



DEPARTMENT OF FAMILY AND SUPPORT SERVICES

JULY 10, 2019

AMENDMENT No. 1

REQUEST FOR PROPOSALS

FOR

PREVENTION AND INTERVENTION MENTORING PROGRAM

RFQ 6930

THE FOLLOWING REVISIONS/CHANGES WILL BE INCORPORATED IN THE ABOVE REFERENCED RFP DOCUMENT. ALL OTHER PROVISIONS AND REQUIREMENTS AS ORIGINALLY SET FORTH REMAIN IN FULL FORCE AND ARE BINDING.

SECTION I: Time Extension.

The due date for the RFP is being extended. The original due date was July 16, 2019, 12:00 noon. **The new due date for the RFP will be July 31, 2019, 12:00, noon.**

SECTION II: RFP Document Modifications.

1. The Table of Contents in the RFP has been modified:

Table of Contents page numbers have been adjusted.

1. Section 1. Purpose of RFP and Scope of Services, Organizational Background, Goals of this RFP (pg. 4 of the RFP) has been modified:

The original statement:

DFSS seeks to fund programs that are curriculum-driven, trauma-focused and/or include a conflict-resolution lens and employ a cohort approach that consists of 12-15 youth. The program must minimally operate throughout the school year with the option of twelve-month programming. Recruitment will focus on youth who are academically off track, have low school attendance, have 1-3 in school disciplinary infractions, limited police involvement (less than three arrests) and/or heightened exposure to violence.

Has changed to:

DFSS seeks to fund programs that are curriculum-driven, trauma-focused and/or include a conflict-resolution lens and employ a cohort approach that consists of 12-15 youth. The program must minimally operate throughout the school year with the option of twelve-month programming and serve at minimum 30 youth. Recruitment will focus on youth who are academically off track, have low school attendance, have 1-3 in school disciplinary infractions, limited police involvement (less than three arrests) and/or heightened exposure to violence.

2. Section 1. Purpose of RFP and Scope of Services, Organizational Background, Current State and Priorities for Improvement (pg. 6 -7 of the RFP) has been modified:

The original statement:

Given the success of MMI in reaching its targeted population and building on the growing body of knowledge regarding its impact, ***DFSS is expanding the focus and targeted population to include at-risk young women and young men in grades 6th through 12th who live in or attend school in communities that have experienced high rates of gun violence and homicides throughout the City of Chicago. This Mentoring RFP will also expand services to 36 community areas. Respondents do not need to have a physical presence/administrative office within the targeted 36 targeted communities to apply.***

Has changed to:

Given the success of MMI in reaching its targeted population and building on the growing body of knowledge regarding its impact, ***DFSS is expanding the focus and targeted population to include at-risk young women and young men in grades 6th through 12th who live in or attend school in communities that have experienced high rates of gun violence and homicides throughout the City of Chicago***

3. Section 1. Purpose of RFP and Scope of Services, Program Requirements (pg. 8-9 of the RFP) has been modified:

The original statement:

Respondents must:

- Currently operate a mentoring program in one or more of the targeted community areas,
- Provide cohort mentoring services for youth,
- Priority enrollment to youth participants at a Chicago Public Schools Elementary, High School, that are rated level 2 or level 3 and/or Option based (according to the Chicago Public School Quality Rating Policy and identified here: <https://cps.edu/Performance/Pgs/PerformancePolicy.aspx>),
- Work through a curriculum that is trauma-focused and/or includes a conflict-resolution lens with a mentor,
- Utilize an approved assessment tool for each youth participant.

Has changed to:

Respondents must:

- **Have an operating budget of \$250,000 or more to be considered for funding. Proposals will not be considered if this criterion is not met.** DFSS will review each Applicant's Federal Form 990 Return of Organization Exempt From Income Tax, 990-EZ, or 990-PF that list the agency's yearly revenue, expenses, and balance sheet for the previous year found at <https://www.irs.gov/forms-instructions>
- Currently operating any mentoring program in one or more of the targeted community areas,
- Provide cohort mentoring services for youth. Services can take place in or out of school or in location that provides best learning outcomes.
- Prioritize enrollment to youth participants at a Chicago Public Schools Elementary, High School, that are rated level 2 or level 3 and/or Option based (according to the Chicago Public School Quality Rating Policy and identified here: <https://cps.edu/Performance/Pgs/PerformancePolicy.aspx>),
- Work through a curriculum that is trauma-focused and/or includes a conflict-resolution lens with a mentor and
- Utilize an approved assessment tool for each youth participant

