsibility of the Respondent, b) the selected optical lab must be able to produce and deliver eyeglasses within 10 working days, c) provide eyeglass warranty for replacement of damaged, lost and refitting of eyeglasses for all students and d) optical lab must be an approved Medicaid and MCO vendor.

Alternatively, the Respondents have the option to purchase frames and lenses from the Optical lab selected by CPS. This selected optical lab meets all the criteria above. Respondents will be required to initially reimburse the selected optical lab for the cost of eyeglasses, and be reimbursed by the City for the uninsured eyeglasses.

Lastly, the Respondent must commit to work with CDPH on developing a sustainable program model. The selected Respondents will be required to participate in evaluation and quality assurance activities coordinated by the selected Quality Assurance (QA) Provider.

Category II

Respondents for Category II will be required to directly observe a sample of the Category I Respondents and conduct chart reviews on 5% of the total 15,000 students examined per Optometrist/Ophthalmologist, perform environmental assessments of the CPS and non-CPS school locations where services are provided including the equipment being used, participate in CDPH quality improvement efforts, and provide technical support to CDPH and Category I Respondents. As such, to be considered for this category, Respondents must hold an Illinois license to practice Optometry/Ophthalmology and have at least 5 years of professional experience providing eye exams to children.

All Respondents must complete the City's electronic Economic Disclosure Statement and Affidavit www.cityofchicago.org in the search button type in Economic Disclosure.

All Respondents must submit proof of insurance with completed proposal. Successful Respondents will be required to name the **City of Chicago and CPS as additional insured.**

IV. Pre-Submitted Conference

An in-person Pre-Submitted Conference has been scheduled for this RFP. The purpose of the Pre-Submitted Conference is to provide an overview of this RFP, describe the proposal review process, and answer prospective Respondents' questions. Organizations planning to apply for funding are strongly encouraged to participate in the Pre-Submitted Conference. The Pre-Submitted Conference will be held at the following location and date:

Date and Location:

June 10th, 2016 at 3:00 PM
Department of Public Health
333 S. State Street
DePaul Center
Chicago, Illinois 60604

V. Available Funding

The total amount of funding for this entire RFP is \$404,000 and is from City of Chicago corporate funds.

Category I: A total of \$359,000 is available using funds appropriated by the City of Chicago for the budget period beginning August 1, 2016 through December 31, 2016 for delivering the school based vision services. Between one (1) and three (3) contracts will be awarded with awards ranging from a minimum of \$118,000 to a maximum of \$359,000 to organizations providing comprehensive eye exams and prescription eye glasses to Chicago Public School (CPS) students and non-public Chicago School students. CDPH will allocate funding according to the number of students assigned to selected agencies. Contract renewal may be possible for up to two additional periods, each period not to exceed one year, contingent on funding availability and prior performance. The Respondent will bill Medicaid for all Medicaid eligible student services and cannot bill CDPH for these services.

Reimbursement Model

CDPH will reimburse Respondents for all Non-Medicaid prescription eye glasses ordered through the selected optical lab (Respondent's selected or CPS selected). Respondents are responsible for purchasing and making payment for all eyeglasses to the optical lab. In addition, Respondent will bill Medicaid or Managed Care Organizations (MCO) for all services rendered for all eligible students. Respondents shall submit invoices to CDPH for uninsured students' comprehensive exams and Non-Medicaid prescription eye glasses.

Category II: A Total of \$45,000 is available using funds appropriated by the City of Chicago for the budget period beginning August 1, 2016 to December 31, 2016 for one (1) qualified organization to conduct the quality assurance (QA), site assessments and evaluation services for this Program. Contract renewal may be possible for up to two additional periods, each period not to exceed one year, contingent on funding availability and prior performance.

VI. Program Description

Category I:

Respondents must recruit and maintain a staff capable of providing comprehensive eye exams and eye glasses for a minimum of 5,000 students annually. Respondent's staff ("Staff") may be comprised of Respondents employee's, agents and subcontractors. All subcontractors are subject to CDPH approval.

