



# DFSS Children Services Division Information for RFP2

June 27, 2019





**Agenda:**  
**Introductions**  
**Chicago Early Learning**  
**Children Services Division**  
**RFP2**  
**Questions**



# Why is the Department of Family Support Services, Children Services Division issuing a second RFP for the Chicago Early Learning Program?

The Children Services Division is releasing a second RFP for the Chicago Early Learning (CEL) Program.

A preliminary, high-level analysis of the proposals (for the funding streams, program models and community areas) requested through the initial RFP #6785 released on April 2, 2019 (the “first RFP”), demonstrated that there may be service gaps.

The second RFP will allow DFSS to quickly fill any service gaps through the second set of proposals if not enough slots are covered under contracts awarded through the first RFP.

# Should I apply to this RFP even if I did not apply to the first RFP?

Yes. If your agency is able to provide slot capacity by December 1, 2019, then you should apply for those slots through the second RFP.

However, be aware that award recommendations will first be made to the agencies that applied to first RFP.

Based on community need and availability of funding after proposals for the first RFP are evaluated and awards are determined, then proposals for the second RFP may be evaluated and award recommendations may be made.

## **If I already submitted a proposal through the first RFP, and our agency is able to expand slot capacity, should I respond to the second RFP?**

Yes. If your agency is able to expand slot capacity by December 1, 2019, then you should **apply for that expansion only through the second RFP.**

Your response should include all the information required under the second RFP.

Since responses to the first and second RFPs will be reviewed separately, your responses to the second RFP should not cross-reference your response to the first RFP

**Please Note:** If your response to the second RFP includes slots covered by your response to the first RFP, then during the second RFP review process **the duplicate slots will not be evaluated.** All award recommendations for the first RFP will be made before award recommendations for the second RFP are made. **Again,** If your response to the second RFP includes slots covered by your response to the first RFP, then during the second RFP review process the duplicate slots will not be considered.

# **Will there be any substantial changes to the second RFP compared to the first RFP that was released on April 2, 2019?**

No. There are not any substantial changes to the second RFP.

We only clarified language that was done through previous RFP's addendum process.

The second RFP has the same requirements and request for services as in the previous RFP.

# **When will decisions be made for the first RFP and the second RFP?**

DFSS currently expects to make awards for the first RFP by the **first full week in August 2019.**

If applicable, awards under the second RFP would be made by **the third full week in August 2019.**

Please note that this schedule is subject to change.

# Chicago Department of Family and Support Services: Program Divisions

Children  
Services



Homeless  
Services

Youth  
Services

Veterans  
Services

Senior  
Services

Domestic  
Violence  
Services

Workforce  
Services

Human  
Services  
Delivery



# DFSS launched the Strategic Framework in 2016 with a refreshed mission and department-wide priorities



## OUR MISSION

Working with community partners, we connect Chicago residents and families to resources that **build** stability, **support** their well-being, and **empower** them to thrive

## OUR PRIORITIES

**Deliver** and support high quality, innovative, and comprehensive services that empower clients to thrive

**Collaborate** with community partners, sister agencies, and public officials on programs and policies that improve Chicagoans' lives and advance systemic change

**Inform** the public of resources available to them through DFSS and its community partners

**Steward** DFSS' resources responsibly and effectively

# Chicago Early Learning

The City of Chicago has made a commitment to providing children across the city with access to high-quality early learning through a comprehensive, citywide system of school- and community-based programs known as Chicago Early Learning (CEL).

The City has engaged in two major policy shifts to facilitate access to and improve the quality of early learning services in Chicago:

- The consolidation of funding for community-based early learning programs under the Chicago Department of Family and Support Services (DFSS) in 2017 was aimed to provide more cohesive, cost-effective administration of Chicago's funding for high-quality early childhood educational programming outside of schools.
- With the implementation of the consolidated funding model, the City of Chicago is able to make investments in the birth-to-five system, while scaling full-day programming for four-year-olds to deliver Universal Pre-k in both school- and community-based settings.

# Children Services Division

DFSS's Children Services Division (CSD) administers funding to all **community-based** Chicago Early Learning programs. DFSS CSD seeks to ensure that these programs offer comprehensive and high-quality services for all enrolled children and families.

CSD's efforts to build this strong system of services are guided by the following three priorities:

- Maximize access to high quality early learning programs by matching investments to the needs of local communities and reducing the barriers to entry for children and families;
- Improve the comprehensiveness and quality of early learning across all programs to ensure that children and families' needs are met; and
- Create a strong system of service providers by increasing support and reducing the administrative burden for community-based providers of early learning.

# The Goal of this RFP

The goals of this RFP:

- To enhance and expand highly effective services to vulnerable families with children, ages birth to five.
- For Chicago Early Learning (CEL) community-based programs to provide early learning experiences that support children's development based on their individual trajectory across four developmental domains – social-emotional, physical, language and cognitive – **with the goal of supporting their success in school and in life.**
- To build a system that allows us to work together toward a clearly articulated goal of having more of our children enter kindergarten ready to succeed.

