

**Please stand by, the webinar will begin shortly.**

**Department of Family and Support Services  
Youth Services:  
Youth Enrichment Summer Program RFP**

Release Date: February 14, 2023

Due Date: March 21, 2023

## House Keeping

- Due to the volume of participants, everyone has been placed on mute.
- Please use the questions box to notify us of any technical issues.
- We will address the questions at the midpoint and end of the presentation.
- This webinar is being recorded. A copy of the recording will be posted on the DFSS YouTube channel with a link to the recording and a .pdf of these Power Point slides will be posted to the DFSS webpage at:  
<https://www.chicago.gov/city/en/depts/fss.html> under the ‘Alerts’ and/or ‘Funding Opportunities’ tabs. This will take up to five business days.

# Agenda

- Welcome and Introductions
- Purpose
- Background
- Program Requirements
- Performance Goals/Outcomes
- Guidance for Respondents
- Selection Criteria
- Basis of Award
- Timeline
- Technical Assistance for Applicants and eProcurement
- Questions

CITY OF CHICAGO



**REQUEST FOR PROPOSALS (RFP) FOR  
Youth Enrichment Summer Program  
RFQ# 9292**

**ISSUED BY:  
CITY OF CHICAGO DEPARTMENT OF FAMILY AND SUPPORT SERVICES**

All proposals must be submitted via the eProcurement system.

<http://www.cityofchicago.org/eprocurement>

Questions concerning the RFP should be directed to:

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Department of Family and Support Services  
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**LORI E. LIGHTFOOT  
MAYOR**

**BRANDIE V. KNAZZE  
COMMISSIONER**



## Purpose of the RFP

- The Department of Family and Support Services (DFSS) seeks to fund agencies who have experience in implementing out-of-school time programs for young people ages 6 to 21 in Chicago. The DFSS Enrichment Summer Program Request for Proposals (RFP) seeks to provide funding for delegates to implement safe, supportive, interactive, and engaging youth development activities, primarily for youth who are underrepresented, such as individuals with disabilities, individuals attending low-performing elementary or high schools, individuals who are English as a Second Language learners, individuals that are experiencing homelessness/unstably housed, and individuals placed in the foster care system.



## Goals

- All Enrichment Summer delegates will provide youth with meaningful and enriching programming that leads to young people feeling safe and supported by trained practitioners; builds and reinforces social, emotional, and cognitive skills; develops positive relationships and belonging with peers and adults; and provides leadership opportunities.
- Ultimately, the Enrichment portfolio is seeking to enact policies and practices to engage and support Chicago communities and change the odds for children & youth by implementing best practices at the point-of-service.



# Background

- Research has found that out-of-school time programs foster protective factors in several ways, including providing children and youth with access to caring adults and by promoting their health and well-being
- Participation in out-of-school time programs fosters the development of young people, resulting in a more positive self-concept, better problem solving and decision-making, more interpersonal skills, higher sense of belonging and connectedness, competence, self-efficacy, and agency
- The protective factors that participation in out-of-school time programs can provide have also been linked to fewer problems in childhood and adolescence, including lowered rates of substance abuse, fewer problem behaviors, and improved performance in school<sup>3</sup>
- These programs and activities provide critical foundations that support goals for healthy development and violence prevention
- Out-of-school time programs have a unique ability to adapt and expand services to meet the needs of the young people they serve
- This was especially true during the pandemic, when DFSS-funded programs pivoted to ensure that the basic needs of families were being met and that families could navigate the changing learning environments

# Current State and Priorities for Improvement

## ➤ *Current State*

- In Summer 2022, DFSS funded 292 slots to Enrichment programs that served 610 youth ages 6 to 21; about 28% of youth were 6 to 10, 23% were ages 11 to 13, 36% were 14 to 18, and 12% were 19 to 21. About 63% identified as female, 36% identified as male, and 0.005% identified as non-binary. About 74% identified as African-American/Black, 18% as Hispanic/Latino(a)/Latin(x), 7% as Multiracial, 6% as Caucasian/White, and 6% as Asian, and 5% chose not to identify.
- Out of 1,584 youth that were surveyed in summer 2022, 84% reported having a positive relationship with an adult in the program, 88% reporting feeling more hopeful about the future, and 77% reported the program helping to strengthen or build new friendships.
- Enrichment Summer programs were in 64 of the 77 community areas, with youth residing across all 77 community areas.

## ➤ *Priorities for Improvement*

- Prioritize enrollment of underserved youth and ensure appropriate support and services
- Programming that fosters positive youth development through accessible and equitable approaches
- Program design that continues to be more aligned with research in youth development and out-of-school time programming
- Focused programming and developmentally appropriate activities based on youth needs
- Prioritize continuous improvement, focusing on using data to make programmatic decisions



# Target Population

- The Enrichment Summer program intends to serve **715** youth from the city of Chicago. Eligibility for this program is restricted to youth who are Chicago residents, who are between the ages of 6 and 21, and who have a signed consent form from a parent or guardian on file for youth under the age of 18.
  