The comprehensive eye examinations and eye-glasses shall occur at assigned CPS and non-CPS school locations. Eye glasses must be ordered using the Medicaid system and/or purchasing frames and lenses from the selected optical lab (Respondent selected or CPS selected) using the same materials and standards as Medicaid and MCOs for Non-Medicaid students. All glasses will be delivered to the schools. If a student needs glasses, immediately following a child's eye exam, Respondent must offer the child a minimum of 44 different frames, and 3 to 5 colors (per frame) to make a selection. Respondent must deliver prescription eye glasses to each student who needs them within four (4) to five (5) weeks of the date of their eye exam and ensure all students receive a fitting. Respondents will need to notify CPS if procedures are taking longer than 5 weeks. In addition to providing eye examinations and prescription eyeglasses to CPS and non-CPS students as specified in this paragraph, Respondent will also be responsible for providing written and/or oral eye care information, and making referrals to other community eye care providers for follow-up care, if required.

The Respondents must maintain above 60 percent Medicaid and/or Managed Care Organization (MCO) eligible students. If the payer mix for the Respondent is below 60% during the contract period, the Respondent must meet with CDPH and CPS to develop strategies to increase the number of Medicaid students participating in the program. Respondent must receive pre-approval from CDPH prior to exceeding their annual eye exam target (as agreed in contract). CDPH will review approval requests to ensure that quality and financial stability will not be negatively impacted with the increased number of exams. In addition, the Respondent must meet with CDPH and CPS if the Respondent is having challenges meeting their annual (contractual) eye exam target. Agency must meet quarterly benchmarks set by CDPH.

1) Staffing and Recruitment

- a. Respondent shall promptly recruit and assign, and shall maintain a sufficient number of competent and qualified Staff to provide all services.
- b. Respondent shall obtain current proof of licensure for all members of its professional staff and shall maintain evidence of such licensure in a binder that is available and clearly visible during any and all eye examinations.
- c. Respondent shall ensure all staff submit a fingerprint and background check through the Chicago Public Schools. No Respondent shall be permitted to work in this Program if such person:
 - i. Has been convicted of any of the enumerated criminal or drug offenses described in subsection (c) of 105 ILCS 5/34-18.5, or
 - ii. Has been convicted, within the past 7 years of any other felony under the laws of the State of Illinois; or
 - iii. Has been convicted, within the past 7 years of any offense committed or attempted in any other state or against the laws of the United States that , if committed or attempted in Illinois, would have been punishable as a felony under the laws of Illinois; or
 - iv. Has been convicted of those offenses defined in the Cannabis Control Act, 720 ILCS 550/1 et U,, except 720 ILCS 550/4 (a), 550/4(b), and 550/5 (a);
 - v. Has been convicted of any offense defined in the Illinois Controlled Substances Act, 720 ILCS 570/100 et seq.; or

- vi. Has been found to be the perpetrator of sexual or physical abuse of any minor less than 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987; or
- vii. Has been identified in the SOD Database or by other organized means as a sex offender.
- viii. Respondent shall require all persons assigned to perform services at any school to show evidence that they are free from communicable disease, including tuberculosis. Acceptable evidence is described in the Illinois School Code, 105 ILCS 5/24-5.

2) Scheduling

- a. Respondent shall recruit and utilize sufficient Staff to provide all services, deliverables and goods.
- b. Respondent shall utilize sufficient staff to support program implementation primarily during school hours, Monday through Friday. Respondent must be familiar with the CPS calendar <http://cps.edu/Pages/DistrictCalendar.aspx>, which may be updated by the Board of Education from time-to-time. It is understood and agreed that the Respondent shall not operate when students are not in attendance, during State testing as schools determine or on school holidays. CDPH may adjust Respondent hours, with a two week notice to Respondent to accommodate additional testing dates, report card pick up dates, etc. Respondent shall utilize an adequate number of Staff who is able to work flexible hours to ensure that Respondent can complete the Program objectives and provide sufficient types and amounts of services to students.
- c. CDPH will create a Google Calendar to determine the location of each team in the CPS and non-CPS system. Respondent must keep the Program Google Calendar up to date on a daily basis. This calendar will be used by CDPH, CPS and the Category II QA Respondents.
- d. Respondent shall coordinate the delivery of Services (dates, time, location, etc.) with CPS and non-CPS schools/CDPH and school Administration. Respondent will be responsible for scheduling all services directly with assigned school administration.