**Being ready to succeed in Kindergarten is the most immediate outcome we have for children who have participated in Chicago Early Learning programs.**

**Based on the desired outcome for Chicago's children to be on track and ready for kindergarten, this Request for Proposal aims to achieve the following four goals:**

- Deliver high-quality learning environments and experiences that promote children's growth, development, and kindergarten readiness across four developmental domains: social-emotional physical, language and cognitive.
- Engage and support families by providing them with meaningful ways to interact with their children's learning and development and attain their own personal goals.
- Provide programs with the foundation and supports necessary for strong program design management and monitoring systems that contribute to sustained quality programming.
- Employ a professionally prepared and adequately compensated workforce to achieve the desired outcomes for children and their families

# Funding Streams

Chicago Early Learning programs are built on two funding streams, federal Head Start and state Early Childhood Block Grant, and their associated requirements.

- Federal Head Start (HS) programs include
  - Head Start for three-to-five-year-olds,
  - Early Head Start (EHS) for children birth to three-year-olds and pregnant women,
  - and Early Head Start-Child Care Partnership (CCP) program for children birth to three-year-olds.
- Early Childhood Block Grant includes
  - Pre-school for All (PFA) for three-to-five-year-olds,
  - and Prevention Initiative (PI) for birth to three-year-olds and pregnant women.

**The opportunity to blend federal and state funding in center-based programs will support the implementation of quality components and help programs serve families with the greatest need while reducing the eligibility barrier of relying on state childcare funding.**

# Program Types and Service Delivery Models

## Center-Based Care

Early Childhood Education and Care, offered in an Illinois state licensed facility with separate classrooms or areas for distinct age groups, birth through five. Comprehensive services offered, including family engagement, health, and nutrition. The service delivery occurs at the center.

## Charter Schools/Private Schools

Early Childhood Education offered in Illinois licensed exempt facility with separate classrooms or areas for distinct preschool groups. Comprehensive services offered, including family engagement, health and nutrition. The service delivery occurs at the school. **Charter schools or private schools seeking to align their pre-k programming with their school charter or elementary school funding authorized by Chicago Public Schools should consult CPS for further guidance.**

## Family Childcare Homes

Early Childhood Education and Care, offered in an Illinois licensed home for children birth to five, with comprehensive services offered, including family engagement, health and nutrition. The service delivery occurs in the licensed childcare home. DFSS supports Family Child Care Homes through networks established with Head Start or Early Head Start delegate agencies. Individual Family Child Care Homes should seek becoming a part of a network that meets the specific community needs.

## Home-Based/Home-Visiting:

Early Childhood Development programs working with parents to support them in understanding child development and their role as a parent using one of DFSS's approved evidence-based models for implementation. In addition, the programs work with parents to facilitate parents' ability to set and achieve goals for themselves and focus on their own development. Comprehensive services are offered. The service delivery is mostly in the parent's home, except for socializations and parent meetings.

# Age Served & Program Models

Chicago Early Learning programs may be provided through a variety of options that include center-based care, licensed family childcare homes (Head Start/Early Head Start funding only), and home-based/home-visiting as described in the table below.

Category A: Birth to 3 Years Old			Category B: 3 and 4 Year Olds	
Funding			Funding	
<b>Prevention Initiative (PI)</b>	Early Head Start (EHS)	Early Head Start Child Care Partnership	Preschool for All (PFA)	Head Start (HS)
Service Delivery Models			Service Delivery Models	
<b>Center-Based</b>	Center-Based	Center-Based	Center-Based	Center-Based
<b>Home-Based (Home-Visiting)</b>	Home-Based (Home-Visiting)		Charter Schools/Private Schools	Charter Schools/Private Schools
	Family Childcare Homes	Family Childcare Homes		Home-Based (Home-Visiting)
				Family Childcare Homes

**For this RFP Applicants must submit separate applications for Category A: Birth to 3 Years Old and Category B: 3 and 4 Year olds. No more than one proposal should be submitted for each category. Agencies are not required to apply for both Category A and B for consideration.**



# Target Population

Eligible program participants of Chicago Early Learning Programs include income- and categorically eligible children under age five and their families and pregnant women living in the city of Chicago.

- Families earning below or at the federal poverty level (Federal Funding)
- Families earning up to 200% of the federal poverty level (as set by ISBE)
- Families experiencing homelessness
- Families with foster children
- Families who qualify for Temporary Assistance to Needy Families (TANF)
- Families who qualify for Social Security Disability Income (SSDI)

**Programs must demonstrate that they have selection criteria in place that allows them to prioritize the most vulnerable families among the eligible service population.**

Proposals that support the following special sub-populations will be given priority:

- Immigrant, new American, and undocumented populations;
- Pregnant women and parenting teens;
- Mothers who have perinatal challenges due to homelessness, substance abuse, educational barriers, or other factors;
- English language learners;
- Children with disabilities and medical conditions;
- Children and families experiencing homelessness; and
- Families with incarcerated parents.

