City of Chicago  
Request for Proposals (RFP)  
For STI/HIV Division  

STD Surveillance Network Grant (SSuN)  

RFP# 11-04  

Key Dates  

<table>
<thead>
<tr>
<th>Date Type</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release Date</td>
<td>August 15, 2011</td>
</tr>
<tr>
<td>Application Due</td>
<td>September 14, 2011</td>
</tr>
<tr>
<td>Contract Start Date</td>
<td>October 1, 2011</td>
</tr>
</tbody>
</table>

Submit one (1) original, five (5) complete copies, and a complete electronic copy on a CD of the proposal

All proposals must be addressed and delivered to:

Department of Public Health  
DePaul Center—Room 200  
333 South State Street  
Chicago, Illinois, 60604

PROPOSALS MUST BE RECEIVED NO LATER THAN 4:00 P.M. CENTRAL DAYLIGHT SAVINGS TIME ON  

September 14, 2011  

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

City of Chicago  
Department of Public Health  
STI/HIV Division

Rahm Emanuel  
Mayor

Bechara Choucair, M.D.  
Commissioner
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City of Chicago  
Department of Public Health, STI/HIV Division  
RFP# 11-04

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Request for Proposals (RFP) to support a component of the STD Surveillance Network (SSuN)  
Grant in the City of Chicago  
RFP 11-04

I. Purpose:  
The Chicago Department of Public Health (CDPH) is releasing this RFP to partner with an agency providing Sexually Transmitted Disease (STD) health services to men who have sex with men (MSM) in order to expand and strengthen the STD Surveillance Network (SSuN) project in Chicago.

II. Background:  
A dynamic, national surveillance network is critical for filling several important gaps in the existing national STD surveillance system. National STD morbidity surveillance data, reported through the National Electronic Telecommunication Surveillance System (NETSS), currently includes a limited number of demographic data elements (e.g. age, race/ethnicity, sex, and county) collected from all states for a limited number of sexually transmitted diseases (chancroid, chlamydia, gonorrhea, and syphilis). Weekly reporting through NETSS is insufficient for rapid identification of many trends in other diseases, and does not support the collection and reporting of data on relevant STD behavioral and clinical information. Furthermore, even if trends in disease or risk behaviors are identified, the national STD morbidity surveillance infrastructure comprised of NETSS reporting from all states has limited capacity to be easily and rapidly modified. Although many states have greater surveillance capacity and flexibility than evidenced by their NETSS data, the wide variability between states in terms of data systems and standards make timely ad hoc collaborations and analyses difficult.

As part of this effort to expand information on STDs, the Centers for Disease Control and Prevention (CDC) established the *Men who have sex with men (MSM) Prevalence Monitoring Project* in 1999 to assess the prevalence of and trends in STDs, Tuberculosis, and HIV risk behaviors among MSM in clinics serving a large number of MSM. The MSM Prevalence Monitoring Project includes MSM attending STD clinics, HIV care clinics, primary care clinics, and bathhouses in select large cities throughout the United States. Data were collected as part of routine patient care and include age, race, STD symptoms, and chlamydia, gonorrhea, syphilis, TB, and HIV test results. Risk behaviors include number and sex of sex partners, sexual practices, and condom use.

The Chicago Department of Public Health was funded to implement the national STD Surveillance Network (SSuN) project. Building upon existing electronic information systems for the collection, integration, analysis, and reporting of surveillance data across CDPH clinics and the city overall, CDPH staff initiated SSuN project activities in the first year of funding to:

- Monitor the prevalence of STDs, HIV, viral hepatitis, and risk behaviors in men who have sex with men;
- Assess trends in the burden of genital wart disease in patients attending STD clinics;
- Monitor HIV testing coverage in patients attending STD clinics;
- Disseminate and translate data into programmatic action;
- Implement core population-based surveillance activities including conducting brief interviews to collect demographic, clinical, and behavioral information annually on a representative sample of at least 240 individuals diagnosed with gonorrhea in Chicago.
III. Eligibility Requirements for Respondents

Limited competition. Only not-for-profit, community-based organizations, providing services within the City of Chicago may apply for these funds. This announcement intends to fund an STD project site to participate in the SSuN project through September 30, 2013. Respondents must provide STD clinical care and provide de-identified data on behavioral risk characteristics, treatment, and STD morbidity (including gonorrhea, Chlamydia, syphilis and other STDs) for all men who have sex with men (MSM). STD care medical record data must be provided on a quarterly basis in an electronic format.

