

CITY OF CHICAGO



REQUEST FOR PROPOSALS (RFP) for School Based Vision Program (SBVP)

RFP# 54840:

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

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MAYOR

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Commissioner

City of Chicago
Department of Public Health
School Based Vision Program

I. Purpose

The Chicago Department of Public Health's (CDPH) mission is to work with communities and partners to create an equitable, 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 racial and health equity, especially eliminating Chicago's racial life expectancy gap. In an effort to improve access to vision health care services for economically disadvantaged Chicagoans, this RFP aligns with Healthy Chicago 2025's health and human services priority area, which seeks to increase access to comprehensive and culturally appropriate healthcare.

The City of Chicago (the City), through CDPH, is issuing this Request for Proposals (RFP) to continue the School-Based Vision Program (SBVP). This mobile program provides high-quality, comprehensive eye exams and eyeglasses, as needed, to students attending Chicago Public Schools (CPS). All Respondents must be able to bill Medicaid for services provided, follow Medicaid procedures for processing eyeglasses, and bill designated Managed Care Organizations (MCOs) for insured services.

Children and adolescents in Chicago will benefit from enhanced access to vision health care services, with the goal of supporting improved health outcomes and promoting academic achievement.

II. Background

Vision is critical to child and adolescent development. Uncorrected vision problems in children may limit their ability to learn and thrive in school and negatively impact self-confidence and behavior.¹ Making vision care highly accessible to children and families supports early identification and treatment of vision problems and promotes positive development. School-based vision programs offer a strategy to increase children's access to vision screening and treatment by offering services in the school setting. Research suggests that school-based vision programs help to improve academic performance through the provision of eye exams and eyeglasses.²

In Illinois, vision screening is mandatory for all students entering Pre-Kindergarten, Kindergarten, second grade, and eighth grade; for students who are new to a school district; students receiving special education services; and those referred by their teachers. These screenings are conducted by CPS Audiometric and Vision Screening Technicians who are certified by the Illinois Department of Public Health.

Each year, approximately 131,000 students receive vision screenings through CPS. On average, about 26,000 (20%) students do not pass these screenings and are referred for a comprehensive eye exam. However, many of these students do not follow through with the referral, often due to lack of information, limited access to care, or insufficient resources.

¹ "Keep an Eye on Your Child's Vision," Vision and Eye Health, U.S. Centers for Disease Control and Prevention, May 15, 2024, available from <https://www.cdc.gov/vision-health/prevention/youth-vision-problems.html>.

² Neitzel, Amanda J., Betsy Wolf, XinXing Guo, "Effect of a Randomized Interventional School-Based Vision Program on Academic Performance of Students in Grades 3 to 7," *JAMA Ophthalmology*, September 9, 2021, 139 (10), p. 1104-1114.

In addition, over 28,000 kindergarten students are legally required to receive a vision exam by October 15th of each school year. Despite this requirement, fewer than 24% of kindergarten students received this important exam during the last school year.

To help address these gaps in access to quality vision care, CDPH, in partnership with Chicago Public Schools (CPS), launched the School-Based Vision Program in 2013. Between 2013 and March 2025, at no cost to families, SBVP optometrists and their teams provided eye exams to 430,000 CPS students, diagnosing almost 175,000 students with refractive errors requiring eyeglasses. By improving access to vision exams and eyeglasses, the SBVP helps reduce health disparities and ensures students have the tools they need to thrive in school.

Organizational Experience in School-Based Vision Programs

Providing vision care in school settings requires more than clinical expertise, it demands a deep understanding of the unique needs of diverse student populations, school environments, and community dynamics. Organizations serving schools must have proven experience working directly with students, including those with special needs, developmental differences, and those from underserved communities.

This experience is essential for delivering services that are not only clinically effective, but also culturally responsive, trauma-informed, and accessible to all students. It ensures that staff can navigate the school setting efficiently, engage with students respectfully and compassionately, and collaborate seamlessly with educators and families.

Organizations with this specialized background are better equipped to build trust, reduce barriers to care, and improve health outcomes for children who may otherwise face challenges in accessing essential vision services. This experience ensures a program that is both impactful and equitable.

Alignment with CDPH Guiding Principles

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

- **Deconstructing Racist Systems** – Actively engaging in efforts to identify, reframe, and dismantle systems that uphold privilege and systemic inequities. This may include initiatives to strengthen diversity, equity, and inclusion within your organization; providing staff with training that fosters cultural humility and equips them to effectively engage with clients from a variety of backgrounds, beliefs, values, and languages.
- **Trauma prevention and trauma-informed services** – Ensuring that services are designed to recognize, address, and support healing from trauma. This includes providing comprehensive training for staff on trauma-informed care principles, such as understanding the impact of trauma, minimizing the risk of re-traumatization, and fostering safe, supportive environments that promote healing and resilience.
- **Cultural Responsiveness** – Ensuring that services are culturally and linguistically appropriate to meet the diverse needs of the communities served. This may include implementing training programs, developing educational materials, and establishing policies that reflect a commitment to cultural competence at both the organizational and staff levels.