- At least 50% of program participants must identify with at **least ONE** of the following underrepresented populations as described below:
  - Individuals with disabilities (e.g., physically impaired, visually impaired, developmental, neurodivergent)
  - Individuals attending elementary or high schools that are categorized as Level 2, Level 3 or Options Schools based on the current Chicago Public School Quality Rating Policy (SQRP) (<https://www.cps.edu/about/district-data/metrics/accountability-reports/>)
  - Individuals who are English as a Second Language learners
  - Individuals that are experiencing homelessness/unstably housed
  - Individuals placed in the foster care system



# Program Requirements

- All Enrichment programs will provide children and youth with access to asset-based, positive youth development programs that recognize, utilize, and enhance youth’s strengths and promote positive outcomes for young people. The program must offer youth opportunities for new experiences to foster positive relationships including connections to caring adults, and to support enriching activities and safe spaces in community settings.

<b>Name of Program Model</b>	<b>Enrichment Summer Program</b>
<b>Rate per Youth Slot</b>	\$1,200
<b>Number of Youth Slots</b>	715
<b>Staff: Youth Ratio</b>	2:30 ratio for base cohort with additional cohorts added at a ratio of 1:15 increments
<b>Program Dosage &amp; Frequency</b>	<ul style="list-style-type: none"> <li>• Programs must offer a minimum of <b>120</b> hours of programming for the summer, between June and August (approximately 20 hours a week for at least 6 weeks)</li> <li>• Hours may include evenings and weekends</li> </ul>
<b>Program Completion Goal (80% of Program Dosage)</b>	Youth need to participate at least <b>96</b> hours a school year
<b>CPS Vendor Approval (for programs located in CPS schools ONLY)</b>	School Year programs located in Chicago Public Schools need to demonstrate vendor approval from CPS or a letter of intent from the school if approval is in process and has not yet been granted

# Program Requirements

Enrichment Program Requirements (Year-Round, School Year, & Summer)	
<b>Age Groups</b>	<ul style="list-style-type: none"> <li>• 6-10 years</li> <li>• 11-13 years</li> <li>• 14-17 years</li> <li>• 18-21 years</li> </ul> <p>Respondents may select multiple age groups</p>
<b>Staff: Youth Ratio</b>	2:30 ratio for base cohort with additional cohorts added at a ratio of 1:15 increments
<b>Program Recruitment</b>	At least 50% of youth identify with at least one of the target populations listed in <b>Section B, Target Population</b> and will be assessed for level of need and support services throughout their duration in program
<b>Program Specialty Areas</b>	<ul style="list-style-type: none"> <li>• Arts, Culture &amp; Music (e.g., band, choir, music theory, dance, theatre, performance poetry, spoken word, drama, creative writing, filmmaking, etc.)</li> <li>• Science, Technology, Engineering, &amp; Math (e.g., STEM, coding programs, robotics, digital literacy/digital learning, etc.)</li> <li>• Health &amp; Wellness (e.g., sports, fitness, nutrition, wellness, etc.)</li> <li>• Academic tutoring &amp; support (e.g., grade promotion support, academic recovery, large and small group tutoring, reading intervention programs, etc.)</li> <li>• College &amp; career/job readiness (e.g., career advising/coaching, college preparation, career and technical education, etc.)</li> </ul>
<b>Program Components</b>	<ul style="list-style-type: none"> <li>• Create safe and supportive spaces for youth</li> <li>• Foster positive connections with caring adults</li> <li>• Foster youth voice and agency in program decision-making</li> <li>• Activities designed and implemented using <b>Sequenced, Active, Focused, Explicit (S.A.F.E.)</b> elements</li> <li>• Consistent and intentional staff onboarding and training opportunities</li> <li>• Consistent and intentional opportunities for parent/family and community engagement</li> </ul>

# Program Requirements

❖ RFP pages 13-14

- Respondents will recruit, hire, and manage program staff, using a 1:15 staff to youth ratio
- Program staff should be positive, enthusiastic, civic minded individuals with connections to both their community and the world outside their community
- Program staff will ensure program objectives are met for the overall program while also providing individual and group support, instruction, and coaching to youth participants in a culturally competent environment
- Duties may also include administrative functions, such as data entry and data collection
- Preference will be given to agencies who hire program staff with experience in youth development, youth education, and/or out-of-school time, and those who come from the communities in which the program is located
- *See RFP page 13 for examples of roles and responsibilities for program staff*

- Prior to the program start date, staff must have:
  - Federal Fingerprint Background check (required every five years from date of initial check)
  - Illinois Mandated Reporter Training, Certificate, & Acknowledgment of Mandated Reporter Status Form (annual)
  - Cardiopulmonary resuscitation (CPR) and First Aid Certification (every two years)
- All documentation must be current and entered in the database system for verification prior to the program start date. Staff/volunteers cannot work with youth until background checks are completed. Staff and volunteers can only work with youth in the presence of a staff person who has a cleared Federal Fingerprint Background check.
- Program staff will be required to participate in DFSS-sponsored professional learning meetings and deliver all necessary training to staff who interface directly with youth. Learning meetings will provide delegate agencies with a shared learning experience that features discussions of:
  - Pertinent youth development issues/challenges
  - Best practices in the youth development and out of school time fields
  - Staff professional development
  - Support around data use and analysis
  - Cultivation of professional and personal networks
  - Training on City of Chicago processes and procedures



## ➤ Enrichment Program Procedure Requirements

- **Programmatic Changes:** Agencies are required to notify the DFSS Enrichment Youth Services Coordinator and the Director of the Youth Services Enrichment Portfolio of any changes to staff, facility, facility location, or work plan in writing within seven (7) business days of the change. These changes must be updated in your work plan in the system database within thirty (30) days of the change.
- **Program Written Procedures:** Agencies are required to have a written procedure for identifying and reporting suspected child abuse or neglect. Agencies are also required to have written emergency procedures for a lost child and major/minor injuries and written safety/facility evaluation procedures. Staff should be trained on these procedures.
- **Program Close-Out Procedures:** DFSS Close-Out Procedures must be followed if a DFSS-funded agency program is closing for any reason.