All successful respondents must use a documented cost allocation methodology, approved by the agency’s accounting firm, for all shared costs like space/rent, utilities, telephone and general office supplies.

All respondents must complete the City’s electronic Economic Disclosure Statement and Affidavit www.cityofchicago.org in the search button type in Economic Disclosure. All respondents must submit proof of insurance with completed proposal.

IV. Available Funding: (see Addendum A)
An estimated $75,000 will be available through this RFP to fund support of data extraction of STD clinic data elements (core and standardized variables) from electronic medical records for the STD Surveillance Network project, translate these data into programmatic action and to routinely collect specimens for culture from extra genital sites for MSM for antimicrobial susceptibility testing. However, estimated funding allocations and amounts are dependent on final CDC HIV Cooperative Award, appropriation and budgeting of funds, and changes in CDC funding. CDPH will make appropriate changes to the allocations and amounts in this RFP as necessary.

Awards will begin on October 1, 2011. It is anticipated that the initial term of the contract will be funded for a two year project period. This project may be extended, provided that subject to funding availability, the City’s discretion and other factors, the term of the contract may be extended by up to two periods, each period not to exceed one year.

V. Project Description:
Proposals must address all of the following elements:

- Agency’s background and experience in providing STD services to the MSM population.
- Description of volume of STD screening and care among MSM attending STI clinic.
- Capacity to download and share electronic medical record data.
- Description of process to be followed in order to provide de-identified data from existing electronic medical record information systems for the collection, integration, analysis, and reporting of SSuN surveillance data.
- Description of how the agency proposes to use and disseminate the data collected for SSuN with clinic staff to make programmatic enhancements and/or improvements.
- Ability to compile line-listed Statistical Analysis Software (SAS) datasets of STD clinic visits with unique individual and event codes.
- Collaborate with other awardees and CDPH to standardize surveillance protocols and data elements.
- Provide standardized STD clinic surveillance data among MSM with CDPH and CDC and other SSuN collaborating sites via a data warehouse or other electronic data storage format for collaboratively identified analyses.
• Develop data quality standards and participate in ongoing assessments and improvement of data quality.
• Assurance of data confidentiality and security protocols for data storage/sharing with CDPH.
• Collection and shipment of specimens from extra genital sites to reference lab for antimicrobial susceptibility testing.
• Participate in conference calls and annual collaboration meetings by working with other sites to develop or revise common enhanced surveillance activity protocols and reporting preliminary data and the status of ongoing activities.
• Data dissemination plan to release information on the MSM Prevalence Monitoring project in collaboration with CDPH, CDC and other funded sites.
• Full budget.

VI. Proposal Guidelines (see Addendum A)

A. Title Page:
   This page must be the first page of your proposal.

B. Project Abstract –
The Project Abstract provides a brief description of the respondent organization and its experience in providing STI testing and care for MSM population. The Project Abstract should include the following information.
   ▪ Name of Organization and address(es) of all proposed service locations
   ▪ Description of the organization’s history and experience in providing STI testing and care to the MSM population
   ▪ Description of objectives and methods to be employed
   ▪ Description of the project for which funds are being requested
   ▪ Description of the target populations among clinic patients:
     - Description of co-infection of HIV and STDs among MSM population
     - Description of trends in rectal and pharyngeal gonorrhea and chlamydia screening among asymptomatic MSM population
     - Description of burden of primary and secondary syphilis among MSM population
   ▪ Description of the project’s measurable objectives

Project Abstract must be submitted with the proposal forms. The abstract must be submitted in the following format:

• Maximum of 3 paragraphs.

The Project Abstract should be informative to other persons working in the same or related fields and insofar as possible understandable to a technically literate lay reader. This Abstract must not include any proprietary/confidential information.