## **DFSS is especially interested in funding programs that are structured in the following ways**

### **Site-based continuity of relationships model**

Agencies are encouraged to design programs along the continuity of relationships model (model where children and teaching team stays together from enrollment of child/family through transition out to either preschool (3 year model) or kindergarten (5 year model), from birth through age five.

### **Collaborative models**

Agencies are encouraged to design program models in which there is Blending of at least two funding sources to support a family's enrollment (i.e.: a family is enrolled in Head Start and Preschool For All; or Head Start and Child Care Assistance Program; or Early Head Start and Prevention Initiative, etc.).

### **Partnership / Sub-recipient**

DFSS acknowledges there is strong rationale for the Head Start/Early Head Start delegates to implement services through the partner model and will continue to encourage successful partnerships within the Chicago Early Learning system.

**Partners** are defined as sub-recipients. A sub-recipient is a legally-recognized entity that receives a contract for the purpose of providing goods and services, as specified in a written and signed contractual agreement.

Agencies intending to establish partnerships (for HS/EHS/EHS-CCP) must follow the guidelines of the Partnership Framework Implementation Guide in Appendix A of this RFP. Partners must indicate in their budget template the receipt of federal funds to support programming through a delegate agency.

# Encouraged to Blend in Center-Based Model

For Center-Based models, DFSS will prioritize proposals that demonstrate a funding structure that includes the Blending of ECBG and Head Start/Early Head Start funding to maximize City administered funding.

Applicants are encouraged to apply across all funding streams to maximize the opportunity to blend.

To meet this priority, the following can be noted:

- 1) Applicants applying to be PFA and PI delegates can also apply to be a HS/EHS delegate or secure a HS/EHS partnership with a **HS/EHS** delegate,
- 2) Applicants applying to be HS/EHS delegates can apply to be PFA/PI delegates (there are no partnerships allowed for PFA/PI funding).

# Chicago Early Learning Standards—Key Revisions

DFSS revised the Chicago Early Learning Standards to ensure all delegate agencies maintain compliance with funder regulations as well as implement high-quality programming.

While these revisions continue to support the implementation of the consolidated funding model through DFSS, the City of Chicago is committed to ensuring adequate time and technical assistance for adequate implementation of these requirements.

**The new requirements can be found in the RFP pgs. 20-22**

Programs should show a plan and a willingness to implement these quality standards, indicating specific supports that will be necessary for each site or agency.

Key changes to the Chicago Early Learning Standards and requirements have been made in accordance with:

- The Chicago Early Learning consolidation plan to align quality standards across funding streams, as appropriate, to support child outcomes and school readiness
- Changes to the Head Start Program Performance Standards
- The Illinois Early Learning and Development Standards
- The ExceleRate Gold Circle of Quality Standards

## Guidance for Applicants – Category A

### Please note the following funding stream restrictions:

In order to receive PI funding, an Applicant must directly apply to this RFP. In order to receive EHS, EHSCCP funding, an Applicant can either apply to this RFP, or partner with a delegate agency that applies to this RFP. Applicants are encouraged to identify delegate/partner relationships for federal funding and note this in the narrative response and budget.

### **Category A: Birth to 3 Years Old –**

Applicants can apply for:

- Early Head Start
  - Home Based
  - Center Based
  - Family Child Care Home
- Early Head Start- Child Care Partnership
  - Center Based
  - Family Child Care Home
- Prevention Initiative
  - Center-Based
  - Home Visiting

# Category A

## **Implementation of a center-based model**

- Prevention Initiative
- Early Head Start
- Early Head Start Child Care Partnership

## **Implementation of a home visiting/home based model**

- Prevention Initiative
- Early Head Start

## **Implementation of a Family Child Care Home model**

- Early Head Start
- Early Head Start Child Care Partnership

## **Important Reminders:**

For Center-Based and Family Child Care Home, EHS and EHS-CCP cannot be blended together.

For Family Child Care Home, PI is not an eligible funding source.

For Home-Based/Home-Visiting, EHS and PI cannot be Blended together to support the same family.

## Guidance for Applicants – Category B

### Please note the following funding stream restrictions:

In order to receive PFA funding, an Applicant must directly apply to this RFP. In order to receive HS funding, an Applicant can either apply to this RFP, or partner with a delegate agency that applies to this RFP. Applicants are encouraged to identify delegate/partner relationships for federal funding and note this in the narrative response and budget.

### **Category B: 3 and 4 Year olds**

Applicants can apply for:

- Head Start
  - Home-Based (Home-Visiting)
  - Center-Based
  - Charter School/ Private schools
  - Family Child Care Home.
  
- Preschool for All
  - Center-Based,
  - Charter School/ Private schools.