4. Section 1. Purpose of RFP and Scope of Services, Program Requirements (pg. 10 of the RFP) has been modified:

The original statement:

Agencies will:

Prioritize Recruitment, Enrollment and Identify youth in 6th- 12th grades who are academically off track, have low school attendance, have 1-3 in school disciplinary infractions, limited police involvement, and heightened exposure to violence who attend neighborhood elementary and high schools within the 36 targeted communities. Priority will be given to respondents who currently operate mentoring in one or more of the following targeted community areas and work primarily with Chicago Public Schools rated level 2 or 3 and/or Option neighborhood elementary and High Schools according to

the Chicago Public School Quality Rating Policy (SQRP). **Respondents do not need to have a physical presence/administrative office within the targeted 36 targeted communities to apply.**

Has changed to:

Agencies will:

Prioritize Recruitment, enrollment and identify youth in 6th- 12th grades who are academically off track, have low school attendance, have 1-3 in school disciplinary infractions, limited police involvement, and heightened exposure to violence who attend neighborhood elementary and high schools within the 36 targeted communities. Priority will be given to respondents who currently operate mentoring in one or more of the following targeted community areas and work primarily with Chicago Public Schools rated level 2 or 3 and/or Option neighborhood elementary and High Schools according to the Chicago Public School Quality Rating Policy (SQRP).

5. Section 1. Purpose of RFP and Scope of Services, Program requirements, the guidance to applicants (pg. 13-14 of the RFP) has been modified.

The original statement:

DFSS requests applications from Applicants that are capable of offering mentoring to Chicago at-risk youth currently in 6th through 12th grades who attend school or reside in one or more of the targeted 36 community areas. ***Respondents do not need to have a physical presence/administrative office within the targeted 36 targeted communities to apply.***

Applicants must currently operate mentoring in one or more of the targeted community areas outlined in Table 1 on pg. 9 of the RFP, and who work primarily with students who attend a Chicago Public School rated level 2 or 3 and/or Option based school according to the Chicago Public School's Quality Rating Policy (SQRP). See [https://cps.edu/Performance/Pg. s/PerformancePolicy.aspx](https://cps.edu/Performance/Pg.s/PerformancePolicy.aspx) for an updated listing of schools.

Applicants may submit only one application for each community area. Multiple applications by the same agency for the same community area **will not be considered**. DFSS will make recommendations for contract awards by community area balancing program locations, the target population, and demonstrated partnerships with a Chicago Public School. **Respondents seeking funding for multiple sites in different community areas are required to apply for each location separately.**

Programs in community areas outside of the 36 community areas above will not be considered.

Has changed to:

DFSS requests applications from Applicants that can offer mentoring to Chicago at-risk youth currently in 6th through 12th grades who attend school or reside in one or more of the targeted 36 community areas. ***Respondents do not need to have a physical presence/administrative office within the targeted 36 targeted communities to apply.***

Applicants must currently operate mentoring in one or more of the targeted community areas outlined in Table 1 on pgs. 8- 9 of the RFP, and who work primarily with students who attend a Chicago Public School rated level 2 or 3 and/or Option based school according to the Chicago Public School's Quality Rating Policy (SQRP). See [https://cps.edu/Performance/Pg. s/PerformancePolicy.aspx](https://cps.edu/Performance/Pg.s/PerformancePolicy.aspx) for an updated listing of schools.

DFSS will make recommendations for contract awards by community area balancing program locations, the target population including gender, and demonstrated partnerships with a Chicago Public School.

Applicants may only submit one application for each proposed community area. Multiple applications by the same agency for the same community area **will not be considered**. Applicants may submit separate proposals for each community area they wish to apply for. There is no limit on the number of community areas an applicant may apply for.

