



Please stand by, the webinar will begin shortly.

Department of Family and Support Services

**THE CHICAGO RESILIENT COMMUNITIES MONTHLY CASH ASSISTANCE PILOT:
OUTREACH AND RECRUITMENT RFP #8470**

Release Date: January 31, 2022

Due Date: February 18, 2022



House Keeping

- Due to the volume of participants, everyone has been placed on mute.
- Please submit questions via the question box and we will respond to questions after going through the slides.
- Please use the question box to notify us of any technical issues.

Agenda

- Welcome and Introductions
- Background
- Information about the scope/program description
- Selection Criteria
- Timeline
- Technical Assistance for Applicants and eProcurement
- Questions

CITY OF CHICAGO



REQUEST FOR PROPOSALS (RFP) FOR
The Chicago Resilient Communities Monthly Cash Assistance Pilot:
Outreach and Recruitment
RFQ#8470

ISSUED BY:
CITY OF CHICAGO DEPARTMENT OF FAMILY
AND SUPPORT SERVICES

All proposals must be submitted via the eProcurement system.

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

Questions concerning the RFP should be directed to:

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Managing Deputy Commissioner
Department of Family and Support Services
1615 W. Chicago Ave, 5th Floor
Chicago, Illinois 60622
312-746-9639
alisa.rodriguez@cityofchicago.org

LORI E. LIGHTFOOT
MAYOR

BRANDIE V. KNAZZE
COMMISSIONER

Background



Pilot Background

- The City of Chicago has authorized a \$31.5 million monthly cash assistance pilot within the Chicago Recovery Plan, providing \$500 per month for one year to 5,000 low-income households.
- The purpose of the program is to reach low-income households who have been hard hit by COVID-19, and to support their path to greater economic stability.
- The Pilot is also intended to serve as a demonstration of the effectiveness of cash assistance within a broader portfolio of safety net benefits and services, and of City government's ability to meet residents where they are and support their self-defined path toward financial security.



Chicago Resilient Communities Pilot Goals

Provide Financial Relief

Mitigate economic hardships for low-income households who have been hard hit by COVID-19

Improve Residents' Wellbeing

Improve the financial stability, health, and wellbeing of program participants and their families

Transform City's Human Services

Improve and promote the City's capacity to create and deliver impactful, inclusive, people-centered anti-poverty programs that build on the existing safety net

Build Field of Practice

Enable policymakers and advocates across local, state, and federal levels to learn from our pilot, the largest program by reach in the US

The Chicago Recovery Plan



Learn more at: www.chicago.gov/recoveryplan

The Chicago Resilient Communities Monthly Cash
Assistance Pilot: Outreach and Recruitment



Additional CRP Cash Assistance Opportunities

We are also seeking an Outreach & Recruitment lead agency for the Pilot. Applicants may apply for both RFPs.

Two additional RFPs are coming Feb 18:

- **\$4.8m Domestic Worker Relief Fund:** One-time, \$500
- **\$10.7m Chicago Resiliency Fund 2.0:** for households excluded from Federal stimulus support. One-time, \$500

For each fund, DFSS will be seeking a Program Administrator to manage outreach, applications, verification, and payment distribution.

Scope/Program Description



Purpose of the RFP

➤ DFSS seeks applications from agencies that can successfully engage participants in the Chicago Resilient Communities Monthly Cash Assistance Pilot. In line with the program's goals, DFSS is particularly looking for agencies that can design and implement outreach and recruitment strategies that produce **high levels of program uptake, avoid engaging the easiest-to-serve individuals over the focus populations** in most need of support, and deliver a **positive, empowering experience to participants that builds long-term trust and engagement** with the City.



Program Requirements

➤ Respondent(s) should have the ability to quickly obtain the staff time, expertise and experience necessary to perform the following functions:

- Design, create, and distribute program materials, both digital and printed, that clearly and effectively communicate the Pilot information, participant criteria, and how to apply
- Manage outreach and recruitment activities of subcontracted recruitment partners.
- Create and implement an outreach and recruitment plan for the desired number of eligible in a planned application window of 3 weeks
- Develop and implement a strategy to support interested residents in successfully applying for the pilot, with a focus on individuals who cannot independently complete the online application.

