

CITY OF CHICAGO



**REQUEST FOR PROPOSALS (RFP) FOR
The Department of Family Support
Prevention and Intervention Mentoring Program
RFQ# 6930**

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

All proposals must be submitted via the eProcurement system.

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

Questions concerning the RFP should be directed to:

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Section 1 - Purpose of RFP and Scope of Services

A. Organizational Background

As the City of Chicago's primary social services provider and administrator, the Department of Family and Support Services (DFSS) manages a comprehensive, client-oriented human service delivery system that employs a holistic approach to improving the quality of life for our most vulnerable residents. DFSS administers resources and provides assistance and support to a network of over 350 community-based organizations in order to promote the independence and well-being of individuals, support families, and strengthen Chicago neighborhoods. The DFSS mission is:

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

DFSS' priorities are to:

- **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

DFSS is committed to moving beyond measuring *how many* people receive services, to focus on whether Chicagoans are *better off* after receiving services. As part of this outcome-oriented approach, DFSS has implemented a strategic framework that guides how the department measures, reports on, and reviews its priorities and outcome goals, and uses them to drive contracting, decision-making and greater collaboration.

For more information on the DFSS commitment to outcomes, visit www.cityofchicago.org/fss.

Division Priorities

The DFSS Youth Services Division designs and funds programs and initiatives that leverage the assets and strengths of youth ages 6-24 in the city of Chicago to support their growth, development, and success. Programs and initiatives offer an opportunity for improved skill building, relationship development, educational engagement and achievement, mentorship, and employment. The needs of Chicago's young people – identified from community and youth feedback, gap analysis, and national and local best practices – are the key drivers in informing the development of the division's programming and continuously shape the Department's priorities and goals. The Youth Division's efforts and resources are focused on the needs of Chicago's youth with an eye towards obtaining the greatest impact.

Youth Division program portfolios - the Right Resources at the Right Time for the Right Youth

The City of Chicago has traditionally provided services for vulnerable youth. Many such youth attend low-performing schools and/or are economically disadvantaged but may otherwise be high functioning. In recent years, funders and service providers alike have recognized an urgent need to address youth with more complex needs.

In response, DFSS reviewed and restructured its portfolio of investments and programs through the lens of aligning services with the appropriate target population. As a result, the Youth Division's programming occurs via three distinct portfolios:

1. The **Prevention and Intervention Portfolio** is the focus of this RFP and serves youth who may need more support because they are not connected to school, may have been touched by the juvenile or criminal justice system, may be out of school, are homeless, and/or need mental health support.
2. The **Enrichment Portfolio** provides structured, safe, and enriching activities for young people outside of the classroom, during weekends and while youth are on school breaks. Examples include academic support; career and vocational development; science, technology, engineering, math (STEM) and arts; cultural activities; and sports.
3. The **Youth Employment Portfolio**, which includes the One Summer Chicago program, brings together government institutions, community-based organizations, and employers to offer subsidized employment and internship opportunities to youth and young adults ages 14-24.

The Youth Division worked to ensure the delivery of more resources and supports to youth who have significantly more complex needs, including the creation of the Prevention and Intervention Portfolio. Examples of funding decisions made possible by this realignment are the launch (and then expansion) of Strong Futures, the establishment of a youth reconnection hub, and the support of local hiring fairs to assist youth who are out of school and out of work with the services and supports that they need to reconnect and succeed.

Youth who are at risk of school disengagement or justice involvement remain a high priority for the Prevention and Intervention portfolio within the DFSS Youth Services Division. The City of Chicago has utilized a multi-faceted plan to rebuild neighborhoods and support youth in reaching their full potential by graduating from high school and pursuing post-secondary educational options and/or full-time employment. Yet for too many Chicago youth, the ability to reach their full potential is beyond their reach without additional support. The Prevention and Intervention Portfolio serves youth who may need more support because they are not connected to school, may have been touched by the juvenile justice system, may be out of school, homeless or need mental health support. During 2017, the former Juvenile Justice Portfolio was restructured to focus efforts on youth who are the most at risk and have a range of needs. This RFP is focused on the needs and challenges associated with youth who are identified as At-Risk. (See page 8 for more information on the population focus of this RFP.)