Applicants that intend to apply for 26 or more of the targeted community areas may apply under the City-wide status. By applying under the City-wide status, an Applicant may submit: 1) an overall proposal, 2) **an overall budget reflective of each community area that the Applicant intends to apply for and, 3) the DFSS City-wide Mentoring Budget Overview template which provides the summary of all the locations and individual budget totals for all proposed community areas. Both forms are available for download and review in the iSupplier system.** Proposals will receive one overall score that will be applied to each community area that the Applicant intends to apply for. Applicants applying under the City-wide status may not submit multiple proposals for the same community area.

Programs in community areas outside of the 36 community areas above will not be considered.

6. Section 1: Purpose of RFP and Scope of Services, Eligible respondents: (pgs. 14-15 of the RFP) has been modified:

The original statement:

This is a competitive process open to all entities: non-profit, for-profit, faith-based, private and public.

The Respondent must have fiscal capacity to operate a mentoring program and an internal budget of \$250,000 or more. Respondents may apply as a single agency or in partnership with multiple agencies, where one agency serves as the lead agency for the partnership and other agencies serve as subcontractors of the lead agency. Subcontracted agencies must demonstrate competence to implement programmatic elements whereas lead agencies must also demonstrate financial strength and ability to comply with all administrative requirements outlined in the RFP. By partnering with subcontractors, lead agencies will expand the number of organizations that have extensive youth development experience and enhance service provision in communities throughout Chicago.

Individual agencies or subcontractors to lead agencies must be able to demonstrate a minimum 15% percent in-kind match. Administrative costs will be capped at 15% percent per application.

Has changed to:

This is a competitive process open to all entities: non-profit, for-profit, faith-based, private and public.

The Respondent must have an operating budget of \$250,000 or more to be considered for funding.

Proposals will not be considered if this criterion is not met. DFSS will review each Applicant's Federal Form 990 Return of Organization Exempt From Income Tax, 990-EZ, or 990-PF that list the agency's yearly revenue, expenses, and balance sheet for the previous year found at <https://www.irs.gov/forms-instructions>.

Respondents may apply as a single agency or in partnership with multiple agencies, where one agency serves as the lead agency for the partnership and other agencies serve as subcontractors of the lead agency. Subcontracted agencies must demonstrate competence to implement programmatic elements whereas lead agencies must also demonstrate financial strength and ability to comply with all administrative requirements outlined in the RFP.

Respondents must be able to demonstrate a minimum 15% percent in-kind match. Administrative costs will be capped at 20% percent per application.

7. Section 1: Purpose of RFP and Scope of Services Section, Prior year statistics for this program and 2020 projected allocation section (pg. 15 of the RFP) has been modified.

The original statement:

Applications received:	120
Projects funded:	54
Range of funding:	\$41,400 - \$305,000
Total funding:	\$10,070,162

Has changed to:

2017 Number of applications received:	120
2019 Projects funded:	54
2019 Median grant allocations:	\$69,000
2020 Cost per youth for programming:	\$2,300
2020 Total funding:	\$10,070,162

8. Section 2: Evaluation and Section Procedures, Evaluation process (pg. 15 of the RFP) has been modified:

The original statement:

Each proposal will be evaluated on the strengths of the proposal and the responsiveness to the selection criteria. DFSS reserves the right to consult with other city departments during the evaluation process. Successful Respondents must be ready to proceed with the proposed program within a reasonable period of time upon contracting.

Failure to submit a complete proposal and/or to respond fully to all requirements may cause the proposal to be deemed unresponsive and, therefore, subject to rejection. The Commissioner upon review of recommended agency(ies) may reject, deny or recommend agencies that have applied for grants based on previous performance and/or area need.

The Department of Family and Support Services (DFSS) reserves the right to ensure that all mandated services are available city-wide and provide in a linguistically, culturally gender responsive manner.

Has changed to:

The Respondent must have an operating budget of \$250,000 or more to be considered for funding. Proposals will not be considered if this criterion is not met. DFSS will review each Applicant's Federal Form 990 Return of Organization Exempt From Income Tax, 990-EZ, or 990-PF that list the agency's yearly revenue, expenses, and balance sheet for the previous year found at <https://www.irs.gov/pub/irs-pdf/f990.pdf>.

Once the responsive proposals are determined, then each proposal will be evaluated on the strengths of the proposal and the responsiveness to the selection criteria. DFSS reserves the right to consult with other city departments during the evaluation process. Successful Respondents must be ready to proceed with the proposed program within a reasonable period of time upon contracting.

