

CITY OF CHICAGO



REQUEST FOR PROPOSALS (RFP) for Special Supplemental Nutrition Program for Women, Infants and Children (WIC)

RFP# 54689:

All Proposals must be submitted through eProcurement system
<http://www.cityofchicago.org/eprocurement>

For further information:
Tallett Vanek

Chicago Department of Public Health
[312 747 8920]
Tallett.Vanek@cityofchicago.org

BRANDON JOHNSON
MAYOR

Dr. Olusimbo Ige
Commissioner

City of Chicago
Department of Public Health
Bureau of Mother, Infant, Children, and Adolescent Health

I. Purpose

The Chicago Department of Public Health (CDPH) is releasing this RFP to partner with an organization or organizations to deliver services through the Special Supplemental Nutrition Program for Women, Infants and Children (WIC). The WIC Program offers no-cost support to low-income pregnant, breastfeeding, and postpartum women, as well as infants and children up to the age of five who are at nutritional risk. This support includes supplemental foods, breastfeeding counseling, nutrition education, and referrals to health and social services.

II. Background

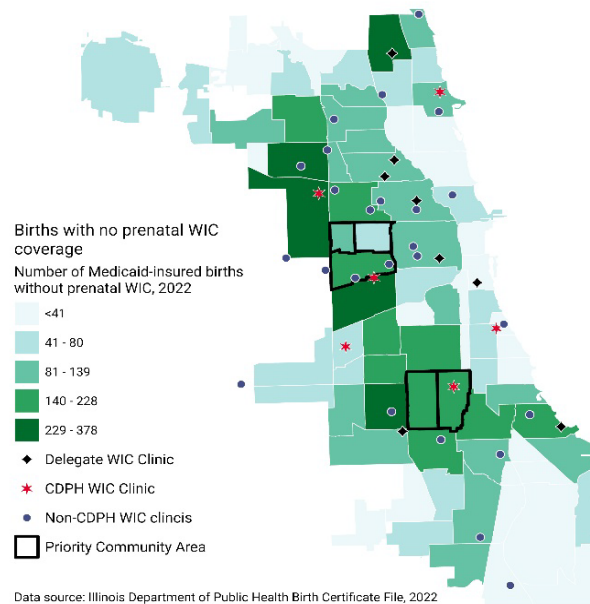
Overview of WIC Program

The WIC Program stands at the intersection of food insecurity and public health. It aims to reduce infant mortality, premature birth, low birth weight; aid in the development of children; and improve the overall health status of women, infants, and children. Established as a pilot program in 1972 and made permanent in 1975, the Special Supplemental Nutrition Program for Women, Infants and Children (WIC) is a public health nutrition program funded by the United States Department of Agriculture (USDA). In Illinois, WIC is administered by the Illinois Department of Human Services (IDHS). IDHS has entered into a cooperative agreement with CDPH for the planning and implementation of WIC services.

The IDHS WIC Region 1 (Cook County) service territory is currently comprised of nine WIC providers, including CDPH. CDPH's WIC program is able to serve approximately 21,000 people per year in the city of Chicago through seven clinics operated by delegate agencies and six CDPH-operated clinics. Through the WIC Program, income-eligible pregnant and post-partum people and children up to age five benefit from nutrition counseling, healthy food packages, breastfeeding support, and linkage to other health and social services resources.

Need for WIC Program

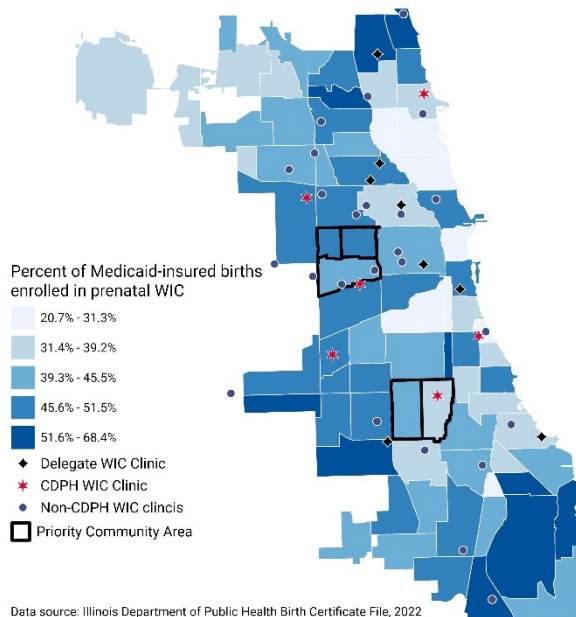
There is a persistent need in Chicago for WIC services. Longstanding research indicates WIC to be a protective factor for positive birth outcomes including lower infant mortality, better infant feeding practices, improved diet and nutritional outcomes for children and families, improved cognitive development in children, improved rates of childhood immunization and access to regular medical care, and medical savings ¹.



NOTE: "Priority Community Area" on map denotes a priority area of [Healthy Chicago 2025 Strategic Plan](#).

