



Delegate Agency Solicitation #8701 (RFP)

Mobilizing and Sustaining a Chicago Community Health Response Corps

Specification Number:1246179

Required for use by: DEPARTMENT OF HEALTH

Bid/Proposal Submittal Date and Time: 12:00 PM Central Time, 27-JUN-2022

Deadline for Questions: 02:00 PM Central Time, 07-JUN-2022

Buyer: GARCIA, SARAH

Email Address: Sarah.Garcia@cityofchicago.org

Phone Number: 3127479397

Pre-Solicitation Conference Date and Time: 02:00 PM Central Time, 03-JUN-2022

Pre-Solicitation Conference Location:

<https://chicagogov.webex.com/chicagogov/j.php?MTID=m92befe033df5318a68e0239c814696e6>

Site Visit Date & Time: N/A

Site Visit Location: N/A

Please submit your response to:

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

LORI E. LIGHTFOOT
MAYOR

Dr. Allison Arwady
Commissioner

Specification Number: 1246179

Type of Funding:

Title: Mobilizing and Sustaining a Chicago Community Health Response Corps

Table of Contents

1 Header Information.....	3
1.1 General Information.....	3
1.2 Terms.....	3
1.3 Requirements.....	3
1.4 Attachments.....	15
1.5 Response Rules.....	15
2 Price Schedule.....	16
2.1 Line Information.....	16
2.2 Line Details.....	16
2.2.1 Line 1.....	16
2.2.2 Line 2.....	16
2.2.3 Line 3.....	16
2.2.4 Line 4.....	16
2.2.5 Line 5.....	17
2.2.6 Line 6.....	17
2.2.7 Line 7.....	17
2.2.8 Line 8.....	17
2.2.9 Line 9.....	17

1 Header Information**1.1 General Information**

Title	Mobilizing and Sustaining a Chicago Community Health Response Corps		
Description	Mobilizing and Sustaining a Chicago Community Health Response Corps		
Preview Date	26-MAY-2022 14:56:56	Open Date	26-MAY-2022 14:56:56
Close Date	12:00 PM Central Time, 27-JUN-2022	Award Date	Not Specified
Time Zone	Central Time	Buyer	GARCIA, SARAH
Quote Style	Blind	Email	Sarah.Garcia@cityofchicago.org
Event	Delegate Agency	Outcome	Delegate Agency Blanket Agreement

1.2 Terms

Effective Start Date	Not Specified	Effective End Date	Not Specified
Ship-To Address	041- DEPAUL 2FL 333 S. STATE ST. 2ND FLOOR Chicago, IL 60604 United States	Bill-To Address	041- DEPAUL 2FL 333 S. STATE ST. 2ND FLOOR Chicago, IL 60604 United States
Payment Terms	IMMEDIATE	Carrier	
FOB		Freight Terms	
Currency	USD (US Dollar)	Price Precision	Any
Total Agreement Amount (USD)	Not Specified	Minimum Release Amount (USD)	Not Specified

1.3 Requirements

RFP DEADLINE
PLEASE NOTE: Please do not wait until the RFP deadline time to submit your proposal. Proposals not submitted due to the system closing at the RFP deadline will not be accepted under any circumstances. Please allow enough time so that any technical issues can be addressed directly with the eprocurement help desk. The RFP will automatically close at the deadline regardless if you are working in the system.
Type No Response Required
CHARACTER LIMIT
Responses to questions below are limited to 4,000 characters each. If your response requires more than 4,000 characters, please attach response.
Type No Response Required
Communication
Please submit all communication via the Online Discussion option within eProcurement <u>only</u> . Emailed communication will be directed back to Online Discussion.
Provide your answer below
Contact
What is the First Name of the contact person for this RFP?

Contact
..... Provide your answer below
What is the Last Name of the contact person for this RFP? Provide your answer below
What is the Title of the contact person for this RFP? Provide your answer below
What is the Phone Number of the contact person for this RFP? Provide your answer below
What is the Email of the contact person for this RFP? Provide your answer below
Organization Overview
What is your Legal Organization Name? Provide your answer below
What is your Legal Organization Address?

Organization Overview
..... Provide your answer below
What is your Legal Organization City? Provide your answer below
What is your Legal Organization State? Provide your answer below
What is your Legal Organization Zip Code? Provide your answer below
What is your Legal Organization County? Provide your answer below
What is your Legal Organization Telephone Number? Provide your answer below
Please enter your agency's Federal Employer Identification Number. Your Federal Tax ID number is a 9 digit number that contains only numbers. Acceptable formats for this number are 123456789 or

Organization Overview
<p>12-3456789. To find your Federal Tax ID number, try the following options: 1) Call the Internal Revenue Service Call Center at 877-829-5500 or Search for your Tax ID number at the IRS website: https://www.irs.gov/charities-non-profits/tax-exempt-organization-search.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Please enter the Unique Entity ID (SAM) number associated with your organization. All organizations receiving federal financial awards or sub-awards must have a Unique Entity ID (SAM) number. You may search for your Unique Entity ID (SAM) number or request one here - http://SAM.gov</p> <p>.....</p> <p>Provide your answer below</p>
<p>Please enter the DUNS number associated with your organization. All organizations receiving federal financial awards or sub-awards must have a DUNS number. You may search for your DUNS number or request one here - http://fedgov.dnb.com/webform.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Please provide the name of your agency's chief executive.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Please provide the official title for the chief executive of your agency.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Please provide the chief executive's contact telephone number, including area code.</p> <p>.....</p> <p>Provide your answer below</p>

Organization Overview
<p>Please provide your chief executive's e-mail address.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Please provide the name of your agency's chief financial officer.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Please provide the contact phone number for your agency's chief financial officer.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Please provide the e-mail address for your agency's chief financial officer.</p> <p>.....</p> <p>Provide your answer below</p>
Community Reach
<p>Provide the name of the COMMUNITY AREA(s) where the services will be offered.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Provide the WARD(s) where the services will be offered.</p> <p>.....</p> <p>Provide your answer below</p>

Community Reach
Alignment with CDPH Principles
<p>Deconstructing Racist Systems: Describe how your organization works to transform or dismantle institutional policies and practices that compromise the wellbeing of communities of color. Include examples that address the following: 1) Employment of persons with criminal records (e.g., banning the box); 2) People of color involved in your organization's leadership and decision making; 3) Holding your organization accountable to communities of color impacted by health and social inequities; 4) Educational requirements (e.g., not requiring advanced degrees unless absolutely necessary); 5) Time off and flexible scheduling (e.g., parental leave, flexible schedules to support employees with family care needs); 6) Upward mobility (e.g., cultivating race/gender-specific mentors); 7) Transportation (e.g., providing free/subsidized parking or public transportation); and Wages (e.g., paying a living wage to all employees).</p> <p>.....</p> <p>Provide your answer below</p>
<p>Prevention of Trauma and Trauma Informed Services: Describe how your organization prioritizes the overall safety and wellbeing of its workforce and customers. Describe practices that prioritize and promote healing and resilience for these groups. Describe organizational efforts to promote transparency.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Cultural Responsiveness: Describe how your organization will ensure that services are culturally and linguistically appropriate for the communities they serve.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Health Equity: Describe how your organization uses data to change policy and/or practice to address inequities. Provide examples of changes your organization has made in the recent past.</p> <p>.....</p> <p>Provide your answer below</p>
Budget

<p>Budget</p> <p>Respondent must submit a budget not to exceed the maximum amount quoted in Section 4. Available Funding of the RFP document. Failure to do so will result in deduction in points given.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Program Activities</p> <p>Describe how you will create a public health workforce employment and training opportunities for people who live in communities that are most affected by health and economic inequities.</p> <ul style="list-style-type: none"> · Mobilize and/or hire staff from priority community areas and areas of economic hardship · Train staff for skills to meet a range of activation needs, use an Earn-and-Learn model to promote pathways to sustained employment · Support workforce to respond to existing and new public health needs with speed, dexterity, and flexibility. <p>.....</p> <p>Provide your answer below</p>
<p>Describe how you will increase community members' connections to and utilization of resources to mitigate the social, economic, and health impacts of the pandemic.</p> <ul style="list-style-type: none"> · Increase Chicago residents' access to health resources and human services · Strengthen social safety structures in prioritized communities. <p>Represent Chicago's prioritized communities through demographic representation, cultural humility, and focused and tailored approaches to outreach.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Describe how you will equip Chicagoans with health knowledge and resources to achieve their desired health outcomes.</p> <ul style="list-style-type: none"> • Build health literacy in prioritized communities to enhance health literacy • Increase communities' attention to maintaining health and reducing risk of disease • Removing barriers and coordinating resources to allow individuals and communities to prioritize maintaining health and reducing risk of disease <p>.....</p> <p>Provide your answer below</p>
<p>Describe how you will continue efforts to promote resilience against COVID-19 and other public</p>