DFSS anticipates there may be a need for “batching” selection, verification, onboarding, and enrollment in order to support implementation quality and speed. Multiple application periods may be necessary to ensure sufficient participation.



Focus Population

| Populations | Approach |
|---|---|
| <ul style="list-style-type: none">• Low income (specific level to be determined)• Negatively impacted by COVID-19 | Basis of overarching eligibility, outreach and engagement strategy; all participants must meet this threshold |
| <ul style="list-style-type: none">• Parents/caregivers of minors• Family/informal caregivers of adults• Residents not currently participating in other social safety net benefits | Focused outreach and engagement efforts by respondent(s) to encourage and facilitate participation of these populations |
| <ul style="list-style-type: none">• Housing insecure• Individuals who have experienced gender-based violence• Undocumented residents• Veterans• Disabled• Not connected to Broadband• Non-native English speakers | Targeted strategies to overcome anticipated barriers to participation for these populations |



Expected Reach

In order to meet DFSS’s objective to offer cash assistance to 5,000 households and to engage 5,000 non-selected households to participate in research activities as a “control group”, DFSS estimates that the Respondent may expect to drive as many as 50,000 applications from residents who may be eligible to participate in the program and may use that figure to estimate the proposal strategy, staffing and budgeting.





Contract Milestones

| | Feb | Mar | Apr | May | August |
|--------------------|---|--|--------------------------------|------------------------------------|----------------------------------|
| Pilot Timeline | RFPs launched: Program Administrator + Outreach & Recruitment | RFPs awarded; execution begins Evaluator selected Research plan & selection criteria finalized | >Application goes live! | >First payments! | |
| Contract Milestone | Applications due Feb 18 | Kickoff Mar 1 >Outreach & recruitment plan finalized >Outreach materials created in English, Spanish, Polish, Arabic, Tagalog, and Chinese (traditional and simplified). | >Outreach & recruitment begins | >Continuing outreach & recruitment | Outreach & recruitment concludes |



Performance Goals and Outcomes

- DFSS seeks respondents with evidence of strong past performance against desired outcome goals.

- Reaching hard-hit focus populations and delivering a positive experience are the top objectives for the selected Respondent. To track progress toward achieving the outcome goals of this program and assess success, DFSS will monitor a set of performance indicators that may include, but are not limited to:
 - Applicant pool composition (e.g., overlay with hardest-hit geographies by COVID-impacts and/or economic hardship indicators)
 - Percentage and number of applications successfully submitted (as a proxy for applicant burden)
 - Program uptake (percentage of approved applicants who successfully enroll)

- To monitor and recognize intermediate progress toward the above performance indicators, DFSS also intends to track output metrics that may include, but are not limited to:
 - Outreach strategy, schedule and materials within 2 months of selection
 - Number and composition of outreach event attendees
 - Number of applications received

Selection Criteria



Selection Criteria – Community Involvement

DFSS seeks Respondents who:

- Demonstrate a clear understanding of the focus populations, including their strengths and assets and needs and challenges
- Demonstrate client and community engagement activities that inform service delivery
- Has expertise working with the focus populations and has relevant capabilities and/or infrastructure needed to serve these groups
- Demonstrate a commitment to diversity, equity, inclusion, and access
- Has leadership that reflects and engages the diverse people of the communities it serves



Selection Criteria - Organizational Capacity

DFSS seeks Respondents that have:

- Qualified staff responsible for program activities, program oversight, and general management
- Adequate capacity to hire and manage staff
- Adequate systems and processes to support monitoring program expenditures and fiscal controls



Selection Criteria – Strength of Proposed Program

DFSS seeks Respondents that have:

- An effective approach to identifying, engaging, recruiting, and enrolling program participants (including support to overcome barriers to participation)
- Clearly defined partnerships/linkage agreements with other agencies that are appropriate to reaching and addressing the needs of the focus populations
- A proposed program is supported by a strong evidence base and/or aligns with best practices for the relevant field