- To track progress toward achieving the outcome goals of this program and assess success, DFSS will monitor a set of performance indicators. We will monitor the outcomes below through data collection from youth, parent/guardian, and staff at the beginning and end of the school year:
  - 85% of youth will report feeling safe and supported after their program experiences
  - 85% of youth will report learning a new skill or an increase in their skills after their program experience
  - 85% of youth will report positive relationships with adult(s) and peers after their program experience
  - 85% of youth will report feeling a sense of connectedness and belonging after their program experience
  
- To monitor and recognize intermediate progress toward the above performance indicators, DFSS also intends to track monthly output metrics from delegate agencies that may include, but are not limited to:
  - 90% of youth slots will be filled at any given time
  - 50% of youth will meet the target population criteria
  - 80% average daily program attendance
  - 85% of youth will complete the school year program (i.e., attend at least **96** hours a year)

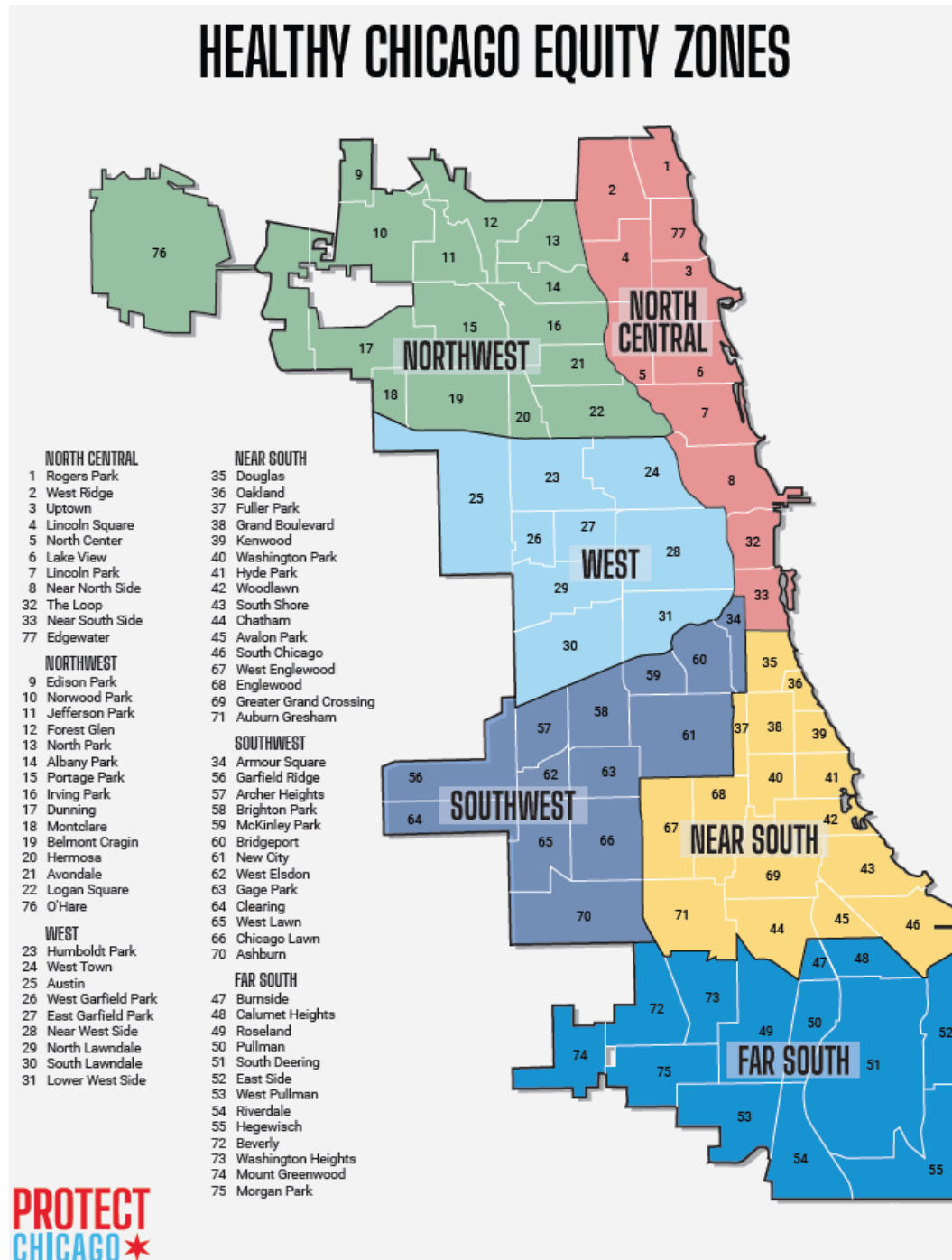
# Guidance for Respondents

This RFP seeks respondents that can serve a targeted **Healthy Chicago Equity Zone**; collaborative applications are strongly encouraged.