<p>Program Activities</p> <p>health threats in high-risk communities.</p> <ul style="list-style-type: none"> · Increase vaccinations in inequitably impacted communities and demographics · Distribute COVID-19 preventative supplies and connect residents to resources (PPE and COVID therapeutics) <p>.....</p> <p>Provide your answer below</p>
<p>Describe how you will continue efforts to promote resilience against COVID-19 and other public health threats in high-risk communities. <u>CONT'D</u></p> <ul style="list-style-type: none"> · Support COVID-19 testing efforts through distribution of testing supplies along with guidance to prevent transmission; this may include other activities such as supporting administration of COVID-19 tests · Provide information and education regarding the status of the COVID-19 pandemic and other disease outbreaks and epidemics and inequitably impacted populations and communities <p>.....</p> <p>Provide your answer below</p>
<p>Scopes of Services</p> <p>Describe your organization's capacity to provide training, capacity building, and technical assistance for the network of sub- contracted organizations making up the Community Health Response Corps.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Contact Tracing, Case Investigation, Resource Coordination for Cases and Contacts, and COVID Survivor Follow Up Interviews: Please describe how your organization proposes to create a workforce to implement the Contact Tracing, Case Investigation, Resource Coordination for Cases and Contacts, and COVID Survivor Follow Up Interviews component of the Community COVID Response Corps. Please discuss recruitment and on-boarding of sub-contracted organizations and employees in accordance with the Community-based Organization Selection <i>Principles</i> and <i>Employee Hiring Principles</i> in the RFP. Describe the technical and logistical elements of operating this program 7 days/week. Describe how your organization will provide ongoing training, monitoring and support for the individuals and CBOs involved in this program.</p> <p>.....</p> <p>Provide your answer below</p>

Scopes of Services
<p>COVID Call Center and Resource Coordination Hub: Please describe how your organization proposes to create a workforce to implement the COVID Call Center and Resource Coordination Hub component of the Community COVID Response Corps.</p> <p>Please discuss recruitment and on-boarding of sub-contracted organizations and employees in accordance with the <i>Community-based Organization Selection Principles</i> and <i>Employee Hiring Principles</i> in the RFP. Describe how your organization will provide ongoing training, monitoring and support for the individuals and CBOs involved in this program. Describe the technical and logistical elements of operating a Call Center/Resource Coordination Hub 7 days/week.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Community Health Worker/Community Health Resource Navigator Workforce: Please describe how your organization proposes to create a workforce to implement the Community Health Worker/Community Health Resource Navigator Workforce component of the Community COVID Response Corps. Please discuss recruitment and on-boarding of sub-contracted organizations and employees in accordance with the <i>Community-based Organization Selection Principles</i> and <i>Employee Hiring Principles</i> in the RFP. Provide as an attachment a detailed program implementation plan and timeline, ensuring that the plan and timeline follows the requirement within the RFP that all these activities are in operation within 30 days of start date. Describe how your organization will provide ongoing training, monitoring and support for the individuals and CBOs involved in this program. Describe how you will ensure a minimum of 50 individuals dedicated to Community Health Resource Navigator Workforce element, achieving all of the requirements of the Health Literacy Implementation Plan described in the RFP. Describe your plan for Community Health Worker certification and sustaining this workforce beyond this funding opportunity.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Earn-and-Learn and Workforce Development: Describe how your organization will support individual Community COVID Response Corps members in training, professional development, and connection with career opportunities. Describe your strategy for pulling together a collaborative for workforce development, beyond the Community COVID Response Corps, focusing on public health workforce in the City of Chicago. Please include partner organizations, experience implementing similar efforts, and plans for evaluating the effectiveness of these efforts.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Describe in detail how your organization will support the Community COVID Response Corps through hiring and filling vacancies to prioritize parity with the demographic and geographic populations most impacted by COVID-19. Detail how you will ensure that the Community COVID Response Corps will have sufficient bilingual and bicultural representation to support the range of Latinx populations in the</p>

Scopes of Services
<p>City of Chicago and that the bilingual and bicultural members of the Corps will be supported in all elements of the program.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Describe in detail how your organization will monitor, support, and provide corrective action, as necessary, to sub-contracted organizations and employees, as they operate across multiple programmatic efforts to ensure they follow required protocols, guidance, and standards and collect and report all required data through CDPH-approved data collection systems (or through other approved methods). Please also include a description of how your organization will ensure that all internal program staff and all Corps members are kept updated on the latest information regarding COVID-19 (science and public opinion), policies related to the pandemic, and training opportunities. Describe how your organization will coordinate fluidity between different efforts to meet the changing dynamics of the COVID Pandemic (example- if Case Investigation/Contact Tracing numbers decline, shifting CBOs off of those efforts to support Call Center/ Resource Coordination Hub or Community Health Work/Promotores de Salud/ Community Health Resource Navigation).</p> <p>.....</p> <p>Provide your answer below</p>
<p>Provide as an attachment a detailed program implementation plan and timeline for executing the scope of work, ensuring that the plan and timeline follows the requirement within the RFP that all these activities are in operation within 30 days of start date.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Please describe how your organization has demonstrated experience training and mobilizing a community-based workforce in health, social services, or a similar field.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Please describe how your organization has demonstrated experience working with and coordinating other organizations to execute programming.</p> <p>.....</p> <p>Provide your answer below</p>

Scopes of Services
Staffing Plan
<p>Please attach your organizations staffing plan in response to this RFP and in accordance with Section 6. Staffing Plan of the RFP document.</p> <p>.....</p> <p>Provide your answer below</p>
Fiscal Capacity
<p>Describe your organizations capacity to establish a line of credit to support \$4-6M in costs per month, from Community Based Organizations making up the Community COVID Response Corps, while awaiting reimbursement from the City of Chicago, which can take multiple months to come through.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Describe your current capacity to manage the total funds available through this RFP, including all associated and anticipated contract and fiscal responsibilities. Describe your organization's experience receiving and managing large, multi-component governmental grants. As evidence of your capacity, please include a list of relevant grants your organization has received and managed. Describe your organizations capacity to dedicate grants management and fiscal staff to this program's reporting, vouchering, and other administrative components to ensure fidelity to multiple funding sources that are applied to specific program elements.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Describe your organization's experience developing and implementing competitive funding processes, like requests for proposals. Describe your organization's experience managing sub-recipients, including fiscal and programmatic oversight. As evidence of your capacity, please include a list of current/previous sub-recipients your organization manages/has managed, including contractual funding amount and fund source.</p> <p>.....</p> <p>Provide your answer below</p>

Fiscal Capacity
Statement of Assurance/ Confirmation of Required Documents
<p>Respondent must submit a budget not to exceed the maximum amount quoted in Section IV. Available Funding of the RFP document. Failure to do so will result in deduction in points given. Please acknowledge that you uploaded a completed budget outlining all details for the program in its entirety.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Please acknowledge that you have read, completed and attach the Conflict of Interest Questionnaire.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Please acknowledge that you have read the laws, statutes, ordinances and executive orders section of the RFP.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Please provide your initials signifying that all required documents have been reviewed and submitted as required.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Provide the full name of the signatory.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Please provide the title of the signatory.</p> <p>.....</p> <p>Provide your answer below</p>

Statement of Assurance/ Confirmation of Required Documents

1.4 Attachments

Name	Data Type	Description
ATTACHMENT 01: RFP Document	File	RFP Document
ATTACHMENT 02: BUDGET FORM INSTRUCTIONS	File	Budget Form Instructions
ATTACHMENT 03: CONFLICT OF INTEREST QUESTIONNAIRE	File	Conflict of Interest Questionnaire
ATTACHMENT 04: INSTRUCTIONS FORM SUBMITTING APPLICATION	File	INSTRUCTIONS FORM SUBMITTING APPLICATION
ATTACHMENT 05: Online Customer Support	File	Online Customer Support – please contact for all online technical support

1.5 Response Rules

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

2 Price Schedule**2.1 Line Information**

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

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

2.2 Line Details**2.2.1 Line 1 0005 - Personnel**

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

2.2.2 Line 2 0044 - Fringe Benefits

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

2.2.3 Line 3 0100 - Operating/Technical

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

2.2.4 Line 4 0140 - Professional and Technical Services

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

2.2.5 Line 5 0200 - Travel

Category **94855.DA.**
Shopping Category **Not Specified**
Minimum Release **Not Specified**
Amount (USD)
Estimated Total **Not Specified**
Amount (USD)

Start Price (USD) **Not Specified**
Target Price (USD) **Not Specified**

2.2.6 Line 6 0300 - Materials and Supplies

Category **94855.DA.**
Shopping Category **Not Specified**
Minimum Release **Not Specified**
Amount (USD)
Estimated Total **Not Specified**
Amount (USD)

Start Price (USD) **Not Specified**
Target Price (USD) **Not Specified**

2.2.7 Line 7 0400 - Equipment

Category **94855.DA.**
Shopping Category **Not Specified**
Minimum Release **Not Specified**
Amount (USD)
Estimated Total **Not Specified**
Amount (USD)

Start Price (USD) **Not Specified**
Target Price (USD) **Not Specified**

2.2.8 Line 8 0801 - Indirect

Category **94855.DA.**
Shopping Category **Not Specified**
Minimum Release **Not Specified**
Amount (USD)
Estimated Total **Not Specified**
Amount (USD)

Start Price (USD) **Not Specified**
Target Price (USD) **Not Specified**

2.2.9 Line 9 0999 - Other

Category **94855.DA.**
Shopping Category **Not Specified**
Minimum Release **Not Specified**
Amount (USD)
Estimated Total **Not Specified**
Amount (USD)

Start Price (USD) **Not Specified**
Target Price (USD) **Not Specified**

City of Chicago



REQUEST FOR PROPOSALS (RFP) Mobilizing and Sustaining a Chicago Community Health Response Corps RFP# 8701

**For further information contact: Patrick Stonehouse
Chicago Department of Public Health
312-747-8854
Patrick.stonehouse@cityofchicago.org**

All proposals must be submitted through eProcurement

<http://www.cityofchicago.org/eprocurement>

City of Chicago

Department of Public Health

1. Purpose

1.1. Purpose of the Request for Proposals

The City of Chicago (“City”), acting through the Chicago Department of Public Health (CDPH), is charged with supporting the response to and recovery from Chicago’s COVID-19 pandemic. As outlined in Healthy Chicago 2025, our citywide community health improvement plan, CDPH is focused on closing the racial life expectancy gap in Chicago by addressing the root causes of health, including access to care and services. To meet these needs, CDPH requires a public health workforce to conduct community health outreach, education, and support in navigating to recovery and health-promoting resources.