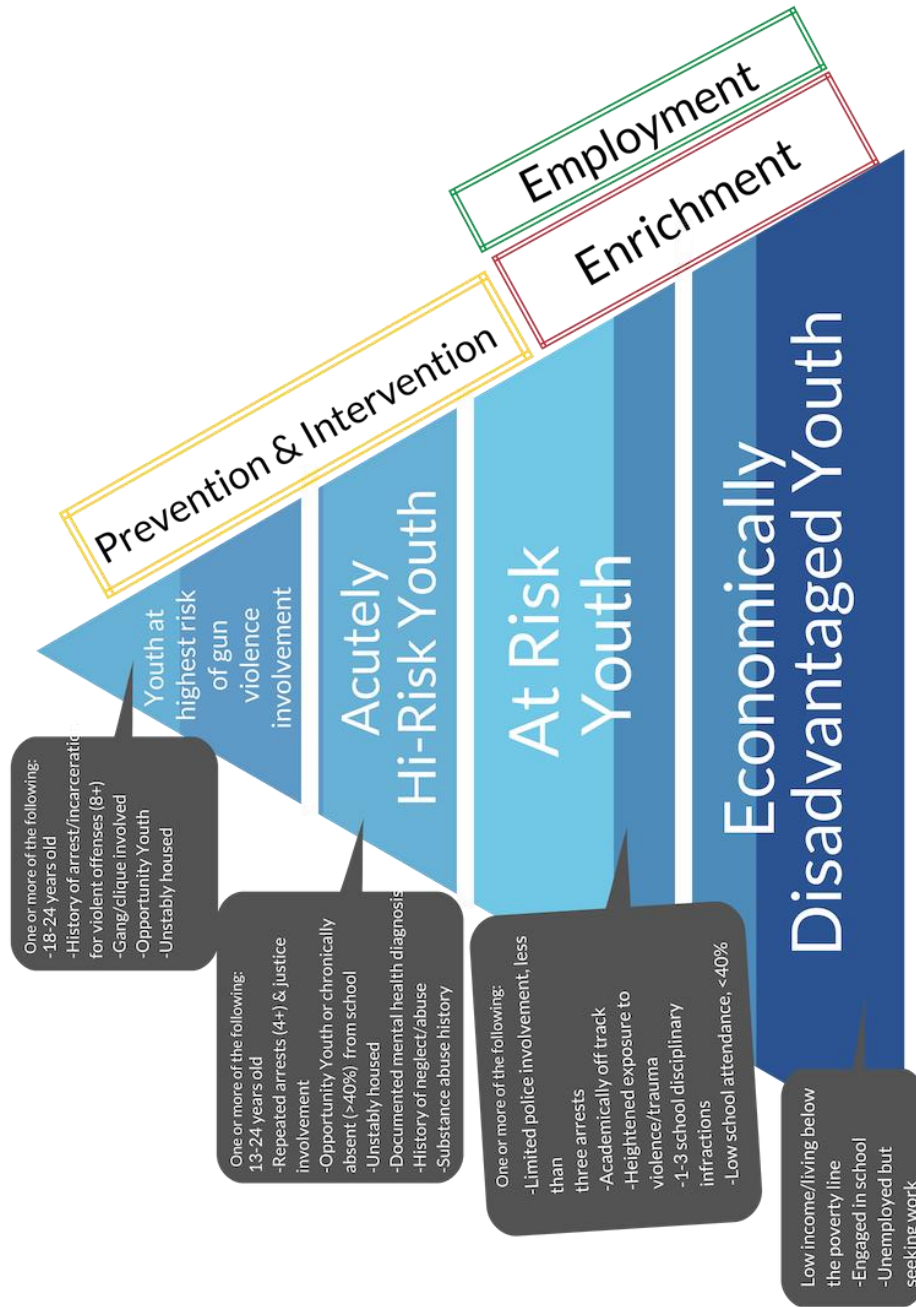
Goals of this RFP

The DFSS mentoring program seeks to ensure that at-risk youth who live in communities that have experienced high rates of gun violence and homicides receive the support they need to remain in and graduate from high school and engage in pro- social behavior. The mentoring program will provide high quality mentoring to youth in grades 6th through 12th in 36 communities throughout the City of Chicago.

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.

Diagram 1: Youth Division Continuum of Engagement

DFSS Youth Division Portfolios



Background

According to the University of Chicago Urban Labs, reducing youth violence and improving educational outcomes for young people are two of the most pressing policy challenges facing many U.S. cities. This is certainly true in Chicago, where shootings and homicides rose sharply in 2016, reaching a scale not seen in this city for over two decades. This epidemic disproportionately affects its most underserved residents, particularly those living in racially segregated and economically marginalized communities on the city's South and West sides. We know that exposure to community violence can have a devastating impact on children, leading to post-traumatic stress disorder, depression, helplessness, fear, and general psychological distress. Exposure to community violence also increases the risk of decreased school engagement, which in turn can lead to adverse academic outcomes including lower GPA and school dropout (Borofsky, Kellerman, Baucom, Oliver, & Margolin, 2013).

Mentors play a vital role in lives of youth because of their consistent presence and their ability to promote healthy choices that prevent at-risk youth from climbing the Youth Division's Continuum of Engagement outlined in Diagram 1 above. Research has shown that that investing in mentoring and social emotional learning is a promising avenue to helping youth stay engaged in school and out of the criminal justice system. The University of Chicago Crime Lab's study of Youth Guidance's Becoming a Man (BAM), a mentoring program that employs cognitive behavioral therapy, found that the program reduces violent-crime arrests among 7th – 10th grade at-risk boys by 45-50 percent and increases high school graduation rates by almost 20 percent (Heller, Pollack, Ander, & Ludwig 2014). Additionally, mentoring relationships aid with the development of non-cognitive and time-management skills that are critical for overall success. Increasingly, researchers and teachers alike attribute success in school to non-academic skills. This success is not about IQ but rather about the skills and traits of young people: their ability to persevere, be optimistic, and respond to challenges. Mentors support youth to set goals, have a regular study schedule, build leadership skills, advocate for themselves, and develop self-confidence and character. A positive relationship with a mentor can also lead to stronger relationships with teachers and peers as youth engage more intentionally in school. (Holt, L.J., Bry, B.H., & Johnson, V.L. (2008) Enhancing school engagement in at-risk, urban minority adolescents through a school-based, adult intervention.)

Current State and Priorities for Improvement

Given the proven benefits of mentoring services for youth's academic and life outcomes, the Mayor's Mentoring Initiative (MMI) was launched in 2016 as a three-year initiative to expand high quality mentoring as a core component of the City's public safety strategy. In partnership with nearly 56 community-based agencies, including Youth Guidance Programs Becoming a Man (BAM), it laid out a clear path to provide and expand mentoring services to 7th-10th grade male youth attending school or residing in 22 of the City's highest violence community areas.

MMI has been enormously successful in providing services to its targeted population — youth identified as "At-Risk" due to their more complex needs. In partnership with the University of Chicago Urban Labs and the Mayor's Mentoring Initiative delegate agencies, a report titled *Enrollment Trends of the Mayor's Mentoring Program* was released in August 2018. The report found that almost all MMI enrollees (99%) resided in or attended a school in one of the designated 22 high-violence community areas by MMI. The four community areas where MMI enrollees were most likely to live were South Lawndale, Austin, Humboldt Park, and Roseland. The four community areas where MMI enrollees were most likely to attend school were South Lawndale, Austin, Humboldt Park, and Englewood.

The report also underscored MMI's success in reaching some of the City's vulnerable youth. Compared to the average 7th to 10th grade male Chicago Public School student, MMI enrollees were:

- 2.4 times more likely to have experienced crime victimization
- 2.3 times as likely to have at least one arrest
- 2.3 times as likely to have experienced homelessness

Over the course of the last three years, DFSS has established a Professional Learning Cohort designed to build the capacity of MMI delegate agencies by sharing best practices in mentoring, training, and support. The Learning Cohorts are module trainings that are designed for Executive Directors, Program Managers and Mentors directly responsible for their mentoring program. In response to the feedback from Cohort participants, we have enhanced mentoring for a more inclusive programmatic reach and impact for at risk youth.