¹ "How WIC Works," United States Department of Agriculture, accessed February 27, 2025, at <https://www.fns.usda.gov/wic/helps>.

Despite the strong and longstanding evidence base for the program, enrollment and ongoing participation in WIC lags significantly behind other federal nutrition assistance programs. The USDA estimated that 419,100 individuals were eligible for WIC in Illinois, but only 151,900 participated, resulting in a coverage rate of 36.3%. This places Illinois among the bottom 10% of states for WIC coverage nationwide, with 26.4% of children and 44.1% of women participating.²



In Illinois, the population density is skewed with a concentrated population residing in the city of Chicago. Because it is not the sole-provider in Cook County- Region 1, and there are limitations on service data, CDPH is working to better understand the true service gap in Chicago. According to 2022 U.S. Census estimates, there were approximately 73,934 children in Chicago ages five and under living at or below 185% of the federal poverty level (income requirement for WIC), which is at least one and a half times greater than the current total population served in Chicago across all WIC providers.^{3, 4} The Greater Chicago Food Depository estimates that one in four children in Cook County experience food insecurity.⁵

Hunger, especially when experienced in the early years, can have negative impacts on health, cognitive development, and educational attainment. WIC improves food insecurity and reduces hunger as part of the national nutrition safety net. The monthly food package effectively supplements household food budgets, increasing participants' resources to buy food and potentially improving food security. One study estimates that participation in WIC reduces the prevalence of food insecurity among children by at least 20 percent.⁶ Food insecurity rates are higher for Black and Latiné/Latinx households than for white households.⁷

Infant mortality in Chicago further reveals stark health disparities between various groups. From 2020-2021, Black infants were five times more likely and Latinx infants were twice as likely to die before their first birthday as compared to white infants. Infant mortality was 39% lower in Chicago among Medicaid-insured births, where the pregnant person received prenatal WIC services compared to Medicaid-insured births with no WIC coverage.⁸ WIC mothers are strongly encouraged to breastfeed their infants because it is an

² "National and State Level Estimates of WIC Eligibility and Program Reach in 2021," United States Department of Agriculture, accessed February 26, 2025, at <https://www.fns.usda.gov/research/wic/eligibility-and-program-reach-estimates-2021>.

³ "Chicago Health Atlas," CDPH, accessed February 26, 2025, at <https://chicagohealthatlas.org/indicators/FAI?tab=chart>.

⁴ "Illinois Early Childhood Asset Map," University of Illinois at Urbana-Champaign, accessed February 26, 2025, at <https://db.iecam.illinois.edu/>.

⁵ "Chicago and Cook County Hunger Statistics," Greater Chicago Food Depository, accessed March 28, 2025, at <https://www.chicagosfoodbank.org/get-involved/learn-2/#:~:text=Chicago%20and%20Cook%20County%20Hunger,experiencing%20hunger%20is%20too%20many.>

⁶ Kreider B, Pepper JV, Roy M, "Identifying the effects of WIC on food insecurity among infants and children," Southern Economic Journal, 2016, 82(4):1106-1122.

⁷ "Chicago Health Atlas," CDPH, accessed February 26, 2025, at <https://chicagohealthatlas.org/indicators/FAI?tab=chart>.

⁸ Ibid.

evidenced-based intervention that supports growth and development stages. Illinois WIC total breastfeeding rate (27.9%) is lower than the national WIC rate (33.9%).⁹

Priorities of this RFP

With this RFP, CDPH is focused on addressing underutilization of WIC services in Chicago and has the following priorities for the next contract term:

1. Increase recruitment of eligible participants by engaging families who are eligible but do not access services.
 - CDPH is looking to collaborate with organizations that have strong ties to the communities they serve. These agencies should understand how to connect with eligible families and possess effective strategies for engaging and recruiting participants. CDPH's goal is to increase the enrollment of eligible participants during the prenatal phase, allowing families to receive support early on to promote healthy pregnancies, births, and infant health.
2. Commit to providing high-quality services and promote retention of eligible families until their children reach the age of five.
 - This involves offering convenient and accessible services that support the nutritional needs and overall wellness of each family. Key initiatives include promoting and supporting breastfeeding, customizing nutrition education, and facilitating access to other health and social services. Agencies should also strive to retain WIC staff to promote continuity of care for families.
3. Support innovative approaches to service delivery.
 - CDPH is prioritizing partnerships with agencies that support innovative and collaborative efforts to improve engagement practices, modernize services, and encourage new partnerships. CDPH and its WIC partners will work together with IDHS to support USDA goals to modernize the program, including incorporating technology solutions, mobilizing services, evolving the WIC workforce, and expanding community partnerships.

CDPH Mission

CDPH's mission is to work with communities and partners to create, a fair, resilient, safe, and Healthy Chicago. Our efforts build toward our vision where everyone in Chicago thrives and achieves their optimal health and wellness. CDPH's approach is guided by our community health improvement plan, [Healthy Chicago 2025](#) that is focused on the health of all its eligible participants, specifically, by eliminating the disparity in Chicago's life expectancy gap. This RFP aligns with Healthy Chicago 2025's theme of improving systems of care for populations most affected by challenges to access comprehensive and appropriate healthcare social services.