- Respondents must indicate which Healthy Chicago Equity Zone they will be applying for in alignment with the Chicago Department of Public Health's six Healthy Chicago Equity Zones
  - *North Central, Northwest, West, Far South, Near South, and Southwest*
- Respondents must submit one application for each Healthy Chicago Equity Zone for which they wish to apply, indicating which age group(s) and program specialty area they will serve
- Respondents can only apply for a Healthy Chicago Equity Zone in which they can demonstrate a physical address
  - Multiple applications by the same agency for the same Healthy Chicago Equity Zone will NOT be considered
- Respondents seeking funding for multiple sites in different Healthy Chicago Equity Zones are required to apply for each zone separately



# Guidance for Respondents





# Guidance for Respondents

Healthy Chicago Equity Zone	Percentage of Enrichment Youth Served in 2021	<i>Anticipated</i> Number of Youth Slots in 2023	<i>Anticipated</i> Number of Selected Agencies in 2023
Far South	10%	75	1 to 2
Near South	23%	165	1 to 3
North/Central	9%	60	1 to 2
Northwest	10%	60	1 to 2
Southwest	19%	150	1 to 2
West	28%	205	2 to 4
<b>Total</b>	<b>100%</b>	<b>715</b>	<b>Approximately 10-15 agencies</b>

- To ensure geographic equity, the distribution of funds will be balanced by youth population needs as demonstrated by historical data of youth served from the 2021 Enrichment programs.
- Respondents are encouraged to collaborate in order to allow agencies to sub-contract and expand an organization's network to deliver programming.



# Budget Proposal

- Respondents applying for the Summer Enrichment program RFP will budget for a rate of \$1,200 per youth, with a minimum of 30 youth per program and additional increments of 15 youth
- The anticipated cost of a school year program for the minimum number of 30 youth is \$36,000
- Should Respondents apply for more than the minimum 30 youth, they can plan to increase their budget by \$18,000 for each additional increment of 15 youth
- *See RFP page 12 for additional information about budget categories*

Number of Youth	Rate per Slot	TOTAL
30	\$1,200	\$36,000
<b>Summer Program Sample Budget Breakdown</b>		
Category	Description	Sample Allocation
Personnel	Salaries, overtime, salary adjustments, etc.	\$20,000
Professional and Technical Services	Consultants, speakers, trainings, etc.	\$1,000
Materials and Supplies	Office supplies, snacks, books, training materials, etc.	\$8,000
Travel/ Transportation	Bus cards, mileage, parking, etc.	\$3,400
Indirect Cost	Administration cost (15% cap)	\$3,600
<b>Total Budget for 30 Youth</b>		<b>\$36,000</b>



## Budgets or Cost Proposals

- The term of contract(s) executed under this RFP will be from May 1, 2023, through December 31, 2024
- Administrative costs will be capped at 15% percent per application
- All respondents must be able to demonstrate a minimum 15% percent in-kind match
- Please submit a budget for ONE program cycle of funding
- Cost category definitions are attached as Budget instructions in every RFP
- Be thoughtful and inclusive when developing your budget. Apply for your program's actual costs
- Use the reasonable costs question on the application to discuss how you determined the costs reflected in the budget



# Budgets or Cost Proposals – Common Errors

Common mistakes we see on budgets are:

- Fringes – check your calculations
- Supplies – these are frequently under or over budgeted
- Make sure your job description titles and your job description uploads have the same title. Also put a brief description of the job in the budget document itself, if you have not discussed it specifically in your application
- Put your budget in the appropriate column
- Show your match
- Read budget instructions carefully!



## Selection Criteria – Community Involvement

### The Respondent:

- Demonstrates a clear understanding of the youth in the equity zone in which they are proposing their program location, including their needs and challenges as well as their strengths and opportunities
- Has the relevant competencies, capabilities, and/or infrastructure needed to provide appropriate services to young people in the proposed equity zone
- Describes how the agency is seeking to be more inclusive in their internal operations
- As an organization and with its Board reflects and engages the diverse people of the communities it serves

## Selection Criteria - Organizational Capacity

The Respondent:

- Demonstrates that program staffing is sufficient for the level of services proposed, staff are qualified, culturally competent and/or reflective of the communities to be served
- Has adequate systems and processes to support monitoring program expenditures and fiscal controls
- Has adequate Human Resources capacity to hire and manage staff

## Selection Criteria – Strength of Proposed Program

The Respondent:

- Provides a clear connection between their proposed program activities and the outcome goals of the RFP
- Provides a clear and specific description of how the program will incorporate each of the Program Components as outlined in the RFP.
- Clearly describes how they will ensure that program activities are developmentally appropriate for the age groups the program proposes to serve
- Clearly outlines how the proposed program will identify, recruit, and retain the youth they are proposing to serve, including ensuring the program will reach underserved youth
- Provides a detailed description of how the proposed program will collaborate with other entities to provide comprehensive services to the youth they serve
- Provides a detailed description of how they will gather youth feedback and how they will incorporate it into improving the program