Failure to submit a complete proposal and/or to respond fully to all requirements may cause the proposal to be deemed unresponsive and, therefore, subject to rejection. The Commissioner upon review of recommended agency(ies) may reject, deny or recommend agencies that have applied for grants based on previous performance and/or area need.

The Department of Family and Support Services (DFSS) reserves the right to ensure that all mandated services are available city-wide and provide in a linguistically, culturally gender responsive manner.

9. Section 2: Evaluation and Section Procedure, Selection Criteria: Reasonable cost, budget justification, and leverage of funds (pg. 17 of the RFP).

The original statement:

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.
- 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 and an internal operating budget of \$250,000 or more.
- The Applicant can demonstrate reasonable cost for a school year mentoring program or full year programming.
- 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 leverages other non-City funds to support total program and administrative cost (e.g., state, federal, foundation, corporate, individual donations)
- Respondent utilizes 5% of award amount for mentor training and professional development to better service population.
- Respondent demonstrates an at least 15% in-kind match.

DFSS may consider additional factors in selection to ensure systems-level needs are met: geography, service array, language, and ability to serve specific sub-populations.

Has changed to:

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.
- 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 can demonstrate reasonable cost for a school year mentoring program or full year programming.
- The Applicant leverages other non-City funds to support total program and administrative cost (e.g., state, federal, foundation, corporate, individual donations)
- Respondent utilizes 5% of award amount for mentor training and professional development to better service population.
- Respondent demonstrates an at least 15% in-kind match.

DFSS may consider additional factors in selection to ensure systems-level needs are met: geography, service array, language, and ability to serve specific sub-populations including gender.

10. Section 2: Evaluation and Section Procedures, Evaluation process (pg. 17 of the RFP) has been modified:

The original statement:

DFSS may consider additional factors in selection to ensure systems-level needs are met: geography, service array, language, and ability to serve specific sub-populations.

Has been changed to:

DFSS may consider additional factors in selection to ensure systems-level needs are met: geography, service array, language, and ability to serve specific sub-populations including gender.

11. Section 3: RFP and Submission Information, for respondents wishing to submit more than one application to an RFP (pg. 18 of the RFP) has been modified.

The original statement:

Organizations submitting more than one proposal (maximum of three) may do so by submitting each proposal by a separate, unique registered account user with online bidding responsibilities, using their individual login information.

Has been changed to:

Organizations wishing to apply to more than one community area, must submit a separate proposal for each community area unless they are applying under the city-wide option described in Section F. Guidance to Applicants. Each proposal must be submitted by a separate, unique registered account user with online bidding responsibilities, using their individual login information.

SECTION III: eProcurement Requirements Section Modification

1. Strengths of Proposed Program section

The following question was deleted

Is your agency's headquarters in one or more of the 36 targeted communities and do you operate a mentoring program out of this location? If not, do you have a satellite site in one of the targeted communities that operates a current mentoring program?

The following question was amended:

Please indicate which targeted community or community areas the program proposed in this application will serve.

The amended questions now read:

Applicants who are applying to provide mentoring services city-wide status (**servicing 26 or more of the target community areas**) choose City Wide in the drop- down box. Only those applicants who are applying to be a City-wide provider must complete the attached City-Wide Site form.

2. Organizational Capacity section

The following question was deleted:

What organizational capabilities, infrastructure, relationships and/or community partnerships has your agency developed (or are you currently developing) to serve your intended target population. Please attach Memorandum of Understanding (MOU) of any Level 2/3 or Option schools your agency will be partnering with to service 6th-12th graders?

The following questions were added:

What organizational capabilities, infrastructure, relationships and/or community partnerships has your agency developed (or are you currently developing) to serve your intended target population. Please attach Memorandum of Understanding (MOU).

Is your agency working **in** a Level 2/3 or Option schools to implement mentoring within the targeted communities? Please attach Memorandum of Understanding (MOU).

3. Costs, Budget Leverage section:

The following question was deleted:

Does your agency have an operating fiscal budget of \$250,000 or more for 2018/2019? Please upload your current financial statements or audit.

