

**City of Chicago**  
**Department of Family and Support Services**  
**Legal Advertisement Request Form**

**DESCRIPTION: DEPARTMENT OF FAMILY AND SUPPORT SERVICES (DFSS) CHILDREN SERVICES DIVISION (CSD), HEAD START SUPPORT SERVICES, PROGRAM DESIGN AND MANAGEMENT (PDM)**

Management systems and procedures are an integral part of each CEL program's ongoing approach to managing services. The management systems are inter-related and connect in such a way that each system is impacted and influenced by the other; and essentially guided by program services. DFSS CSD seeks an entity that can provide subject matter expertise and T/TA to DFSS and its CEL direct service providers in subjects related to Program Design and Management as a support service delegate agency. As a result of these activities, DFSS and its delegate agencies will have effective Program Design and Management systems and improve their overall infrastructure and oversight responsibilities and maintain compliance with the Chicago Early Learning Standards 2.0 (CELS) which is comprised of

- a. Illinois Early Learning Standards (IELS)
- b. Head Start Early Learning Outcomes Framework (HSELOF)
- c. Head Start Family Community Engagement Framework (HSFCEF)
- d. Illinois State Board of Education Administrative Rules (ISBE)
- e. Head Start Program Performance Standards (HSPPS) and,
- f. the Head Start Act

The Children Services Division uses support service providers with particular areas of expertise to supplement its management of programs and provide T/TA to a variety of audiences. Support service subject matter experts will provide consultation and T/TA to leadership, managers and direct service staff.

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For more information, please refer to the application posted on the City of Chicago's eProcurement page:

[https://eprocurement.cityofchicago.org/OA\\_HTML/OA.jsp?OAFunc=PON\\_ABSTRACT\\_PAGE&PON\\_NEGOTIATION\\_STATUS=ACTIVE](https://eprocurement.cityofchicago.org/OA_HTML/OA.jsp?OAFunc=PON_ABSTRACT_PAGE&PON_NEGOTIATION_STATUS=ACTIVE)

**A NOTE ABOUT THE CITY'S EPROCUREMENT SYSTEM:**

For those who have not done business with the City of Chicago before, 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.***

Current contractors need only to start an application via their existing iSupplier/eProcurement account.

All vendors must have a Federal Employer Identification Number (FEIN) and an IRS W9 for registration and confirmation of vendor business information.

**RFP DUE DATE/SUBMISSION LOCATION:**

**August 13, 2020  
12:00, NOON CST**

**Proposals must be submitted via on-line application.  
E-mailed or faxed proposals will not be accepted.**

**PRE-SUBMITTAL CONFERENCE:**

A Pre-Proposal Webinar will be held on **July 16, 2020 from 3:00 p.m. – 5:00 p.m.**

Please register prior to the webinar's start using this link:  
<https://attendee.gotowebinar.com/register/5698611944260349965>

Please register prior to the Webinar's start using the link found in the RFP and above. A link to the completed Webinar will be available on-line after the time and date listed above for those who cannot attend at the live scheduled time. The purpose of this pre-submittal event is to clarify the RFP process and the scope of the required services. Attendance is not mandatory, but it is strongly suggested that interested applicants attend.



**Lisa Morrison Butler  
Commissioner  
Department of Family and Support Services**

**Lori E. Lightfoot  
Mayor  
City of Chicago**