

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), CHICAGO EARLY LEARNING SUPPORT SERVICES, FAMILY AND COMMUNITY OUTREACH RFP

The City of Chicago, Department of Family and Support Services (DFSS) is issuing a Request for Proposal to award one (1) support service provider that can provide subject matter expertise, training, and technical assistance in the area of grassroots outreach, leadership and advocacy development to the DFSS, its Chicago Early Learning (CEL) direct service providers and their parents, in subjects related to Family and Community Outreach (FCO). The chosen Respondent will provide direct family and community outreach; and training parents leaders and advocates.

Through the activities conducted by the FCO support service contractor, DFSS CSD will meet the following goals:

1. Increase the enrollment of children and families in CEL programs, especially children and families that are hard to reach due to socioeconomic isolation.
2. Increase the awareness of CEL programs and the importance of early learning among families and communities.
3. Strengthen parent leadership and advocacy among CEL families.

DFSS CSD uses support service providers with particular areas of expertise to supplement its management of programs, including conducting activities, and/or and provide training and technical assistance (T/TA) to a variety of audiences, which may include direct service delegate agencies and their site staff, program parents and families, community members and stakeholders and DFSS CSD. The FCO support service provider will be expected to work directly with CEL families, community members, and organizations as well as DFSS and its direct service CEL delegate agencies.

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:

November 24, 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 **October 21, 2020 from 3:00 p.m. – 5:00 p.m.**

<https://attendee.gotowebinar.com/register/6849613703867232014>

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**