Alignment with CDPH Guiding Principles

All CDPH investments are guided by the following principles. CDPH delegates and their sub-contractors are expected to integrate these principles into organizational policy and practice.

- Trauma prevention and trauma-informed services - ensuring services address trauma and healing. WIC staff are sensitive to the impact of trauma, especially in women who have experienced domestic violence, sexual assault, or childhood trauma. WIC clinics provide referrals to mental health services in alignment trauma-informed care principles of safety, trustworthiness, and empowerment. These

⁹ "Fiscal Year 2023 WIC Breastfeeding Data Local Agency Report," USDA, October 2024, accessed February 25, 2025, at <https://fns-prod.azureedge.us/sites/default/files/resource-files/wic-fy23-bfdla-report.pdf>.

services can help participants improve their emotional well-being and make healthier decisions for themselves and their children.

- Cultural responsiveness – ensuring services are culturally and linguistically appropriate. A culturally responsive WIC program ensures that families from all backgrounds receive the nutrition, care, and support they need in a manner that is respectful of their cultural identities and practices. By offering tailored services, respecting varied dietary needs, providing language support, and fostering trust through cultural sensitivity, WIC can significantly improve health outcomes for mothers and children, especially those from marginalized or immigrant communities.
- Health accessibility in all communities – allocating resources and services to people and areas with the greatest need. The WIC program is a powerful tool to address the nutritional needs of vulnerable populations, improve access to healthcare and social support, and reduce long-term health disparities. Through its services, WIC directly targets the root causes of health inequities, including socioeconomic status, food insecurity, and limited access to healthcare, ensuring that all families—regardless of their background—have the resources and support they need to achieve optimal health.

III. Internet Access to this RFP

Respondents may download the RFP and any future addenda from the City’s Department of Procurement Services (DPS) website at the following URL: <https://www.chicago.gov/city/en/depts/dps/isupplier/current-bids.html>. Respondents are required to have Internet access and an email address. The City will not provide hardcopies of this RFP or clarifications and/or addenda. Respondents are required to submit responses via the City’s online purchasing system, eProcurement.

The City accepts no responsibility for the timely delivery of materials or for alerting Respondents on posting to the DPS website information related to this RFP.

Under no circumstances shall failure to obtain clarifications and/or addenda relieve a Respondent from being bound by any additional terms and conditions in the clarifications and/or addenda, or from considering additional information contained therein in preparing a submittal. Furthermore, failure to obtain any clarification and/or addendum shall not be valid grounds for a protest against award(s) made under this RFP.

IV. Available Funding

A total of \$1,650,922 in IDHS funds will be available through this RFP for the initial three-year contract period beginning July 1, 2025 through June 30, 2028, with up to two extensions, each not to exceed one year. These terms are at the discretion of the City based on the availability of funds, the need to extend services, and the respondent’s performance. It is anticipated that a minimum of five contracts will be awarded through this RFP. CDPH may reallocate funding across selected respondents during contract extension negotiations based on funding, each respondent’s performance and programmatic priorities.

V. Project Description

a. Program Activities

The WIC Program carries out a range of activities to promote nutrition and wellness among eligible pregnant people, infants, young children, and families in Chicago.

Recruitment and Assess Eligibility

The WIC Program provides participants with a categorical food package available through electronic benefit transfer (EBT cards) for the purchase of supplemental foods at authorized food stores. Recruitment of potentially eligible beneficiaries depends upon the organization's ability to effectively communicate with, collaborate with, and support the community with program resources. Identifying and linking individuals to appointments and routine communication helps the community engage in the program. Participants in the program must meet eligibility requirements in each of the four following areas:

- **Categorical:** pregnant, breastfeeding, or postpartum women, infants up to their first birthday, and children up to their fifth birthday
- **Residential:** residents of the State of Illinois
- **Income:** gross income at or below 185% of federal poverty income guideline
- **Nutritional risk, medical or dietary-based** conditions that might pose a threat to health, or are a result of poor nutritional habits, as identified by a qualified health professional.

Provide High-Quality Services and Promote Retention

The nutrition assessment is a crucial component to determining eligibility by identifying nutrition risks and personalizing WIC nutrition services. Services should be provided with trauma-informed approaches. Program staff assess anthropometric data, biochemical data, clinical data, dietary information, environmental and family information and other adjunct health information.