C. Project narrative. The narrative for each part should address activities to be conducted over the entire project period and must include the following items in the order listed:

• Summary
• Background
• Experience
• Capacity
The narrative for each part should address activities to be conducted over the entire project period and must include the following items in the order listed: Summary, Background, Experience, Capacity, Work Plan, Timeline, and Sustainability. The budget and budget justification will be included as a separate attachment not to be counted in the narrative page limit. Additional information may be included in the proposal appendices, with no more than 5 appendices. The appendices will not be counted toward the narrative page limit.

D. Experience
Provide a narrative describing your experience in providing the service to be provided in this proposal, and your experiences in providing STD care to the MSM population.
- Describe the MSM population served in the STD clinic, including a description of HIV/STD co-infection among MSM patients, trends in rectal and pharyngeal gonorrhea and chlamydia screening in this population and burden of primary and secondary syphilis among MSM population
- Discuss how data from the proposed program can be linked to other programs offered by your organization (if applicable)
- Describe how you will assure the quality of the data provided for this project.
- Include supporting documentation that supports your programmatic and administrative abilities such as data management staff resumes, certifications, licenses, in-house training, or other evidence.

E. Capacity
Describe the human and technical resources necessary for collection, analysis, interpretation, and dissemination of enhanced surveillance data at the STD clinic serving an MSM population. The participating site must demonstrate that the equivalent of at least 0.5 FTE is dedicated to STD clinic SSuN data management, collection, and/or analysis activities either through the funding in this cooperative agreement or through matching funds.

F. Program Work Plan
Describe the scope(s) of the proposed program, and identify activities that will be used to achieve the scopes(s). Activities indicate the tasks that must be completed to achieve the scope(s) and must be specific, measurable, realistic, and time-phased. Describe the basis for designing the proposed program(s)
- Discuss the scope(s) of the program and describe in detail how it will be implemented.
- Identify activities that will be used to achieve the program scopes and overall goals
- Describe the roles and responsibilities of staff as it relates to activities outlined in the narrative

G. Budget and Justification (budget forms attached)
Provide a narrative description of the proposed project budget. Your narrative must address the following questions.
- Describe the organization’s fiscal capacity and stability to manage the proposed project.
- All contracts will be paid on a reimbursement basis. Describe your agency’s demonstrated capacity to operate on a reimbursement basis.
- Describe and justify all costs proposed in the budget. The budget and narrative must meet all requirements set forth in this section.

H. Budget Description and Example (A description of each expense category is presented below.)

**Personnel:** For these costs, provide the following information: the name of the employee and job title, number of positions, monthly salary, percent of time to be charged to this project, the amount of the CDPH share, other share, and in-kind share, and the total cost. Provide a brief budget justification explaining the duties of each employee assigned to the project. If the respondent has not yet identified individuals to fill salaried positions, indicate that these individuals are yet to be hired (TBH). Make sure to show your calculations, indicate if staff is paid weekly, biweekly, monthly.

**Example**

<table>
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<tr>
<th>Position or Title and Name</th>
<th># Positions</th>
<th>Rate</th>
<th>How Paid (hourly, weekly, etc)</th>
<th>% Time Spent</th>
<th>CDPH Share</th>
<th>Other Share</th>
<th>In kind Share</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director of Advertising</td>
<td>1</td>
<td>$2,200</td>
<td>Bi-weekly</td>
<td>100</td>
<td>$57,200</td>
<td>0</td>
<td>0</td>
<td>$57,200</td>
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<tr>
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<td>Hourly</td>
<td>1040 hrs</td>
<td>$12,012</td>
<td>$12,012</td>
<td>0</td>
<td>$24,014</td>
</tr>
</tbody>
</table>

**Fringe Benefits:** For these costs, provide the following information: the amount of fringe benefits requested (which should also include the percentage rate for FICA); medical insurance; including dental and vision coverage, if applicable; worker's compensation and disability insurance; life insurance, if applicable; and, vacation and sick pay benefits, etc. Please include elements that are included in the fringe benefit amount. Fringe benefits must be based on the respondent's established personnel policies. Show all calculations (formula used to determine final cost). Note: If a fringe benefit is not listed, you cannot be reimbursed for it.

**Operating Costs:** Respondents must delineate expenditures for items related to any programmatic activities integral to this project (e.g., telephone, advertising, printing, duplication, equipment leasing/maintenance, insurance premiums, dues, subscriptions, memberships, messenger services, facility maintenance, technical meeting costs and postage).