Selection Criteria – Program Performance, Outcomes and Quality

DFSS seeks Respondents that have:

- Demonstrated evidence of strong past performance against desired outcome goals and performance metrics and/or other notable accomplishments in providing services to the focus populations
- Experience using data to inform/improve its services or practices
- The relevant systems and processes needed to collect and store key participant and performance data



Selection Criteria – Reasonable costs, budget justification, and leverage of funds

DFSS seeks Respondents that demonstrate:

- The fiscal capacity to implement the proposed program
- Reasonable implementation costs and funding requests relative to its financial and human resources. The proposed budget supports the proposed scope of work or work plan



Selection Criteria - Attachments

Be sure to:

- Attach **reports, studies or other documentation that show performance** toward reaching the program goals, demonstrate results and accomplishments.
- Attach the **resumes for key staff** that are overseeing the program.
- Attach **job descriptions** for key positions overseeing the program.
- Clearly identify what **focus population** you intend to target and serve.
- Attach your organization's **budget** for this program



Budgets or Cost Proposals

- The term of the contract for the RFP:
 - March 1, 2022 – December 31, 2023.
- The amount for this RFP for one year is:
 - **\$100,000 with the expectation that subcontracting will be necessary to fulfill the program requirements.**
 - **DFSS may also award a limited number of \$10,000 grants directly to individual community-based organizations that are able to fulfill targeted outreach and recruitment for a specific focus group and/or geography.**
- Please submit a budget for ONE year (12 mos.) of services.
- Be thoughtful and inclusive when developing your budget. Apply for your program's actual costs.
- Use the reasonable costs question on the application to discuss how you determined the costs reflected in the budget.



Budgets or Cost Proposals – Common Errors

Common mistakes we see on budgets are:

- Fringes – check your calculations.
- Supplies – these are frequently under or over budgeted for.
- Put your budget in the appropriate column.



Advances

- The City is actively developing the details of the advance policy for delegate agencies.
- Details of this policy will be shared as an amendment prior to the RFP's application due date.
- All new information concerning advances as it impacts this RFP will be communicated via the amendment process.



Selection and Transition Timeline

- **Pre-proposal webinar** – Monday, February 7, 2022, from 1:00 p.m. – 3:00 p.m.
- **Due date to submit pre-proposal questions** – Tuesday, February 8, 2022
- **Applications due** – Friday, February 18, 2022, at Noon.
- **Program period begins** – March 1, 2022



Deadline



**Applications are due
on **Friday, February 18, 2022.**
at 12:00, Noon**



Application Tips

Start Early!!

- If you have never done business with the City of Chicago, register into iSupplier/eProcurement ASAP.
- Review RFP narratives and application questions closely. Remember they align with the scope and selection criteria. Use the information in the RFP for guidance in formulating your answers.
- Carefully review the selection criteria.
- There is a 4,000-character limit which includes punctuation and spaces. Each response is allotted 4,000 characters.
- eProcurement works best with the Internet Explorer browser.
- Do not use the back button on your browser.

Save Often!!



Tips for Working in eProcurement

- You can “submit” your application and later amend it up until the due date **Friday, February 18, 2022, at 12:00 noon.**
- Avoid the rush and possible mishaps by submitting early. Plan on submission taking 30-60 minutes.
- Late applications will not be accepted.
- Make use of the eProcurement hotline for help at 312-744-4357 (HELP).
- **Please note that the hotline operates during business hours only, Monday-Friday 9-5.**

Save often, submit early!



Technical Assistance!

- On the DFSS web page is a link to the RFP of interest and training documents. See “Alerts” Section on our website.
- For Questions on Registration and eProcurement Technical Assistance for Delegate Agencies –
CustomerSupport@cityofchicago.org
or
call 312-744-HELP (4357)
- Training Materials (Documents and Videos) –
<https://www.cityofchicago.org/city/en/depts/dps/isupplier/online-training-materials.html>

How to accept an amendment

How to accept an amendment – Step 1

- The RFP you are interested in has been amended. In order to start an application , you will need to acknowledge and accept the amendment first in order to start your application. (Please not that the RFP shown in this and subsequent slides is an example). To accept the amendment, click on “View Amendment History”.
- If the RFP has not been amended (yet), select “Create Quote” from the drop-down menu in the “Actions” box and click on “Go”. This will take you to the application page, where you can get started.