Based on assessment findings, all participants will receive:

- Nutrition education and counseling, emphasizing the relationship between nutrition, physical activity, and health, as well as assistance in achieving a positive change in dietary and physical activity habits resulting in improved nutritional status and the prevention of nutrition-related problems;
- Education and support for breastfeeding are essential in promoting successful breastfeeding for new mothers and their infants. It is important to provide assistance throughout the prenatal and postpartum periods, when new mothers and families are most likely to need help;
- Food packages providing supplemental foods designed to address the specific nutritional needs of income-eligible pregnant, breastfeeding, and non-breastfeeding postpartum individuals, infants, and children up to five years of age who are at nutritional risk. WIC participants receive a monthly benefit from one of seven science-based food packages, according to their life stage nutritional needs;
- Health care referrals to connect families with vital services, including pediatric care, prenatal care, immunizations, and other medical resources to support their overall health;
- Caseload management to reach potential participants that may be eligible for the program as well as retaining the participants that have been certified for the program;
- Language assistance services that provide free interpretation and translation to individuals with limited English proficiency (LEP) in their primary language. These services are designed to ensure that people with limited to no English language skills can access public services and information. These services are designed to facilitate effective communication with staff and to provide LEP individuals with meaningful access to and equal opportunity to participate fully in the services, activities, or other programs administered by an organization.

Innovative Approaches to Service Delivery

WIC enrollment in Illinois is strong among infants and postpartum persons but lags significantly behind for kids ages 1-4 and pregnant persons. Through research the Greater Chicago Food Depository and IDHS conducted in 2022, families disclosed a handful of barriers preventing them from participating in the program, including transportation barriers, families having limited time to attend in person appointments throughout the year, and general lack of awareness of WIC and the services offered.

- **Outreach spreading** the word about WIC through print materials, social media, local advertising, or grassroots connections. Families with SNAP, TANF, or Medicaid XIX are adjunctively eligible for WIC.
- **Mobilization** takes WIC services out of the traditional clinic setting and into the community. By partnering with a trusted community organization, more families can be reached where they gather and makes it easier for families to stay enrolled in WIC.
- **Partnership** establishes a Memorandum of Understanding (MOU) to foster coordination of services and working relationships between organizations at the local level. Maternal and infant-focused organizations (e.g. health care providers, early childhood centers) align strongly with the maternal and child population. The partnership would develop procedures for sharing and jointly gathering participant and certification data to coordinate services and referrals. Agencies will establish opportunities for program staff to cross-train and share materials on program operations and best practices.
- **Modernization** streamlines processes and uses technology to increase efficiency and reduce burden. Ensuring the WIC workforce is well-equipped to continue to provide high-quality, impactful services to families.

Participate in CDPH Collaboration

The collaboration between the delegate agency and CDPH showcases diverse public health stakeholders working to achieve health equity by strengthening Chicago's public health system and addressing social and structural determinants of health.

- Infant and Maternal Health Action Plans are strategic interventions impacting infant mortality, safe sleep, and maternal morbidity and mortality.
- Data-driven Decision-Making uses data and analysis to inform programmatic outcomes and transforming the data into actionable insights.
- Understanding requirements and compliance guarantees regular communication regarding staffing, clinic hours, and facilities. The agency will implement policy updates per the direction of the funder and attend meetings to actively engage in the material.

VI. Scope of Services

WIC is an evidence-based program with a history of improving maternal and child health over the last 50 years. Collective findings of studies, reviews and reports demonstrate that the WIC program is cost effective in protecting or improving the health/nutritional status of low-income women, infants, and children. WIC nutrition education and food packages play a vital role to supplement diets with vitamins and minerals during the prenatal, postnatal, breastfeeding, and child developmental milestones.

Program participants are engaged in four touchpoints (certification, mid-certification, and two education appointments) per year. Delegates administering the WIC program must adhere to all guidelines and definitions developed by the United States Department of Agriculture, Food and Consumer Service as set forth in Title 7,

Part 246, United States Code of Federal Regulations, FNS Instructions and Policies, (including FNS Instruction 113, Civil Rights Compliance and Enforcement), National Voter Registration Act (NVRA) of 1993 (Public Law 103-31; 42 USC 1973 gg) and the State WIC Policy and Procedure Manual ([WIC Policy Manual | Springfield Urban League](#)). Core clinic activities include but are not limited to recruitment, assessing eligibility, providing high-quality service (health screenings, nutrition assessments, food prescriptions, nutrition education and counseling, breastfeeding education and counseling), retention strategies, and collection of data for the provision of WIC services to the assigned caseload. Agencies are required to do the following:

PROGRAM COMPONENT	KEY ACTIVITIES
Recruitment and Assess Eligibility	<ul style="list-style-type: none"> • Conduct community-based activities to engage eligible families. • Engage in routine outreach activities including Head start outreach. • Make reasonable efforts to assess the adjunctive eligibility of clients enrolled in the Special Nutrition Assistance Program, (SNAP) Temporary Assistance for Needy Families Program (TANF) or Medicaid • If achieved caseload falls below scope expectations as listed in Program Goals below, conduct 1 outreach event per quarter.
Service Delivery and Retention	<ul style="list-style-type: none"> • Provide nutrition services in an environment that promotes the health and well-being of participants and in ways that are appealing, accommodating, respectful, and relevant to their needs to achieve positive health outcomes and retain participants in the program. • Accommodate a participant's needs by providing information (verbal or written) in their native language or translated as needed. • Provide trauma informed training to staff which can help them to recognize trauma and respond appropriately as they engage with participants. • Provide a separate, private space specifically for breastfeeding participants. • Promote and support breastfeeding education and counseling • Ensure that all areas where staff obtains participants' information and anthropometric data maximize privacy to prevent others from overhearing conversations, viewing documents or viewing information on computer screens. • Integrate WIC services into existing onsite programs and services provided by the delegate. Delegate will have to provide a plan or workflow for referrals to internal services. • Maintain a staffing model that is flexible and responsive to participation trends. • Offer 5% of WIC certification appointments outside of traditional business hours (Monday-Friday 8:30-4:30PM). • Procure and maintain a Noninvasive and Continuous Hemoglobin (SpHb) Monitoring device to support program operations. • Ensure each staff receives the training required for their role and remain current on training, including on the implementation of new or revised policies as directed by CDPH. Training certificates must be made available to CDPH. • Conduct regular staff skill assessments including but not limited to results from chart audits, observations, as required by CDPH. • Provide safeguards against agency, vendor, or participant abuse of WIC program funds or services

Innovative approaches to Service Delivery	<ul style="list-style-type: none"> • Mobilize services through pop-up clinics to reduce participation barriers • Partner with maternal, infant, child health, early learning, and social services organizations to facilitate access to resources, documented with Memoranda of Understanding (MOU). • Provide health equity-focused outreach training to staff which can help them to better identify potentially eligible WIC beneficiaries and connect individuals to services
CDPH Collaboration	<ul style="list-style-type: none"> • Compiles data, maintain records, and submit reports as required by CDPH. • Ensures timely, high quality of data entered into program database (IWIC) and delegate Sharepoint site, as required by the WIC Program Manual and CDPH quality assurance procedure. • Communicates changes to clinic hours to CDPH before they occur. • Continuously evaluates progress towards program goals using key performance indicators (KPI) listed below and communicates program challenges to CDPH in a timely manner. • Participate in all site visits, meetings, and quality assurance activities as determined by CDPH and IDHS. Uploads the Monthly Audit Checklist and Illinois WIC Program Management Evaluation/Quality Assurance (MEQA) requirements to the designated SharePoint website as requested. • Permit authorized USDA and/or CDPH personnel during normal working hours to review such records, books, and accounts as needed to ascertain compliance with all the required laws. • Integrate and coordinate services with the Family Connects Chicago Program. • Participate in trainings on infant safe sleep and other topics as directed by CDPH.

Program Goals & Key Performance Indicators

Delegate agencies are required to compile, track, and enter data into program data management systems (IWIC and CDPH WIC partnership Sharepoint site) on a schedule as directed by IDHS and CDPH to achieve program goals using the following Key Performance Indicators:

PROGRAM GOAL	Key Performance Indicators (KPI)
I. Increase recruitment of eligible participants	a. Achieved caseload is 90% of assigned caseload*
II. Provide high-quality services and promote retention	a: 40% are exclusively breastfeeding at 1 year* b: 15% are breastfeeding at 1 year* c: # of referrals to health care
III. Support innovative approaches to service delivery	a: # of outreach events where staff promoted WIC b: # of mobilization events c: # of partnership MOUs d. At least one MOU with local Head Start agency
IV. Participate in CDPH Collaboration	a. Monthly meetings with CDPH Regional Nutrition Coordinator b. Quarterly CDPH partnership meetings c. % of staff up to date on required trainings

***Per DHS current Standard**

Program and Fiscal Monitoring Standards

Any grantee found to be non-compliant with the standards at any time, will be held responsible and required by the City of Chicago to restore any damages and/or cost associated with grantee non-compliance.

VII. Staffing Plan

Please describe how many staff (part time, full time, or hourly) will receive compensation from this grant. If one or more agencies will serve as subcontractors to the respondent, be specific in outlining staffing plans for each agency. Describe the role of all positions supported by this grant. Provide job descriptions and resumes of staff and explain time allocation for each person (full-time, part-time as well as hourly), as well as job descriptions for any vacant positions or new positions that will be created because of this funding opportunity. This MUST match the budget.

Staffing Requirements

- Provide a job description of each staffing role funded by the grant. If the staff member does not have IWIC access, please define the how the role supports the overall grant, including a quantitative component contributing to overall programmatic outcomes.
- Staff for WIC must include at a minimum:
 - WIC Coordinator- responsibilities include the overall administration of the program to assure compliance with all State and Federal regulations
 - Breastfeeding Coordinator- responsibilities include coordination of breastfeeding promotion and support
 - Competent Professional Authority (CPA) including Registered Dietitian Nutritionist (RDN), qualifying Nutritionist, qualifying Registered Nurse (RN), and qualifying Home Economist. Qualifying candidates must meet education requirements based on IIDHS criteria
 - CPA responsible for High-Risk Participants (employment of a Registered Dietitian or a Master's prepared Nutritionist to provide nutrition counseling for participants with high-risk conditions.
- Delegates must recruit and assign competent, qualified staff to provide all services
 - Delegates shall obtain proof of licensure for all members of its professional staff and should maintain evidence of such licensure in all clinics.
- Delegates must provide grant-funded continuing education opportunities for staff to attend nutrition and/or breastfeeding conferences annually.
- Provides reimbursement for staff with grant-related licensure such as Registered Dietitian Nutritionist (RDN), Licensed Dietitian Nutritionist (LDN), Registered Nurse (RN), or lactation credentials.