## Selection Criteria – Performance Management, and Outcomes

The Respondent:

- Demonstrates evidence of strong past performance in the same or similar out-of-school time programs against desired outcome goals and performance metrics and/or other notable accomplishments in providing services to youth ages 6 to 21
- Has the relevant systems and processes needed to track and report performance on program outcomes
- Has experience using data to inform/improve its services or practices and describes a strong desire to engage in continuous improvement processes
- Has the relevant systems and practices needed to collect and store key participant and performance data



# Selection Criteria – Reasonable Costs, Budget Justification, and Leverage of Funds

## The Respondent

- Demonstrates reasonable implementation costs and funding requests relative to its financial and human resources. The proposed budget supports the proposed scope of work or work plan
- Has the fiscal capacity, as demonstrated by its auditing process, to implement the proposed program
- Leverages other funds and in-kind contributions to support total program and administrative cost (e.g., state, federal, foundation, corporate, individual donations)



# Selection Criteria - Attachments

- Please upload the following documents:
  - Liability Insurance
  - Board Member Identification
  - SAM Certification
  - Certificate of Good Standing
  - By Laws and Articles of Incorporation
  - Financial Statement or 990 Form
  - IRS Determination Letter
  - Program Budget Forms
  - City of Chicago Compliance Acknowledgement
  - Conflict of Interest
  - Memorandum of Understanding or Linkage Agreements
  - Youth Coordinator or Program Leader Job Description
  - CPS Vendor Confirmation or Letter of Intent from School Principal
- Be sure to attach **reports, studies or other documentation that show performance** toward reaching the program goals, demonstrate results and accomplishments
- Be sure to attach the **resumes for key staff** that are overseeing the program



## Basis of Award

- DFSS may consider additional factors in selection to ensure systems-level needs are met; geography, program specialty area, and ability to serve specific sub-populations
- DFSS will make recommendations for contract awards within each Healthy Chicago Equity Zone balancing program location, target population, age group, and program specialty area



# Selection and Transition Timeline

- **Pre-proposal webinar – February 23, 2023**
- **Applications due – March 21, 2023, at 12 p.m. (noon)**
- **Budget period begins – May 1, 2023**
- **Programming period – 120 program hours between June and August (CPS summer break)**



## Deadline



Applications are due  
on **March 21, 2023**  
at **12:00, Noon**



# Application Tips

- **Start Early!!**
  - If you have never done business with the City of Chicago, register into iSupplier/eProcurement ASAP
  - Read RFP narratives, selective criteria, and application questions closely. Use the information in the RFP for guidance in formulating your answers.
  - Organizations submitting more than one proposal may do so by **submitting each proposal under a separate, unique registered account user with online bidding responsibilities within the organization's iSupplier account, using their individual login information.**
  
- Review application questions and make sure you fully answer all questions
  - Remember there is a 4,000-character limit for all questions
  - Do not use the back button on your browser while completing the application
  - Use spell check and don't forget to attach required attachments
  
- Do not wait until the last moment, submit 24-48 hours in advance of the deadline
  - Late applications will not be accepted (NO EXCEPTIONS)
  - You can "submit" your application and amend it later up until the due date/time.
  - Avoid the rush and possible mishaps by submitting early. Plan on submission taking 30-60 minutes.
  
- **Save Often!!**

## Technical Assistance

- Make use of the eProcurement hotline for help at 312-744-4357 (HELP).  
**The hotline operates during business hours only, Monday-Friday 9-5**

- You can also email questions on Registration and eProcurement Technical Assistance for Delegate Agencies to:

[CustomerSupport@cityofchicago.org](mailto:CustomerSupport@cityofchicago.org)

- There are many Training Materials (Documents and Videos) available at:  
<https://www.cityofchicago.org/city/en/depts/dps/isupplier/online-training-materials.html>

**Save often, submit early!**

# How to Accept an Amendment



# How to accept an amendment – Step 1

- The RFP you are interested in has been amended. In order to start an application, you will need to acknowledge and accept the amendment first in order to start your application. (Please note that the RFP shown in this and subsequent slides is an example). To accept the amendment, click on “View Amendment History”.
- If the RFP has not been amended (yet), select “Create Quote” from the drop-down menu in the “Actions” box and click on “Go”. This will take you to the application page, where you can get started.

Negotiations > Active Solicitations >

**Warning**  
RFQ 6459 has been amended. To be considered for award you must acknowledge each amendment and submit (or resubmit) all your responses to ensure that they comply with the changes.  
[View Amendment History](#)

RFQ: 6459,3

Actions:

Title: **Community Housing Development Organization (CHDO) Certification**  
Status: **Active**  
Time Left: **555 days 23 hours**

Supplier Response Start Date: **17-Aug-2020 11:01:54**  
Bid Opening Date/Supplier Response Due Date: **31-Dec-2023 12:00:00**

**Header** | Lines | Controls | Contract Terms

Buyer: **MCCLARN, GRAYLEN**  
Quote Style: **Blind**  
Outcome Description: **Community Housing Development Organization (CHDO) Certification**

Event: **Delegate Agency**  
Amendment Description: **Updating Issuing Officers information**

**Terms**

Bill-To Address: [021-2819 HOME INVEST](#)  
Ship-To Address: [021-2819 HOME INVEST](#)  
FOB

Payment Terms  
Carrier  
Freight Terms

Currency

# How to accept an amendment – Step 2

- To begin the acceptance and acknowledgment process, to open the RFP in view only, click on the Document number (1) To review the amended changes to the RFP, click on the infinity or eyeglass icon (2) To acknowledge receipt and understanding of these changes and proceed, (3) click on the “Acknowledge Amendments” button.
- By acknowledging the amendment, you are indicating that you are aware of the changes made to the RFP in the amendment.