3) Operations

- a. Establish a Service Delivery Plan capable of serving a minimum of 5,000 and up to a maximum of 15,000 students per year.
- b. The goal of the model is to bill Medicaid and MCOs for all eligible services which should off-set all other costs of the Non-Medicaid students.
- c. Respondent shall meet with designated CDPH and CPS staff to finalize a coordinated Service Delivery Plan contingent on CDPH approval of contractual target.
- d. Respondent shall provide a comprehensive eye exam to all students that present with a signed parental consent form that includes the following components:
 - i. Complete case history
 - ii. Best corrected entering visual acuity at far and near monocularly using Snellen or Lea (if student does not know letters)
 - iii. Dilated Internal examination with an ophthalmoscope (unless contraindicated for medical reasons)
 - iv. Retinoscopy
 - v. Refractive status—subjective to best visual acuity at distance and subjective at near
 - vi. Measurement of binocularity, including vergences, phoric and accommodative ability
 - vii. External examination, including pupil responses, EOMs, confrontation fields, near point of convergences, cover test (far and near)
 - viii. Color vision screening
 - ix. Intraocular pressure screening (tonometry)
 - x. Written prescription if indicated

- d. Respondent shall record all examination information during the exam and furnish students with the State of Illinois Vision Exam Form that includes exam findings for their parent or guardian. If a prescription is required, a signed prescription must also be provided to the student.
- e. For those students who require prescription eyeglasses, Respondent shall write the prescriptions, assist students with selecting frames, and order prescription eyeglasses at no cost to the family.
- f. Respondent shall deliver the glasses back to the School in no more than 5 weeks after date of service. Respondent shall provide a proper glass fitting and instruct students on their proper care and use.
- g. Respondent shall furnish minor eyeglass repairs and adjustments upon request, at no cost to the student, CPS or the City for up to one year from date of glasses delivered to student.
- h. Respondent shall educate CPS and non-CPS students on eye health, using written and/or oral instructions.
- i. Respondent shall provide referrals to a minimum of two community eye care professionals for follow-up care. This list shall contain the following disclaimer:

“The name of the eye care providers on this referral slip are able to provide additional vision care and services and is being furnished for your convenience only. **Neither the City of Chicago nor the Board of Education warrants the vision care and services that these eye care providers offer.** You may choose to **use** these eye care providers or any other eye care providers for additional vision care and services. Neither the City of Chicago nor the Board of Education will pay for any additional vision care and services that you may seek. Payment for such additional vision care and services will be your responsibility.”

- j. Respondent shall furnish CDPH with a copy of exam findings for each examined student using Excel, or agreed upon format, including: School, Student Name, Birthdate, Student ID number, Eye exam date, Name of exam Respondent, Primary, secondary and tertiary diagnosis (if applicable), eyeglasses required, when to wear eyeglasses, date eyeglasses received, referral needed (if applicable), and referral agency (if applicable), reason for referral (if applicable), follow-up time (if applicable), doctor’s name or number, family phone number and family email address. Complete and accurate exam results will be furnished to CPS/CDPH twice a month (15th and 30th).
- k. Respondent shall attend bi-monthly meetings with CDPH to review progress, challenges, and opportunities for improvement.
- l. Respondent must maintain OSHA Standards.
- m. Respondent shall submit weekly status reports to CDPH.
- n. All invoices submitted by the Respondent must be received for all services, goods and deliverables provided by Respondent by the 15th of every month for the previous month’s activities.

4) Parent/Guardian Consent Form.

Respondent shall provide eye exams only for students who have the signed Parent/Guardian Consent Form.

5) Quality Control Procedure

Respondent shall maintain a **quality control procedure** at all times to insure that the prescription eyeglasses conform to the Students’ prescriptions. In the event that a Student has a complaint concerning the vision derived from or comfort of a prescription, then Respondent shall have the Student re-examined by the Optometrist, at the Student’s School, at no additional charge within 30 days of the request. If necessary and applicable, Respondent shall have another Optometrist on Respondent’s staff re-examine the Student at no additional charge. If there is a change in the Student’s prescription due to such re-examination, Respondent shall replace the lenses at no

additional charge to the student/family or the city. The City of Chicago retains final authority with respect to all Program related decisions.

