

Request for Proposals for Special Service Area #28-2014 Six Corners



Issued: January 19, 2023

Submission Deadline: February 15, 2023 at 12:00 noon

The Department of Planning and Development (DPD) is seeking proposals from non-profit organizations that are interested in performing the function of SSA Service Provider for SSA #28-2014 Six Corners.

Special Service Areas (SSAs) are locally initiated districts in which an extra property tax is assessed to provide additional services, beyond those the City can provide on a general basis. All SSA services and activities must provide a public benefit to the SSA district. A local SSA Commission, comprised of local representatives appointed by the mayor, recommends the annual SSA budget, and provides direction for the Service Provider. DPD monitors the activities of all SSAs to ensure compliance with the State SSA Tax Code and DPD policies.

SSA Service Providers are responsible for the following duties and activities:

- Manage day-to-day operations of the SSA.
 - Ensure SSA vendors are delivering services as contracted.
 - Prepare quarterly activity and expense reports to be submitted to the SSA Commission and DPD.
 - Prepare the annual workplan budget form and ordinance submission package to DPD.
 - Prepare Requests for Proposals for potential vendors as directed by the SSA Commission.
 - Review responses and recommend top vendor proposals for the SSA Commission to select from.
 - Maintain all SSA financial records and prepare checks as approved by the SSA Commission.
 - Market the benefits and services of the SSA to all properties and businesses within the SSA.
 - Coordinate special events and other activities as approved by the SSA Commission.
 - Maintain all SSA records and provide to DPD when requested.
 - Perform other activities as requested by DPD or the SSA Commission.
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Submit proposals and any questions via email to:

Mark Roschen
Assistant Commissioner
City of Chicago
Department of Planning and Development
mark.roschen@cityofchicago.org

This form and the 2023 Workplan Budget for SSA #28-2014 is also posted on DPD's SSA webpage [here](#). Finalists will be notified to make a public presentation on a date to be announced in February.

ALL QUESTIONS pertaining to this RFP must be submitted via email **by January 31, 2023**

PLEASE PROVIDE INFORMATION AND RESPONSES ON THE FOLLOWING PAGE.

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Please complete the following information and provide responses to all questions.

1. Organization's legal name on state charter, office address, website, phone:
2. Name/title/phone/email of the Executive Director or CEO and staff who would be assigned to manage SSA #28-2014.
3. Organization's service boundaries:
4. Agency mission:
5. Briefly describe your organization's activities and an assessment of how they fulfill your mission.
6. What experience does your agency have that makes it qualified and a good fit to manage SSA #28-2014?
7. Please list other contracts your organization has with the City (if any):

Please attach the following documents for your organization:

1. Board of Directors List
2. Bylaws
3. Organizational Chart, including staff assigned to the SSA project
4. Fiscal Policies/Procedures Manual marked with the board adoption date
5. Most-recent Financial Audit
6. Current Profit & Loss Statement and Balance Sheet

Next Steps:

February 15:	Proposal due to DPD
By February 22:	DPD will notify up to 3 finalists who will then make presentation
March 8 @ 2:00 pm	Presentations will be made via remote meeting
March 15:	DPD will select 2023 Service Provider, with input from alderman and SSA #28-2014 Commission
April City Council Meeting:	Service Provider ordinance will be on agenda for approval