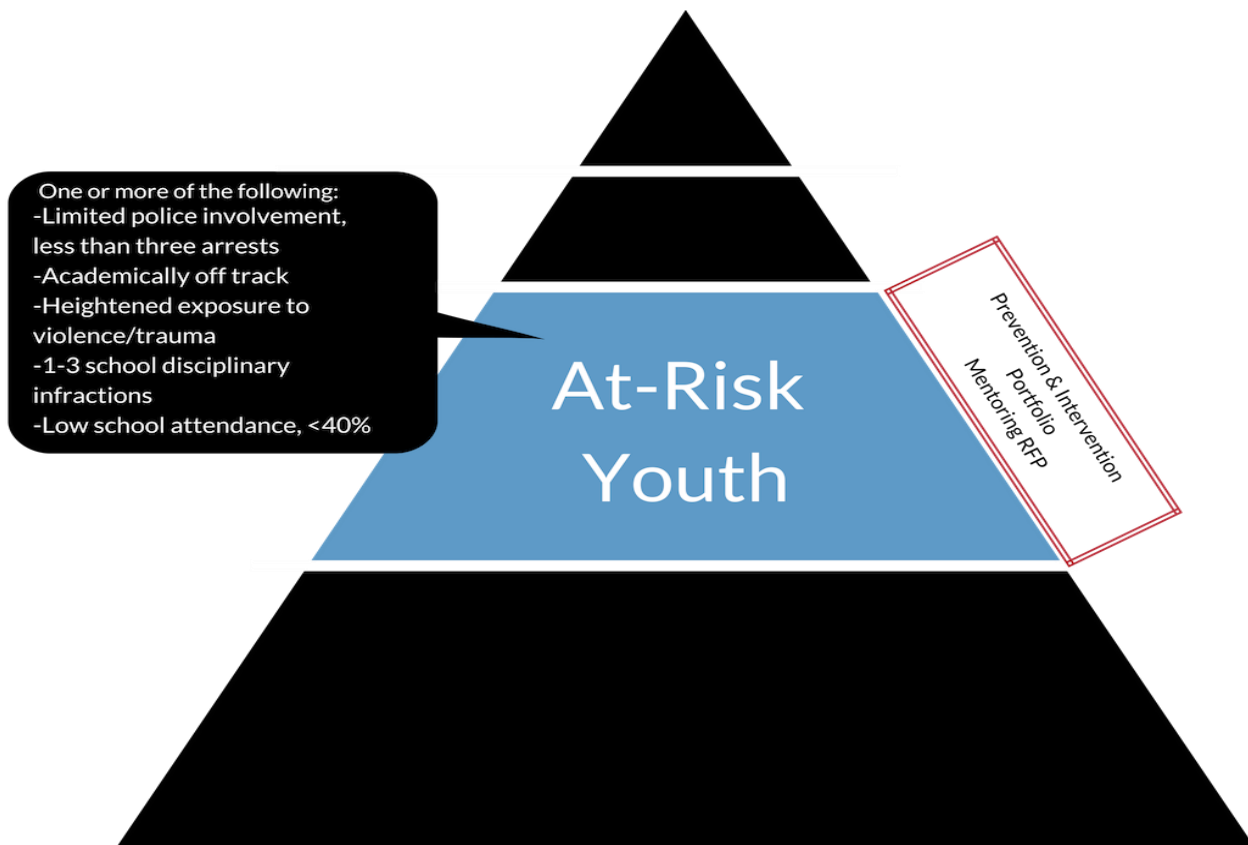
Given the success of MMI in reaching its targeted population and building on the growing body of knowledge regarding its impact, ***DFSS is expanding the focus and targeted population to include at-risk young women and young men in grades 6th through 12th who live in or attend school in communities that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

Target Population

Through this RFP, the Youth Division is seeking to serve youth who reside in the City of Chicago and are currently enrolled in the 6th through 12th grades in the Chicago Public Schools system. Delegate agencies will recruit youth who are determined to be at-risk because of one or more of the following factors:

- deemed academically off track according to CPS;
- have low school attendance (missed more than 40% of the academic year);
- have 1-3 in-school disciplinary infractions;
- have limited police involvement (less than three arrests) and;
- have heightened exposure to violence/trauma based on their residency in community areas that have experienced high rates of gun violence and homicides.

Diagram 2: Continuum of Engagement Target Population Pyramid



B. Program requirements

DFSS is soliciting interested and qualified respondents to provide mentoring services to Chicago at risk youth who are currently in 6th through 12th grades. Youth participants can attend school or reside in one or more of the targeted areas throughout the city. See table 1 below.

Table 1: Targeted Community Areas

1. Albany Park	2. Austin	3. Auburn Gresham
4. Avalon Park	5. Avondale	6. Belmont Cragin
7. Brighton Park	8. Chatham	9. Chicago Lawn
10. Douglas	11. East Garfield	12. Englewood
13. Gage Park	14. Grand Boulevard	15. Greater Grand Crossing
16. Humboldt Park	17. Hyde Park	18. Morgan Park
19. Near Westside	20. New City	21. North Lawndale
22. Pullman	23. Riverdale	24. Rogers Park
25. Roseland	26. South Chicago	27. South Lawndale

28. South Shore	29. Washington Heights	30. Washington Park
31. West Englewood	32. West Garfield Park	33. West Pullman
34. West Ridge	35. West Town	36. Wood Lawn

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
- 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/Pages/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

Effective Best Practices

DFSS is seeking proposal submissions for mentoring programming that demonstrate integration of the best practices outlined below. Specifically:

1. **Sustained contact for at least 5 hours a month:** Relationship development, a key part of mentoring, occurs more quickly and in a higher quality when it is done in person rather than online. The quantity of time a mentor and mentee spend together is a determinant of the quality of the relationship and thus of the outcomes of the mentoring, with higher quantities of time tending to lead to improved outcomes for the mentees involved. *Garringer, M., Kupersmidt, J., Rhodes, J., Stelter, R., & Tai, T. (2015). Elements of Effective Practice for Mentoring.*
2. **Group or cohort component:** A group or cohort allows youth to build up a peer support system, which creates supports that youth may benefit from even when they are not directly participating in the program. The effects of belonging to this type of support system can differ from those of traditional one-on-one mentoring, making a group or cohort component of a mentorship program a valuable addition. Studies have shown that group mentoring is associated with increased social skills, emotional maturity, and academic motivation. *Kuperminc, G. P. (2016, January). Group Mentoring. Retrieved July 13, 2017*
3. **Focus on developing skills or training:** Skill development will give youth tools that can aid in their success even as they leave the program and move forward. Skills may be tangible, technical processes, or they may be non-cognitive skills that can come about as a result of increased social exposure. Studies have shown that a focus on developing skills or training in mentoring is associated with improved labor market outcomes. *Lippman, L. H., Ryberg, R., Carney, R., & Moore, K. A. (2015, June). Key "Soft Skills" That Foster Youth Workforce Success: Toward a Consensus across Fields.*

4. **Addressing student's socio-emotional needs:** Understanding that youth attend schools in communities that are impacted by violence, a program that only focuses on academics or skill-building would not be complete. Addressing socio-emotional needs helps ensure that youth have an adequate foundation to benefit from other supports in the program. Studies have shown that addressing socio-emotional needs in mentoring improves social relationships and fosters positive academic development. *Herrera, C., Grossman, J. B., Kauh, T. J. and McMaken, J. (2011), Mentoring in Schools: An Impact Study of Big Brothers Big Sisters School-Based Mentoring. Child Development, 82: 346–361.*
5. **Incorporating positive values, principles, and practices:** Providing a positive space for students addresses socio-emotional needs and creates an environment where youth are actively engaged and where attrition is less likely. Studies have shown that incorporating positive values, principles, and practices in mentoring develops stronger mentor relationships that can lead to improved confidence and motivation in regard to academics and social relationships. *Herrera, C., Grossman, J. B., Kauh, T. J. and McMaken, J. (2011), Mentoring in Schools: An Impact Study of Big Brothers Big Sisters School-Based Mentoring. Child Development, 82: 346–361.*

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).