- **Health Equity in All Communities** – Prioritizing the allocation of resources and services to individuals and communities with the greatest need. This may include offering free or low-cost services to residents from economically disadvantaged households, and providing flexible care options, such as evening appointments; delivering health education and health literacy through workshops, community events, and accessible materials designed to empower individuals to make informed health decisions.

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 hard copies 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 \$1,530,000 will be available through this RFP for the initial contract period beginning September 1, 2025, through August 31, 2026, with up to two extensions, each not to exceed one year, 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 up to three 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.

The funding for this RFP is from the City of Chicago Corporate fund. Awarded contracts can range from a minimum of \$100,000 to a maximum of \$1,000,000 to organizations providing comprehensive eye exams and prescription eyeglasses 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. The successful Respondent will bill Medicaid MCOs for all Medicaid eligible student services and cannot bill CDPH for these services.

Reimbursement Model

CDPH will reimburse cost for uninsured student eye exams and eyeglasses. CDPH will reimburse for all non-Medicaid prescription eyeglasses purchased up to \$5 per pair per student. The Respondent will bill Medicaid for all Medicaid eligible student services and cannot bill CDPH for these services. Respondents shall submit invoices via eProcurement for services rendered for uninsured students less Medicaid reimbursements received. Respondent

reimbursement from CDPH will be based on the number of students assigned at the Medicaid MCO reimbursement rate of per student eye exam.

V. Project Description

a. Program Activities

Successful Respondents will provide students with comprehensive eye examinations, eyeglass fittings, and eyeglass distribution at assigned CPS locations and non-CPS locations. CDPH will allocate funding based on the number of students assigned to each awarded applicant.

Respondents' staff ("Staff") may include employees, agents, and subcontractors. All subcontractors must receive prior approval from CDPH.

Each proposal must include a Service Delivery Plan capable of serving a minimum of 5,000 and up to a maximum of 35,000 students annually. The plan must detail how the Respondent will recruit and maintain staff capable of delivering comprehensive eye exams and eyeglasses to at least 5,000 students per year.

B. Scope of Services

The City will reimburse only for eyeglasses provided to uninsured students. Respondents must purchase frames and prescription lenses using materials equivalent to those used by Medicaid and MCOs for non-Medicaid students. The selected optical lab must meet the following requirements:

- a) The cost of eyeglasses must not exceed \$5 per pair; any additional costs will be the responsibility of the Respondent.
- b) Eyeglasses must be produced and delivered within ten business days of the examination.
- c) The lab must provide a warranty covering the replacement of damaged or lost glasses, as well as refitting for all students.
- d) The lab must be an approved Medicaid and MCO vendor.

Alternatively, Respondents may choose to purchase frames and lenses from the CPS-selected optical lab, which meets all of the above criteria. In this case, Respondents are required to initially reimburse the CPS-selected lab for the cost of eyeglasses and will subsequently be reimbursed by the City for eyeglasses provided to uninsured students.

The reimbursement model is based on a payer schedule assuming that at least 60% of students served are Medicaid and/or MCO eligible. If a respondent's payer mix falls below this threshold during the contract period, the respondent must notify CDPH and CPS. The program will collaborate with the respondent to implement strategies aimed at increasing participation among Medicaid-eligible students.

Pre-approval from CDPH is required before exceeding the annual number of eye exams specified in the contract. CDPH will evaluate these requests to ensure that quality of service and financial stability are maintained with any increase in service volume.