The following question was amended with the bolded language added:

Is your audit annual (once a year) or biennial (once every two years)? **Please attach current audit and/or Federal Form 990 Return.**

SECTION IV: Questions and Answers to the RFP.

Questions and answers received since the RFP was published on June 6, 2019.

General Application Information

1. How many applications can an agency submit for this RFP?

There is no limit to the number of applications an agency may submit. However, applicants may only submit one application for each proposed community area. Multiple applications by the same agency for the same community area **will not be considered**. Applicants may submit separate proposals for each community area they wish to apply for. There is no limit on the number of community areas an applicant may apply for. (pg. 14 of the RFP)

2. How important is the principal's recommendation to your application?

It is important to collaborate with schools. Agencies will need a Memorandum of Understanding (MOU) **if operating mentoring in schools**. **Agencies do not need a MOU if they are strictly recruiting from community areas.**

3. What is the length of time for the targeted contracted payment per child? When does the program start?

The mentoring RFP is contracted for two (2) years. The cost per youth is \$2,300. It starts January 1, 2020. (pg. 15 of the RFP).

4. Can youth from the suburbs be included?

No. Youth must be from the 36 targeted community areas within the City of Chicago.

5. Will DFSS provide the mentors with a list of schools in the community areas for recruitment purposes?

There is a list of level 2, 3 and Options Schools in the RFP. A link is provided as well: <https://cps.edu/Performance/Pg.s/PerformancePolicy.aspx> (Pg. 9 of the RFP)

6. Is MMI (Mayor's Mentoring Initiative) phasing out? Is this an expansion of that program?

No, this is not an expansion of MMI. This is a new program. MMI will end on December 31, 2019.

7. Does DFSS prefer that we work with our existing schools under MMI or expand to other schools?

Agencies are required to work with level 2 or 3 schools and options schools.

8. Can we apply to serve girls only? Can we propose co-ed cohorts? How many youth can we serve per cohort?

Yes. Proposals for girls-only programming can be submitted. Yes, agencies can propose co-ed cohorts if the proposed model is supported by best practice standards. The minimum number required in a cohort is 12-25 youth. (pgs.4 and 9 -10 of the RFP).

9. Are agencies allowed to work with state funded charter schools?

Yes, agencies can operate and recruit youth from a state funded charter school. Youth are required to be from the 36 targeted community areas.

10. What is the cost per youth for mentoring?

\$2,300 is the cost per participant required by DFSS (pg. 15 of the RFP).

11. Since this is a cohort model, how long are we supposed to serve the youth/cohort?

Agencies are required to operate mentoring programs during the academic school year. Programs may operate full year at your discretion.

12. Should we structure cohort by grade level?

The structure is up to each agency; however, it must be age appropriate and fall in best practice guidelines. (Pgs. 9-10 of the RFP)

13. Can we partner with other organizations?

Yes. We encourage partnerships and collaborations to serve as many youths in the targeted 36 community areas.

14. How many cohorts can we have per site?

Cohorts are determined by your budget, curriculum, and capacity to operate a mentoring program. Depends on your agency capacity, staff and curriculum.

15. Do we need five (5) hours of mentoring a month if we do individual mentoring as well? Do the individual mentoring hours count?

Five hours of group cohort mentoring is required as a best practice guideline. If your program also offers individual mentoring as an additional service, that is an added benefit for the youth in programming.

16. Will the city use a standardized (assessment) tool to help compare between programs?

We are currently reviewing best practices to determine if we will utilize one tool for the Mentoring program.

17. If we have other city funded programs (CHA or CORP), can we recruit from those students if they fit the requirements? Or should we only have unduplicated youth?

The Mentoring Program should not consist of youth that are currently in other city funded programming for your agency. This mentoring program should engage new youth.

18. Is it a requirement to work with the same youth for the entire school year or will agencies need to recruit participants periodically? For example, every 6 weeks.

Agencies are required to work with youth for the school year at minimum.

19. Are agencies allowed to give mentees (youth) stipends for their participation?

Agencies can propose a budget to accommodate stipends for youth, but we strongly discourage it. Please review the best practice model for additional information. (Pgs. 9-10 of the RFP)

20. If I am operating a program in Austin and in Humboldt Park, should I submit two separate applications?

Yes. Those are two different targeted community areas, so applicants will need to submit two separate applications. Please note that if 26 or more community areas are being served, agencies should apply under city-wide status.

