

DFSS senior satellite center RFQ FAQ's from the pre-submittal conference and webinar

1. Are we required to rent space for the \$80,000?

No. There is no rental cost associated with occupying the senior satellite center for applicants. DFSS has already assumed responsibility for current rent on its existing spaces and will continue to do so at its current locations.

2. What if I want to submit multiple applications?

Multiple applications will be accepted. To submit multiple applications in the eProcurement system, the applicant organization will need to set up a unique email account/user that will be attached to each individual application. For example, if your organization would like to submit applications for three different satellite centers, you will need to set up three different and distinct accounts each linking to a different/unique email address within your iSupplier account. When preparing your application, you will then link a unique email address to the separate application. For further information and instruction, go to:

https://www.chicago.gov/content/dam/city/depts/dps/isupplier/training/Delegate_Agency_iSupplierFAQs_070918.pdf and scroll to page 7

3. Can I provide services from a space other than a location designated by the City? Does a Provider have to adhere to the present satellite center locations only?

DFSS is not accepting applications for senior satellite services to be provided at different locations than its current ones. Operations must occur at one of our 15 existing senior satellite centers.

4. What happens if someone is 50? Can they participate, or do they have to be 55 and over?

Unfortunately, senior services are only available to those persons who are 55 years of age and older. Those who are younger are not eligible to receive services at the senior satellite centers.

5. Is it acceptable to co-locate other services or offices of the delegate in the satellite center? Can applicants do other business/provide other services /serve other populations at the satellite centers?

Yes, it is possible to co-locate other services, with prior approval from DFSS to the senior satellite center. The co-located program must have programmatic benefit to older adults, does not pose any inherent conflict of interest, will not impede the center's operation, and is in line with the goals of the senior satellite center programming.

6. Can you provide a list of the current senior satellite center operators?

SATELLITE CENTER LOCATION	CURRENT OPERATOR
Abbott Park	City of Chicago – DFSS
Auburn Gresham	City of Chicago-DFSS
Austin	South Austin Coalition Community Council / DFSS
Chatham	City of Chicago – DFSS
Edgewater	City of Chicago – DFSS
Englewood	Catholic Charities
Garfield Ridge	Southwest Side Senior Services Organization
Kelvyn Park	Catholic Charities
North Center	Catholic Charities
Norwood Park	Norwood Crossings
Pilsen	Alivio Medical Center
Portage Park	City of Chicago –DFSS
Roseland	City of Chicago - DFSS
South Chicago	City of Chicago – DFSS
West Town	City of Chicago - DFSS

7. Please describe the reimbursement process.

DFSS operates on a voucher reimbursement process. No advances are given on contracts and we only will reimburse for allowable, budgeted costs agreed upon in the contract/at the time of contracting. Awarded delegate agencies will be expected to voucher on a regular and timely basis for the costs incurred. This is done through the eProcurement system.

8. Are the partner agencies like Catholic Charities no longer going to operate the sites they are currently funding?

All existing partner agencies are invited to apply to the RFP for consideration to operate a senior satellite center.

9. Does DFSS provide a calendar of required activities and events?

DFSS will publish a calendar of required activities and events but it is the senior satellite center operator's responsibility to schedule these events and submit them to DFSS for publication.

10. Can you say more about the cap on administrative costs?

Many DFSS delegate agency contracts have 10 percent cap on administrative costs. This should include any indirect costs that might be requested. DFSS considers the following things to be administrative costs: executive or administrative staff salaries and benefits, indirect costs and other costs that do not directly relate to the operation of the proposed program.