- **Operate** minimally throughout the school year with the option of twelve-month programming.
- **Train** mentors in best practices, curriculum and youth development.
- **Collaborate** with partners and obtain memorandum of understanding (MOU) agreements when needed.
- **Enter** data weekly in the City Span System.
- **Complete** written mentor and mentee applications and have them on file.
- **Prioritize community-based mentoring** – agencies are strongly encouraged to implement mentoring outside of the school day, afterschool, and on weekends.
- **Implement** evidence-based and trauma- and/or conflict resolution-based curriculum and utilize effective practices in mentorship to support desired outcomes and goals.
- **Participate** in DFSS-sponsored professional learning cohort and deliver all necessary training to mentors and mentees. Cohort convenings will take place once a quarter and include executive directors and other program staff as desired.
- **Match youth and mentee based on youth and mentee interests**, proximity, availability, age, race (if a preference is expressed), ethnicity, personality, other expressed preferences of mentor, mentee, and parent or guardian, goals and strengths.
- **Provide** on-going assessment of the quality and safety of the mentor/mentee relationship.
- **Adhere** to the data collection and evaluation methods outlined below including the use City Span and the department's participant intake form.
- **Expenditure:** Agencies will invoice monthly for mentoring programming.

Mentors will:

- Be mandated reporters under Illinois law protecting children against abuse. The Respondent is required to make all reports of abuse required under Illinois law before program the starts.

- Be at least 21 years old.
- Engage in and support recruitment activities.
- Be available to mentor youth for a total of five hours a month. Mentors can be volunteer or paid.
- Pass the Illinois State Police or Federal finger print background check and be screened under the National Sex Registry. No Mentor, Program Administrator, or other Respondent staff member may have any direct contact with any student until that person has undergone and satisfied these requirements. This grant will cover the costs associated with background checks.
- Reside in the same community as the youth that he or she serves, if possible.
- Complete a letter of commitment for program participation for the duration of the program.
- Implement trauma- and conflict resolution-based curriculum for at-risk youth.
- Be responsible for data collection in City Span.
- Be responsible for collecting DFSS intake forms from each mentee in program.
- Participate in DFSS-sponsored professional learning cohort (if applicable) and deliver all necessary training to mentors and mentees. Cohort convenings will take place once a quarter and include executive directors and other program staff as desired.

Mentees Will:

- Be at-risk youth Chicago residents who are enrolled in 6th- 12th grades who experience one or more of the following: academically off track, have low school attendance, have 1-3 in school disciplinary infractions, limited police involvement, and heightened exposure to violence.
- Attend school and/or live in one of the 36 targeted communities. Priority enrollment will be given to those attending level 2, 3 and Option neighborhood elementary and high schools.
- Mentees may receive a stipend for program participation. All stipends must conform to applicable legal requirements and DFSS policy.

Cross-service-area Coordination

DFSS is interested in new strategies to improve coordination across service delivery siloes to better support families. As such, DFSS reserves the right to convene cross-service-area collaboration efforts with delegate agencies to better serve high-need populations.

C. Participation in Data Collection and Evaluation

Reliable and relevant data is necessary to create a common understanding of performance trends, ensure compliance, evaluate program results and performance, and drive program improvements and policy decisions. As such, DFSS reserves the right to request/collect key data and metrics from delegate agencies, including client-level demographic, performance, and service data in a format specified by DFSS. DFSS will study the effectiveness of the Mentoring program to inform future programming by DFSS and other youth agencies. To that end, all providers must track youth attendance, interactions with youth, and progress of youth throughout the mentoring program period through a DFSS-designated data management system City Span on a weekly basis.

Successful Respondents are expected to meet the minimum provider requirements described in this request for proposal. DFSS reserves the right to require additional tracking requirements as needed. Any program that does not have their attendance data entered weekly will not be able to voucher for their expenses until attendance has been entered and matches the weekly payroll submission.

DFSS is working in collaboration with the University of Chicago Urban Labs (ULABS) to create reporting requirements and analyze data measurements that are focused on these five areas:

1. School engagement index
2. Attendance

3. GPA
4. Prior arrests
5. Crime victimization

All data will be submitted to DFSS and Urban Labs in a timely manner.

DFSS will regularly review data in order to actively manage each contract toward the achievement of desired outcomes. In year 1 of the new contract, each delegate will be expected to participate in a quarterly data meeting as part of a learning cohort. **Delegates are required to participate in quarterly learning cohort meetings at the Executive Director and Program Director levels.** Learning cohort meetings will provide delegate agencies with a shared learning experience that features discussions of youth development issues, best practices in the youth development and mentoring fields, staff professional development, support around data use and analysis, cultivation of professional and personal networks, and training on City of Chicago processes and procedures. DFSS intends to use data related to delegate agency performance, including but not limited to data submitted by the delegate agency, for the following:

1. In periodic meetings to review program performance and develop strategies to improve program quality throughout the term of the contract.
2. To guide DFSS program development, evaluate programs, inform policies, and inform contract decisions such as payment rates, contract extensions or renewals, and evaluation of proposals by the delegate agency in response to any future solicitations by DFSS for goods or services.
3. Any other purposes identified by DFSS.

DFSS may also request and identify additional staff participation in professional development trainings, meetings and conferences, etc. Additionally, agencies are required to notify the DFSS Youth Services Coordinator and the Director of the Youth Services Prevention and Intervention Portfolio of any changes to staff, facility, facility location, or work plan in writing within seven (7) business days of the change. These changes must be updated in your work plan in Cityspan within thirty (30) days of the change.

D. Performance measures

To track progress toward achieving this goal and assess success of the program, DFSS will monitor a set of performance indicators that may include, but are not limited to:

Outcome	Indicator	Data Collection Method
75% of youth will be on track to graduate and/or participate in post-secondary education.	Youth will be academically at grade level to graduate or promotion to the next grade level	Self-report DFSS Survey (September, January and June) DFSS will collaborate with CPS to obtain data.
85% of youth will strengthen and improve their school connectedness.	Youth feel stronger connections to teachers, peers and can seek out resources and activities	Self-report DFSS Survey (September, January, and June)
90% of youth will report a positive relationship with their mentor.	Youth can make positive healthy choices for themselves	Self-report DFSS Survey (September, January, and June)

60% of youth will report improvements with school attendance & truancy.	Decreased absenteeism, reduced suspensions, expulsions, increased engagement in school activities and mentoring program	Self-report DFSS Survey (September, January, and June) DFSS will collaborate with CPS and ULABS to obtain data.
75% of youth will not recidivate (re-arrested) while enrolled in the program	Youth will decrease delinquency behavior and be able to identify positive choices within their peer circle, community and family	Self-report DFSS Survey ((September, January, and June) DFSS will collaborate with CPD and ULABS to obtain data

To monitor and recognize intermediate progress toward the above performance indicators through ULABS, agency surveys and City Span, DFSS also intends to track output metrics that may include, but are not limited to:

- Attendance
- Enrollment of youth
- Recruitment from targeted area
- Recruitment from priority schools
- Participation in the learning cohort

E. Contract management and data reporting requirements

As part of DFSS’ commitment to become more outcomes-oriented, the Youth division seeks to actively and regularly collaborate (such as periodic meetings) with delegate agencies to review program performance, learn what works, and develop strategies to improve program quality throughout the term of the contract. Reliable and relevant data is necessary to ensure compliance, inform trends to be monitored, evaluate program results and performance, and adjust program delivery and policy to drive improved results. As such, DFSS reserves the right to request/collect other key data and metrics from delegate agencies, including client-level demographic, performance, and service data, and set expectations for what this collaboration, including key performance objectives, will look like in any resulting contract.