The intensity and immediate life-and-death impact of disparity during the COVID-19 crisis called for an urgent and forceful response. Over two years, the City invested deeply in community health outreach in high-risk communities, including through the formation of a COVID-19 Contact Tracing Corps. Community-based organizations hired and deployed local response workers to engage residents to public health guidance, support vaccine outreach, and link people affected by COVID-19 to supportive resources.

CDPH seeks to sustain community outreach and public health workforce development through a Chicago Community Health Response Corps (“Response Corps”) that will support residents in priority community areas most affected by the pandemic. The Response Corps will leverage the expertise and infrastructure CDPH, and its partners built for the COVID-19 emergency response – now with a focus on promoting overall health, resilience, and well-being. The Response Corps will have an expanded scope to help residents access reliable information, recovery supports (e.g., economic, and social programs and services), and specific health resources.

CDPH requests proposals for a Lead Coordinating Organization (LCO) to hire, manage, train, and staff the Response Corps across prioritized communities, working in conjunction with subcontracted community-based organizations (CBOs). The LCO and Response Corps will work with CDPH to address the priority concerns identified by the City, CDPH, and community organizations in targeted neighborhoods. The goals of this Response Corps are to:

- **Create public health workforce employment and training opportunities** for people who live in communities that are most affected by health and economic inequities.
- **Increase community members’ connections to and utilization of resources** to mitigate the social, economic, and health impacts of the pandemic.
- **Equip Chicagoans with health knowledge and resources** to achieve their desired health outcomes.
- Continue efforts to **promote resilience against COVID-19 and other public health threats** in high-risk communities.

Despite the City’s equity-focused response, COVID-19 disease and pandemic impacts have expanded the racial life expectancy gap in Chicago and deepened underlying inequities. There is more work to do to build towards a healthier and more equitable city. The Response Corps will cultivate a public health workforce to tackle the drivers of disparity between predominantly White communities compared to predominantly Black and Hispanic/Latinx communities, with a major focus on chronic disease and

communicable disease including COVID-19, and additional efforts on other drivers of the life expectancy gap (infant mortality, violence, and opioid overdose). This strategy unites CDPH's commitment to improving public health with the City's commitment to racial and economic equity across neighborhoods. The Response Corps is an important step toward achieving the vision of Healthy Chicago 2025: *Creating a city where all people and all communities are empowered, free from oppression, and strengthened by equitable access to resources, opportunities, and environments and opportunities that promote optimal health and well-being.*

2. Background

At the beginning of the COVID-19 pandemic, the City of Chicago established a Community Contact Tracing Corps and Resource Coordination Hub using the services of a lead coordinating organization and its 30 subcontracted CBOs. The success of the Contact Tracing Corps was twofold: first, it mitigated the spread of COVID-19 by supporting communities' disease control and disease prevention efforts; and second, it addressed economic inequality by creating workforce development opportunities for people from high economic hardship community areas¹. This has become a national model for equitable, community-driven public health emergency response

The Contact Tracing Corps and Resource Coordination Hub served as peer-based conduits of information, resources, support, and partnership. Specifically, areas of responsibility included:

- Staffing the COVID Vaccination Call Center
- Addressing COVID-19 disease, COVID-19 testing, and COVID-19 vaccination questions from the public
- Proactively addressing COVID vaccination hesitancy in specific, high-risk communities
- Using grass roots community outreach interventions, such as door to door canvassing
- Navigating Chicagoans to COVID-19 testing/vaccination resources and additional services for financial relief
- Assisting community members with tasks to access resources, such as appointment scheduling
- Outreach to communities of color and residents with high vulnerability, including those with food, housing, and financial insecurity
- Follow up with community members after resource navigation to ensure access to resources

Today, as knowledge of the COVID-19 pandemic as well as response and mitigation strategies evolve, public health agencies must change their strategy from one of urgent reaction to COVID-19 disease towards one of proactive recovery and response. Accordingly, our community health workforce needs to evolve from COVID-related outreach towards building long-term community resilience and addressing underlying health inequities. The new Response Corps will be expected to engage in a similar range of

¹ High economic hardship is based on the Economic Hardship Index which includes six indicators: crowded housing, poverty, unemployment, education, dependency, and income. For more information, please visit the Chicago Health Atlas (<https://www.chicagohealthatlas.org/healthy-chicago>). The Chicago COVID-19 Community Vulnerability Index is based on high mobility during the pandemic, low socioeconomic status, high rates of COVID hospital admission and high rates of COVID-19 mortality. More information can be found here: <https://data.cityofchicago.org/Health-Human-Services/Chicago-COVID-19-Community-Vulnerability-Index-CCV/2ns9-phjk>

activities with speed, dexterity, and flexibility – but now in response to broader community and public health needs.

Nationwide and in Chicago, the COVID-19 pandemic highlighted gaps in our health and social service safety nets and brought attention to America’s under-resourced public health sector. COVID’s severe impact on people with underlying chronic disease also revealed longstanding public health concerns in chronic disease and access to care, particularly in Black and Hispanic/Latinx communities.

Community health workers (CHWs) are people from a community who have been trained to provide health information to their community peers and understand the health needs of their community. By being members of the community and understanding needs, CHWs become trusted messengers in conveying issues of health. They have the ability to help educate about health, direct community members to resources, and follow through and close the loop on referrals and recommendations.

While the CHW model is not new, CHWs have found evolving roles in healthcare systems, public health, and in communities. The Contact Tracer Corps shared many features of CHWs and for sustainability of the workforce and their careers in public health, many staff were certified as CHWs. It is with this in mind that we aim to instill a CHW model in our approach to the Response Corps.

After decades of neglect, federal COVID relief funding has brought an opportunity to invest in core public health infrastructure to address these inequities. CDPH aims to sustain a public health workforce at the local level, creating economic opportunity and leveraging communities’ strengths and assets as the mechanism for achieving overall health and wellbeing. This effort will be targeted to community areas that have deep health and economic needs, an impact of structural and systemic racism. To improve community health, the Response Corps will tap into the expertise of other community partners, public health stakeholders, community leaders, and more.

With this RFP, CDPH will bridge from emergency response to the exigent need for addressing deep-seated community health concerns. The Response Corps will apply existing infrastructure and lessons learned to broader health outreach and resource navigation, even as we continue necessary COVID-19 prevention and recovery work.

This RFP is being issued to meet CDPH’s objectives for Community Resource Navigation (Appendix A), Health Literacy (Appendix B), Healthy Chicago 2025 (Appendix C), and Community Health Workforce (Appendix D). These initiatives respond to the immediate needs of community areas and community members as the City continues to respond to COVID-19 and recovers from the social, health, and economic toll of the COVID pandemic. Applicants should refer to the Appendices to understand the objectives of these initiatives and how the Response Corps will act to operationalize the goals and objectives of each.

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. Respondents will be asked to address these principles in their response to this funding opportunity.

- **Deconstructing racist systems:** Actively working to reframe and dismantle systems that perpetuate privilege.

- **Preventing and healing from trauma:** Ensuring a Trauma Informed approach to all services delivered through the Response Corps.
- **Cultural responsiveness:** Ensuring services are culturally and linguistically appropriate.
- **Health equity in all communities:** Allocating resources and services to people and areas with the greatest need.

3. 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.

4. Available Funding

A total of \$24,200,000 will be available through this RFP for the initial contract period beginning July 1, 2022, through June 30, 2023, with possibility of 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. The City may opt to extend services based on public health need, particularly in response to ongoing or new public health urgencies. The City will consider up to 2 awards for this funding opportunity.

The following funds will be used to support the goals and functions of the Response Corps:

- i. Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program (funded by American Rescue Plan Act 2021)
- ii. Advancing Health Literacy to Enhance Equitable Community Responses to COVID-19 (funded by Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) 2021)
- iii. Immunization and Vaccines for Children Program COVID Supplemental Funding
- iv. CDC Crisis Response Cooperative Agreement: COVID-19 Public Health Workforce Supplemental Funding

Additional sources of funding, such as funding distributed by the Federal Emergency Management Agency, may be available for extension of the funding allocation. CDPH reserves the right to change the award amount depending on availability of funds.

5. Project Description

a. Program Activities

The Lead Coordinating Organization (LCO) will stand up a Response Corps to respond to ongoing COVID-19 infections and support Chicago's recovery from the pandemic. Additional Community Health Worker and Resource Coordination activities may be added based on the current and future public health needs of the priority communities, identified through the analysis of community-level health data such as the Chicago Health Atlas, Healthy Chicago 2025, COVID Vulnerability Index, and others.

Primary **activities** of the LCO are aligned with the overarching goal:

Create public health workforce employment and training opportunities for people who live in communities that are most affected by health and economic inequities.

- i. Mobilize and/or hire staff from priority community areas and areas of economic hardship
- ii. Train staff for skills to meet a range of activation needs, use an Earn-and-Learn model to promote pathways to sustained employment
- iii. Support workforce to respond to existing and new public health needs with speed, dexterity, and flexibility

The **activities** of the Response Corps, organized by their corresponding goals, are as follows:

Increase community members' connections to and utilization of resources to mitigate the social, economic, and health impacts of the pandemic.³

- i. Increase Chicago residents' access to health resources and human services
- ii. Strengthen social safety structures in prioritized communities
- iii. Represent Chicago's prioritized communities through demographic representation, cultural humility, and focused and tailored approaches to outreach

Equip Chicagoans with health knowledge and resources to achieve their desired health outcomes.