**CITY OF CHICAGO Sourcing**

Home Logout Preferences Help

Negotiations > Active Solicitations > RFQ: 6459,1 >

**Amendment History (RFQ 6459)**

To be considered for award you must acknowledge each amendment and submit (or resubmit) all your responses to ensure that they comply with the changes. [Acknowledge Amendments](#)

Show All Details | Hide All Details

Details	Document Number	Title	Status	Acknowledgement Date	Review Changes
<a href="#">Hide</a>	6459.1	Community Housing Development Organization (CHDO) Certification	Active		
Amendment Description <b>This addendum is to remind applicants that the CHDO certification and recertification process is not a request for funding.</b>					
Published Date <b>28-Aug-2018 13:25:01</b>			Close Date <b>14-Aug-2020 14:01:32</b>		
<a href="#">Show</a>	6459	Community Housing Development Organization (CHDO) Certification	Amended		

[Return to RFQ: 6459.1](#)

[Acknowledge Amendments](#)

Negotiations Home Logout Preferences Help

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# How to accept an amendment – Step 3

- When you get to this screen, click on the “I accept...” check box and then click on “Acknowledge”

## Acknowledge Amendment (RFQ 6459,3)

To be considered for award you must acknowledge each amendment and submit (or resubmit) your response to ensure your response complies with the changes.

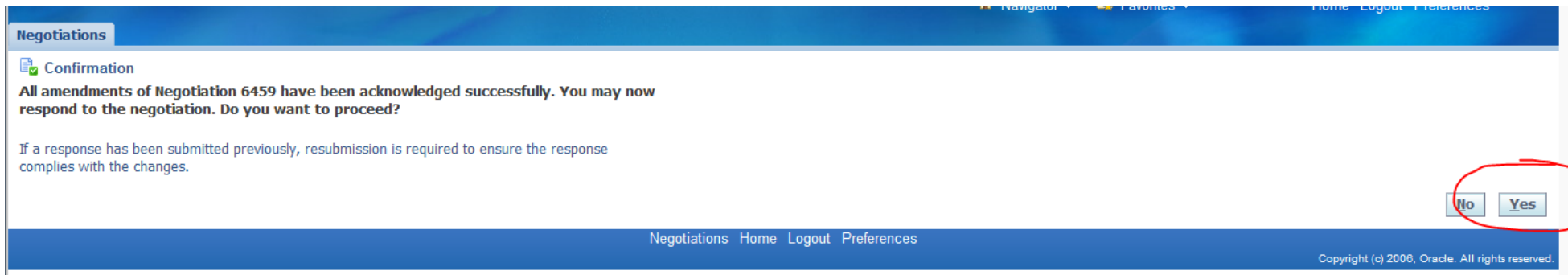
[Cancel](#) [Back](#) Step 3 of 3 [Acknowledge](#)

I accept the terms and conditions of the RFQ and also acknowledge the changes made to the RFQ amendment document 6459,3.

Header		
<b>Label</b>	<b>RFQ 6459,2</b>	<b>RFQ 6459,3</b>
Amendment Description	This amendment was created to extend the closing date.	Updating Issuing Officers information
Terms		
<b>Label</b>	<b>RFQ 6459,2</b>	<b>RFQ 6459,3</b>
Bill-To Address	054-2819 HOME INVESTMENT PARTNERSHIP	021-2819 HOME INVEST
Ship-To Address	054-2819 HOME INVESTMENT PARTNERSHIP	021-2819 HOME INVEST
Requirements		

## How to accept an amendment – Step 4

- Click on “Yes” to indicate that you confirm your acknowledgement of the amendment.



The screenshot shows a web application interface with a blue header and footer. The main content area is white and contains a confirmation message. The message reads: "Confirmation All amendments of Negotiation 6459 have been acknowledged successfully. You may now respond to the negotiation. Do you want to proceed?". Below the message, there is a note: "If a response has been submitted previously, resubmission is required to ensure the response complies with the changes." At the bottom right of the main content area, there are two buttons: "No" and "Yes". The "Yes" button is circled in red. The footer contains the text "Negotiations Home Logout Preferences" and "Copyright (c) 2006, Oracle. All rights reserved."



# How to accept an amendment – Step 5

- Finally, (1) click on the checkbox that you accept the terms and conditions and then (2) click on “Accept” to accept them.
- This is the final step in acknowledging and accepting the amendment.

**Negotiations**

**Terms and Conditions**  
The following terms and conditions must be accepted before a quote is placed in this RFQ.

City makes no representations or warranties that the electronic procurement system utilized by the City on any procurement will accurately and timely transmit any bidder's bid or proposal or any other information to the City. All bidders use this system at their own risk. The City disclaims all liability that may result or arise from the use by any bidder of the eprocurement system, including claims for lost profits and consequential damages.