# Category B

## Implementation of a full-day center-based model

- Preschool for All
- Head Start

## Implementation of a half-day center-based model

- Head Start (Please note: these programs will be limited as Chicago aims to maximize full-day preschool opportunities)

## Implementation of a charter school/private school model

- Preschool for All
- Head Start

## Implementation of a home visiting/home based model

- Head Start (Please note: these programs will be limited as Chicago aims to maximize full-day preschool opportunities)

## Important Reminders:

**Half Day Head Start cannot blend with PFA.**



# Performance Measures

# Performance Measures

Design and implement learning environments and practices that support children's development across four developmental domains that have been identified as key to children's kindergarten readiness: Social-Emotional, Physical, Language, and Cognitive

- Agencies must have an average composite score of 4.5 across the CLASS (6-6-3), ECKRS, FCCRS, and ITERS assessments (with no single classroom falling below a score of 4)
- Site leaders participate in site base instructional coaching model sessions
- Site leaders who participated in site base instructional coaching demonstrate implementation of coaching indicators outlined by the instructional support service providers

# Performance Measures

Design and implement programs that support families and provide them meaningful ways to interact with their children's learning and development and promotes home-school connection

- Parent education curriculum implemented with validity, Parents as Teachers or Baby Talk
- At least 80% of all families who entered the program during the year are still enrolled at the end of the program year
- Center-Based and Family Child Care Home – Teaching Strategies Gold parent portal is utilized on a regular basis

# Performance Measures

Design and implement a program management and monitoring infrastructure that fully supports quality learning environments and parent and family engagement

- Overall average score of 5.0 or higher on the Program Administration Scale (PAS) scores
- Parent and staff satisfaction surveys demonstrate 85% overall satisfaction and demonstrate growth in areas from previous year
- Programs base line information on the 5Es survey that assesses Effective Leaders, Collaborative Teachers, Involved Families, Supportive Environment, and Ambitious Instruction
- Improved/Reduced staff turnover rate

# Budget Template

# Budget Template

- 2 budget templates
  - Agencies with 15 Sites or Less (most commonly used)
  - Agencies with 60 Sites or Less
- Proposed costs must be:
  - Necessary
  - Reasonable
  - Allowable
  - Allocable

## Budget Template - Tabs

- **Instructions** – Read carefully
- **Agency** – Proposed slots and funding
- **Admin** – **DFSS analysis only**
- **Other Sources of Funds** – **DFSS analysis only**
- **Misc HS Only** – Applicable to Head Start proposals
- **Site Tabs** - Each site directly operated, FCCH and partnership must be listed separately. Home-based can be grouped according to cluster.
- **Cost Roll-Up** – Budget summary for all program options applied. The summary will be used to enter the budget for Category A (infant and toddlers) or Category B (preschool) in the iSupplier system.
- **Narrative** – Complete the sections highlighted in yellow to personalize your narrative.

# Budget Template Instructions

- One Excel Budget Template Only
- Category A Only – Apply for 0-3 funding (infants and toddlers)

<b>CATEGORY A (Birth - Three)</b>	Early Head Start - Home - based	9,000
	Early Head Start	13,500
	Early Head Start - Child Care Partnership	11,165
	Prevention Initiative (up to 36 months)	11,000
	Prevention Initiative (Home-based)	5,000

- Category B Only – Apply for 3-5 funding (preschool)

<b>CATEGORY B (Three - Five)</b>	Head Start - Home - based	9,000
	Head Start - Full Day	11,000
	Head Start - Half Day	5,800
	Pre-School for All	5,400

- Category A & B – Apply for both 0-3 funding and 3-5 funding, use the same budget template and upload with each proposal



# Budget Template Instructions

- Warning Messages
  - Positions exceeding the Executive Level II Salary Cap (**Over-Income**)
  - Budget exceeds the allocated amount (**Over-Allocated**)
  - Administrative costs exceeds the maximum allowed (**Over-Allocated**)
  - Non-Federal Match for Federally Funded Program must meet minimum threshold (**Insufficient**)
  - Corrections must be made prior to finalizing the budget
- Template Highlights
  - Complete the budget template in the tab order received
  - Federal programs required Non-Federal Match

# Budget Template Instructions – Agency Tab

- Legal Entity Name Required (no nicknames or abbreviations)
- Summary of proposed revenue and expenditures
- Proposed # of children served for each program option
- Administrative Cost – if a negative number is shown, the admin cost budgeted exceed the limit and must be reduced

Admin Costs Under/(Over) Limit	(2,916,224)
Your budgeted admin cost exceeds Federal limitation	

- Non-Federal Match – Federally funded programs must be matched with non-federal funds. The match must equal one third of funds proposed.