- i. Build health literacy in prioritized communities to enhance health engagement
- ii. Increase communities' attention to maintaining health and reducing risk of disease
- iii. Removing barriers and coordinating resources to allow individuals and communities to prioritize maintaining health and reducing risk of disease.

Continue efforts to **promote resilience against COVID-19 and other public health threats** in high-risk communities.

- i. Increase vaccinations in inequitably impacted communities and demographics
- ii. Distribute COVID-19 preventative supplies and connect residents to resources (PPE and COVID therapeutics)

- iii. Support COVID-19 testing efforts through distribution of testing supplies along with guidance to prevent transmission; this may include other activities such as supporting administration of COVID-19 tests
 - iv. Provide information and education regarding the status of the COVID-19 pandemic and other disease outbreaks and epidemics and inequitably impacted populations and communities
- b. **Scope of Services:** As part of each proposal, provide as an attachment a detailed program implementation plan and timeline for executing the scope of work, ensuring that the plan and timeline follows the requirement within the RFP that all these activities are in operation within 30 days of start date.
- i. **Response Corps Staffing:** The LCO will execute sub-contracts with a minimum of 10 Community-Based Organizations (CBOs) to employ a workforce of no fewer than 100 individuals total across all CBO partners representing populations and community areas prioritized by the City (see Geographic Scope, below). The workforce should have certain characteristics to ensure that the Response Corps is culturally responsive and promotes equity through its composition:
 - 1. The LCO should prioritize staff hiring from priority areas and high economic hardship areas².
 - 2. The workforce should reflect a commitment to developing public health skills in with residents returning from incarceration and/or who have historic involvement in the justice system and residents with demonstrated barriers to employment, including, but not limited to, disability, housing, and food and healthcare insecurity.
 - ii. **Workforce Planning & Deployment:** The LCO will organize the work and deployment of the Response Corps in accordance with operational needs, specifically:
 - 1. The LCO will create training and onboarding plans for Response Corps staff to maintain speed and flexibility in meeting operational needs.
 - 2. The LCO is responsible for workplan development to meet the goals of the program. Performance measurement and quality improvement activities should be incorporated into workplans.
 - 3. The LCO will work closely with City / CDPH staff to align outreach for community navigation efforts according to the objectives of the Community Resource Navigators program (Appendix A) and to meet the needs of the Health Literacy program (Appendix B).
 - a. As part of this work, the LCO is responsible for working with CBOs to develop outreach plans tailored to each community area.

² A list of priority areas is available in Section 5.C (Community Reach) of this RFP following Section 5.B (Scope of Services).

4. The LCO will work with CDPH to deploy Response Corps members in accordance with the policies and procedures of public health responses to clusters and outbreaks.
- iii. **Workforce Activations:** The Response Corps should be prepared to carry out the following activities:
1. Community Health Education
 - a. Foster collaborative relationships with local community leaders to identify hyperlocal resources and entry points for disseminating information.
 - b. Use clear communication and principles of health literacy to communicate and educate communities and individuals impacted by COVID-19 and other diseases.
 - c. Use tools and resources to provide education in different formats to community residents.
 - d. Champion principles of health, including healthy lifestyle practices and vaccination.
 2. Community Expertise
 - a. Understand techniques in community member engagement and outreach.
 - b. Have and incorporate working knowledge of Chicago's and their own communities, including knowledge of community geography, spoken languages, culture, challenges, available resources, and social networks.
 3. Community Health Work
 - a. Earn trust as reliable source of health information for community members.
 - b. Use core community health worker (CHW) techniques to triage needs, connect to appropriate health and medical resources or services, and follow up with community members on the outcomes of resource and service connection.
 - c. Act in the role of CHW by understanding health concerns, providing information about health and health education, and following up with existing clients to see health needs fulfilled
 4. Chicago Resource Navigation
 - a. Outreach to residents, particularly those disconnected from larger social safety nets.
 - b. Understand and have working familiarity with health and social resources and supports, their utilities, and their access points.
 - c. Use tools (e.g., websites, apps, Metro Chicago 211) to direct individual residents towards needed services and supports.
 - d. Staff the Public Health Call Center and Resource Coordination Hub for 7-days/week (hours to be determined by need), phone-based outreach and response to questions/concerns/resource

coordination needs. CDPH reserves the right to change the hours and structure of the Call Center and Resource Coordination Hub later in the project, in particular in response to the standing up of a comprehensive health and human service resource (211) help line by the end of 2022.

5. Other activities as determined by CDPH, including but not limited to:
 - a. Conduct Case Investigation and/or Contact Tracing for COVID 19 and other communicable diseases.
 - b. Contribute to the development of marketing campaigns and materials related to public health areas of concern.
 - c. Assist with Community-based Testing and distribution of rapid test for COVID-19 and other communicable diseases.
 - d. Respond to emergent and ongoing public health needs such as communicable disease outbreaks, clusters of community violence, and opioid overdose prevention and reversal.
- iv. **Response Corps Member Development:** To carry out the workforce activations as described above, the LCO will provide all necessary workforce development for the Response Corps members, specifically focusing on an Earn-and-Learn model with a goal of ensuring career sustainability. To support advancement within this program, as well as longer term career advancement and income generation, employees hired through this funding opportunity will be invited to participate in the Earn-and-Learn initiative. This initiative will offer interested employees work support and educational opportunities as part of their employment at no cost to the LCO, sub-contracted CBOs, or employees. This will help employed residents cultivate future work and career opportunities and, thereby, create new entry-level opportunities for other community members to replace Corps members departing for new career opportunities, thereby supporting Chicago's long-term public health and economic development goals. More information about the Earn-and-Learn initiative will be provided after the LCO has been selected. To these ends, the LCO will:
 1. Coordinate (and ideally centralize) various community workforce interests/programs/dollars including community health workers
 2. Provide CHW and associated training, workforce development, and job placement services to Corps members and supervisors. The LCO should partner with a CHW training and certification organization to provide services and Earn-and-Learn activities leading towards CHW certification.
 3. Partner with a health literacy planning organization to develop and train in specific content regarding effective communication for health outcomes.

4. Establish career paths for Corps members as well as other individuals engaging in entry-level public health work. This will require partnership with stakeholders including, but not limited to:
 - a. Community Health Worker Networks
 - b. Professional Development Organizations
 - c. Policy organizations focused on public health
 5. Track and report on workforce development activities, including:
 - a. Training and workforce development opportunities conducted, demographics of participants, and outcomes.
 - b. Onboarding and exit interviews of Response Corps members including reason for departure.
 - c. Access to Response Corps systems and structures granted and rescinded.
- v. **Response Corps and CHW Sustainability Planning:** LCO should initiate sustainability planning early in the course of this award for both the Response Corps and for CHWs who leave the Response Corps to seek employment in Chicago public health settings or community settings. Working with CDPH, LCO should consider sustainability measures such as:
- a. Work with local organizations and local structures to plan for CHWs' reimbursement through insurance plans
 - b. Support employees in job placement and career development for after their duties in the Response Corps
 - c. Work with CDPH and partners in Chicago to advise on funding sources and local structures that can support the Response Corps and CHW employment long-term.
- vi. **CBO Partner Selection:** The LCO is required to employ a competitive funding process to select CBO partners and should prioritize sub-contracting with CBOs that will employ Response Corps members based on the following criteria. Further, the LCO must develop and maintain records of how their sub-contractors were selected based on these factors.
1. Located or primarily serve residents in priority community areas (see Geographic Scope, below).
 2. Demonstrated knowledge of community areas in which they are located
 3. Demonstrated ability to coordinate with other service providers, including other CBOs and clinical partners, such as federally qualified health centers.
 4. Demonstrated interest in or success in implementing workforce development initiatives.
 5. Ability to reach and serve residents with limited access to healthcare and/or who have other needs that may compromise health, such as food and housing insecurity, mental health conditions, and substance use disorders.

- vii. **CBO Capacity Building:** Work with sub-contracted CBOs to understand their own unique needs and provide capacity building/technical assistance services that are tailored to these needs, such as:
 - 1. Establishing fiscal and human resources standards, policies, and procedures.
 - 2. Strengthening existing organizational practices and systems, such as fiscal, human resources, development, and program planning, implementation, and evaluation.
 - 3. Employing strategies to support and retain staff, including self-care for employees.
 - 4. Sharing strategies that promote disease mitigation in employees' social and professional networks.
 - 5. Creating a trauma-informed workplace.
- viii. **CBO Community of Practice:** The LCO will facilitate collaboration among sub-contracted CBOs to promote program goals, specifically:
 - 1. The LCO will convene a community of practice to coordinate service delivery, share best practices, troubleshoot issues, and overall maximize the available resources in each community, including both organizations funded under this RFP as well as other community-based organizations.
 - 2. The LCO will make Health Literacy, CHW, and Resource Navigation trainings delivered to the Response Corps available to the community of practice and other CDPH partners as reasonable and appropriate.
 - 3. Facilitate development of Chicago's Public Health Workforce Collaborative to increase opportunities for careers in public health and sustainability of this and a future public health workforce for Chicago.
- ix. **Grant Management and Administration Responsibilities**
 - 1. The LCO will also fulfill the following responsibilities related to the management and administration of this grant:
 - a. Provide system-level coordination for the Community Health Response Corps.
 - b. Ensure all Corps Members follow CDPH-developed protocols, guidance, and standards.
 - c. Ensure that Corps services are accessible to individuals with disabilities and other special populations, such as non-English speakers, individuals with low literacy levels, immigrants, and other groups as specified by CDPH and the Mayor's Office.
 - d. Provide ongoing training and supportive learning to reinforce standards, protocols, techniques, and best practices.
 - e. Ensure all Corps Members collect, and report required data through CDPH-approved data collection systems or other approved methods.
 - f. Ensure all program data is appropriately stored and safeguarding according to relevant data privacy and security laws and protocols.