Upon contract award, delegate agencies will be expected to collect, and report client-level demographic, performance, and service data as stated in any resulting contract. These reports must be submitted in a format specified by DFSS and by the deadlines established by DFSS. Delegate agencies must implement policies and procedures to ensure privacy and confidentiality of client records for both paper files and electronic databases. Delegate agencies must have the ability to submit reports electronically to DFSS. The City’s Information Security and Information Technology Policies are located at https://www.cityofchicago.org/city/en/depts/doi/supp_info/is-and-it-policies.html.

F. Guidance to applicants

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 page 8-9, 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/Pages/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 Citywide 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.

G. Anticipated term of contract and funding source

The term of contract(s) executed under this RFP will be from **January 1, 2020 through January 2022**. Based on need, availability of funds and contractor performance, DFSS may extend this term for up to two extensions with each extension not to exceed one year. Continued support will be dependent upon the Respondent's performance and the continued availability of funding. This contract will operate on a reimbursement basis only. No advances will be given.

This initiative is administered by the DFSS through City of Chicago Corporate Funds. Consequently, all guidelines and requirements of DFSS and the City of Chicago Corporate Funds must be met.

Should a Respondent's contract be terminated or relinquished for any reason, DFSS reserves the right to return to the pool of respondents generated from this RFP to select another qualified respondent.

H. Eligible respondents

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. 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.

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

Respondents who are current DFSS delegates whose existing contract(s) with DFSS are not in good standing will not be considered. Agencies not eligible include those that have had a City contract terminated for default; are currently debarred and/or have been issued a final determination by a City, State or Federal agency for performance of a criminal act, abridgement of human rights or illegal/fraudulent practices.

Funding is subject to the availability and appropriation of funds. In addition, Respondents should be aware that the City will make payments for services on a reimbursement basis. Payment will be made 30 days after voucher approval. Respondents must be able to proceed with program operations upon award notification.

I. Prior year statistics for this program and 2020 projected allocation

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

For further information about these and the other opportunities offered through the Department of Family and Support Services, please visit the DFSS website: www.cityofchicago.org/fss

Section 2 - Evaluation and Selection Procedures

A. Evaluation process

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>.

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 citywide and provide in a linguistically, culturally gender responsive manner.

B. Selection criteria

CRITERIA	POINTS
<p><u>Strength of proposed program</u></p> <ul style="list-style-type: none"> • The Applicant demonstrates a clear understanding of the target population and their needs and challenges. • The Applicant clearly defines services to be provided (directly or through partnerships/linkage agreements with other agencies and that are rated level 2, 3 and Option schools) that are appropriate to addressing needs of and achieving desired outcomes for the target population. • The Applicant’s proposed program is supported by a strong national or local evidence base and/or aligns with best practices for mentoring. • The Applicant has an effective approach to identifying and retaining program participants (incl. rules/regulations that reduce barriers to participation, outreach efforts). • The Applicant can demonstrate history of implementing a trauma and/or conflict resolution-based curriculum for their mentoring program that engages at-risk youth in a cohort. • The Applicant must submit a copy of its program-based curriculum to include trauma and or conflict resolution. 	30
<p><u>Program performance, outcomes, and quality</u></p> <ul style="list-style-type: none"> • The Applicant demonstrates evidence of strong past performance against desired outcome goals and performance metrics and/or other notable accomplishments in providing services to the target population. <ul style="list-style-type: none"> ○ If no previous experience, the Applicant provides a clear rationale for its ability to execute against this program and achieve desired outcomes. • 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. • The Applicant has adequate systems and processes to support reporting and monitoring for government contracts. • The Applicant is familiar with using a computer-based tracking system such as City Span. 	25
<p><u>Organizational capacity</u></p> <ul style="list-style-type: none"> • The Applicant has qualified staff responsible for program oversight, management, fiscal oversight, and fundraising. • The Applicant has a fiscal capacity to operate a mentoring program. • Respondent demonstrates well researched and effective tools to successfully recruit both mentees and mentors from the targeted community areas and grades. • The Applicant has quality experience working with the target population and has relevant capabilities, partnerships, and/or infrastructure needed to serve this group. 	30

<ul style="list-style-type: none"> ○ If no prior experience, the Applicant can articulate investments made to do so • The Applicant’s organization reflects and engages the diverse people of the communities it serves. • The Applicant can demonstrate expertise in mentoring in one or more of the targeted communities. • The Applicant recruits from a diverse pool of mentors at least some of which must come from the community. • The Applicant demonstrates outreach and recruitment with Chicago Public School rated level 2, 3 and Option schools that details their outreach plans along with obtaining memorandum of understanding (MOU). • The Applicant can demonstrate their mentor screening process for example all mentors will require background checks and fingerprint clearance prior to working in program. 	
<p><u>Reasonable costs, budget justification, and leverage of funds</u></p> <ul style="list-style-type: none"> • 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. 	<p>15</p>

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.

DFSS reserves the right to seek clarification of information submitted in response to this Application and/or to request additional information during the evaluation process and make site visits and/or require Respondents to make an oral presentation or be interviewed by the review subcommittee, if necessary. 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. Selections will not be final until the City and the respondent have fully negotiated and executed a contract. The City assumes no liability for costs incurred in responding to this RFP or for costs incurred by the respondent in anticipation of a fully executed contract. Receipt of a final application does not commit the department to award a grant to pay any costs incurred in the preparation of an application.

For further information about these and the other opportunities offered through the Department of Family and Support Services, please visit the DFSS website: www.cityofchicago.org/fss

Section 3 - RFP and Submission Information

A Pre-Proposal information session.

Two pre-proposal information sessions will be held at:

**Chicago Teachers Union
1901 W. Carroll, Main Hall
June 11, 2019
10:00 a.m. -12:00 noon**

**KLEO Community Family Life Center
119 E. Garfield Blvd.
June 12, 2019
10:00 a.m. – 12:00 noon**

Attendance is not mandatory but is advised.

A. Pre-proposal webinar

A Pre-Proposal Webinar will be held on **June 19, 2019 from 10:00 a.m. – 12:00 noon.**

Please register prior to the webinar's start using this link:

<https://attendee.gotowebinar.com/register/4721280239113011715>

A link to the completed Webinar will be available on-line at the DFSS YouTube channel (CSD Chicago) after the time and date listed above for those who cannot attend at the live scheduled time. Please register prior to the Webinar's start. Attendance is not mandatory but is advised.