6) Eye Glass Warranty

All eyeglasses shall be ordered from the Respondent's selected optical lab or from the Optical lab selected by CPS. The optical lab selected shall warranty eyeglasses for 12 months from the date of ordering eyeglasses. This warranty shall cover normal wear and tear, but specifically excludes damage to the frames or lenses if such damage is willful or is attributed to negligent handling or care.

Category II

Respondent must recruit and maintain sufficient staff to conduct a minimum of 720 or 5% of the 15,000 students in 2016. Quality Assurance (QA) Reviews, which will include but are not limited to: chart reviews, environmental assessment, equipment review, OSHA standards, compliance, and direct observations. In addition, Respondent will be required to participate and provide technical expertise in quality improvement efforts related to the Program with CDPH. Finally, Respondents to this category cannot also be Respondents in Category I.

1) Staffing:

- a. Respondent shall promptly recruit and maintain a sufficient number of State of Illinois licensed optometrists/ophthalmologists to conduct the required QA activities.
- b. Respondent shall obtain current proof of licensure for all members of its professional staff and shall maintain evidence of such licensure in a binder that is available and clearly visible during any and all QA activities. Licensure must be maintained throughout the duration of the Program.
- c. Respondent shall ensure all staff submit to a fingerprint and background check through CPS. No Respondent shall be permitted to work in this Program if such person:
 - i. Has been convicted of any of the enumerated criminal or drug offenses described in subsection (c) of 105 ILCS 5/34-18.5, or
 - ii. Has been convicted, within the past 7 years of any other felony under the laws of the State of Illinois; or
 - iii. Has been convicted, within the past 7 years of any offense committed or attempted in any other state or against the laws of the United States that, if committed or attempted in Illinois, would have been punishable as a felony under the laws of Illinois; or
 - iv. Has been convicted of those offenses defined in the Cannabis Control Act, 720 ILCS 550/1 et U., except 720 ILCS 550/4 (a), 550/4(b), and 550/5 (a); or
 - v. Has been convicted of any offense defined in the Illinois Controlled Substances Act, 720 ILCS 570/100 et seq.; or
 - vi. Has been found to be the perpetrator of sexual or physical abuse of any minor less than 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987; or
 - vii. Has been identified in the SOD Database or by other organized means as a sex offender.
 - viii. Respondent shall require all persons assigned to perform Services at any school to show evidence that they are free from communicable disease, including tuberculosis. Acceptable evidence is described in the Illinois School Code, 105 ILCS 5/24-5.

2) Scheduling

- a. Respondent shall utilize the Google Calendar for the Program to determine where and who will receive QA. Each provider must have a minimum of 5% of their charts reviewed annually.
- b. Respondent shall be responsible for scheduling all QA visits and shall notify CDPH of all scheduled visits.

- c. Respondent shall not inform the Optometrist that QA is scheduled. These shall be unannounced visits.

3) QA Program Responsibilities

- a. Respondent shall conduct QA on 5% of all Providers' charts.
- b. Respondent shall conduct environmental assessment including equipment review
- c. Respondent shall conduct Provider observations
- d. Respondent shall participate in bi-monthly meetings with CDPH and CPS to review results of QA
- e. Respondent shall participate in any and all quality improvement efforts associated with this Program
- f. Respondent shall provide written reports to CDPH for each QA review conducted. Report template will be developed collaboratively with selected QA provider.
- g. Respondent shall develop and submit all tools to be used during QA visits for CDPH approval.
- h. Respondent shall submit monthly invoices for all services rendered no later than the 15th of every month for the previous month's work.

Submission Guidelines

Failure to follow any of the instructions related to content will result in the proposal being eliminated from consideration.

All programmatic questions regarding this RFP (i.e., objectives, review criteria, work plan, budget components, etc.), and assistance with the proposal guidelines should be referred to:

Berenice Tow
Chicago Department of Public Health
Telephone: 312-745-0590
Email: berenice.tow@cityofchicago.org

A. Proposals must be submitted using Cybergrants.com

http://www.cybergrants.com/pls/cybergrants/quiz.display_question?x_gm_id=5130&x_quiz_id=7158&x_order_by=1

The proposal must be received by 12:00 p.m. Central Standard Time on **Friday July 5, 2016**. No extension will be permitted. No late proposals will be accepted.