- g. Support Community Leads to track expenses and submit required documentation to the Regional Lead. CDPH will not reimburse Community Leads; the Regional Lead will be required to make timely payments directly to Community Leads from their award.
- h. Participate in any required meetings hosted by the City.
- i. Prepare and submit required program reports that summarize key performance indicators and activities.
- j. Conduct site visits and audits, monitor performance against deliverables, ensure development of action plan to meet objectives, and assist with evaluation to strengthen the overall program.
- k. Consistently work with the Mayor's Office and CDPH to address COVID-19 response strategies and related improvements, including being responsive to requests for participation in meetings, audits, trainings, and other contract-related activities.
- l. Partner with CDPH to evaluate this project.

c. Community Reach

The following priority community areas have been identified by the City based on a combination of factors, including health and social vulnerability; economic hardship; and communities that were most negatively impacted by the COVID-19 pandemic. Applicants should specify a plan for prioritizing these communities with this investment. Both hiring and deployment should be prioritized in these areas, such that staff are hired from these areas when possible and that services are intentionally deployed to these areas.

Table 1: Priority Community Areas ^{3,4}

Auburn Gresham (Community Area 71)	Austin (25)
Belmont Cragin (19)	Chatham (44)
Chicago Lawn (66)	East Garfield Park (27)
Englewood (68)	Greater Grand Crossing (69)
Humboldt Park (23)	New City (61)
North Lawndale (29)	Roseland (49)

³ High economic hardship is based on the Economic Hardship Index which includes six indicators: crowded housing, poverty, unemployment, education, dependency, and income. For more information, please visit the Chicago Health Atlas (<https://www.chicagohealthatlas.org/healthy-chicago>). The Chicago COVID-19 Community Vulnerability Index is based on high mobility during the pandemic, low socioeconomic status, high rates of COVID hospital admission and high rates of COVID-19 mortality. More information can be found here: <https://data.cityofchicago.org/Health-Human-Services/Chicago-COVID-19-Community-Vulnerability-Index-CCV/2ns9-phjk>

⁴ Chatham, which is not a high economic hardship or high vulnerability area, is included because it has been identified as a priority area for community safety under the City's Our City Our Safety plan.

South Lawndale (30)	South Shore (43)
West Englewood (67)	West Garfield Park (26)
West Pullman (53)	

In addition to priority areas, the following community areas may receive funding or services delivered through this initiative if doing so is consistent with the goals and priorities of the LCO. These additional community areas have been identified as having high economic hardship. Services may be deployed in these areas as long as does so does not compromise services in priority areas.

Table 2: High Economic Hardship Community Areas

<i>Archer Heights (57)</i>	<i>McKinley Park (59)</i>
<i>Armour Square (34)</i>	<i>Oakland (36)</i>
<i>Avalon Park (45)</i>	<i>Riverdale (54)</i>
<i>Brighton Park (58)</i>	<i>South Chicago (46)</i>
<i>Burnside (47)</i>	<i>South Deering (51)</i>
<i>East Side (52)</i>	<i>Washington Heights (73)</i>
<i>Fuller Park (37)</i>	<i>Washington Park (40)</i>
<i>Gage Park (63)</i>	<i>West Elsdon (62)</i>
<i>Grand Boulevard (38)</i>	<i>West Lawn (65)</i>
<i>Hermosa (20)</i>	<i>Woodlawn (42)</i>

As the pandemic is constantly changing conditions across Chicago, other community areas may be identified and/or included based on ongoing identification of needs.

Applicants who do not have expertise in one or more subject areas covered in the Project Description (public health, workforce development, job placement services, etc.) should propose contracting external services to bring in the needed expertise. Applicants should detail these plans in the application and budget.

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.

6. Staffing Plan

In addition to the Response Corps members and staff, applicants should outline a plan for staffing within the LCO. Staff dedicated to this grant should be named by staff name and title; if the position is yet to be filled, please specify, and include the title of the vacancy. Provide a justification and describe the scope of responsibility for each position, relating it to the accomplishment of program objectives outlined in the work plan. Provide job descriptions for all filled vacant, and new positions to be supported by this grant award. Provide resumes for all existing staff who will be supported by this award. Time allocation should be described per Salary and Wages below.

CDPH expects subcontractors to be awarded by the LCO. Applicants should outline staffing plans for subcontracted agencies as needed to ensure success of the program.

Successful applicants will be required to have Fiscal and Grants Management staff dedicated to the fiscal and administrative elements of this grant.

The staffing plan described in this section must match the budget submitted for this application.

7. Budget and Justification

The LCO may use up to ten percent of the total award (up to \$2.4M) for program-related direct costs and additionally may use up to 20% of the total award for indirect/administrative costs (up to \$4.8M). The LCO should budget for funds to hire Corps members and Corps supervisors.

The sub-contracted CBOs may use up to fifteen percent of their subcontracted award amount for program-related costs and each CBO may use an additional 15% of their subcontracted award amount for indirect/administrative costs within their agency. These percentages are calculated based on the allocation for each sub-contracted CBO, not on the cumulative program budget.

The LCO is expected to partner with a CHW certification and training agency and a partner with Health Literacy expertise who can contribute to training to increase the intention towards Health Literacy-framed communications by the Response Corps. The LCO should include a specific budget allocation, outside of the program-related costs and indirect/admin costs, to support these partnerships.

As a requirement of this RFP, the LCO must provide a detailed budget for the full award, separating out each of the funding sources described above. The budget must include line items for personnel and non-personnel costs. If a share of this project is being charged to another funding source, specify the other source and funding amount. A narrative budget justification must accompany the budget and must describe and justify all costs proposed in the budget. The budget must include:

- Salaries and wages.
- Fringe benefits.
- Consultant costs.
- Equipment (e.g., computers, printers, mobile devices).
- Supplies (e.g., meeting supplies, office supplies).
- Travel costs (program staff only).
- Other.
- Contractual costs (including amounts to be awarded to CBOs).
- Total direct costs.
- Indirect costs.

Salaries and Wages:

CDPH is committed to ensuring employees receive a fair salary and benefits for their work. To that end, CDPH requires the LCO, and sub-contracted CBOs hire employees funded under this

announcement as full-time and offer competitive benefits. Staff supported by this grant are NOT City of Chicago employees; they are employed by the LCO and subcontracted CBOs. 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.

Further, CDPH requires employees to be paid, at minimum, the following hourly salaries for these positions funded under this announcement.

- Response Corps Member: \$22/hour
- Response Corps Supervisor: \$26/hour

If the LCO or potential CBO sub-delegates propose salary and benefits that do not meet these requirements, they must submit written justification which will be considered as part of the competitive review process.

For all other positions, the job description detailing the duties and responsibilities required will serve as guidance for the workflow and salary/hourly wage. For each requested position, provide the following information: name of team member occupying the position or the vacancy title, the annual salary and/or hourly rate; how the employee is paid (e.g., hourly, weekly, bi-weekly, monthly, etc.); percentage of time budgeted for this program; total months of salary budgeted; and total salary requested. If the respondent has not yet identified individuals to fill positions, indicate these positions are yet to be hired.

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 III. Available Funding above.

Fringe Benefits:

Fringe benefits are usually applicable to direct salaries and wages. Provide information on the rate of fringe benefits used and the basis for their calculation. If a fringe benefit rate is not used, itemize how the fringe benefit amount is calculated.

Consultant Costs:

Consultant costs should be outlined for professional advice or services including training and expert consultation provided for a fee. This category does not include the employees of the LCO. Written approval must be obtained from CDPH prior to establishing a written agreement for consultant services as expected to meet the needs of this program. Approval to initiate program activities through the services of a consultant requires submission of the following information to CDPH:

- Name of consultant.
- Organizational affiliation (if applicable).
- Nature of services to be rendered.
- Relevance of service to CDPH-funded project.

- Number of days of consultation (i.e., the basis for the consultant's fee).
- Expected rate of compensation (including travel, per diem, and other related expenses).

Include this information in the body of the budget justification and summarize in the line-item budget. If the above information is unknown for any consultant at the time of the application is submitted, the information may be submitted at a later date as a revision to the budget.

Equipment:

Provide justification for the use of each piece of equipment and relate it to specific program objectives. Maintenance or rental fees should be included in the **Other** category.

Supplies:

Individually list each supply item requested. Show the unit cost of each item, number needed, and total amount. Provide justification for each item and relate it to specific program objectives. If appropriate, "general office supplies" may be shown by an estimated amount per month multiplied by the number of months in the budget category.

Travel:

Funding requested in the travel category should include staff travel only. Travel for consultants should be shown in the **Consultant** category. Travel for program customers, advisory committees, review panels, etc. should be itemized in the same way specified below under the Other budget category.

In-State Travel – Provide a narrative justification describing the travel staff members will perform. List where travel will be undertaken, number of trips planned, who will be making the trip, and approximate dates. If mileage is to be paid, provide the number of miles and the cost per mile. If the agency does not have a mileage reimbursement rate established, use the current federal rate available at <http://www.gsa.gov/mileage>. Include here the expenses to operate agency-owned vehicles that are used in program delivery. All drivers/vehicles used for this program must have valid licenses and insurance. If per diem is to be paid, indicate the number of days and the amount of daily per diem. Allowable per diem rates are available at <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>. Include the cost of ground transportation when applicable.

