

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, PROFESSIONAL DEVELOPMENT, TRAINING COORDINATION AND EVENT PLANNING

DFSS CSD seeks one (1) entity that can provide coordination of services to CEL direct service delegate agencies and DFSS CSD in subjects related to Professional Development (PD), Training Coordination, and Event Planning.

- 1) DFSS CSD will deliver comprehensive PD opportunities inclusive of training, conferences, and career fairs to direct service delegate agency CEL professionals, parents of children enrolled in CEL programs, and professionals indirectly servicing children, families, and professionals within DFSS CSD.
- 2) DFSS CSD will provide a comprehensive CEL Quarterly Professional Development Calendar to all CEL professionals, the Citywide Parent Policy Council (CPPC), and partners to inform the community of opportunities that are available each quarter in an effort to help each attendee enhance their knowledge on each topic and to assist each professional in obtaining the annual required training hours.
- 3) DFSS CSD will ensure that all PD opportunities are successfully and intentionally planned for and executed so that participants enhance their skills, performance, and knowledge related to caring for children in early childhood education settings and strengthening family engagement which collectively promote school readiness.
- 4) DFSS CSD will provide these services through collaboration with CEL support service providers, DFSS CSD, and approved partners, and will ensure to align all practices in adherence to the DFSS CSD Gateways Authorized Entity.

The Children Services Division uses support service providers with particular areas of expertise to supplement its management of programs and provide training and technical assistance (T/TA) to a variety of audiences. Support service subject matter experts (SMEs) will provide consultation and T/TA to grantee and delegate agency professionals. It should be noted that support service subject matter experts will not work directly with the children and families, but rather will provide consultation and T/TA to CEL professionals who directly and indirectly work with children and families.

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

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 20, 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 21, 2020 from 10:00 a.m. – 12:00 noon**
<https://attendee.gotowebinar.com/register/3473269679003524624>

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**