% of matching funds	12.64%	Your matching fund is insufficient
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# Budget Template Instructions – Admin Tab

- Program specific administrative limits
- Administrative costs cover the organization-wide management functions of accounting, human resources, information technology, coordination, direction and planning.
- Administrative cost (personnel and/or non-personnel) that support your agency across all early childhood programs should be listed in this section.
- Each position budgeted in whole or in part with our funding streams, must show 100% of the salary (even if paid by other sources of funds, outside early childhood). The total salary - column D must equal the total allocation – column S.
- Shared Services – Every agency is required to have a cost allocation plan, when costs are assigned to two or more programs.
- Fringe Rate default is 25%, please adjust to fit your agency needs

# Budget Template Instructions

- Other Sources of Funding Tab
  - If you are a EHS Grantee, please disclose in this section
  - If you are funded by another EHS Grantee, please disclose in this section
- Misc Head Start Only Tab
  - This tab is specific to the Head Start program option only
  - **Supplemental Positions** (pending availability of funds)
    - **Disabilities Paraprofessional**
    - **Health Aide**
    - **Data Management Aide**
  - Provide the quantity proposed and add a justification
  - **Parent Out-of-Town Travel** – proposed amount and justification required

# Budget Template Instructions – Site Tab

- Budget for each site separately
- Ensure no position is proposed less than the minimum wage of \$13/hr (July 2019)
- Ensure no position is added to the budget that exceed \$189,600
- Add license number for each site and use the drop down list to select:

<b>COMMUNITY AREA (Use Dropdowns List):</b>	Ashburn		
<b>WARD # (Use Dropdowns List):</b>	26	<b>License #:</b>	8600
<b>OPTION (Use Dropdowns List):</b>	Directly Operated		

- Add # of children proposed to be served at each site
- Ensure the total # of children proposed match the agency tab
- Each position must be listed separately, no lumping same titles
- Use drop list to select title
- Classroom positions require classroom numbers to be added
- Non-classroom positions - classroom # field – add “**Site**” or “**Agency**”
- Personnel and Non-Personnel must be cost allocated, if more than one program is proposed

# Budget Template Instructions

- Cost Roll-Up – Budget Summary, no data entry needed. Review this tab to ensure your budget is accurate. The sub-total by category will be the budget entered into iSupplier.
- Dollar Budget – if a cost category is not budgeted, add \$1.00 in iSupplier to ensure the line is reserved for later use.

SUMMARY BY COST CATEGORIES																		
Funds Applied For Through DFSS - RFP											Other Funds Used to Support this Program			TOTAL	Sub-Total DFSS	Sub-Total Others		
Category A (Birth - Three)						Category B (Three-Five)				Sub-Total Category B	CCAP	USDA	Other Matching Funds					
EHS Home-based	EHS	EHS-CCP	PI (under 36 mos)	PI Home-based	Sub-Total Category A	HS Home-based	HS Full Day	HS Half Day	PFA									
<b>PROGRAM COSTS</b>																		
0005	Personnel	1,907,475	666,500	35,000	129,000	2,560	2,740,535	-	375,000	15,926,000	1,440,660	17,741,660	4,389,580	316,168	802	25,188,745	20,482,195	4,706,550
0044	Fringes	783,075	660	8,325	66,660	1,680	860,400	1,665	7,500	7,500	7,500	24,165	1,665	6,660	682,500	1,575,390	884,565	690,825
0100	Operating Costs	1,298,250	-	-	30,300	-	1,328,550	-	-	-	-	-	-	-	-	1,328,550	1,328,550	-
0140	Professional/Contractual Services	1,230	-	-	157,500	120,000	278,730	-	-	-	-	-	660	-	37,875	317,265	278,730	38,535
0200	Travel/Transportation	-	-	-	45	-	45	-	-	-	-	-	-	-	-	45	45	-
0300	Materials/Supplies	12,330	-	6,660	60,000	-	78,990	-	-	-	-	-	-	-	-	78,990	78,990	-
0400	Equipment	127,500	-	-	7,500	-	135,000	-	70,070	-	225,000	295,070	82,500	255,000	-	767,570	430,070	337,500
0999	Other Costs	-	285,000	-	-	-	285,000	-	-	270,000	-	270,000	225,000	-	-	780,000	555,000	225,000
1240	Parent Involvement Activities	750,000	-	-	-	-	750,000	-	675,000	-	-	675,000	75,000	-	-	1,500,000	1,425,000	75,000
Sub-Total Program Costs		4,879,860	952,160	49,985	451,005	124,240	6,457,250	1,665	1,127,570	16,203,500	1,673,160	19,005,895	4,774,405	577,828	721,177	31,536,555	25,463,145	6,073,410
<b>ADMINISTRATIVE COSTS</b>																		
0005	Personnel	446,330	845,932	275,500	14,000	14,154	1,595,916	253,215	141,665	672,150	82	1,067,855	247,500	14,000	2,105,000	5,030,271	2,663,771	2,366,500
0044	Fringes	13,320	-	127,920	83,325	-	224,565	123,375	-	85,000	-	208,375	220,000	-	50,000	702,940	432,940	270,000
0100	Operating Costs	120,000	-	-	-	-	120,000	-	-	-	-	-	-	-	-	120,000	120,000	-
0140	Professional/Contractual Services	6,000	-	-	-	-	6,000	-	-	-	-	-	-	-	-	6,000	6,000	-
0200	Travel/Transportation	12,000	-	-	-	-	12,000	-	-	-	-	-	-	-	-	12,000	12,000	-
0300	Materials/Supplies	84,060	-	-	6,210	-	90,270	-	-	12,000	-	12,000	1,050	-	-	103,320	102,270	1,050
0400	Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
0801	Indirect Costs	11,200	-	-	210,000	-	221,200	-	-	35,000	-	35,000	39,970	-	-	296,170	256,200	39,970
0999	Other Costs	14,000	-	-	-	-	14,000	-	-	-	-	-	-	-	-	14,000	14,000	-
Sub-Total Administrative Costs		706,910	845,932	403,420	313,535	14,154	2,283,951	376,590	141,665	804,150	82	1,323,230	508,520	14,000	2,155,000	6,284,701	3,607,181	2,677,520
<b>TOTAL PROGRAM &amp; ADMINISTRATIVE COSTS</b>		<b>5,586,770</b>	<b>1,798,092</b>	<b>453,405</b>	<b>764,540</b>	<b>138,394</b>	<b>8,741,201</b>	<b>378,255</b>	<b>1,269,235</b>	<b>17,007,650</b>	<b>1,673,988</b>	<b>20,329,125</b>	<b>5,282,925</b>	<b>591,828</b>	<b>2,876,177</b>	<b>37,821,256</b>	<b>29,070,326</b>	<b>8,750,930</b>