Note: Agencies funded through this RFP will be required to comply with various insurance specifications established by the City of Chicago: these include workers' compensation, auto liability, commercial liability and professional liability. These requirements also apply to all subcontractors and consultants.

**Professional/Technical Costs:** List and justify all fees to be paid to consultants and subcontractors, noting the number of hours to be devoted to the project and specific responsibilities. Consultant fees will be allowed on a limited basis only, and should not to be used in place of staff support.

Note: The City of Chicago will require all successful respondents to identify any consultants and subcontractors that will be part of the proposed program. If they are not yet been identified indicate that in the budget and budget justification. They must be identified and pre-approved by the project officer before they begin any services to be funded through this proposal.
**Materials and Supplies:** Itemize and justify *programmatic* materials, include office supplies that will be used by program staff in service delivery.

**Transportation and Travel Expenses:** Funding for transportation should be requested only as appropriate for program needs. Program-specific transportation expenses may include vouchers, or expenses incurred in operating organization-leased/owned vehicles. Out of town travel is not an allowable expense.

*Local Travel:* Delineate amounts for public transportation and mileage reimbursement at the rate established in the organization’s policies. If the organization does not have a mileage reimbursement rate established, use the current federal rate available at [http://www.gsa.gov/mileage](http://www.gsa.gov/mileage). Include here the expenses to operate agency-owned vehicles that are used in program delivery. All drivers and vehicles used for this program must have valid licenses and insurance. If an employee would like to request reimbursement for mileage, then the City of Chicago must be listed as an additional insured.

**Administrative Expenses:** must be specifically delineated and justified in the proposal. The respondent must provide a brief narrative justification for the amount requested. Example of administrative and indirect costs include: rental costs for administrative office space, office utilities, insurance, payroll, personnel, voucher processing and financial reporting and audit expenses. Administrative costs may also include partial salaries of administrative staff (e.g. executive director or office manager). Providers must retain records of the expenses actually charged against any contract that is awarded as a result of the RFP.

**VII. Proposal Checklist**
The Proposal Checklist should be used to ensure that the proposal is complete. Include the Checklist with the proposal. Proposals that do not contain each of the items indicated in the checklist will be considered incomplete and will not be reviewed.

**VIII. Submission Guidelines**
Failure to follow any of the instructions related to content will result in the proposal being eliminated from consideration. Other than late delivery, the most common reasons that proposals are rejected include: inadequate number of copies, missing sections of the proposal, and failure to include requested documents.

It is the responsibility of the respondent to insure delivery of the proposal to CDPH by the designated deadline. All proposals will be date and time stamped upon receipt and the receipt will be given to the person delivering the package at the time of receipt. Respondents using a messenger service to deliver their proposals should advise the messenger service of the 4:00 pm deadline and make sure the messenger knows to wait for a receipt.

Respondents wishing to drop off completed proposals prior to the deadline August 25, 2011 should contact Stephanie Townsell to arrange for a drop off time. Contact information is (312) 747-9546.

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

**Margaret Eaglin**
Chicago Department of Public Health
Telephone: 312-413-8022
Email: margaret.eaglin@cityofchicago.org
Submit one (1) original and five (5) complete copies, six (6) in total, and a CD with an electronic version of the proposal to:

Chicago Department of Public Health
DePaul Center—Room 200 – Contract Unit
333 South State Street
Chicago, Illinois, 60604

The proposal must be received by 4:00 p.m. Central Standard Time on September 14, 2011. No extension will be permitted. No late proposals will be accepted.

Format Instructions

The narrative must be submitted in the following format:

- Maximum number of pages: (10), if your narrative exceeds the page limit, only the first pages which are within the page limit will be reviewed.
- Number all narrative pages; not to exceed the maximum number of pages.
- For paper submissions:
  - Printed only on one side of page.
  - Held together only by rubber bands or metal clips; not bound in any other way.
- Use at least 1.5 line spacing and at 11-point font size.
- Proposals should have margins of at least ¾ inch on all sides.
- Submit only unbound proposals (i.e., no staples, ring binders, covers)
- All documents should be on 8 ½”x11” paper
- Print only on the front of each page (if any of your supporting documents are two-sided, photocopy them to meet this requirement)
- Include a table of contents reflecting major categories and corresponding page numbers
- Attach only supporting documentation requested or directly related to the proposal
- Sequentially number the entire proposal including all the attachments
- No faxes will be accepted

B. Required Documentation

Please submit the following as attachments in the completed proposal. Clearly mark each as separate appendices.