21. Our organization serves many of the 36 target communities. Must we only apply for one cohort in one community or can we apply for cohorts in more than one community?

Agencies that serve 26 communities or more, may apply under city-wide status. Please see pg. 19 of the RFP for more details.

22. Should agencies have experience providing mentoring services in any of the 36 areas? Should agencies be providing services in the exact areas they plan to target?

Agencies should have experience with providing mentoring services to at-risk youth. Past experience does not need to be in the targeted 36 community areas, however, agencies must serve youth from the 36 targeted community areas for this mentoring RFP.

Performance Outcomes

23. How are agencies supposed to measure graduation and post-secondary educational goals?

DFSS will be providing guidance on outcome and data collection once contracts have been awarded.

24. How do we find out information about a youth's grades and police involvement? If we don't already collect this information, should we prepare to collect this information for the new RFP?

Yes. Please review the performance measures section of the RFP (Pgs. 12-13 of the RFP). As part of your assessment or screening with the youth for participation, you should get a self-report or additional information from the referring parties (school counselor, parent, principal). The outcomes are school based outcomes, arrest and retention. DFSS is also partnering with Chicago Public Schools, University of Chicago Labs for collections of data as well.

25. How is the more qualitative data going to be recorded/collected?

DFSS will be updating our data system, Cityspan and utilizing partnerships, assessment and self-reporting for youth and mentors.

26. How much control do agencies have over determining the assessment tool?

DFSS will provide an approved assessment tool inventory for those that are awarded a contract.

27. Is it required for an organization to provide services in an after-school setting? Is in school time sufficient?

Programming can take place in or out of school and/or in a location that falls in best practice. However, no programming should happen during lunch periods or disrupt youth classes if you operate a school-based program.

Personnel and Staffing/ Learning Cohorts

28. What happens at the learning cohorts?

DFSS creates spaces for learning opportunities that build capacity for agencies, mentors and Leaderships at the agency level.

29. Can the 5% training allocation be used for onboarding mentors?

Yes, the 5% training allocation can be used for professional development, however, mentors should be hired by the time of funding

30. Do mentors have to go to learning cohorts through DFSS and how long are the learning cohort sessions?

If your mentors are program staff for your agency, they will need to attend the learning cohort meetings. Executive Directors and Program Directors are required to attend. Cohorts meet once a quarter and meetings can last up to four hours.

31. Are we able to use men and women that have been previously incarcerated as mentors?

No. Due to our background check and screening process, we are not able to include returning citizens as mentors at this time.

Budget/Fiscal Capacity

32. With regards to the operating budgets of \$250,000. Will consideration be given to proposals from organizations with a past budget of less than \$250,000 but a proposed budget of \$250,000?

No. The \$250,000 operating budget is the minimum qualifier. Proposals will not be evaluated or scored if you have not met the fiscal requirement. (see pg. 9 of the RFP)

33. Should agencies provide a one year or two-year budget?

Agencies are required to provide a one-year program budget as part of the proposal process for each application submitted by community area. If applying under the city-wide status, agencies will provide a budget for each program site and complete the city-wide site form.

34. We do programming but work with another organization. Can that organization serve as our fiscal agent for this RFP?

Yes. The organization serving as the fiscal agent will apply for the RFP under iSupplier and will be the entity contracted with the City of Chicago.

35. Will there be a possibility of transitional funding for our MMI programs to continue with mentoring for this RFP?

No. MMI contracts will expire 12/31/2019. The new RFP for Mentoring is the only mentoring program that will operate beginning January 1, 2020.

36. Do we have to include the 5% professional development allocation? Is it optional?

The 5% professional development allocation is required.

DFSS Procurement, Making an Application and iSupplier Questions

35. Do you need to upload your list of Board members and certificate of insurance?

Yes, both documents need to be submitted in iSupplier.

36. Do we need to upload MOU with the application?

Yes.

37. Does the system automatically send a confirmation once our proposal is submitted?

No, however, can follow the attached instructions or can email Julia Talbot to confirm receipt of proposal Julia.Talbot@cityofchicago.org.