Out-of-State Travel – Out of State travel will be approved on a case-by-case basis.

Other:

This category contains items not included in the previous budget categories. Individually list each item requested and provide appropriate justification related to the program objectives. Some items are self-explanatory (e.g., telephone, postage). If not, include additional information. For printing costs,

identify the types and number of copies of documents to be printed (e.g., procedure manuals, program reporting forms, materials for marketing/ recruitment).

Contractual Costs:

Contractual costs should be outlined for contracts issued to provide services on behalf of the LCO. When known, please provide the following information about sub-contractors.

- Please state the names of all partnering organizations, the dollar amounts they will receive, and their role within the program.
- Describe how these subcontractors were selected.
- Describe how the LCO will monitor the programmatic and fiscal performance of the sub-contractors.

If this information is unknown for any contractor at the time the application is submitted, the information may be submitted at a later date as a revision to the budget. Copies of the actual contracts should not be sent to CDPH but must be available for review.

Total Direct Costs:

Total direct costs include totals for each of the previous budget categories.

Indirect Costs:

The LCO can use up to twenty percent of the total award for indirect/administrative costs (\$4.8M).

The sub-contracted CBOs can each use up to fifteen percent of their total allocation under this grant award for indirect/administrative costs.

8. 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. As multiple agencies will be subcontractors of the LCO, the application must be submitted by the LCO as the Respondent. The LCO must obtain all expenses from the agency/agencies and assume all reporting responsibilities for all the expenses for the award. The budget for the total fiscal year must include all expenses for the award from the LCO agency and all agencies to receive funds through this RFP.

Successful applicants will describe, in detail, how they will support \$800,000-\$1,000,000 in monthly program expenses while operating on a reimbursement basis. Applicants are strongly encouraged to establish a separate line of credit with a bank/lender of their choice to support these ongoing programming expenses.

The city may implement Advance Mobilization Payments (“advance”) to provide upfront funding needed to begin delivering services outlined in delegate agency agreements (“agreement”).

Applicants must demonstrate fiscal and administrative capacity to handle a \$24M contract, including managing cash flow and month to month expenses. If the applicant does not have sufficient internal capacity, an organization shall 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.

Organizations must demonstrate current capacity to manage the total funds available through this RFP, including all associated and anticipated contract and fiscal responsibilities. Applicants should document past experience receiving and managing large, multi-component governmental grants by name. CDPH anticipates that the LCO will dedicate staff to this program’s reporting, vouchering, and other administrative components to ensure fidelity to multiple funding sources that are applied to specific program elements.

As a coordinator of multiple other organizations, the LCO is expected to manage the competitive funding processes to sub-contract funds. Applicants should document past experience managing sub-recipients, including fiscal and programmatic oversight, by name and extent of funding.

Federal Cost Principals – awardee is expected to be familiar with and comply with the Federal Uniform Cost Principals 2 CFR.200 which outlines requirements for receiving and using federal awards.

9. Eligibility Requirements

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

- Be located in the City of Chicago.
- Be in good standing with the City of Chicago, State of Illinois, and United States Federal Government.
- 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 contract with a fiscal and reporting agency to provide administrative services. These costs should be reported under the Contractual costs line item.
- Be a not-for-profit agency with a 501(c) 3 status
- Have demonstrated experience training and mobilizing a community-based workforce in health, social services, or a similar field
- Have demonstrated experience working with and coordinating other organizations to execute programming

Respondents that do not meet these eligibility requirements will NOT have their applications reviewed.

10. RFP and Submission Information

- **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.

- I) **New Vendors** – Must register at www.cityofchicago.org/eProcurement.
- II) **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:

- A) **Questions on Registration:** CustomerSupport@cityofchicago.org
- B) **Questions on eProcurement for Delegate Agencies including:**
CustomerSupport@cityofchicago.org or contact the Customer Support Center at 312-744-HELP
- C) **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.

- **For respondents who wish to submit or be included in more than one application to an RFP**

Organizations submitting or listed in more than one proposal 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.

11. 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 Phases outlined as follows:

i. Phase I: Technical and Eligibility Review

In Phase 1, 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 application 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.

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 1.3.

The Evaluation Committee will recommend either:

- A short list of potential awardees from whom it needs clarification of RFP response; or
- The selected awardee. All recommendations are presented for approval to the Commissioner of Public Health.

iii. Phase III: Oral Presentations (as necessary)

Respondents may be invited to appear before the Evaluation Committee to provide additional information through an oral presentation. The oral presentation will be used to clarify in more detail information that was submitted by the Respondent and/or to ask the Respondent to provide additional clarifying information.

CDPH reserves the right to review any other information that is available to it during the Proposal Evaluation process, including, but not limited to:

1. Respondent's historic contract performance of city-funded services (scopes and spending).

2. Respondent's historic compliance with city-required data submissions (programmatic and surveillance); and
3. Respondent's fiscal strength as demonstrated by audit results.

The City reserves the right to seek clarification on information that is submitted by a Respondent or to request additional information at any time during the Proposal Evaluation process. Any material misrepresentation made by a Respondent may eliminate the Respondent from further consideration. Wholesale lack of response to any specific submission requirement may subject the application to disqualification from consideration.

The City reserves the right to accept or reject any or all proposals; to take exception to parts of proposals; to request written or oral clarification of proposals and supporting materials; or to cancel this RFP process if it is in the City's best interest to do so. The receipt of submittals under this RFP or other documents will in no way obligate CDPH to enter into any contract of any kind with any party. CDPH reserves the right to negotiate separately with competing Respondents for all or any part of the services described in this RFP.

b. Evaluation

Category	Available Points
Alignment with CDPH principles	Section Total: 12
Budget and Justification	Section Total: 3
Program Activities	Section Total: 20
Scope of Services	Section Total: 46
Staffing Plan	Section Total: 3
Fiscal Capacity	Section Total: 16
Total Points	100

12. Reporting and other Requirements

The LCO will be required to submit all required data through CDPH-approved data collection systems or through other approved methods, submit monthly program reports, voucher monthly, 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.

At a minimum, the LCO will be required to collect and report on the following information: more requirements may be added according to funding source requirements:

- a. The number of individuals served by the workforce, including but not limited to individual-level data on service recipients such as sociodemographic information, income level, services provided, and geographic information
- b. Workforce development outcomes, including number hired, demographics and community area represented by the employees, competencies achieved during tenure, and successful job placement in public health or health services at conclusion of tenure.
- c. Collection of surveys to community members and staff considered necessary to meet grant monitoring or evaluation requirements.

13. Additional Guidance

○ Bidders' Conference

A 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. The Bidders' Conferences will be held at the following locations and dates:

Webinar Bidders' Conference

Date and time of conferences: June 3, 2022, at 2:00 PM CST:

Community Health Response Corps Pre-Bidders Conference

Join online

<https://chicagogov.webex.com/chicagogov/j.php?MTID=m92befe033df5318a68e0239c814696e6>

Friday, Jun 3, 2022, 2:00 pm | 1 hour 30 minutes | (UTC-05:00) Central Time (US & Canada)

Meeting number: 2494 900 4525

Password: tmYfTut8A62

Join by video system

Dial [24949004525@chicagogov.webex.com](tel:24949004525)

You can also dial 173.243.2.68 and enter your meeting number.

Join by phone

+1-312-535-8110 United States Toll (Chicago)

+1-646-992-2010 United States Toll (New York City)

Access code: 249 490 04525

14. Insurance Requirements

The Chicago Department of Finance (Finance) has established minimum insurance requirements for applicants awarded federal or state funds. The types of insurance required include worker's compensation; general liability; a fidelity bond (if applicable); automobile liability; and professional liability. Finance reserves the right to require additional types of insurance.

15. 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)

Budget Form Instructions

Budget Summary Form

The attached form should be used to (1) track the expenditures of a program based on the type or category of expenditure (e.g., personnel, materials and supplies, equipment, etc.) and (2) identify all other program costs charged to other funding sources. Follow these instructions to accurately complete the form.

A1. Department: Please identify the City department.

A2. Program: Please identify the name of the City program.

B1. Agency Name: Please identify the name of the Delegate Agency.

B2. FEIN: The Internal Revenue Service (IRS) assigns a 9-digit federal employer identification number (FEIN) to every organization employing one or more individuals. Please indicate the delegate agency's FEIN in the space provided. Should an agency have questions concerning its identification number, call the IRS at (800) 829-1040.

C1. Program Name: Please identify the Delegate Agency Program name.

C2. Phone Number: Please identify the employee contact and phone number for the Program

C3. Email Address: Please identify the contact email address for the Program.

D. Program Budget Year: 2022

D1. Type of Expenditure
D2. Account number: *The necessary information has already been provided for rows 18-24. In exceptional cases, departments may obtain approval to use "other" accounts. If you are unsure how to categorize a specific cost, please contact your department program contact. Please note: For local transportation costs, the automobile allowance for staff is the same as the allowance for City employees. In 2020, the standard mileage rate is 57.5 cents per mile.*

D3. City Share: *This column will be automatically populated by formulas based on the information entered into the "City Share" columns in the Personnel & Non-Personnel forms.*

D4. Other Share *This column will be automatically populated by formulas based on the information entered into the "Other Share" columns in the Personnel & Non-Personnel forms.*

D5. Total Cost *This column will be automatically generated by formulas based on the information entered into (D3) and (D4).*

E. Percentage of Total Program Costs Paid by Other Share: *This column will be automatically generated by formulas based on the information entered into (D4) and (D5).*

Budget Form Instructions

Personnel Budget Form

This form should be used to estimate or project a delegate agency's anticipated personnel costs for fiscal year 2021 and provide a summary of the job responsibilities for each budgeted position.