- Internal Revenue Service 501c (3) tax exempt determination letter.
- Copy of respondent’s Articles of Incorporation.
- Copy of the respondent’s most recent financial statement and the most recent audit including A-133, if applicable.

IX. Evaluation of Proposals

All proposals that are received on time will undergo a technical review to determine whether all required components have been addressed and included. Proposals that are determined by the City to be incomplete will not be further considered. The City reserves the right to waive irregularities that, within its sole discretion the City determines to be minor. If such irregularities are waived, similar irregularities in all proposals will be waived. Proposals that are determined to be complete will be forwarded to a Review Panel.

The Review Panel will evaluate and rate all remaining proposals based on the Evaluation Criteria listed below. The Review Panel forwards its recommendations and comments to the Program Manager/Assistant Commissioner of Chicago Department of Public Health, STI/HIV/AIDS Division.
Past contractual performance may also be considered for respondents that have previously received funding. Final funding decisions are made by the CDPH program and Commissioner of Public Health. All respondents will be notified of the results in writing.

Evaluation Criteria:
- Respondent’s relevant experience in providing the proposed service among men who have sex with men.
- Experience with STD clinic data management, collection, and/or analysis activities.
- Comprehensiveness and soundness of proposed program approach and workplan.
- Soundness of proposed budget and respondent’s financial capacity.

X. Compliance with Laws, Statutes, Ordinances and Executive Orders

Grant awards will not be final until the City and the respondent have fully negotiated and executed a grant agreement. All payments under grant agreements are subject to annual appropriation and availability of funds. The City assumes no liability for costs incurred in responding to this RFP or for costs incurred by the respondent in anticipation of a grant agreement. As a condition of a grant award, respondents must comply with the following and with each provision of the grant agreement:

1. Conflict of Interest Clause: No member of the governing body of the City of Chicago or other unit of government and no other officer, employee, or agent of the City of Chicago or other government unit who exercises any functions or responsibilities in connection with the carrying out of the project shall have any personal interest, direct or indirect, in the grant agreement. The respondent covenants that he/she presently has no interest, and shall not acquire any interest, direct, or indirect, in the project to which the grant agreement pertains which would conflict in any manner or degree with the performance of his/her work hereunder. The respondent further covenants that in the performance of the grant agreement no person having any such interest shall be employed.

2. Governmental Ethics Ordinance, Chapter 2-156: All respondents agree to comply with the Governmental Ethics Ordinance, Chapter 2-156 which includes the following provisions: a) a representation by the respondent that he/she has not procured the grant agreement in violation of this order; and b) a provision that any grant agreement which the respondent has negotiated, entered into, or performed in violation of any of the provisions of this Ordinance shall be voidable by the City.

3. Selected respondents shall establish procedures and policies to promote a Drug-free workplace. The selected respondent shall notify employees of its policy for maintaining a drug-free workplace, and the penalties that may be imposed for drug abuse violations occurring in the workplace. The selected respondent shall notify the City if any of its employees are convicted of a criminal offense in the workplace no later than ten days after such conviction.

4. Business Relationships with Elected Officials - Pursuant to Section 2-156-030(b) of the Municipal code of the City of Chicago, it is illegal for any elected official of the city, or any person acting at the direction of such official, to contact, either orally or in writing, any other city official or employee with respect to any matter involving any person with whom the elected official has a business relationship, or to participate in any discussion in any city council committee hearing or in any city council meeting or to vote on any matter involving the person with whom an elected official has a business relationship. Violation of Section 2-156-030(b) by any elected official with respect to the
grant agreement shall be grounds for termination of the grant agreement. The term business relationship is defined as set forth in Section 2-156-080 of the Municipal Code of Chicago.