# Budget Template Instructions - Narrative

- Information from the “Agency” and “Cost Roll-Up” tabs will be auto populated in blue cells
- All yellow cells must be updated to reflect your proposed program
- Full Time Equivalent (FTE) is needed for Teachers, Assistant Teachers, Home Visitors and All Other Positions
- Provide a detailed description and justification for each cost category
- This tab is password protected
- No lines can be added, but you can adjust the height for the yellow narrative sections.

# Selection Criteria



# Selection Criteria

## Strength of proposed program:

- The Applicant demonstrates a clear understanding of the target population and their needs and challenges
- The Applicant clearly define services to be provided (directly or through partnerships/linkage agreements with other agencies, in alignment with the DFSS Partnership Framework) that are appropriate to addressing needs of and achieving desired outcomes for the target population in alignment with the program requirements outlined in the CELS
- The Applicant's proposed program is supported by a strong national or local evidence-based data and/or aligns with best practices for the relevant program model(s)
- Includes evidence of capacity to implement program requirements, curriculums, tools and services with fidelity and responsive to family and children needs
- The Applicant has an effective approach to identifying and retaining program participants (incl. rules/regulations that reduce barriers to participation)
- The Applicant has demonstrated understanding of the community landscape, services, and context in which they are providing services

# Selection Criteria

## Program performance, outcomes, and quality:

- The Applicant demonstrates\* evidence of strong past performance towards achieving desired outcome goals and performance metrics and/or other notable accomplishments in providing services to the target population
  - If no previous experience, the Applicant provides a clear rationale for its ability to execute and achieve desired outcomes for children and families
- The Applicant has the relevant staff, systems, and processes needed to collect key participant and performance data and evaluate and manage performance
- The Applicant has experience using data to inform/improve its services or practices, design program plan, and evaluate efficacy of the program services with children and families
- The Applicant demonstrates the ability to use data to inform and individualize delivery of educational and family support services to children and families, including coaching models to support staff in job-embedded professional development

*\* When appropriate, DFSS may use prior performance data already collected by DFSS or a relevant intermediary (e.g., evaluator, database)*

# Selection Criteria

## Organizational capacity

- The Applicant has qualified staff responsible for program operations, oversight, management, fiscal oversight, and fundraising/grant management
- The Applicant has adequate systems and processes to support reporting and monitoring for government contracts, including sufficient access to technology to support the administration of the program requirements
- The Applicant has quality experience working with the target population and has relevant capabilities, partnerships, and/or infrastructure needed to serve this group
  - If no prior experience, the Applicant can articulate related experience
- The Applicant's organization reflects and engages the diverse people within the communities it serves and is reflective of the children and families served. The agency makes demonstrated efforts to elevate community representatives in leadership roles meaningful to the organization

# Selection Criteria

## **Reasonable costs, budget justification, and leverage of funds:**

- The Applicant demonstrates 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.
- Program demonstrates ability to meet the minimum staff salary requirements and adequate staffing levels to meet caseload and supervision ratios, in line with the size of the program and outlined program partnerships
- Overall, the Applicant is fiscally sound, as evidenced by the financial history and record of the organization, as well as audited financial statements (or the equivalent) from the current fiscal year
- The Applicant proposes a reasonable cost per person or per unit given the nature of the services provided and provides justification for the level of funding requested
- The Applicant demonstrates ability to run program with available funding, including additional funding sources identified
- The Applicant has demonstrated an understanding of the relationship between funding sources and target population eligibility
- The Applicant leverages other non-City funds to support total program and administrative cost (e.g., state, federal, foundation, corporate, individual donations)

# Deadlines



- **Applications are due on July 15, 2019 at 12 Noon**

# Links to Children Services RFP, Registration and Technical Assistance

On the DFSS web page is a link to the Children's Services RFP, training documents and FAQs. See "Alerts" Section on our website.