Personnel Budget Allocation: 2022

- | | |
|---|---|
| A1. Position Title: | List all positions that will be funded under this program during fiscal year 2019. This should include salaries that will be paid exclusively by funding sources other than the City. |
| A2. Number of Employees: | For each position listed in column (A1), indicate the number of employees to be funded. |
| A3. Salary Rate: | For each position listed in column (A1), indicate the corresponding salary rate(s) (either annually or hourly) for each employee. If there are different rates for the same position, list the rates one under another. |
| A4. Time Spent on Program: | Please indicate the percentage (%) of time that this employee is anticipated to spend on this program. |
| A5. Pay Periods: | List the number of pay periods per year. |
| A6. City Share: | For each position listed, please indicate what amount of salary will be paid with City funds. |
| A7. Other Share | <i>This information will be automatically generated by formulas.</i>
Other Share is generated by subtracting column (A6) from column (A8). |
| A8. Total Cost: | <i>This information will be automatically generated by formulas.</i>
Total Cost is generated by multiplying columns (A2), (A3), and (A4). |
| A9. Summary of Job Responsibilities: | Describe briefly the duties and responsibilities associated with each position listed in column (A1). |
| A10. Personnel Totals: | <i>This information will be automatically generated by formulas.</i>
Personnel Totals indicates subtotals for columns (A2), (A6), (A7), and (A8). |

Budget Form Instructions

B. Fringe Benefits and Total Personnel Costs:

Both the federal government and the State of Illinois require employers to pay various employee taxes and contributions¹. These taxes and contributions, along with certain fringe benefits that a delegate may wish to offer its employees, are eligible expenses. The City's share of fringe costs must be reasonably proportional to the City's share of salary costs. Please estimate these various costs on the form where indicated.

- B1a. Social Security:** The employer and employee tax rate for social security is 6.2%. The wage base limit is \$128,400. This should be computed every payroll period.
- B1b. Medicare:** The employer and employee tax rate for Medicare tax is 1.45%. There is no wage base limit for Medicare tax; all covered wages are subject to Medicare tax. This should be computed every payroll period.
- B2. State Unemployment Insurance²:** Identify the City's share and total cost of State Unemployment Insurance in columns G and I, respectively. It is likely that your organization is liable for State Unemployment Insurance. For further information contact the Illinois Department of Employment Security hotline at (800)247-4984.
- B3. State Worker's Compensation:** Identify the City's share and total cost of State Worker's Compensation Insurance in columns G and I, respectively. This insurance is computed at a rate determined by the employee's type of business or organization. How often an employer must pay worker's compensation is based on the size of the insurance premium. All applicants are encouraged to call the National Council of Compensation Insurance (NCCI) at (800) 622-4123 for technical assistance in this matter.
- B4-B5. Other:** Please list any other employer expenses or benefits the agency will or must offer its employees. Please identify the City Share and the Total Cost in columns G and I.
- B6. Fringe Benefits Total:** *This information will be automatically generated by formulas.*
Fringe Benefits Totals indicates subtotals for Fringe Benefits columns G-I.
- B7. Personnel Costs Total:** *This information will be automatically generated by formulas.*
Personnel Costs Totals are generated by adding Personnel Totals (A10) and Fringe Benefits Totals (B6).

Please Note: Regarding Insurance

The Chicago Department of Finance (Finance) has established minimum insurance requirements for applicants awarded federal or state funds. The types of insurance required include worker's compensation; general liability; a fidelity bond (if applicable); automobile liability; and professional liability. Finance reserves the right to require additional types of insurance.

¹The Federal Insurance Contributions Act (FICA) tax includes two separate taxes. One is social security tax and the other is Medicare tax. Different rates apply for each of these taxes. www.irs.gov.

² Most non-profit agencies do not have to pay the Federal Unemployment Tax. Check with the IRS at (800) 829-1040 to determine if your agency is exempt. An agency should also check with the lead City department to determine whether additional benefit(s) it wishes to offer are City eligible expenses.

Budget Form Instructions

Non-Personnel Budget Form

This form should be used to estimate and justify the non-personnel line item amounts shown on the Budget Summary.

Non-Personnel Budget Allocation: 2022

- A1. Type of Expenditure:** *The necessary information has already been provided for Rows 9-13. Delegate budgets are limited to the accounts listed on the Non-Personnel Budget.*
- A2. Account Number:** *For any "Other" approved type(s) of expenditure, list the account description(s) and the corresponding account number(s) which are applicable to this program.
Do not include the personnel account.*
- A3. City Share:** *For each type of expenditure and account number, please indicate how much will be paid with City funds.*
- A4. Other Share:** *This information will be automatically generated by formulas.
Other Share is generated by subtracting (A3) from (A5).*
- A5. Total Cost:** *Indicate the total amount budgeted for each expenditure type and account number.*
- A6. Description and Justification:** *All funds listed in (A5) must be justified for City Share and Total Cost. Please show all calculations. Include quantities and unit costs wherever possible.*
- A7. Non-Personnel Totals:** *This information will be automatically generated by formulas.
Non-Personnel Totals indicates totals for (A3), (A4), and (A5).*

CONFLICT OF INTEREST QUESTIONNAIRE

Federal, State and City law prohibits employees and public officials of the City of Chicago from participating on behalf of the City in any transaction in which they have a financial interest. This questionnaire must be completed and submitted by each applicant. The purpose of this questionnaire is to determine if the applicant, or any of the applicant's staff, or any of the applicant's Board of Directors would be in conflict of interest.

1. Is there any member(s) of the applicant's staff or any member(s) of the applicant's Board of Directors or governing body who currently is or has/have been within one year of the date of this questionnaire (a) a City employee or consultant, or (b) a City Councilperson?

Yes ___ No___

If yes, please list the names(s) below:

On a separate sheet of paper, please indicate the job title or role each person listed above has with respect to the applicant; state whether each person listed above is a City employee, consultant, or City Councilperson; and identify the City Department in which he/she is employed.

2. Will the funds requested by the applicant be used to award a subcontract to any individual(s) or business affiliate(s) who is/are currently or has/have been within one year of the date of this questionnaire a City employee, consultant, or a City Councilperson?

Yes ___ No___

If yes, please list the name(s) below:

On a separate sheet of paper, please state whether each person listed above is a City employee, consultant, or City Councilperson,; and identify the City Department in which he/she is employed.

3. Is there any member(s) of the applicant's staff or member(s) of the applicant's Board of Directors or other governing body who are business partners or family members of a City employee, consultant, or City Councilperson,?

Yes __ No __

If yes, please identify on a separate sheet of paper, the City employee, consultant, or Councilperson with whom each individual has family or business ties.

Name of Applicant: _____

Signature of Applicant's Representative

Title

Date: _____

Office of Budget and Management

How to Submit an Application in the eProcurement System

When you are ready to submit, start by saving your draft one last time. Then click Continue.

Create Quote: 235163 (RFQ 6952)

Title: DFSS Youth Services Enrichment Programs - STEM (Science, Tech, Engin. & Math)

Cancel

Revert to Active Quote

View RFQ

Quote By Spreadsheet

Save Draft

Continue

Time Left: 19 days 2 hours
Bid Opening Date/Supplier Response Due Date: 16-Jul-2019 12:00:00

Header

Lines

Supplier: DEBORAH'S PLACE
RFQ Currency: USD
Quote Currency: USD
Price Precision: Any

Quote Valid Until: 31-Jul-2019
Reference Number:
Note to Buyer:
(example: 27-Jun-2019)

Attachments

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Budget	File		From Supplier	KBWILSON	20-Jun-2019	One-Time		

Requirements

Expand All | Collapse All

Focus Title

Requirements

Target Value

Quote Value

Cancel

Revert to Active Quote

View RFQ

Quote By Spreadsheet

Save Draft

Continue

Headphones - Hows - Learn - Resources - Help

If you are missing information, you will be given an error message on the top of the page.

Registrations > **Negotiations** > **Active Solicitations** > RFQ: 6952 >

Error
You must quote on at least one line in the RFQ.
[Create Quote: 235163 \(RFQ 6952\)](#)

Cancel **Revert to Active Quote** **View RFQ** **Quote By Spreadsheet** **Save Draft**
Time Left: **19 days 2 hours**
Bid Opening Date/Supplier Response Due Date: **16-Jul-2019 12:00:00**

Title: **DESS Youth Services Enrichment Programs - STEM (Science, Tech, Engin. & Math)**

Supplier: **DERORAH'S PLACE**
RFQ Currency: **USD**
Quote Currency: **USD**
Price Precision: **Any**

Quote Valid Until: 31-Jul-2019
Reference Number:
Note to Buyer:

Header **Lines**

Budget	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	De
		File		From Supplier	KAWILSON	20-Jun-2019	One-Time		

Attachments

Add Attachment...