VIII. Budget and Justification

The wages of the staff who are employed by the respondent and any agencies that will serve as subcontractors to the respondent must meet the City's minimum wage requirements found here https://www.chicago.gov/city/en/depts/bacp/supp_info/minimumwageinformation.html. CDPH strongly encourages Respondents to pay all employees a fair living wage. More information about calculating living wages can be found using the [Living Wage Calculator](#).

Staff supported by this grant are NOT City of Chicago employees; they are employed by the agency/agencies. The respondent must list the salary and/or hourly rate of staff assigned to this grant. Staff are not permitted to serve as volunteers; they must be paid for their time worked, skill level, lived

experience (if applicable), and their expertise in the field. The job description detailing the duties and responsibilities required will serve as guidance for the work flow and salary/hourly wage. Complete a program budget outlining all detailed expenses in its entirety for this proposal (e.g. salaries, program materials, travel reimbursement). Program budget cannot exceed the available funding amount indicated in Section IV. Available Funding above.

IX. Fiscal Capacity

Payment for services will be made on a reimbursement basis. Respondents must demonstrate capacity to fund program expenditures from the start date until they are reimbursed by the City. If multiple agencies will be subcontractors of a lead agency, then the application must be submitted by the lead agency as the respondent. The lead agency must obtain all expenses from the agency/agencies and assume all reporting responsibilities for all the expenses for the award. If a lead agent applies, the budget for the total fiscal year must include all expenses for the award from the lead agency and all agencies to receive funds through this RFP.

An organization may use a fiscal agent to administer the grant. If a fiscal agent is used, provide the total budget for the agency that will serve as the fiscal agent. The fiscal agent must designate a staff person who will prepare and review all vouchers for accuracy before making monthly submissions. Please identify who will be responsible for financial reporting.

X. Eligibility Requirements

Respondents eligible for this funding opportunity must meet the following criteria:

- Have an office located in the City of Chicago from which agency offers services.
- Be in good standing with the City of Chicago
- Have the administrative, organizational, programmatic, information technology and fiscal capability to plan, develop, implement, and evaluate the proposed project. Agencies with a limited capacity to administer the fiscal responsibilities associated with their programs may choose to subcontract with a fiscal and reporting agency to provide administrative services.

Respondents that do not meet these eligibility requirements will **NOT** have their applications evaluated; incomplete applications will **NOT** be evaluated for this funding opportunity.

XI. RFP and Submission Information

a. 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 CDPH. ***Please allow three days for your registration to be processed. Respondents requiring access to eProcurement are encouraged to register immediately upon receiving the notice of this solicitation; customer support will be available to provide additional assistance as needed. Please see below for additional contact information.***

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.

- **New Vendors** – Must register at www.cityofchicago.org/eProcurement.
- **Existing Vendors** – You must request an iSupplier invitation via email if your organization does not have an account in the iSupplier system. Include your **Complete Company Name, City of Chicago Vendor/Supplier Number (found on the front page of your contract)**, and **W-9** in your email to customersupport@cityofchicago.org. You will then receive a response from DPS, which will allow the user to complete the registration process. Please check your junk email folder if you have made a request and have not received a response within 3 days of the request.

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 Customer Support Center at 312-744-HELP**
- **Online Training Materials:** <https://www.cityofchicago.org/city/en/depts/dps/isupplier/online-training-materials.html>

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.

- a. For respondents who wish to submit more than one application to an RFP:** Organizations submitting more than one proposal (maximum of three) may do so by submitting each proposal by a separate, unique registered account user with online bidding responsibilities, using their individual login information.

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

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

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

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

Additionally, Respondents may contact CustomerSupport@cityofchicago.org **or contact the Customer Support Center at 312-744-HELP** to receive more specific instructions and troubleshooting.

XII. Evaluation of Proposals

A. Selection/Review Criteria:

An Evaluation Committee made up of representatives from the Chicago Department of Public Health, other City, County or State Departments, and/or other community members may review and evaluate the proposals in accordance with the evaluation criteria. The Evaluation Committee will review the Respondent's Proposal

to determine overall responsiveness and completeness of the Proposal with respect to the components outlined as follows recommend either:

Phase I: Technical and Eligibility Review - CDPH will assess a Respondent's compliance with and adherence to the stated submission requirements in the RFP. Respondents that do not meet these eligibility requirements will **NOT** have their applications evaluated; incomplete applications will **NOT** be evaluated for this funding opportunity.