For Questions on Registration – [eProcurementSupport@cityofchicago.org](mailto:eProcurementSupport@cityofchicago.org)

eProcurement Technical Assistance for Delegate Agencies –  
[OBMGMU@cityofchicago.org](mailto:OBMGMU@cityofchicago.org) OR call 312-744-0358

Training Materials (Documents and Videos) –  
<https://www.cityofchicago.org/city/en/depts/dps/isupplier/online-training-materials.html>

Additional instructional Power Points are posted on the CEL RFP#2 alert on the DFSS website.

# Application Tips

Start Early!!

- 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.
- Use spellcheck!

## Application Tips cont.

If you are planning to submit two applications, (one for Category A and one for Category B), then you will need to set up two user accounts within your organization's iSupplier account, but they can both go to the same email address.

They can also go to separate emails if you prefer.



# Tips for Working in eProcurement

- There is a 4,000 character limit which includes punctuation and spaces.
- You can “submit” your application and later amend it up until the due date, July 15 at 12:00 noon.
- Avoid the rush and possible mishaps by submitting early.
- Late applications will not be accepted.
- Make use of the eProcurement hotline for help at 312-744-0358. **Please note that the hotline operates during business hours only, Monday-Friday 9-5.**

**Save often, submit early!**

# Technical Tips for Submission

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
<a href="#">budget</a>	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](#)

# 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](#)

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

Title [DFSS 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   
(example: 27-Jun-2019)

Reference Number

Note to Buyer

**Attachments**

[Add Attachment...](#)

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update
<a href="#">budget</a>	File		From Supplier	KBWILSON	20-Jun-2019	One-Time	

**Requirements**

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

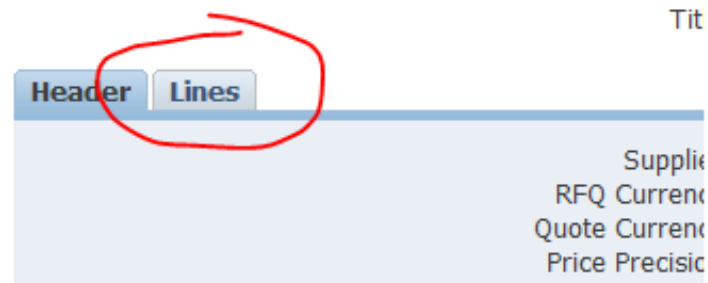
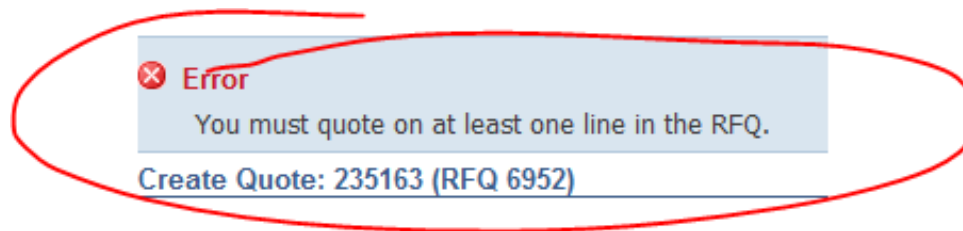
Focus Title	Target Value	Quote Value
<input type="checkbox"/> Requirements		

[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.

The screenshot displays a procurement application interface. At the top, an error message is highlighted with a red circle: "Error: A quote value is required for requirement First Name." Below this, the header information includes the title "DFSS Youth Services Enrichment Programs - STEM (Science, Tech, Engin. & Math)", the supplier "DEBORAH'S PLACE", and currency "USD". The "Requirements" section is also highlighted with a red circle. It contains a table with columns for "Focus Title", "Target Value", and "Quote Value". The "Quote Value" column is highlighted with a red circle. The table has two rows: "Requirements" and "Contact Information". The "First Name" requirement is highlighted with a red circle, and its corresponding "Quote Value" cell is empty.

**Error Message:** A quote value is required for requirement First Name.

**Supplier Information:** DEBORAH'S PLACE, USD, Any

**Requirements Table:**

Focus Title	Target Value	Quote Value
Requirements		
Contact Information		

**Table Headers:** Title, Type, Description, Category, Last Updated By, Last Updated

**Table Content:** No results found.

**Form Fields:** Quote Valid Until, Reference Number, Note to Buyer

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

# 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**

Title Chicago Early Learning Community-Based Programs RFP #2  
 Supplier Claridigm Inc  
 RFQ Currency USD  
 Quote Currency USD  
 Price Precision Any

Time Left 20 days 3 hours  
 Close Date 15-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



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	Delete
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.