B. Required Documentation

Please upload the following documents in Cybergrants.com.

- Internal Revenue Service 501c(3) tax exempt determination letter as applicable
- Copy of Respondent's Articles of Incorporation.
- Copy of the Respondent's most recent financial statement.
- If Respondent received \$500,000 or more in federal funds during fiscal year, submit a copy of an audit conducted in accordance with OMB Circular A-133.
- Copy of the completed City of Chicago Economic Disclosure Statement.
- List of Board of Directors (must include place of employment for each), as applicable.
- Proof of insurance.
- Proof of Medicaid billing authority.
- Reference letters for any and all community eye referral sources Respondent intends to use.

- Summary List of mobile vision equipment necessary to complete a comprehensive eye examination.

Evaluation of Proposals

All proposals that are received on time will undergo a technical review to determine whether all required components have been addressed and included. Proposals that are determined by the CDPH to be incomplete will not be considered. CDPH reserves the right to waive irregularities that, within its sole discretion the CDPH 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 Evaluation Criteria listed below. The Review Panel forwards its recommendations and comments to the CDPH Executive Committee. Final funding decisions are made by the CDPH program and Commissioner of Public Health. All Respondents will be notified of the results in writing.

Evaluation Criteria: Category I

- Respondent's relevant experience in providing the proposed comprehensive vision services
- Respondents ability to hire staff
- Respondent's ability to provide comprehensive eye exams and eye glasses in the required time frame and within the required specifications
- Respondent has proof of current Optometrist License
- Respondent's ability to bill Medicaid (and/or Managed Care Organizations); and deliver services based on a reimbursement model.
- Respondent's commitment to purchasing frames and lenses from selected optical lab (either respondent selected or CPS), make payment to optical lab for eyeglasses and be reimbursed for uninsured glasses
- Respondent's ability to maintain student records, collect data and deliver data to CDPH in the required timeframe
- Past contractual performance for the City of Chicago or the Board of Education.
- Respondent's fiscal capacity
- Respondent's ability to demonstrate proof of mobile vision equipment necessary to provide services
- Respondent's cultural and linguistic capacity to serve CPS and non-CPS students

Evaluation Criteria: Category II

- Respondent's relevant experience in providing the proposed service
- Respondents ability to hire staff
- Respondent has proof of current Optometrist License
- Respondent's ability to conduct all required components of the QA
- Respondent's ability to maintain QA records and deliver data to CDPH in the required timeframe
- Respondent's cultural capability and linguistic capacity to serve CPS and non-CPS students
- Soundness of proposed budget and delegate agency's financial capacity and stability to manage a program of the size and scopes contemplated
- Past contractual performance for the City of Chicago or the Board of Education.

Selection/Review Criteria:

An Evaluation Committee made up of representatives from the Chicago Department of Public Health and other designated health related organizations will review and evaluate the Proposals in accordance with the Evaluation Criteria. The Evaluation Committee will recommend either 1) a Short List of potential awardees which it wishes to examine further or 2) a Final List indicating potential awardees. In either case, the recommendation is presented to the Commissioner of Public Health who must approve the selection.

The City reserves the right to: accept or reject any or all Proposals; to take exception to parts of Proposals; to request written or oral clarification of Proposals and supporting materials; or to cancel this Request for Proposals process if it is in the City's best interest to do so. The Respondents may be asked to clarify their Proposals by making a presentation, performing a demonstration, or hosting a site visit. The Chicago Department of Public Health reserves the right to negotiate separately with competing applicants for all or any part of the services described in this RFP.

Scoring Criteria for Category I and II

Category I	Available Points
Agency Experience and Target Population	
Applicant included agency's mission, service philosophy, years of operation (min. of 5 yrs.) and experience working in target population.	5
Applicant demonstrates relevant experience in working with children (under the age of six years old)	5
Applicant demonstrates ability to provide services to children with disabilities	2
The applicant demonstrates experience working with children/families in low income and limited access communities	3
Agency Cultural and linguistic Capacity	
The extent to which cultural and linguistic needs of the proposed target population are adequately described	5
Applicant demonstrates ability to meet cultural and linguistic needs of the diverse CPS population	5
Applicant provides clear examples of successful activities the organization has undertaken in order to improve its cultural and linguistic capacity	5
Organization Staffing	
Applicant clearly provides recruitment and hiring plan for the program; or includes Key Personnel Form for existing staff	3
The extent to which the program personnel are qualified or experience to implement and carry out the programs services	5
Applicant describes training needs for new staff to implement program	3
Applicant provides plan for ensuring all eye care providers possess appropriate State of Illinois licenses and Medicaid billing authority	3
Applicant's prior experience working with subcontractors.	1