Respondents found to be compliant and adherent to the RFP and without issues that would cause them to be ineligible from entering into an agreement will move to Phase II.

Phase II: Proposal Evaluation - Phase II will include a detailed analysis of qualifications, experience, strength of proposed plans for service delivery and other factors based on the Evaluation Criteria and points allocated to sections of the RFP, as well as the eProcurement RFP Requirements/Questions found in Section 7-13

The Evaluation Committee will recommend either:

1. A short list of potential awardees from whom it needs clarification of RFP response; or
2. A list indicating recommended awardees. All recommendations are presented for approval to the Commissioner of Public Health, Dr. Olusimbo Ige

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

B. Evaluation Criteria

Category	Available Points
Agency Experience in Community	15
Staffing Plan	12
Budget	12
Data Collection and Organizational Capacity	12
Alignment with CDPH Principles	13
Project Description	36
Total Points	100

XIII. Reporting and Other Requirements for Successful Respondents

All successful respondents will be required to submit monthly program reports, voucher on a monthly basis, and participate in all CDPH-sponsored site visits, evaluation, and quality assurance activities. Vouchers must be

accompanied by appropriate documentation and contain adequate details for all expenses for which reimbursement is requested.

XIV. Additional Guidance

a. Bidders' Conference

A virtual Bidders' Conference has been scheduled for May 1, 2025 at 2pm CST. The purpose of the Bidders' 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 a Bidders' Conference.

XV. Insurance Requirements

The Chicago Department of Finance (Finance) has established minimum insurance requirements for applicants awarded federal or state funds. Minimum insurance requirements are included with the supplemental documents of the solicitation.

Respondent, if selected, shall register with the City's online insurance certificate portal using the designated email registration link provided at <http://www.cityofchicago.org/COI> and as specified in Exhibit 122123. Respondent shall provide a current and valid email address for both the contractor and the contractor's insurance agent or provider, as described in further detail in Exhibit 122123. The Selected Respondent is responsible for ensuring the submission of a certificate of insurance (COI) through the City's online insurance certificate portal prior to award of a contract. A Respondent selected for contract negotiation and award who fails to fulfill the requirement to register and submit a COI through the City's online insurance certificate portal may be deemed nonresponsive and the City may choose to instead engage a different Respondent for contract negotiation. If a Respondent is unable to register and submit the COI through the City's online insurance certificate portal and instead submits a printed insurance certificate prior to contract award, the City may accept a paper COI provided that written justification is provided explaining the Respondent's good faith efforts to comply with the terms of this section and the reasons why the submission could not be completed. Instructions for registering and submitting COIs are available at the following URL: <http://www.cityofchicago.org/COI>

XVI. 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.

If any Respondent has provided any services for the City in researching, consulting, advising, drafting, or reviewing of this RFP or any services related to this RFP, such Respondent may be disqualified from further consideration.

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 MCC Sect. 2-156-030(b), it is illegal for any elected official, 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 any business relationship that creates a financial interest on the part of the official, or the domestic partner or spouse of the official, or from whom or which he has derived any income or compensation during the preceding twelve months or from whom or which he reasonably expects to derive any income or compensation in the following twelve months. In addition, no elected official may participate in any discussion in any City Council committee hearing or in any City Council meeting or vote on any matter involving the person with whom the elected official has any business relationship that creates a financial interest on the part of the official, or the domestic partner or spouse of the official, or from whom or which he has derived any income or compensation during the preceding twelve months or from whom or which he reasonably expects to derive any income or compensation in the following twelve months. Violation of MCC Sect. 2-156-030 by any elected official with respect to this contract will be grounds for termination of this contract. The term financial interest is defined as set forth in MCC Chapter 2-156.
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 MCC); 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 MCC); Office of the Inspector General Ordinance (Chapter 2-56 of the MCC); Child Support Arrearage Ordinance (Section 2-92-380 of the MCC); 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 successful respondents.
7. **Prohibition on Certain Contributions, Mayoral Executive Order 2011-4**. No Contractor or any person or entity who directly or indirectly has an ownership or beneficial interest in Contractor of more than 7.5% ("**Owners**"), spouses and domestic partners of such Owners, Contractors, 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 (Contractor 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 this Contract or Other Contract, including while this Contract or Other Contract is executory, (ii) the term of this Contract or any Other Contract between City and Contractor, and/or (iii) any period in which an extension of this Contract or Other Contract with the City is being sought or negotiated.

Contractor represents and warrants 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 the Contractor or the date the Contractor approached the City, as applicable, regarding the formulation of this Contract, no Identified Parties have made a contribution of any amount to the Mayor or to his political fundraising committee.

Contractor shall not: (a) coerce, compel or intimidate its employees to make a contribution of any amount to the Mayor or to the Mayor's political fundraising committee; (b) reimburse its 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 this Contract, 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 this Contract, under Other Contract, at law and in equity. This provision amends any Other Contract and supersedes any inconsistent provision contained therein.