Requirements

Expand All **Collapse All**

Focus Title
☐ Requirements

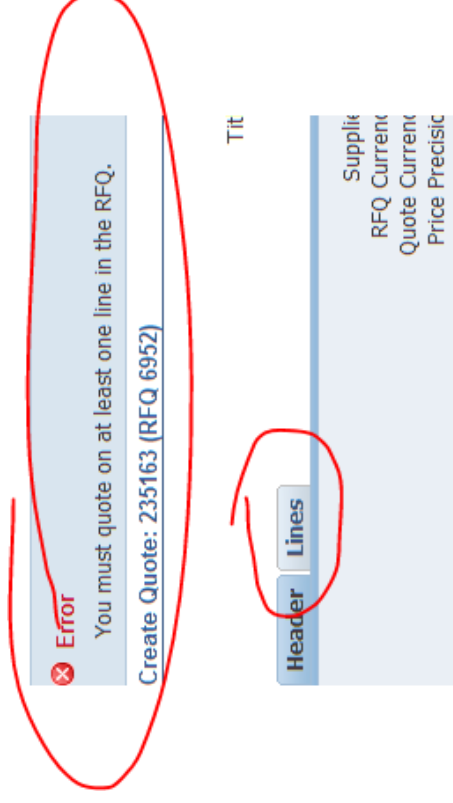
Target Value **Quote Value**

Cancel **Revert to Active Quote** **View RFQ** **Quote By Spreadsheet** **Save Draft**

[Negotiations](#) [Home](#) [Logout](#) [Preferences](#) [Help](#)

Usually the error messages direct to something left undone in the application.

In the last example, the error message indicated that the lines (found under the lines tab) had not been filled out.



In this example, the error is about an unanswered question in the application (or Requirements section). The Quote Value refers to your (in this case, missing) answer.

Error

A quote value is required for requirement First Name.

Create Quote: 236154 (RFQ 6952)

Cancel

Revert to Active Quote

Bid Opening Date/Supplier Response Due Date 16-Jul

Time Left 19 da

Title DESS Youth Services Enrichment Programs - STEM (Science, Tech, Engin. & Math)

Supplier DEBORAH'S PLACE

RFQ Currency USD

Quote Currency USD

Price Precision Any

Quote Valid Until

Reference Number

Note to Buyer

Header

Lines

Attachments

Add Attachment...

No results found.

Title	Type	Description	Category	Last Updated By	Last Updated
-------	------	-------------	----------	-----------------	--------------

Requirements

Expand All Collapse All

Focus Title

☐ Requirements

☐ Contact Information

First Name

Target Value

Quote Value

Once your application is free from errors, you are ready to proceed and submit! At this point, clicking “Continue” should put your application into the “Review and Submit” phase.

Negotiations [Home](#) [Logout](#) [Preferences](#) [Help](#)

[Create Quote 236154: Review and Submit \(RFQ 6952\)](#) [Cancel](#) [Back](#) [Validate](#) [Save Draft](#) [Printable View](#) [Submit](#)

Header

Title	DFSS Youth Services Enrichment Programs - STEM (Science, Tech, Engin. & Math)	Time Left	19 days 2 hours
Supplier	DEBORAH'S PLACE	Close Date	16-Jul-2019 12:00:00
RFQ Currency	USD	Quote Valid Until	
Quote Currency	USD	Reference Number	
Price Precision	Any	Note to Buyer	

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Requirements

[Show All Details](#) | [Hide All Details](#)

Details **Section**

This is your last chance to review all your data and confirm that it is accurate. Check your attachments and scroll to the bottom of the screen to see all your responses.

Header									
<div><div><div>TitleChicago Early Learning Community-Based Programs RFP #2</div><div>SupplierClardigm Inc</div><div>RFQ CurrencyUSD</div><div>Quote CurrencyUSD</div><div>Price PrecisionAny</div></div><div><div>Time Left20 days 3 hours</div><div>Close Date15-Jul-2019 12:00:00</div><div>Quote Valid Until15-Jul-2019 12:00:00</div><div>Reference Number</div><div>Note to Buyer</div></div></div>									
Attachments									
Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	
No results found.									
Requirements									
<div>Show All Details Hide All Details</div> <div>Details Section</div> <div><div><div></div><div>Hide</div></div>Contact Information</div>									
Requirement									
First Name					Quote Value				
Last Name					Chicago				
Telephone					845-855-9999				
E-mail Address					TheBestAgency@childcare.com				
Contact Type					Email Applicant				
<div><div></div><div>Hide</div></div> Organization Information									
Requirement									
Legal Organization Name					Super Leaders Academy/Nabon	Target Value	Quote Value		
Address					16555 E. 32nd St.		Chicago		
City					Chicago		IL		
State					60699				
Zip					845-251-XXXX		845-251-XXXX		
Telephone Number					84-992289				
Federal Employer Identification Number					92-8992-5110				
DUNS Number					Jane Doe				
Head of Agency Name					Executive Director				
Head of Agency Title					845-251-XXXX				
Head of Agency Contact Telephone					Jane.Doe@super.leadersAcademy.com				
Head of Agency E-mail Contact					Terry Doe Jr.				
Chief Finance Officer Name					Chief Finance Officer				
Chief Finance Officer Title					845-251-XXXX				
Chief Finance Officer Telephone					terry.doe@super.leadersAcademy.com				
Chief Finance Officer E-mail					NA				
Website Address					2008				
Year Org. Established					Yes				
Did you attach the following in your Admin. section? *Liability Insurance *Board Member Identification *IRS Determination Letter *SAM Certificate *Certificate of Good Standing *Financial Statement									
<div>Show Geographic Area(s) Served</div>									

Electronic Signature

By submitting a b4/proposal/application and furnishing his/her name and title, the person signing below certifies that he/she is authorized to submit a b4/proposal/application on behalf of the City. The person signing below understands that the information submitted is true, accurate and complete as of the date furnished to the City.

☒ ☐

* Name: DOA
 * Title: President/ Test

* Indicate required fields. Before submitting the response please enter Name and Title and accept the disclaimer by checking the box above.

Then click “Submit”:

	Item Description	Quantity	Unit Price	Total Price	Category	Last Updated By	Last Updated	Usage	Update	Delete
<input type="radio"/>	110100 - Admin - Op...		USD	7,400.00						
<input type="radio"/>	120140 - Admin - Pr...		USD	25,000.00						
<input type="radio"/>	130200 - Admin - Tr...		USD	1,500.00						
<input type="radio"/>	140300 - Admin - Ma...		USD	6,000.00						
<input type="radio"/>	150400 - Admin - Eq...		USD	1.00						
<input type="radio"/>	160801 - Admin - In...		USD	1.00						
<input type="radio"/>	170999 - Admin - Ot...		USD	2,500.00						
<input type="radio"/>	181240 - Program - ...		USD	19,500.00						

Line 1: 00P5 - Program - Personnel

Notes

Note to Buyer

Attachments

Title

No results found.

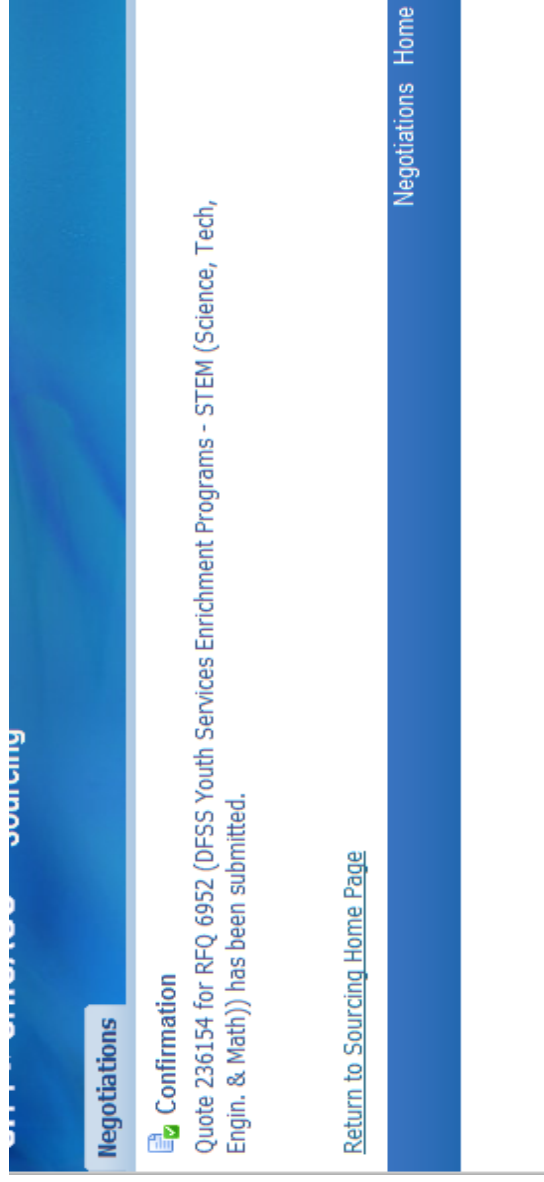
Electronic Signature

By submitting a bid/proposal/application and inputting his/her name and title, the person signing below certifies that he/she is authorized to submit this bid/proposal/application on behalf of all certifications and statements contained in the bid/proposal/application are true, accurate and complete as of the date furnished to the City. The person signing below understands that this submission will be binding on the submitting party.

* Name: [Text]
 * Title: President Text

* Indicates required fields. Before submitting the response please enter Name and Title and accept the Disclaimer by checking the box above.

Make sure that you see this submittal confirmation screen. The eProcurement system will not send a confirmation email so it is critical that you see this screen.





NEW ONLINE ISUPPLIER CUSTOMER SUPPORT CENTER

EFFECTIVE: DECEMBER 1, 2019

Office Days/Hours: Monday – Friday from 8:30am to
4:30pm

Customer Support Center Telephone Number:

(312) 744-HELP (4357)

Customer Support Center Email Address:

CustomerSupport@cityofchicago.org

The New iSupplier Customer Service Support Center (**Help Desk**) will provide assistance in the following areas:

- ★ Registration and Login Assistance
- ★ Contact and Address Update Assistance
 - ★ Solicitation Assistance
 - ★ Invoicing Assistance
- ★ Training Dates and Training Material

All previous contact information will be forwarded to the new Help Desk at
CustomerSupport@cityofchicago.org or (312) 744-HELP (4357).