**Attachments**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

I have read and accepted the terms and conditions

2

1

# How to Submit an Application



# How to submit an application - Step 1

- When you are ready to submit, start by saving your draft one last time. Then click Continue.

Negotiations > RFQ: 6459,3 >  
Create Quote: 427990 (RFQ 6459,3)

Cancel View RFQ Quote By Spreadsheet **Save Draft** **Continue**

Title Community Housing Development Organization (CHDO) Certification Time Left **555 days 19 hours**  
Bid Opening Date/Supplier Response Due Date **31-Dec-2023 12:00:00**

**Header** Lines

Supplier **PHALANX FAMILY SERVICES**  
RFQ Currency **USD**  
Quote Currency **USD**  
Price Precision **0 decimals maximum**

Quote Valid Until    
(example: 23-Jun-2022)

Reference Number   
Note to Buyer

**Attachments**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								



# How to submit an application - Step 2

- If you are missing information, you will be given an error message on the top of the page.

The screenshot displays a web application interface for submitting a quote. At the top, a light blue banner contains an error message: "Error: The RFQ control requires you to quote on all lines". Below this banner, the text "Create Quote: 427990 (RFQ 6459,3)" is visible. The main form area includes a title "Community Housing Development Organization (CHDO) Certification" and a "Bid Opening Date/Supplier Response Due Date" of "31-Dec-2023 12:00:00". The form is divided into sections: "Header" and "Lines". The "Header" section contains fields for "Supplier" (PHALANX FAMILY SERVICES), "RFQ Currency" (USD), "Quote Currency" (USD), and "Price Precision" (0 decimals maximum). To the right, there are fields for "Quote Valid Until" (with a calendar icon and example "23-Jun-2022"), "Reference Number", and "Note to Buyer". At the bottom, there is an "Attachments" section with an "Add Attachment" button. Navigation buttons at the top right include "Cancel", "View RFQ", "Quote By Spreadsheet", "Save Draft", and "Continue".



# How to submit an application - Step 3

- Usually, the error messages direct to something left undone in the application.
- In the last example, the error message indicated that the lines (found under the lines tab) had not been filled out.

The screenshot displays a software interface with an error message at the top. The error message, titled "Error", states: "The RFQ control requires you to quote on all lines". Below the error message is a link: "Create Quote: 427990 (RFQ 6459,3)".

Below the error message is a table with columns "Title" and "Com". The table is currently empty.

Below the table is a tabbed interface with two tabs: "Header" and "Lines". The "Lines" tab is selected and circled in red.

Below the tabs is a table with the following data:

Supplier	PHA
RFQ Currency	USD
Quote Currency	USD
Price Precision	0 de

Below the table is a section titled "Attachments" with an "Add Attachment" button.

# How to submit an application - Step 4

- In this example, the error is about an unanswered question in the application (or Requirements section). The Quote Value refers to your (in this case, missing) answer.

The screenshot displays a procurement system interface for RFQ 6459.3. At the top, a navigation bar shows 'Negotiations > RFQ: 6459.3 >'. Below this, a red-bordered error message box contains the text: 'Error: A quote value is required for requirement First Name.' Below the error message is a 'Create Quote: 427990 (RFQ 6459,3)' button. The main header area includes the title 'Community Housing Development Organization (CHDO) Certification', 'Time Left: 555 days 19 hours', and 'Bid Opening Date/Supplier Response Due Date: 31-Dec-2023 12:00:00'. There are buttons for 'Cancel', 'View RFQ', 'Quote By Spreadsheet', 'Save Draft', and 'Continue'. The 'Header' section shows 'Supplier: PHALANX FAMILY SERVICES', 'RFQ Currency: USD', 'Quote Currency: USD', and 'Price Precision: 0 decimals maximum'. It also includes fields for 'Quote Valid Until', 'Reference Number', and 'Note to Buyer'. Below the header is an 'Attachments' section with an 'Add Attachment...' button and a table with columns: Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, and Delete. The table shows 'No results found.'. The 'Requirements' section is highlighted with a red circle and contains an 'Expand All' and 'Collapse All' link. Below this is a table with columns: Focus Title, Target Value, and Quote Value. The 'Quote Value' column is circled in red. The table has two rows: 'Requirements' and 'Contact Information'. The 'First Name' requirement is circled in red, and its corresponding 'Quote Value' cell is empty.

Focus Title	Target Value	Quote Value
Requirements		
Contact Information		

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								



# How to submit an application - Step 5

- Once your application is free from errors, you are ready to proceed and submit! At this point, clicking “Continue” should put your application into the “Review and Submit” phase.