Section 2-156-080 defines a “business relationship” as any contractual or other private business dealing of an official, or his or her spouse or domestic partner, or of any entity in which an official or his or her spouse or domestic partner has a financial interest, with a person or entity which entitles an official to compensation or payment in the amount of $2,500 or more in a calendar year; provided, however, a financial interest shall not include: (i) any ownership through purchase at fair market value or inheritance of less than one percent of the share of a corporation, or any corporate subsidiary, parent or affiliate thereof, regardless of the value of or dividends on such shares, if such shares are registered on a securities exchange pursuant to the Securities Exchange Act of 1934, as amended; (ii) the authorized compensation paid to an official or employee for his office or employment; (iii) any economic benefit provided equally to all residents of the City; (iv) a time or demand deposit in a financial institution; or (v) an endowment or insurance policy or annuity contract purchased from an insurance company. A “contractual or other private business dealing” shall not include any employment relationship of an official’s spouse or domestic partner with an entity when such spouse or domestic partner has no discretion concerning or input relating to the relationship between that entity and the City.


6. If selected for grant award, respondents are required to (a) execute and notarize the Economic Disclosure Statement and Affidavit, and (b) indemnify the City as described in the grant agreement between the City and the successful respondents.

7. Pursuant to Mayoral Executive Order No. 2011-4, from the date of public advertisement of this request for proposals through the date of award of an agreement pursuant to this request for proposals, the organization responding to this request for proposals (the “Respondent”), any person or entity who directly or indirectly has an ownership or beneficial interest in Respondent of more than 7.5 percent (“Owners”), spouses and domestic partners of such Owners, Respondent’s proposed subcontractors, any person or entity who directly or indirectly has an ownership or beneficial interest in any subcontractor of more than 7.5 percent (“Sub-owners”) and spouses and domestic partners of such Sub-owners (Respondent and all the other preceding classes of persons and entities are together, the “Identified Parties”) must not: (a) make a contribution of any amount to the Mayor of the City of Chicago (the “Mayor”) or to his political fundraising committee; (b) coerce, compel or intimidate its employees to make a contribution of any amount to the Mayor or to the Mayor’s political fundraising committee; (c) reimburse its employees for a contribution of any amount made to the Mayor or to the Mayor’s political fundraising committee; or (d) bundle or solicit others to bundle contributions to the Mayor or to his political fundraising committee.

If Respondent violates this provision or Mayoral Executive Order No. 2011-4 prior to the award of an agreement resulting from this request for qualifications/proposals/information, the Commissioner may reject Respondent’s proposal.
For purposes of this provision: “Bundle” means to collect contributions from more than one source which are then delivered by one person to the Mayor or to his political fundraising committee. "Contribution" means a "political contribution" as defined in Chapter 2-156 of the Municipal Code of Chicago, as amended. For purposes of this provision only, individuals are “Domestic Partners” if they satisfy the following criteria: (A) they are each other's sole domestic partner, responsible for each other's common welfare; and (B) neither party is married, as marriage is defined under Illinois law; and (C) the partners are not related by blood closer than would bar marriage in the State of Illinois; and (D) each partner is at least 18 years of age, and the partners are the same sex, and the partners reside at the same residence; and (E) two of the following four conditions exist for the partners: (1) the partners have been residing together for at least 12 months; (2) the partners have common or joint ownership of a residence; (3) the partners have at least two of the following arrangements: (a) joint ownership of a motor vehicle, (b) a joint credit account, (c) a joint checking account, or (d) a lease for a residence identifying both domestic partners as tenants; and (4) each partner identifies the other partner as a primary beneficiary in a will. "Political fundraising committee" means a "political fundraising committee" as defined in Chapter 2-156 of the Municipal code of Chicago, as amended. Any agreement awarded pursuant to this solicitation will be subject to and contain provisions requiring continued compliance with Executive Order 2011-4.

8. False Statements

(a) 1-21-010 False Statements

Any person who knowingly makes a false statement of material fact to the city in violation of any statute, ordinance or regulation, or who knowingly falsifies any statement of material fact made in connection with an proposal, report, affidavit, oath, or attestation, including a statement of material fact made in connection with a bid, proposal, contract or economic disclosure statement or affidavit, is liable to the city for a civil penalty of not less than $500.00 and not more than $1,000.00, plus up to three times the amount of damages which the city sustains because of the person's violation of this section. A person who violates this section shall also be liable for the city's litigation and collection costs and attorney's fees.