If Contractor violates this provision or Mayoral Executive Order No. 2011-4 prior to award of the Contract resulting from this specification, the Commissioner may reject Contractor's bid.

For purposes of this provision:

"Other Contract" means any agreement entered into between the Contractor and the City that is (i) formed under the authority of MCC 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 MCC Ch. 2-156, as amended.

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

8. (a) The City is subject to the June 16, 2014 "City of Chicago Hiring Plan" (the "2014 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 2014 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) Contractor is aware that City policy prohibits City employees from directing any individual to apply for a position with Contractor, either as an employee or as a subcontractor, and from directing Contractor to hire an individual as an employee or as a Subcontractor. Accordingly, Contractor must follow its own hiring and contracting procedures, without being influenced by City employees. Any and all personnel provided by Contractor under this Contract are employees or Subcontractors of Contractor, not employees of the City of Chicago. This Contract 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 Contractor.

(c) Contractor will not condition, base, or knowingly prejudice or affect any term or aspect of the employment of any personnel provided under this Contract, or offer employment to any individual to provide services under this Contract, 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 this Contract, 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 Contractor by a City employee or City official in violation of paragraph (b) above, or advocating a violation of paragraph (c) above, Contractor will, as soon as is reasonably practicable, report such communication to the Hiring Oversight Section of the City's Office of the Inspector General, and also to the head of the relevant City Department utilizing services provided under this Contract. Contractor will also cooperate with any inquiries by the City's Office of the Inspector General Hiring Oversight.

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 makes a false statement of material fact to the City in connection with any application, 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; Amend Coun. J. 3-18-09, p. 56013, § 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)

10. Labor Peace Agreement Ordinance (MCC 2-112-205)

All respondents must agree to comply with the requirements of Section 2-112-205, *Essential service contracts*, of the Municipal Code of Chicago, as provided below in part:

(a) *Definitions.* For purposes of this section, the following definitions shall apply:

"Commissioner" means the Commissioner of Public Health, or the Commissioner's designee.

"Contract" means an agreement entered into between the City, through the Department of Public Health, and a Contractor to perform Essential Services.

"Contractor" means a person, as defined by Section 1-4-090(e), contracting directly with the City through the Department of Public Health to perform Essential Services, where the Contractor has 20 or more employees. "Contractor" does not include hospitals licensed pursuant to the Illinois Hospital Licensing Act, 210 ILCS 85, or any hospital affiliate as defined by the Illinois Hospital Licensing Act, 210 ILCS 85/10.8(b), or any hospital licensed pursuant to the University of Illinois Hospital Act, 110 ILCS 330.

"Employee" means those employees directly performing Essential Services under a Contract. The term "Employee" excludes employees who work for the Contractor, but do not provide Essential Services under the Contract, management or supervisory or other employees who do not enjoy a right to engage in strikes, work stoppages, or other concerted activities.

"Essential Services" means health and social services.

"Labor Peace Agreement" means an agreement between a Contractor and a labor organization that

- (i) prohibits the labor organization and its members from engaging in work stoppages, boycotts, or any other activity that may interfere or hinder the performance of a Contract for the duration of the Contract; and
- (ii) contains a means of resolving disputes between the Contractor and the labor organization.

(b) Terms of Contracts.

(1) The Commissioner, in the interest of preventing a disruption of Essential Services and protecting the City's financial and proprietary interest in the provision of such Essential Services, shall ensure that all Contracts that are entered into after the effective date of this section shall require:

- (A) written notice be provided by the Contractor to the Commissioner administering the Contract, or the Commissioner's designee, within 72 hours of when the Contractor:
 - (i) becomes aware of any threatened, imminent, or actual strike, work stoppage, or other concerted activity that may interfere or hinder the work performed by Employees;
 - (ii) is informed that Employees seek to be represented by a labor organization, join a labor organization, or otherwise elect to self-organize for the purpose of engaging in concerted activity;
 - (iii) receives a notice or announcement from a labor organization that it represents or seeks to represent the Employees; or
 - (iv) enters into a Labor Peace Agreement, Collective Bargaining Agreement, or the expiration or breach of any such agreement.

(B) that the Contractor shall not prohibit, retaliate, or otherwise coerce Employees with respect to rights guaranteed by the First Amendment of the United States Constitution or any other rights afforded by federal or state laws.

(2) Within 90 days of subsection (b)(1)(A)(ii) or subsection (b)(1)(A)(iii) occurring, that the Contractor enter into a Labor Peace Agreement with the labor organization.

(c) The provisions of subsection (b) shall be material terms of any Contract entered into by the City, the breach of which by a Contractor shall be grounds to terminate or decline to renew the Contract.

(d) A Contractor is in compliance with this Section 2-112-205 if (1) the Contractor remains in compliance with subsection (b), or (2) the Contractor and the Employees have a collective bargaining agreement with a labor organization, or (3) no labor organization represents or seeks to represent the Employees.