Vision Care Provider Responsibilities and Program Deliverables

1. Recruit and maintain sufficient qualified staff to deliver all required services, goods, and deliverables.
2. Provide a comprehensive eye examination to students who presents a signed parental consent form. Each exam must include the following components:
 - a. Complete case history
 - b. Best corrected entering visual acuity at both distance and near, tested monocularly using Snellen or Lea charts (for students unfamiliar with letters)
 - c. Dilated internal examination using an ophthalmoscope (unless medically contraindicated)
 - d. Retinoscopy
 - e. Determination of refractive status—subjective refraction to achieve best corrected visual acuity at distance and near
 - f. Measurement of binocular vision function, including vergence ranges, phoric, and accommodative ability
 - g. External ocular examination, including pupil responses, extraocular muscle function testing, confrontation visual fields, near point of convergence, and cover test at distance and near
 - h. Color vision screening
 - i. Intraocular pressure screening (tonometry)
 - j. Written prescription for corrective lenses, if indicated
3. Record all examination findings during the eye exam and provide each student with the State of Illinois Vision Exam Form, which includes detailed results for the parent or guardian. If corrective lenses are prescribed, a signed prescription must also be provided to the student.
4. For students requiring prescription eyeglasses, the Respondent shall write the prescription, assist with frame selection, and order the glasses at no cost to the family. All eyeglasses must be delivered directly to the schools.
5. Immediately following an eye exam in which glasses are prescribed, the Respondent must offer each student a minimum of forty-four different frame options, with three to five color choices per frame style.
6. Deliver eyeglasses to the student's school within 2 weeks from the date of service. If the delivery process is expected to exceed 2 weeks, the Respondent must notify CDPH and CPS. Upon delivery, the Respondent shall ensure proper eyeglass fitting and provide instructions for care and use.
7. Provide minor eyeglass repairs and adjustments upon request, at no cost to the student, CPS, or the City, for up to one year from the original delivery date of the eyeglasses.
8. Educate CPS students on eye health through written and/or oral instruction.
9. Provide parents with eye health education written materials.
10. Provide written and/or oral information on eye care and issue referrals of any necessary follow-up care.
11. Provide at least two referral options to community eye care professionals for follow-up care. The referral list must include the following disclaimer:

“The names of the eye care providers on this referral slip can provide additional vision care and services and are 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.”

12. Provide CPS and CDPH with exam data for each student in Excel or another agreed-upon format. Required data fields include: school name; student name; birthdate; student ID number; exam date; name of examiner; primary, secondary, and tertiary diagnoses (if applicable); eyeglass requirement; usage recommendation (if applicable); date glasses were received (if applicable); referral status; referral organization (if applicable); reason for referral (if applicable); follow-up timeframe (if applicable); follow-up appointment date and time; doctor’s name and contact information; family phone number; and family email address. Complete and accurate reports must be submitted to CPS and CDPH twice monthly, on the 15th and 30th.
13. Attend bi-monthly meetings with CDPH to review program progress, address challenges, and identify opportunities for improvement.
14. Maintain full compliance with OSHA standards.
15. Submit weekly status reports to CDPH using REDCap web-based data system.
16. Bill Medicaid and MCOs for all eligible services.
17. The Respondent shall collaborate with designated program staff to finalize a coordinated Service Delivery Plan, subject to CDPH approval and aligned with the contractual service targets.

Staffing Plan Requirements for Program Team

- a. Promptly recruit, assign, and maintain a sufficient number of competent and qualified staff to deliver all required services.
- b. Obtain and maintain current proof of licensure for all professional staff. Evidence of licensure must be organized in a binder that is clearly visible and readily accessible during any and all eye examinations.
- c. Ensure all staff have completed training on the Health Insurance Portability and Accountability Act (HIPAA).
- d. Ensure all staff undergo fingerprinting and background checks through CPS. No individual may work in the School-Based Vision Program (SBVP) if they:
 - i. Have been convicted of any of the criminal or drug offenses listed in subsection (c) of 105 ILCS 5/34-18.5;
 - ii. Have been convicted within the past 7 years of any felony under Illinois law;
 - iii. Have been convicted within the past 7 years of any offense in another state or under federal law that would constitute a felony under Illinois law;
 - iv. Have been convicted of offenses under the Cannabis Control Act (720 ILCS 550/1 et seq.), except for 720 ILCS 550/4(a), 550/4(b), and 550/5(a);
 - v. Have been convicted of any offense defined under the Illinois Controlled Substances Act (720 ILCS 570/100 et seq.);
 - vi. Have been found to be the perpetrator of sexual or physical abuse of a minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987;
 - vii. Have been identified in the Statewide Offender Database (SOD) or by other means as a registered sex offender.

- e. Require all staff assigned to provide services in schools to present evidence that they are free from communicable diseases, including tuberculosis, as outlined in the Illinois School Code (105 ILCS 5/24-5).
- f. Strive to hire staff with cultural and linguistic skills to support the student and community populations being served.

HIPAA Compliance

The Health Insurance Portability and Accountability Act (HIPAA) is a critical federal law designed to protect the privacy and security of individuals' health information. For programs serving students, including school-based vision services, HIPAA compliance ensures that all personal and medical information is handled with the highest level of confidentiality and care.

Maintaining HIPAA compliance is not only a legal requirement but also builds trust with families, schools, and community partners by demonstrating a strong commitment to safeguarding student health data. By implementing strict privacy protocols, conducting regular staff training, and using secure systems, organizations help prevent data breaches and uphold the integrity of the care provided.

