

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

DESCRIPTION: DEPARTMENT OF FAMILY AND SUPPORT SERVICES (DFSS), HOMELESS SERVICES HOTEL OR MOTEL AND SUPPORT SERVICE PROGRAM RFP

The Department of Family and Support Services (DFSS) Homeless Services Division seeks applications from organizations to provide the service and financial components of administering a hotel or motel-temporary placement project for individuals and couples experiencing homelessness. These households consist of those seeking shelter, living unsheltered on the street and who are at high risk of complications from COVID-19. This includes older adults (65 years and older) and people of any age with serious underlying medical conditions. (<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html>)

The Hotel or Motel and Support Service Program is a part of DFSS' response to the coronavirus pandemic and our winter contingency plan to provide warming options for the most vulnerable. The project will operate only as long as it is necessary to prevent, prepare for, or respond to the coronavirus pandemic. We anticipate funding will be awarded in 4–6-month increments. Multiple providers may be funded through this RFP. Projects may be asked to scale up or scale down their project based on funding availability.

DFSS is looking for providers who can demonstrate a clear plan for: Meeting the needs of those seeking shelter with a hotel model, including connecting clients to supports and case management who can accept referrals from The Salvation Army and/or the Illinois Domestic Violence Hotline and determine which households are placed into hotel rooms versus should be placed at an existing shelter site.

Applicants must apply for a minimum of 15 hotel/motel rooms or can apply for blocks of rooms up to 200 hotel/motel rooms to be eligible for this program

Applicants can apply for sub-populations listed below for individuals or couples. At this time, DFSS is not seeking applications for other sub-populations not listed in this section or under the Program Description section.

- Persons with limited English proficiency
- Persons with disabilities
- People who identify as LGBTQ+
- Persons with justice involved backgrounds
- Survivors of domestic violence (this population may include families)

DFSS anticipates awarding multiple awards for a minimum of \$1,800,000 in total for this program. This contract will operate on a reimbursement basis only. No advances will be given.

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:

December 16, 2021

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 November 23, 2021**, from 10:00 -11:30 a.m. Attendance is not mandatory but is advised.

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

<https://attendee.gotowebinar.com/register/2202542111900281613>

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.



Brandie V. Knazze
Commissioner
Department of Family and Support Services

Lori E. Lightfoot
Mayor
City of Chicago