Warning

RFQ 6459 has been amended. To be considered for award you must acknowledge each amendment and submit (or resubmit) all your responses to ensure that they comply with the changes.

[View Amendment History](#)

RFQ: 6459,1

Actions

Title **Community Housing Development Organization (CHDO) Certification**
Status **Active**
Time Left **476 days 22 hours**

Supplier Response Start Date **28-Aug-2018 13:25:01**
Bid Opening Date/Supplier Response Due Date **14-Aug-2020 14:01:32**

Header | **Lines** | **Controls** | **Contract Terms**

Buyer **MCCLARN, GRAYLEN**
Quote Style **Blind**
Outcome

Event **Delegate Agency**
Amendment Description **This addendum is to remind applicants that the CHDO certification and recertification process is not a request for funding.**

Description **Community Housing Development Organization (CHDO) Certification**

Terms

Bill-To Address [054-2819 HOME INVESTMENT PARTNERSHIP](#)
Ship-To Address [054-2819 HOME INVESTMENT PARTNERSHIP](#)
FOB

Payment Terms
Carrier
Freight Terms

Currency

RFQ Currency **USD**

Price Precision **0**

Requirements

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

Details Section

How to accept an amendment – Step 2

- To begin the acceptance and acknowledgment process, to open the RFP in view only, click on the Document number (1) To review the amended changes to the RFP, click on the infinity or eyeglass icon (2) To acknowledge receipt and understanding of these changes and proceed, click on the “Acknowledge Amendments” button (3).
- By acknowledging the amendment, you are indicating that you are aware of the changes made to the RFP in the amendment.

CITY OF CHICAGO Sourcing

Home Logout Preferences Help


Negotiations

Negotiations > Active Solicitations > RFQ: 6459,1 >

Amendment History (RFQ 6459)

To be considered for award you must acknowledge each amendment and submit (or resubmit) all your responses to ensure that they comply with the changes.

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

| Details | Document Number | Title | Status | Acknowledgement Date | Review Changes |
|--|------------------------|---|---------|----------------------|---|
| Hide | 6459.1 | Community Housing Development Organization (CHDO) Certification | Active | |  |
| Amendment Description This addendum is to remind applicants that the CHDO certification and recertification process is not a request for funding. | | | | | |
| Published Date 28-Aug-2018 13:25:01 Close Date 14-Aug-2020 14:01:32 | | | | | |
| Show | 6459 | Community Housing Development Organization (CHDO) Certification | Amended | | |

[Return to RFQ: 6459,1](#)

Acknowledge Amendments

Negotiations Home Logout Preferences Help

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How to accept an amendment – Step 3

- When you get to this screen, click on the “I accept...” check box and then click on “Acknowledge”

negotiations > Active Solicitations > RFQ: 6459,1 > Amendment History (RFQ 6459) > Review Changes (RFQ 6459 RFQ 6459,1) >

Acknowledge Amendment (RFQ 6459,1)

To be considered for award you must acknowledge each amendment and submit (or resubmit) your response to ensure your response complies with the changes.

☒ I accept the terms and conditions of the RFQ and also acknowledge the changes made to the RFQ amendment document 6459,1.

[Cancel](#) [Acknowledge](#)