Program Implementation Proposal	
The extent to which the proposed services and activities are clearly described, are capable of executing vision services within CPS and non-CPS schools, are feasible and can be reasonably be expected to meet goals within the program period	8
The extent to which objectives are time-framed, measurable, and consistent with the purpose and requirements of the proposed program (included in Work plan)	5
Applicant describes how students will be provided with the outcome of their vision health exam and how referral sites will be provided to families	2
Applicant describes how families will be contacted for all students that present with an urgent referral	3
Applicant provided detailed schedule plan for implementing vision services at schools	5
Applicant clearly demonstrates ability to provide eye exams and eye glasses in the required timeframe, and within the required specifications	5
Applicant provided process for maintaining student records, data collection and delivering data to CDPH within timeframe	5
Applicant provided plan for delivering eye health education to students	1
Applicant demonstrates how agency maintains OSHA standards	1
Applicant described equipment resources that will be available for program, including how equipment will be purchased (quote from equipment supplier if applicable), or a list of Respondent-owned equipment that will be utilized for providing services	5
Budget	
Applicant demonstrates organization's fiscal capacity and stability to manage and maintain proposed program	3
The extent to which the applicant demonstrates the ability to bill Medicaid/MCOs and deliver services based on a reimbursement model	3
The extent to which costs are reasonable given the scope of work	2
Applicant completed all required budget forms	2
History working with City agencies	
Applicant included past contractual performance (if any) working for the City of Chicago or the Board of education	5
Total Points	100

Category II	Available Points
Agency Experience and Target Population	
Applicant included agency's mission, service philosophy, years of operation (min. of 5 yrs.) and QA experience working in target population.	6
Applicant demonstrates relevant experience in working with children (under the age of six years old)	5
Applicant demonstrates ability to provide services to children with disabilities	1
The applicant demonstrates experience working with children/families in low income and limited access communities	1

Agency Cultural and linguistic Capacity	
The extent to which cultural and linguistic needs of the proposed target population are adequately described	5
Applicant demonstrates ability to meet cultural and linguistic needs of the diverse CPS population	5
Applicant provides clear examples of successful activities the organization has undertaken in order to improve its cultural and linguistic capacity	5
Organization Staffing	
Applicant clearly provides recruitment and hiring plan for the program; or includes Key Personnel Form for existing staff	5
The extent to which the program personnel are qualified by training and/or experience to implement and carry out the programs	5
The capabilities of the applicant organization and personnel to fulfill the needs and requirements of the proposed program	3
Applicant provides plan for ensuring all eye care providers possess appropriate State of Illinois licenses	2
Program Implementation Proposal	
The extent to which the proposed services and activities are clearly described, are capable of executing vision services within CPS and non-CPS schools, are feasible and can be reasonably be expected to meet goals within the program period	10
The extent to which objectives are time-framed, measurable, and consistent with the purpose and requirements of the proposed program	5
Applicant provides detailed schedule for implementing QA plan	5
Applicant clearly demonstrates ability to conduct and provide all required components of the QA for program	10
Applicant provides process for collecting and maintaining QA records and delivering data to CDPH within specific timeframe.	12
Budget	
Applicant demonstrates organization's fiscal capacity and stability to manage and maintain proposed program	4
The extent to which costs are reasonable given the scope of work	3
Applicant completed all required budget forms	3
History working with City agencies	
Applicant includes past contractual performance (if any) working for the City of Chicago or the Board of education	5
Total Points	100

XI. Reporting and Other Requirements for Successful Respondents

All successful Respondents will be required to submit weekly and monthly program reports, monthly invoices and participate in all CDPH-sponsored site visits, evaluations and quality assurance activities.

XII. _____. 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. False Statements

(a) 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)

(b) 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)

(c) 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)