How to check if your application has been submitted in the eProcurement system

CITY OF CHICAGO

1 * User Name

2 * Password

3

4 [Login Assistance](#)

To login into the eProcurement System

1. Type in your user name.
2. Type in your password
3. Click on the Login button
4. If you have forgotten your user name or password, click "login assistance"

2

If you have forgotten your User Name or Password, clicking on "Login Assistance" from the previous screen shot will bring you to this screen where these two things can be reset.

CITY OF CHICAGO

Login Assistance

* Indicates required field

Forgot Password

Enter your user name, instructions for how to reset your password will be emailed to you.

User Name

Forgot User Name

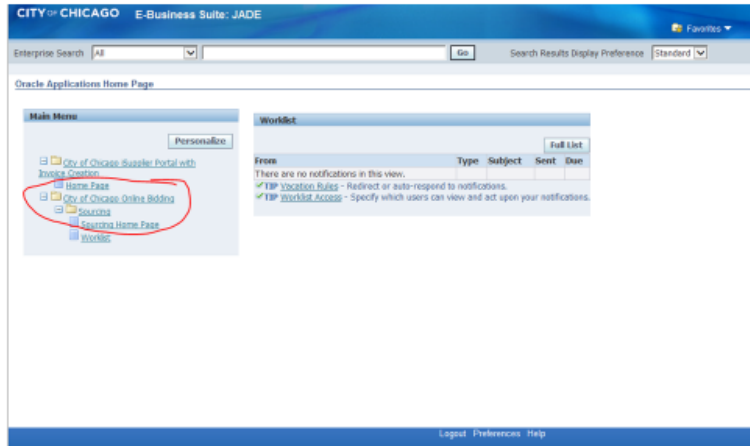
Enter the email address associated with your account, your user name will be emailed to you.

Email

(Example: first.last@domain.com)

3

Once you login, open the drop down menu titled “City of Chicago Online Bidding” to reveal “Sourcing” which you will need to open to get to the “Sourcing Home Page”. Click on “Sourcing Home Page” to see your applications both submitted and unsubmitted.



4

Clicking the “Sourcing Home Page” will bring you to this screen. The Response number is the application number. The Response Status indicates the status of your response. Submitted applications will have “Active” response status. Unsubmitted applications will have a “Draft” response status. To double check that your application has indeed been submitted, click on the blue response number of the application in question.

Negotiations				
Search Open Solicitations <input type="text"/> Title <input type="text"/> <input type="button" value="Go"/>				
Welcome, Kathy Borton-Wilson.				
Your Active and Draft Responses				
Press Full List to view all your company's responses.				
Response Number	Response Status	Supplier Site	Solicitation Number	Title
235157	Draft		6900	Emergency Walk-In Crisis Psychiatric Care
235160	Active		6952	DFSS Youth Services Enrichment Programs - STEM (Science,
235154	Draft		6964	DFSS Youth Services Enrichment Programs - OST Academic
234155	Active		6897.1	Domestic Violence Interim Shelter RFP
Your Company's Open Invitations				
Supplier Site	Solicitation Number			
No results found.				
Quick Links				
<input type="button" value="Manage"/>	<input type="button" value="View Responses"/>			

Clicking on the Response Number, will open the application (whether it has been submitted or not). Note that the quote status is "Active". For a submitted application, if you open the Requirements sections, the Quote Value section will contain your submitted answers and no longer be fillable.

Quote: 235169 (RFQ 6952)

Title: **DESS Youth Services Enrichment Programs - STEM (Science, Tech, Engin. & Math)**
 Time Left: **26 days 1 hour**
 Quote Style: **Blind**
 Quote Currency: **USD**
 Contact: **Booton-Wilson, Kathy**
 Suppliers' Quote Number: **235169**
 Quote Status: **Active**

Bid Opening Date/Supplier Response Due Date: **16 Jul 21**
 Ranking: **DEBORAH**
 Supplier Site:
 Quote Valid Until:

Attachments: No results found.

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

Requirements

Show All Details | Hide All Details

Details Section

Contact Information

Requirements	Target Value	Quote Value
First Name		All of my information
Last Name		t
Telephone		t
E-mail Address		t
Contact Type		t