The penalties imposed by this section shall be in addition to any other penalty provided for in the municipal code. (Added Coun. J. 12-15-04, p. 39915, § 1)

(b) 1-21-020 Aiding and Abetting.

Any person who aids, abets, incites, compels or coerces the doing of any act prohibited by this chapter shall be liable to the city for the same penalties for the violation.(Added Coun. J. 12-15-04, p. 39915, § 1)

(c) 1-21-030 Enforcement.

In addition to any other means authorized by law, the corporation counsel may enforce this chapter by instituting an action with the department of administrative hearings. (Added Coun. J. 12-15-04, p. 39915
<table>
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<th>Organization Name:</th>
<th></th>
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<td>Mailing Address:</td>
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<tr>
<td>Service Site Address:</td>
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<td></td>
</tr>
<tr>
<td>Service Category Applying for:</td>
<td>Total Amount Requested:</td>
</tr>
<tr>
<td>Executive Director:</td>
<td>President of the Board of Directors:</td>
</tr>
<tr>
<td>Executive Director’s Phone Number:</td>
<td>Executive Director’s Email Address:</td>
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<tr>
<td>Primary Contact Person:</td>
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<td>Primary Contact’s Fax Number:</td>
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<td>Primary Contact’s Email Address:</td>
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<tr>
<td>Fiscal Agent Name (if applicable):</td>
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<td>Fiscal Agent’s Email Address:</td>
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</tr>
<tr>
<td>Signature of the Executive Director:</td>
<td>Date:</td>
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</tbody>
</table>
Appendix B - Current Administrative and Service Site(s)

City of Chicago
Department of Public Health, STI/HIV Division
RFP#11-04

In this table, please provide information about the current administrative and service sites of the organization. Delineate the services provided at each site. Copy and use additional pages if necessary.

<table>
<thead>
<tr>
<th>Name of Site (indicate if it is an Administrative Office)</th>
<th>Location (neighborhood/city name and street address)</th>
<th>Zip code</th>
<th>List service(s) provided at this site</th>
<th>Indicate if the site will provide the service proposed in this proposal (yes or no)</th>
</tr>
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</table>

If the organization has mobile unit(s), list mobile unit(s) and the neighborhoods/areas they primarily serve below

|                                                            |                                                       |          |                                      |                                                                                 |
|                                                            |                                                       |          |                                      |                                                                                 |
|                                                            |                                                       |          |                                      |                                                                                 |
|                                                            |                                                       |          |                                      |                                                                                 |
|                                                            |                                                       |          |                                      |                                                                                 |
|                                                            |                                                       |          |                                      |                                                                                 |
Appendix C - Proposal Checklist

City of Chicago
Department of Public Health, STI/HIV Division
RFP#11-04

The proposal checklist should be used to ensure that the proposal is complete. Include the checklist with the proposal. Proposals that do not contain each of the items below will be considered incomplete and will not be reviewed.

Page Limits:

☐ Title Page using Appendix A
☐ Proposal Checklist
☐ Table of Contents

Proposal Narrative
☐ Project Abstract
☐ Organization Experience
☐ Capacity
☐ Program Work Plan
☐ Budget Justification
☐ Budget (use budget forms)

Required Documentation
☐ Internal Revenue Service 501(c)3 tax exempt determination letter
☐ Copy of Articles of Incorporation
☐ Board of Directors List (Must include place of employment)

☐ One (1) original, five (5) complete copies and one (1) electronic copy of the proposal are submitted
Appendix D

BUDGET FORMS

See Attached (excel file)

- Budget Summary Page
- Personnel Page
- Non-Personnel Page
**PROJECT BUDGET SUMMARY**

<table>
<thead>
<tr>
<th>Item of Expenditure</th>
<th>Account #</th>
<th>Approved Budget ($)</th>
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</thead>
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</tr>
<tr>
<td>Fringes</td>
<td>220044</td>
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<tr>
<td>Stipends</td>
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<tr>
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<td>Materials and Supplies</td>
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<td>Drugs/Medical Supplies</td>
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<tr>
<td>Educational Supplies</td>
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<tr>
<td>Administrative Cost/Indirect Cost</td>
<td>220801</td>
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</tr>
<tr>
<td>Other</td>
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<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Authorization

Signatory of Agency Official                   Date

Name & Title (Type or Print)