

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 STRATEGIC COMMUNICATIONS

DFSS CSD seeks one (1) entity that can provide subject matter expertise and project support to DFSS and its direct service delegate agencies in subjects related to Strategic Communications and Recruitment. As a result of these activities:

- 1) DFSS will conduct a year-round recruitment and messaging campaign that engages direct service delegate agencies and families across the city and leads to ongoing full program enrollment.
- 2) DFSS will build its year-round recruitment and messaging strategy on the importance of early learning, early learning principles, good parenting, and other best practices related to early childhood education and development and programming to increase the general understanding of and engagement in CEL programs by CEL-enrolled and CEL-eligible families.
- 3) DFSS will leverage and maintain communication platforms that support year-round recruitment and messaging related to importance of early learning, early learning principles, good parenting, and other best practices related to early childhood education and development and programming.

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.

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. It should be noted that support service subject matter experts will not deal directly with the children and families, but rather will provide consultation and T/TA to leadership, managers and direct service staff.

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 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 8, 2020 from 3:00 p.m. – 5:00 p.m.**

<https://attendee.gotowebinar.com/register/5294084024189940237>

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**