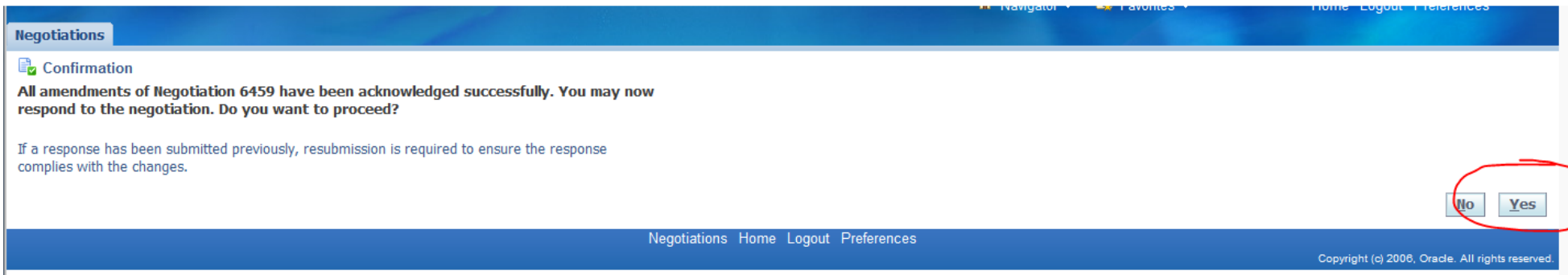
| Header | | |
|-----------------------|----------|---|
| Label | RFQ 6459 | RFQ 6459,1 |
| Amendment Description | | This addendum is to remind applicants that the CHDO certification and recertification process is not a request for funding. |

Notes and Attachments

RFQ 6459

How to accept an amendment – Step 4

- Click on “Yes” to indicate that you confirm your acknowledgement of the amendment.



The screenshot shows a web application interface with a blue header and footer. The header contains links for "Navigator", "Favorites", "Home", "Logout", and "Preferences". The main content area has a "Negotiations" tab selected. Below the tab, there is a "Confirmation" section with a green checkmark icon. The text reads: "All amendments of Negotiation 6459 have been acknowledged successfully. You may now respond to the negotiation. Do you want to proceed?". Below this text, a smaller line of text states: "If a response has been submitted previously, resubmission is required to ensure the response complies with the changes." At the bottom right of the main content area, there are two buttons: "No" and "Yes". The "Yes" button is circled in red. The footer contains links for "Negotiations", "Home", "Logout", and "Preferences", along with a copyright notice: "Copyright (c) 2008, Oracle. All rights reserved."

Negotiations

Confirmation

All amendments of Negotiation 6459 have been acknowledged successfully. You may now respond to the negotiation. Do you want to proceed?

If a response has been submitted previously, resubmission is required to ensure the response complies with the changes.

No Yes

Negotiations Home Logout Preferences

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How to accept an amendment – Step 5

- Finally, (1) click on the checkbox that you accept the terms and conditions and then (2) click on “Accept” to accept them.
- This is the final step in acknowledging and accepting the amendment.

negotiations

Terms and Conditions
The following terms and conditions must be accepted before a quote is placed in this RFQ.

City makes no representations or warranties that the electronic procurement system utilized by the City on any procurement will accurately and timely transmit any bidder's bid or proposal or any other information to the City. All bidders use this system at their own risk. The City disclaims all liability that may result or arise from the use by any bidder of the eprocurement system, including claims for lost profits and consequential damages.

Attachments

| Title | Type | Description | Category | Last Updated By | Last Updated | Usage | Update | Delete | Publish to Catalog |
|---|------|-------------|----------|-----------------|--------------|-------|--------|--------|--------------------|
| No results found. | | | | | | | | | |
| <input checked="" type="checkbox"/> I have read and accepted the terms and conditions | | | | | | | | | |

Accept

How to submit an application

How to submit an application - Step 1

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

Create Quote: 235163 (RFQ 6952)

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

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

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
(example: 27-Jun-2019)
Reference Number
Note to Buyer

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 | Target Value | Quote Value |
|--------------|--------------|-------------|
| Requirements | | |

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

Negotiations Home Logout Preferences Help



How to submit an application - Step 2

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

negotiations

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](#)

Title [DFSS Youth Services Enrichment Programs - STEM \(Science, Tech, Engin. & Math\)](#)

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
(example: 27-Jun-2019)

Reference Number

Note to Buyer

Attachments

[Add Attachment...](#)

| Title | Type | Description | Category | Last Updated By | Last Updated | Usage | Update | De |
|------------------------|------|-------------|---------------|-----------------|--------------|----------|--------|----|
| budget | File | | From Supplier | KBWILSON | 20-Jun-2019 | One-Time | | |