B. The e-Procurement system

To complete an application for this RFP, RESPONDENTS will need to set up an account in the new eProcurement/iSupplier system.

Registration in iSupplier is the first step to ensuring your agency's ability to conduct business with the City of Chicago and DFSS. ***Please allow five to seven days for your registration to be processed.***

The Department of Procurement Services (DPS) manages the iSupplier registration process. All delegate agencies are required to register in the **iSupplier portal** at www.cityofchicago.org/eProcurement. All vendors must have a Federal Employer Identification Number (FEIN) and an IRS W9 for registration and confirmation of vendor business information.

- 1. New Vendors** – Must register at www.cityofchicago.org/eProcurement
- 2. Existing Vendors** – Must request an iSupplier invitation via email. Include your **Complete Company Name** and **City of Chicago Vendor/Supplier Number (found on the front page of your contract)** in your email to eprocsupport@cityofchicago.org. You will then receive a response from DPS so you can complete the registration process. Please check your junk email folder if you have made a request and not heard back as many agencies have reported responses going their junk folder.

To receive training about all aspects of the eProcurement system register using the link below and include the name of the agency which you will represent. Training will review eProcurement functions such as iSupplier registration and overview, responding to RFPs, creating invoices and reviewing / tracking payments.

For further eProcurement help use the following contacts:

- **Questions on Registration:** eprocsupport@cityofchicago.org
- **Questions on eProcurement for Delegate Agencies including:** OBMGMU@cityofchicago.org or contact the eProcurement hotline at 312-744-0358

- **Online Training Materials:** <https://www.cityofchicago.org/city/en/depts/dps/isupplier/online-training-materials.html>

Respondents must submit an application for the request for proposal via eProcurement.

For this application, all answers to application questions are limited to 4,000 characters, including spaces and punctuation.

C. For respondents wishing to submit more than one application to an RFP

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.

If you are having difficulty registering additional people, please refer to this handout [https://www.cityofchicago.org/content/dam/city/depts/dps/isupplier/training/Vendor Create New Address and Contact.pdf](https://www.cityofchicago.org/content/dam/city/depts/dps/isupplier/training/Vendor%20Create%20New%20Address%20and%20Contact.pdf)

Here is a link to all additional technical assistance videos and handouts.

<https://www.cityofchicago.org/city/en/depts/dps/isupplier/online-training-materials.html>

Additionally, Respondents may e-mail obmgmu@cityofchicago.org to receive more specific advice and troubleshooting.

D. Contact person information

Applicants are strongly encouraged to submit all questions and comments related to the RFP via e-mail. For answers to program-related questions please contact:

Monica Dunleavy-Gerster

Phone: 312-743-1910

Email: Monica.DunleavyGerster@cityofchicago.org

Questions regarding the technical aspects of responding to this RFP may be directed to:

Julia Talbot: Julia.Talbot@cityofchicago.org, 312-743-1679 and

OBM: OBMGMU@cityofchicago.org or 312-744-0358

Section 4 - Legal and Submittal Requirements

A description of the following required forms has been included for your information. ***Please note that most of these forms will be completed prior to grant agreement execution but are not necessary for the completion of this proposal.*** A complete list of what forms will be required at the time of contracting is listed at the end of this section.

A. City of Chicago Economic Disclosure Statement (EDS)

Respondents are required to execute the **Economic Disclosure Statement** annually through its on-line EDS system. Its completion will be required for those Respondents who are awarded contracts as part of the contracting process.

More information about the on-line EDS system can be found at:

B. Disclosure of Litigation and Economic Issues

Legal Actions: Respondent must provide a listing and brief description of all material legal actions, together with any fines and penalties, for the past five (5) years in which (i) Respondent or any division, subsidiary or parent company of Respondent, or (ii) any officer, director, member, partner, etc., of Respondent if Respondent is a business entity other than a corporation, has been:

- A debtor in bankruptcy; or
- A defendant in a legal action for deficient performance under a contract or in violation of a statute or related to service reliability; or
- A Respondent in an administrative action for deficient performance on a project or in violation of a statute or related to service reliability; or
- A defendant in any criminal action; or
- A named insured of an insurance policy for which the insurer has paid a claim related to deficient performance under a contract or in violation of a statute or related to service reliability; or
- A principal of a bond for which a surety has provided contract performance or compensation to an obligee of the bond due to deficient performance under a contract or in violation of a statute or related to service reliability; or
- A defendant or Respondent in a governmental inquiry or action regarding accuracy of preparation of financial statements or disclosure documents.

Any Respondent having any recent, current or potential litigation, bankruptcy or court action and/or any current or pending investigation, audit, receivership, financial insolvency, merger, acquisition, or any other fiscal or legal circumstance which may affect their ability currently, or in the future, to successfully operate the requested program, must attach a letter to their proposals outlining the circumstances of these issues. Respondent letters should be included in a sealed envelope, directed to Commissioner Lisa Morrison Butler. Failure to disclose relevant information may result in a Respondent being determined ineligible or, if after selection, in termination of a contract.

C. Grant Agreement Obligations

By entering into a grant agreement with the City, the successful respondent is obliged to accept and implement any recommended technical assistance. The grant agreement will describe the payment methodology. DFSS anticipates that payment will be conditioned on the Respondent's performance in accordance with the terms of its grant agreement.

D. Funding Authority

This initiative is administered by the Department of Family and Support Services using the City's Corporate funds. Consequently, all guidelines and requirements of the Department of Family and Support Services and the City of Chicago must be met. Additionally, all delegate agencies must comply with the Single Audit Act if applicable.

E. Insurance Requirements

Respondents must provide and maintain at Respondent's own expense or cause to be provided, during the term of the Agreement, the insurance coverage and requirements specified below, insuring all operations related to the Agreement.

i) Workers Compensation and Employers Liability

Workers Compensation Insurance, as prescribed by applicable law, covering all employees who are to provide a service under this Agreement and Employers Liability coverage with limits of not less than \$500,000 each accident, illness or disease.

ii) Commercial General Liability (Primary and Umbrella)

Commercial General Liability Insurance or equivalent with limits of not less than \$2,000,000 per occurrence for bodily injury, personal injury and property damage liability. Coverages must include the following: All premises and operations, products/completed operations, separation of insureds, defense, sexual abuse and molestation (with emotional distress as the trigger) and contractual liability (not to include Endorsement CG 21 39 or equivalent).

The City of Chicago is to be named as an additional insured under the Provider's and any subcontractor's policy. Such additional insured coverage shall be provided on ISO endorsement form CG 2010 for ongoing operations or on a similar additional insured form acceptable to the City. The additional insured coverage must not have any limiting endorsements or language under the policy such as but not limited to, Provider's sole negligence or the additional insured's vicarious liability. Contractor's liability insurance shall be primary without right of contribution by any other insurance or self-insurance maintained by or available to the City. Provider must ensure that the City is an additional insured on insurance required from subcontractors.