# Then click "Submit".

Item	Description	Quantity	Unit	Price	Total Price
11 0100 - Admin - Op...		7,400.00	USD		7,400.00
12 0140 - Admin - Pr...		25,000.00	USD		25,000.00
13 0200 - Admin - Tr...		1,500.00	USD		1,500.00
14 0300 - Admin - Ma...		6,000.00	USD		6,000.00
15 0400 - Admin - Eq...		1.00	USD		1.00
16 0801 - Admin - In...		1.00	USD		1.00
17 0999 - Admin - Ot...		2,500.00	USD		2,500.00
18 1240 - Program - ...		19,500.00	USD		19,500.00

**Line 1: 0005 - Program - Personnel**

**Notes**

Note to Buyer

**Attachments**

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

**Electronic Signature**

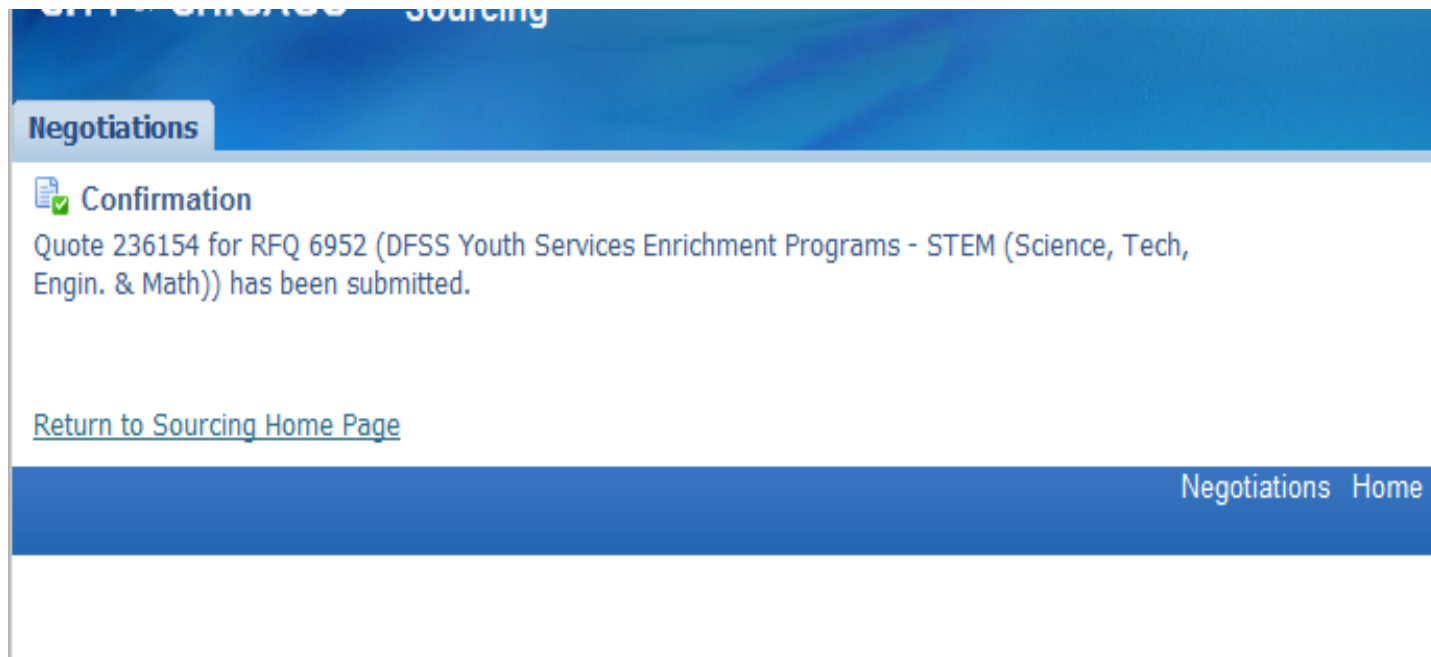
By submitting a bid/proposal/application and inputting his/her name and title, the person signing below certifies that he/she is authorized to submit this bid/proposal/application on behalf of the submitting party and warrants that all certifications and statements contained in the bid/proposal/application 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.



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.



# Program Questions?

[EarlylearningRFP@cityofchicago.org](mailto:EarlylearningRFP@cityofchicago.org)

Rima Malhotra

[Rima.Malhotra@cityofchicago.org](mailto:Rima.Malhotra@cityofchicago.org)

**(312)-743-1992**

***For non-programmatic questions contact:***

***eProcurement Hotline: 312-744-0358***

***Julia Talbot***

***(312)-743-1679***

[Julia.Talbot@cityofchicago.org](mailto:Julia.Talbot@cityofchicago.org)



# Questions?