Requirements

[Expand All](#) | [Collapse All](#)

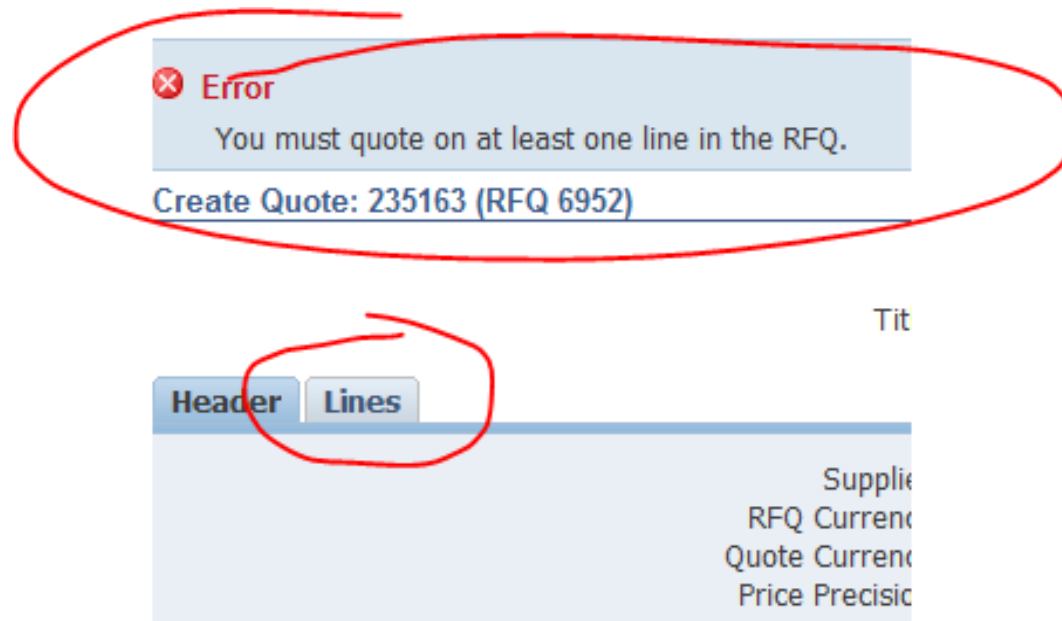
| Focus Title | Target Value | Quote Value |
|--------------|--------------|-------------|
| Requirements | | |

[Cancel](#) [Revert to Active Quote](#) [View RFQ](#) [Quote By Spreadsheet](#) [Save Draft](#)

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

How to submit an application - Step 3

- 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.



How to submit an application - Step 4

- 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.

The screenshot shows a web application for submitting a quote. At the top, a blue error banner displays a red 'x' icon and the text: "Error A quote value is required for requirement First Name." Below this banner, a link "Create Quote: 236154 (RFQ 6952)" is visible. The main header area includes the title "DFSS Youth Services Enrichment Programs - STEM (Science, Tech, Engin. & Math)", a "Cancel" button, and a "Revert to Active Quote" button. On the right, it shows "Time Left 19 da" and "Bid Opening Date/Supplier Response Due Date 16-Ju".

Below the header, there is a section for "Header" and "Lines". The "Supplier" is listed as "DEBORAH'S PLACE", with "RFQ Currency" and "Quote Currency" set to "USD", and "Price Precision" set to "Any". To the right, there are fields for "Quote Valid Until", "Reference Number", and "Note to Buyer".

The "Attachments" section includes an "Add Attachment..." button and a table with columns: "Title", "Type", "Description", "Category", "Last Updated By", and "Last Updated". The table currently shows "No results found."

The "Requirements" section is highlighted with a red circle. It contains links for "Expand All" and "Collapse All". Below these links is a table with columns: "Focus Title", "Target Value", and "Quote Value". The "Quote Value" column is also highlighted with a red circle. The table lists two requirements: "Requirements" and "Contact Information".

At the bottom of the requirements table, the "First Name" field is highlighted with a red circle, indicating it is the source of the error.