Subcontractors performing work or services for the Provider must maintain limits of not less than \$1,000,000 with the same terms herein.

iii) Directors and Officers Liability

Directors and Officers Liability Insurance must be maintained by the Respondent in connection with this Agreement with limits of not less than \$1,000,000. Coverage must include any actual or alleged act, error or omission by directors or officers while acting in their individual or collective capacities. When policies are renewed or replaced, the policy retroactive date must coincide with precede commencement of services by the Provider under this Agreement. A claims-made policy which is not renewed or replaced must have an extended reporting period of two (2) years.

iv) Additional Requirements

Provider must furnish the City of Chicago, Department of Family and Support Services, 1615 West Chicago Avenue, 3rd Floor, Chicago IL. 60622, original Certificates of Insurance, or such similar evidence, to be in force on the date of this Agreement, and Renewal Certificates of Insurance, or such similar evidence, if the coverages have an expiration or renewal date occurring during the term of this Agreement. Provider must submit evidence of insurance prior to execution of Agreement. The receipt of any certificate does not constitute agreement by the City that the insurance requirements in the Agreement have been fully met or that the insurance policies indicated on the certificate are in compliance with all requirements of Agreement. The failure of the City to obtain certificates or other insurance evidence from Provider is not a waiver by the City of any requirements for the Provider to obtain and maintain the specified coverages. Provider must advise all insurers of the Agreement provisions regarding insurance. Non-conforming insurance does not relieve Provider of the obligation to provide insurance as specified in this Agreement. Nonfulfillment of the insurance conditions may constitute a violation of the Agreement, and the City retains the right to suspend this Agreement until proper evidence of insurance is provided, or the Agreement may be terminated.

The Provider must provide for 60 days prior written notice to be given to the City in the event coverage is substantially changed, canceled or non-renewed.

Any deductibles or self-insured retentions on referenced insurance coverages must be borne by Provider.

Provider hereby waives and agrees to require their insurers to waive their rights of subrogation against the City of Chicago, its employees, elected officials, agents or representatives.

The coverages and limits furnished by Provider in no way limit the Provider's liabilities and responsibilities specified within the Agreement or by law.

Any insurance or self-insurance programs maintained by the City of Chicago do not contribute with insurance provided by Provider under this Agreement.

The required insurance to be carried is not limited by any limitations expressed in the indemnification language in this Agreement or any limitation placed on the indemnity in this Agreement given as a matter of law.

If the Provider maintain higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the Provider. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

If Provider is a joint venture or limited liability company, the insurance policies must name the joint venture or limited liability company as a named insured.

The Provider must require all subcontractors to provide the insurance required herein, or Provider may provide the coverages for subcontractors. All subcontractors are subject to the same insurance requirements of Provider unless otherwise specified in this Agreement. Provider must ensure that the City is an additional insured on Endorsement CG 2010 of the insurance required from subcontractors.

Notwithstanding any provisions in the Agreement to the contrary, the City of Chicago Risk Management Department maintains the right to modify, delete, alter or change these requirements.

F. Indemnity

The successful Respondent will be required to indemnify City of Chicago for any losses or damages arising from the delivery of services under the grant agreement that will be awarded. The City may require the successful Respondent to provide assurances of performance, including, but not limited to, performance bonds or letters of credit on which the City may draw in the event of default or other loss incurred by the City by reason of the Respondent's delivery or non-delivery of services under the grant agreement.

G. False statements

i. 1-21-010 False Statements.

Any person who knowingly makes a false statement of material fact to the city in violation of any statute, ordinance or regulation, or who knowingly falsifies any statement of material fact made in connection with an proposal, report, affidavit, oath, or attestation, including a statement of material fact made in connection with a bid, proposal, contract or economic disclosure statement or affidavit, is liable to the city for a civil penalty of not less than \$500.00 and not more than \$1,000.00, plus up to three times the amount of damages which the city sustains because of the person's violation of this section. A person who violates this section shall also be liable for the city's litigation and collection costs and attorney's fees.

The penalties imposed by this section shall be in addition to any other penalty provided for in the municipal code. (Added Coun. J. 12-15-04, p. 39915, § 1)

ii. 1-21-020 Aiding and Abetting.

Any person who aids, abets, incites, compels or coerces the doing of any act prohibited by this chapter shall be liable to the city for the same penalties for the violation. (Added Coun. J. 12-15-04, p. 39915, § 1)

iii. 1-21-030 Enforcement.

In addition to any other means authorized by law, the corporation counsel may enforce this chapter by instituting an action with the department of administrative hearings. (Added Coun. J. 12-15-04, p. 39915, § 1)

H. Compliance with laws, statutes, ordinances and executive orders

Grant awards will not be final until the City and the respondent have fully negotiated and executed a grant agreement. All payments under grant agreements are subject to annual appropriation and availability of funds. The City assumes no liability for costs incurred in responding to this RFP or for costs incurred by the respondent in anticipation of a grant agreement. As a condition of a grant award, Respondents must comply with the following and with each provision of the grant agreement:

i. Conflict of Interest Clause: No member of the governing body of the City of Chicago or other unit of government and no other officer, employee, or agent of the City of Chicago or other government unit who exercises any functions or responsibilities in connection with the carrying out of the project shall have any personal interest, direct or indirect, in the grant agreement.

The respondent covenants that he/she presently has no interest, and shall not acquire any interest, direct, or indirect, in the project to which the grant agreement pertains which would conflict in any manner or degree with the performance of his/her work hereunder. The respondent further covenants that in the performance of the grant agreement no person having any such interest shall be employed.

ii. Governmental Ethics Ordinance, Chapter 2-156: All Respondents agree to comply with the Governmental Ethics Ordinance, Chapter 2-156 which includes the following provisions: a) a representation by the respondent that he/she has not procured the grant agreement in violation of this order; and b) a provision that any grant agreement which the respondent has negotiated, entered into, or performed in violation of any of the provisions of this Ordinance shall be voidable by the City.

iii. Successful Respondents shall establish procedures and policies to promote a Drug-free Workplace. The successful respondent shall notify employees of its policy for maintaining a drug-free workplace, and the penalties that may be imposed for drug abuse violations occurring in the workplace. The successful respondent shall notify the City if any of its employees are convicted of a criminal offense in the workplace no later than ten days after such conviction.

iv. Business Relationships with Elected Officials - Pursuant to Section 2-156-030(b) of the Municipal Code of Chicago, as amended (the "Municipal Code") it is illegal for any elected official of the City, or any person acting at the direction of such official, to contact, either orally or in writing, any other City official or employee with respect to any matter involving any person with whom the elected official has a business relationship, or to participate in any discussion in any City Council committee hearing or in any City Council meeting or to vote on any matter involving the person with whom an elected official has a business relationship. Violation of Section 2-156-030(b) by any elected official with respect to the grant agreement shall be grounds for termination of the grant agreement. The term business relationship is defined as set forth in Section 2-156-080 of the Municipal Code.

