



DFSS Children Services Division Information for RFP

April 9, 2019





Agenda:
Introductions
Chicago Early Learning
Children's Services Division
RFP
Questions



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's 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	
Prevention Initiative (PI)	Early Head Start (EHS)	Early Head Start Child Care Partnership	Preschool for All (PFA)	Head Start (HS)
Service Delivery Models			Service Delivery Models	
Center-Based	Center-Based	Center-Based	Center-Based	Center-Based
Home-Based (Home-Visiting)	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

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

- 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)

CATEGORY A (Birth - Three)	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)

CATEGORY B (Three - Five)	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:

COMMUNITY AREA (Use Dropdowns List):	Ashburn		
WARD # (Use Dropdowns List):	26	License #:	8600
OPTION (Use Dropdowns List):	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									
PROGRAM COSTS																		
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
ADMINISTRATIVE COSTS																		
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
TOTAL PROGRAM & ADMINISTRATIVE COSTS		5,586,770	1,798,092	453,405	764,540	138,394	8,741,201	378,255	1,269,235	17,007,650	1,673,988	20,329,125	5,282,925	591,828	2,876,177	37,821,256	29,070,326	8,750,930

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

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)

In – Person Bidders’ Conference Sessions

April 11, 2019

10:00 a.m. -1:00 p.m.

Woodson Library 9525 S. Halsted St.

April 12, 2019

9:30 a.m. – 12:30 p.m.

Kennedy King College, 6301 S. Halsted St.

April 16, 2019

12:00 noon – 3:00 p.m.

Truman College, 1145 W, Wilson Ave. Cafeteria from

April 16, 2019

5:00 p.m. – 8:00 pm.

Malcom X College, 1900 W. Jackson Blvd.

Deadlines



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

Links to Children's 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

eProcurement Technical Assistance for Delegate Agencies –
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 Delegate Agency eProcurement Training

Some eProcurement training will be available pre-submittal conferences this and next week.

Additionally, eProcurement training will be offered on the following dates at the King Center 4314 S. Cottage Grove:

April 19, 2019

May 17, 2019

June 7, 2019

2 sessions: 9:00AM - 12:00PM / 1:00PM - 4:00PM

9AM-12PM: Online Bidding, 1PM-4PM: Invoice Creation

To register:

<https://www.signupgenius.com/go/10C0B4CADAA23A1F94-isupplier>

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!

Tips for Working in eProcurement

- Applicants can submit multiple applications for a single RFP but must use unique email addresses, which can and should be set up within one isupplier account.
- 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, May 15th 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.**

Addendums and Notifications

Addendum - Solicitation Number will be amended with a (zzzz,**1**)

Oracle Applications Home Page > Worklist >

Information

This notification has been closed and did not require a response.

Acknowledgement Required: Amendment 1 to RFQ 58 (SMOKING CESSATION SERVICES FOR ADULTS)

From **McGaughy, Ryan**

To **JANE DOE**

Sent **25-Jul-2017 13:42:15**

Closed **25-Jul-2017 13:43:06**

ID **97018347**

Responder

Company **The City of Chicago**

Title **SMOKING CESSATION SERVICES FOR ADULTS**

Number **58,1**

Negotiation Open **July 25, 2017 12:44 pm Central Time**

Negotiation Close **October 31, 2017 10:00 am Central Time**

Supplier **CITY OF CHICAGO TEST SUPPLIER**

Supplier Site

This Negotiation has been amended. To be considered for award you must acknowledge each amendment and resubmit your response.

Please go to [Review Changes](#) page to review the changes for this amendment.

[Return to Worklist](#)

Display next notification after my response

Program Questions?

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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



Questions?