How to submit an application - Step 5

- 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.

Home Logout Preferences Help

Negotiations

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



How to submit an application - Step 6

- 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

TitleChicago Early Learning Community-Based Programs RFP #2

SupplierClaridigm Inc

RFQ CurrencyUSD

Quote CurrencyUSD

Price PrecisionAny

Time Left20 days 3 hours

Close Date15-Jul-2019 12:00:00

Quote Valid Until

Reference Number

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

Hide

Contact Information

| Requirement | Target Value | Quote Value |
|----------------|--------------|-----------------------------|
| First Name | | John |
| Last Name | | Chicago |
| Telephone | | 864-855-9999 |
| E-mail Address | | TheBestAgency@childcare.com |
| Contact Type | | Email Applicant |

Hide

Organization Information

| Requirement | Target Value | Quote Value |
|--|--------------|---------------------------------|
| Legal Organization Name | | Super Leaders Academy Nation |
| Address | | 18555 E. 32nd St |
| City | | Chicago |
| State | | IL |
| Zip | | 60699 |
| Telephone Number | | 845-251-XXXX |
| Federal Employer Identification Number | | 84-992289 |
| DUNS Number | | 92-8992-5110 |
| Head of Agency Name | | Jane Doe |
| Head of Agency Title | | Executive Director |
| Head of Agency Contact Telephone | | 845-251-XXXX |
| Head of Agency E-mail Contact | | JaneDoe@superLeadersAcademy.com |
| Chief Finance Officer Name | | Terry Doe Jr. |
| Chief Finance Officer Title | | Finance Officer |
| Chief Finance Officer Telephone | | 845-251-XXXX |
| Chief Finance Officer E-mail | | terrdoe@superLeadersAcademy.com |
| Website Address | | NA |
| Year Org. Established | | 2008 |
| Did you attach the following in your Admin. section? *Liability Insurance *Board Member Identification *IRS Determination Letter *SAM Certificate *Certificate of Good Standing *Bylaws and Articles of Incorporation *Financial Statement | | Yes |

Show

Geographic Area(s) Served



How to submit an application - Step 7

- At the bottom of the screen you will be asked to provide an electronic signature. Be sure to fill in the signature before checking the box!

| | | | | | | | | | |
|-----------------------|------------------------|--|--|-----------|-----|---|-----------|--|--|
| <input type="radio"/> | 110100 - Admin - Op... | | | 7,400.00 | USD | 1 | 7,400.00 | | |
| <input type="radio"/> | 120140 - Admin - Pr... | | | 25,000.00 | USD | 1 | 25,000.00 | | |
| <input type="radio"/> | 130200 - Admin - Tr... | | | 1,500.00 | USD | 1 | 1,500.00 | | |
| <input type="radio"/> | 140300 - Admin - Ma... | | | 6,000.00 | USD | 1 | 6,000.00 | | |
| <input type="radio"/> | 150400 - Admin - Eq... | | | 1.00 | USD | 1 | 1.00 | | |
| <input type="radio"/> | 160801 - Admin - In... | | | 1.00 | USD | 1 | 1.00 | | |
| <input type="radio"/> | 170999 - Admin - Ot... | | | 2,500.00 | USD | 1 | 2,500.00 | | |
| <input type="radio"/> | 181240 - Program - ... | | | 19,500.00 | USD | 1 | 19,500.00 | | |

Line 1: 0005 - Program - Personnel

Notes

Note to Buyer

Attachments

| Title | Type | Description | Category | Last Updated By | Last Updated | Usage | Update |
|-------------------|------|-------------|----------|-----------------|--------------|-------|--------|
| 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 the submitting party and warrants that 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:
* Title:

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

[Cancel](#) [Back](#) [Validate](#) [Save Draft](#) [Printable Vi](#)



How to submit an application - Step 8

➤ Then click “Submit”.