Scheduling Requirements for Program Implementation

- a. Recruit and maintain sufficient staff to deliver all required services, goods, and deliverables.
- b. Assign adequate staff to support program implementation primarily during school hours, Monday through Friday. Respondents must be familiar with the CPS academic calendar, available at [CPS District Calendar](#), which may be periodically updated by the Board of Education.
- c. Ensure that an adequate number of staff are available to work flexible hours as needed to meet program objectives and provide timely and sufficient services to students.
- d. CDPH will maintain a Google Calendar to track the location of each service team within the CPS system. The Respondent must update the SBVP Google Calendar daily. This calendar will be accessed by CDPH, CPS, and a CDPH-contracted quality assurance provider. The Respondent shall coordinate service delivery (including dates, times, and locations) directly with CPS, CDPH, and school administrators. The Respondent is responsible for scheduling all services with the designated school contacts.
- e. The Respondent shall not provide services during state-mandated testing (as determined by each school). CDPH may adjust Respondent service hours with a minimum of two weeks' notice to accommodate changes such as additional testing dates, report card pickup days, or other school-related events.

Parent/Guardian Consent Form

The Respondent shall provide eye examinations only to students who have a signed Parent/Guardian Consent Form, as provided by CPS. No services may be rendered without the appropriate consent documentation on file.

Quality Control Procedure

The Respondent must maintain quality control procedures at all times to ensure that all prescription eyeglasses accurately reflect the students' prescribed vision correction.

In the event a student reports discomfort or dissatisfaction with their prescription or the vision correction provided, the Respondent must re-examine the student at their school, at no cost to the student or family, within 30 days of the complaint.

If necessary, the Respondent shall assign a different optometrist to conduct a second evaluation, also at no additional cost. If the re-examination results in a change to the student's prescription, the Respondent shall replace the lenses at no cost to the student, their family, or the City of Chicago.

The City of Chicago retains final authority over all program-related decisions. Selected Respondents are required to participate in evaluation and quality assurance activities coordinated by CDPH and its designated quality assurance provider.

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.

VI. 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, 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.

VII. 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 workflow 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). The program budget cannot exceed the available funding amount indicated in *Section IV. Funding available* above.

VIII. 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.

IX. 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.
- Have a minimum of five (5) years of professional experience providing mobile vision services to children within school settings.
- Demonstrate at least five (5) years of experience delivering vision services to all children, including those under the age of six and children with disabilities.
- Provide proof of a current and valid Illinois Optometrist or Ophthalmologist license.
- Be an organization that employs Illinois-licensed optometrists and/or ophthalmologists.
- Own, maintain, and utilize mobile vision equipment required to perform comprehensive eye examinations.
- Provide documentation of current Medicaid Provider status or proof of registration with the State of Illinois to become an approved Medicaid Provider prior to proposal submission. Respondents must maintain Medicaid reimbursement eligibility throughout the duration of the program.

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

X. 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.

1. **New Vendors** – Must register at www.cityofchicago.org/eProcurement.
2. **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.

XI. Evaluation of Proposals

b. 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:

i. 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.

In addition, Phase I will include a review of the following documents:

- Respondents will need to upload: Copy of the Respondent's financial statement for the last 3 years.
- Proof of Medicaid billing authority.
- Proof of current Optometrist or Ophthalmologist License
- Reference letters for all community eye referral resources Respondent intends to use.
- Summary List of mobile vision equipment necessary to complete a comprehensive eye examination.
- Required Budget Forms
- Scope of Services

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.

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.

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.

a. Evaluation Criteria

Category	Available Points
Organizational Experience	25
Alignment with CDPH Guiding Principles	10
Reimbursement Model	2
Program Description	30
Staffing Requirements	8
HIPAA Compliance Requirements	4
Scheduling	5
Staffing Plan	4
Budget	10
Fiscal Capacity	2
Total Points	100

XII. 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.

XIII. Additional Guidance

a. Bidders' Conference

An virtual Bidders' Conference has been scheduled for this RFP. 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.

Webinar Bidders' Conference

Date and time of conference: Wednesday, July 16, 2025, at 3:00 PM CST:
School Based Vision Program (SBVP) Pre-Bidders Conference

Join online

[Click here to join the meeting](#)

Meeting ID: 232 807 333 499 3

Passcode: 7xC9QR76

Or Call in (audio only)

[+1 872-222-6918,,813005841#](#) **United States, Chicago**

[Find a local number](#)

Phone conference ID: 813 005 841#

XIV. 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>

XV. 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 (Title 17 and Chapter 10-32 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.