

## Bullying and Suicide Prevention RFP: #53652

### Frequently Asked Questions (FAQ)

The City of Chicago ("City"), acting through the Chicago Department of Public Health (CDPH), seeks organizations to deliver services for the following #53652 Request for Proposal (RFP): Crisis Intervention: Bullying and Suicide Prevention

Note: The following questions were presented at the Bidder's Conference and/or since the RFP has been posted. In the event of any discrepancy between these answers and the RFP always use the RFP as the guide.

**1) What is the application deadline?**

Responses are due 06/02/2025 at 12:00 PM. The application and attachments must be submitted into the iSupplier system, only.

**2) I see that there are a limited number of awards per RFP. Should we assume that no agency will be awarded more than one?**

There is no restriction on the number of awards that one organization may receive. Feel free to apply for any or all of the posted opportunities.

Please visit the link below for an overview of our Community Development Block Grant (CDBG) programs. If you're interested in applying, follow the links to the iSupplier site, where you can search by title or keywords to access the full Request for Proposal (RFP). All applications must be submitted through iSupplier by the listed deadline.

[https://www.chicago.gov/city/en/depts/cdph/provdrs/cdph\\_administration/svcs/rfps-and-grants.html](https://www.chicago.gov/city/en/depts/cdph/provdrs/cdph_administration/svcs/rfps-and-grants.html)

**3) We are an organization that works with specific school districts, schools, and community - based organizations.**

**a. Will we need to commit to working with specific schools/orgs in our proposal?**

The RFP does not detail a list of required schools or other partners. CDPH invites organizations to use existing community and risk data—such as socioeconomic, health, and violence indicators—to guide outreach, education, and engagement in high-need communities, particularly those with 51%+ low-to-moderate income residents, service gaps, or underserved populations. Applicants must demonstrate capacity and collaboration by securing at least four (4) MOAs with partner agencies prior to implementation, including one with an existing bullying or suicide prevention provider.

**b. For the purpose of the RFP, are schools we are working with also considered "orgs?"**

The RFP does not detail what type of entities are considered organizations. Applicants are able to propose organizational partners and justify their proposal accordingly.

**c. Can a school or school district be considered as an “agency” for the purposes of MOA required?**

The RFP does not detail what type of entities are considered organizations. Applicants are able to propose organizational partners and justify their proposal accordingly. Respondents must be prepared to deliver bullying and suicide prevention trainings to youth, adults, families, community members, and providers, and actively participate in a multi-sector collaborative focused on prevention in high-risk communities. This ensures services remain relevant, culturally responsive, and widely accessible.

**4) Will there be a reimbursement schedule? How often can we submit payment requests? How long after a report submission will we receive a reimbursement payment?**

Once awarded, delegate agencies are required to submit invoices or vouchers monthly, typically by the 10th of the following month. The program strives to review submissions promptly to ensure reimbursement by the City within 10 to 30 days. Please note that the initial contracting process may delay reimbursements for the first 60 days or longer. Agencies should plan accordingly to maintain sufficient cash flow to meet payroll and other financial obligations during this period.

**5) Can there be an overlap between the youth and adults trained and those receiving the required services? See example below:**

- a. Train end users: 200 youth, 200 adults, and 10 stakeholders in RP practices.**
- b. Provide RP services to (at a minimum): 100 youth, 150 adults, and 10 stakeholders in RP practices.**
- c. Develop and routinely convene 5 or more stakeholders (from each community area)**

Respondents should propose a program that is responsive to the metrics, service targets, and data collection expectations stated in the RFP being mindful that applications will be evaluated and scored.

**6) I am not familiar with I-supplier.**

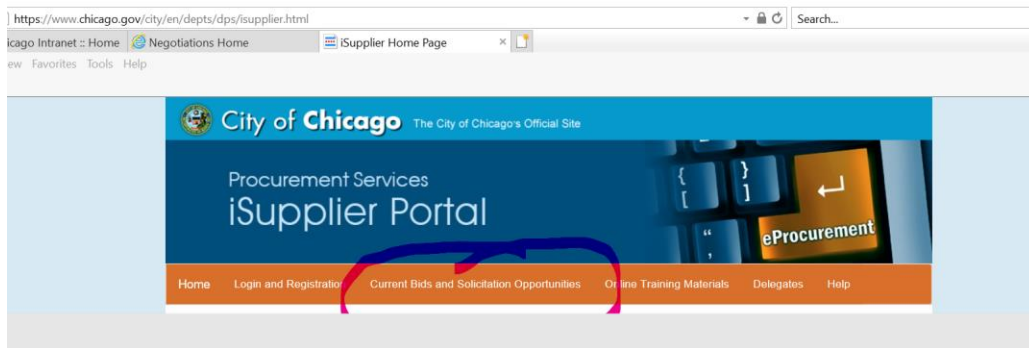
Per the RFP, Section XII, RFP and Submission Information, applicants should familiarize themselves with the iSupplier system to complete an application for this RFP. You must set up an account in the eProcurement/iSupplier system as the first step to ensuring your agency’s ability to conduct business as a delegate with the City of Chicago and CDPH (allowing 5-7 days to complete the registration process).

The Department of Procurement Services (DPS) manages the iSupplier registration process, register in the iSupplier portal at [www.cityofchicago.org/eProcurement](http://www.cityofchicago.org/eProcurement). All vendors must have a Federal Employer Identification Number (FEIN) and an IRS W9 for registration and confirmation of vendor business information.

- Questions on Registration: [CustomerSupport@cityofchicago.org](mailto:CustomerSupport@cityofchicago.org)
- Questions on eProcurement for Delegate Agencies including:
  - [Email CustomerSupport@cityofchicago.org](mailto:Email CustomerSupport@cityofchicago.org), or
  - [Contact the Customer Support Center at 312-744-HELP](tel:312-744-HELP)

- Explore Online Training Materials:  
<https://www.cityofchicago.org/city/en/depts/dps/isupplier/onlinetraining-materials.html>.

Additional Guidance: Visit iSupplier to find the list of RFPs, search by RFP number.



Also find on the same page, links to registration to access the full application and to access training videos. <https://www.chicago.gov/city/en/depts/dps/isupplier.html>.

As a Vendor registered in the iSupplier Portal you will be able to:

- View and Respond to Bids / Solicitations online
- View Orders, Payments, Invoices
- Update Your Company Information – contacts, address, phone, email



The submission deadline for the RFP is firm. We recommend that applicants avoid last-minute submissions as technical and other access issues may delay your submission but will not alter the official RFP closing date/time.