| | | | | | | | | |
|-------|--|--|-----------|-----|---|-----------|--|--|
| Op... | | | 7,400.00 | USD | 1 | 7,400.00 | | |
| Pr... | | | 25,000.00 | USD | 1 | 25,000.00 | | |
| Tr... | | | 1,500.00 | USD | 1 | 1,500.00 | | |
| Ma... | | | 6,000.00 | USD | 1 | 6,000.00 | | |
| Eq... | | | 1.00 | USD | 1 | 1.00 | | |
| In... | | | 1.00 | USD | 1 | 1.00 | | |
| Ot... | | | 2,500.00 | USD | 1 | 2,500.00 | | |
| - ... | | | 19,500.00 | USD | 1 | 19,500.00 | | |

| Type | Description | Category | Last Updated By | Last Updated | Usage | Update | Delete |
|------|-------------|----------|-----------------|--------------|-------|--------|--------|
|------|-------------|----------|-----------------|--------------|-------|--------|--------|

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 the submitting party and warrants that all cert... and statements contained in the 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.

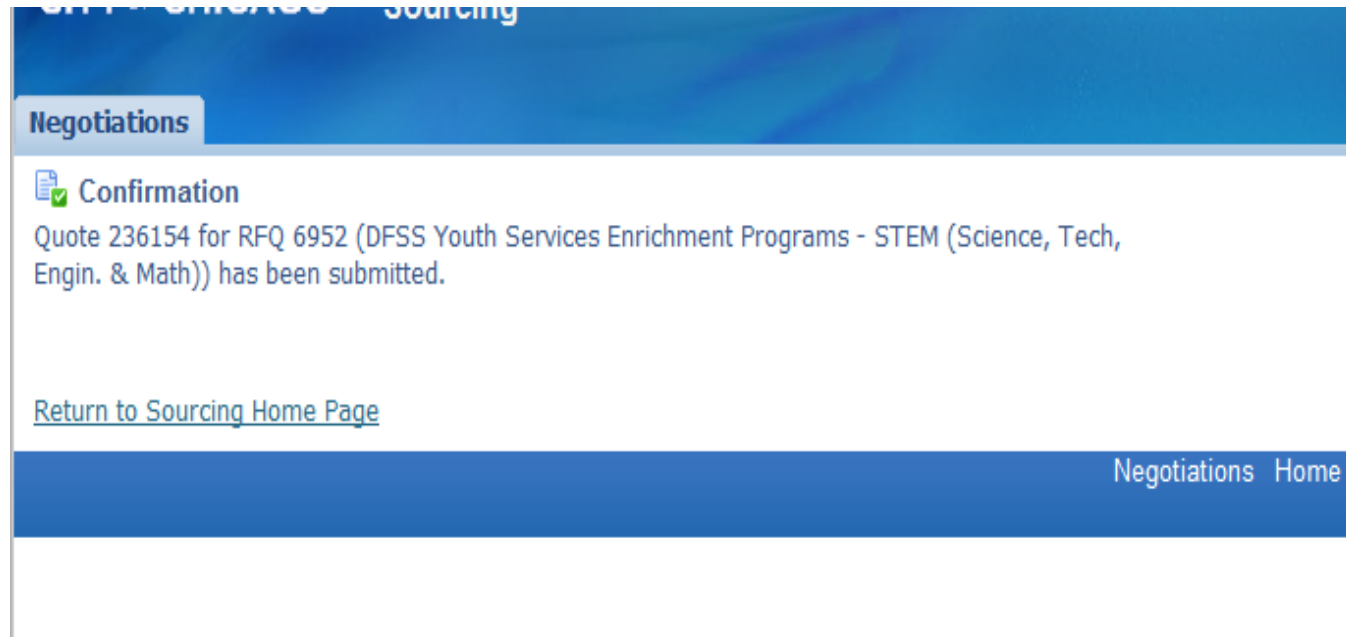
Test

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

Cancel Back Validate Save Draft Printable View **Submit**

How to submit an application - Step 9

- Make sure that you see this submittal confirmation screen. The eProcurement system will send a confirmation email within 24 hours of your submission. Please call or email me if you desire confirmation prior to then.





Program Questions?

Program Person

312-746-9639

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For non-programmatic questions contact:

Julia Talbot

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