Section 2-156-080 defines a "business relationship" as any contractual or other private business dealing of an official, or his or her spouse or domestic partner, or of any entity in which an official or his or her spouse or domestic partner has a financial interest, with a person or entity which entitles an official to

compensation or payment in the amount of \$2,500 or more in a calendar year; provided, however, a financial interest shall not include: (i) any ownership through purchase at fair market value or inheritance of less than one percent of the share of a corporation, or any corporate subsidiary, parent or affiliate thereof, regardless of the value of or dividends on such shares, if such shares are registered on a securities exchange pursuant to the Securities Exchange Act of 1934, as amended; (ii) the authorized compensation paid to an official or employee for his office or employment; (iii) any economic benefit provided equally to all residents of the City; (iv) a time or demand deposit in a financial institution; or (v) an endowment or insurance policy or annuity contract purchased from an insurance company. A "contractual or other private business dealing" shall not include any employment relationship of an official's spouse or domestic partner with an entity when such spouse or domestic partner has no discretion concerning or input relating to the relationship between that entity and the City.

v. Compliance with Federal, State of Illinois and City of Chicago regulations, ordinances, policies, procedures, rules, executive orders and requirements, including Disclosure of Ownership Interests Ordinance (Chapter 2-154 of the Municipal Code); the State of Illinois - Certification Affidavit Statute (Illinois Criminal Code); State Tax Delinquencies (65ILCS 5/11-42.1-1); Governmental Ethics Ordinance (Chapter 2-156 of the Municipal Code); Office of the Inspector General Ordinance (Chapter 2-56 of the Municipal Code); Child Support Arrearage Ordinance (Section 2-92-380 of the Municipal Code); and Landscape Ordinance (Chapters 32 and 194A of the Municipal Code).

vi. If selected for grant award, Respondents are required to (a) execute the Economic Disclosure Statement and Affidavit, and (b) indemnify the City as described in the grant agreement between the City and the successful Respondents.

vii. Prohibition on Certain Contributions, Mayoral Executive Order 2011-4. Neither you nor any person or entity who directly or indirectly has an ownership or beneficial interest in you of more than 7.5% ("Owners"), spouses and domestic partners of such Owners, your Subcontractors, any person or entity who directly or indirectly has an ownership or beneficial interest in any Subcontractor of more than 7.5% ("Sub-owners") and spouses and domestic partners of such Sub-owners (you and all the other preceding classes of persons and entities are together, the "Identified Parties"), shall make a contribution of any amount to the Mayor of the City of Chicago (the "Mayor") or to his political fundraising committee during (i) the bid or other solicitation process for the grant agreement or Other Contract, including while the grant agreement or Other Contract is executory, (ii) the term of the grant agreement or any Other Contract between City and you, and/or (iii) any period in which an extension of the grant agreement or Other Contract with the City is being sought or negotiated.

You represent and warrant that since the date of public advertisement of the specification, request for qualifications, request for proposals or request for information (or any combination of those requests) or, if not competitively procured, from the date the City approached you or the date you approached the City, as applicable, regarding the formulation of the grant agreement, no Identified Parties have made a contribution of any amount to the Mayor or to his political fundraising committee.

You shall not: (a) coerce, compel or intimidate your employees to make a contribution of any amount to the Mayor or to the Mayor's political fundraising committee; (b) reimburse your employees for a contribution of any amount made to the Mayor or to the Mayor's political fundraising committee; or (c) bundle or solicit others to bundle contributions to the Mayor or to his political fundraising committee.

The Identified Parties must not engage in any conduct whatsoever designed to intentionally violate this provision or Mayoral Executive Order No. 2011-4 or to entice, direct or solicit others to intentionally violate this provision or Mayoral Executive Order No. 2011-4.

Violation of, non-compliance with, misrepresentation with respect to, or breach of any covenant or warranty under this provision or violation of Mayoral Executive Order No. 2011-4 constitutes a breach and default under the grant agreement, and under any Other Contract for which no opportunity to cure will be granted. Such breach and default entitles the City to all remedies (including without limitation termination for default) under the grant agreement, under any Other Contract, at law and in equity. This provision amends any Other Contract and supersedes any inconsistent provision contained therein.

If you violate this provision or Mayoral Executive Order No. 2011-4 prior to award of the Agreement resulting from this specification, the Commissioner may reject your bid.

For purposes of this provision:

"Other Contract" means any agreement entered into between you and the City that is (i) formed under the authority of Municipal Code Ch. 2-92; (ii) for the purchase, sale or lease of real or personal property; or (iii) for materials, supplies, equipment or services which are approved and/or authorized by the City Council.

"Contribution" means a "political contribution" as defined in Municipal Code Ch. 2-156, as amended.

"Political fundraising committee" means a "political fundraising committee" as defined in Municipal Code Ch. 2-156, as amended.

viii. (a) The City is subject to the June 24, 2011 "City of Chicago Hiring Plan" (the "2011 City Hiring Plan") entered in *Shakman v. Democratic Organization of Cook County*, Case No 69 C 2145 (United States District Court for the Northern District of Illinois). Among other things, the 2011 City Hiring Plan prohibits the City from hiring persons as governmental employees in non-exempt positions on the basis of political reasons or factors.

(b) You are aware that City policy prohibits City employees from directing any individual to apply for a position with you, either as an employee or as a subcontractor, and from directing you to hire an individual as an employee or as a subcontractor. Accordingly, you must follow your own hiring and contracting procedures, without being influenced by City employees. Any and all personnel provided by you under the grant agreement are employees or subcontractors of you, not employees of the City of Chicago. The grant agreement is not intended to and does not constitute, create, give R.I.S.E to, or otherwise recognize an employer-employee relationship of any kind between the City and any personnel provided by you.

(c) You will not condition, base, or knowingly prejudice or affect any term or aspect of the employment of any personnel provided under the grant agreement, or offer employment to any individual to provide services under the grant agreement, based upon or because of any political reason or factor, including, without limitation, any individual's political affiliation, membership in a political organization or party, political support or activity, political financial contributions, promises of such political support, activity or financial contributions, or such individual's political sponsorship or recommendation. For purposes of the grant agreement, a political organization or party is an identifiable group or entity that has as its primary purpose the support of or opposition to candidates for elected public office. Individual political activities are the activities of individual persons in support of or in opposition to political organizations or parties or candidates for elected public office.

(d) In the event of any communication to you by a City employee or City official in violation of paragraph (b) above, or advocating a violation of paragraph (c) above, you will, as soon as is reasonably practicable, report such communication to the Hiring Oversight Section of the City's Office of the Inspector General ("IGO Hiring Oversight"), and also to the head of the Department. You will also cooperate with any inquiries by IGO Hiring Oversight related to this Agreement.