The screenshot shows a web interface for a procurement system. At the top, there is a blue navigation bar with the word "Negotiations" in white. Below this, a breadcrumb trail reads "Negotiations > RFQ: 6459,3 > Create Quote 427990: Review and Submit (RFQ 6459,3)". The "Create Quote" link is circled in red. To the right of the breadcrumb trail are several buttons: "Cancel", "Back", "Validate", "Save Draft", "Printable View", and "Submit". Below the navigation bar is a "Header" section containing metadata for the quote. On the left, it lists: Title (Community Housing Development Organization (CHDO) Certification), Supplier (PHALANX FAMILY SERVICES), RFQ Currency (USD), Quote Currency (USD), and Price Precision (0 decimals maximum). On the right, it lists: Time Left (555 days 19 hours), Close Date (31-Dec-2023 12:00:00), Quote Valid Until, Reference Number, and Note to Buyer. At the bottom left, there is an "Attachments" section.



# How to submit an application - Step 6

- This is your last chance to review all your data and confirm that it is accurate. Check your attachments and scroll to the bottom of the screen to see all your responses.

**Header**

Title Chicago Early Learning Community-Based Programs RFP #2  
 Supplier Claridigm Inc  
 RFQ Currency USD  
 Quote Currency USD  
 Price Precision Any

Time Left 20 days 3 hours  
 Close Date 15-Jul-2019 12:00:00  
 Quote Valid Until  
 Reference Number  
 Note to Buyer

**Attachments**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

**Requirements**

[Show All Details](#) | [Hide All Details](#)

**Details Section**

Hide Contact Information

Requirement	Target Value	Quote Value
First Name		John
Last Name		Chicago
Telephone		864-855-9999
E-mail Address		TheBestAgency@childcare.com
Contact Type		Email Applicant

Hide Organization Information

Requirement	Target Value	Quote Value
Legal Organization Name		Super Leaders Academy Nation
Address		18555 E. 32nd St
City		Chicago
State		IL
Zip		60699
Telephone Number		845-251-XXXX
Federal Employer Identification Number		84-992289
DUNS Number		92-8992-5110
Head of Agency Name		Jane Doe
Head of Agency Title		Executive Director
Head of Agency Contact Telephone		845-251-XXXX
Head of Agency E-mail Contact		JaneDoe@superLeadersAcademy.com
Chief Finance Officer Name		Terry Doe Jr.
Chief Finance Officer Title		Finance Officer
Chief Finance Officer Telephone		845-251-XXXX
Chief Finance Officer E-mail		terrdoe@superLeadersAcademy.com
Website Address		NA
Year Org. Established		2008
Did you attach the following in your Admin. section? *Liability Insurance *Board Member Identification *IRS Determination Letter *SAM Certificate *Certificate of Good Standing *Bylaws and Articles of Incorporation *Financial Statement		Yes

Show Geographic Area(s) Served



# How to submit an application - Step 7

- At the bottom of the screen you will be asked to provide an electronic signature. Be sure to fill in the signature before checking the box!

<input type="radio"/>	10000 - Admin - Tr...			20,000.00	USD		1	20,000.00		
<input type="radio"/>	110100 - Admin - Op...			7,400.00	USD		1	7,400.00		
<input type="radio"/>	120140 - Admin - Pr...			25,000.00	USD		1	25,000.00		
<input type="radio"/>	130200 - Admin - Tr...			1,500.00	USD		1	1,500.00		
<input type="radio"/>	140300 - Admin - Ma...			6,000.00	USD		1	6,000.00		
<input type="radio"/>	150400 - Admin - Eq...			1.00	USD		1	1.00		
<input type="radio"/>	160801 - Admin - In...			1.00	USD		1	1.00		
<input type="radio"/>	170999 - Admin - Ot...			2,500.00	USD		1	2,500.00		
<input type="radio"/>	181240 - Program - ...			19,500.00	USD		1	19,500.00		

Line 1: 0005 - Program - Personnel

Notes

Note to Buyer

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update
0 results found.							

### Electronic Signature

By submitting a bid/proposal/application and inputting his/her name and title, the person signing below certifies that he/she is authorized to submit this bid/proposal/application on behalf of the submitting party and warrants that all certifications and statements contained in the bid/proposal/application are true, accurate and complete as of the date furnished to the City. The person signing below understands that this submission will be binding on the submitting party.

\* Name:   
\* Title:

\* Indicates required fields. Before submitting the response please enter Name and Title and accept the disclaimer by checking the box above.

[Cancel](#) [Back](#) [Validate](#) [Save Draft](#) [Printable View](#)



# How to submit an application - Step 8

➤ Then click **“Submit”**.

Op...			7,400.00	USD	1	7,400.00
Pr...			25,000.00	USD	1	25,000.00
Tr...			1,500.00	USD	1	1,500.00
Ma...			6,000.00	USD	1	6,000.00
Eq...			1.00	USD	1	1.00
In...			1.00	USD	1	1.00
Ot...			2,500.00	USD	1	2,500.00
- ...			19,500.00	USD	1	19,500.00

n - Personnel

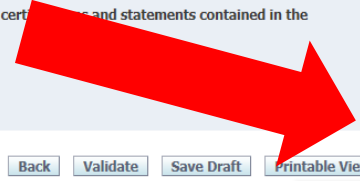
Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
------	-------------	----------	-----------------	--------------	-------	--------	--------

bid/proposal/application and inputting his/her name and title, the person signing below certifies that he/she is authorized to submit this bid/proposal/application on behalf of the submitting party and warrants that all cert... and statements contained in the application are true, accurate and complete as of the date furnished to the City. The person signing below understands that this submission will be binding on the submitting party.

: Test

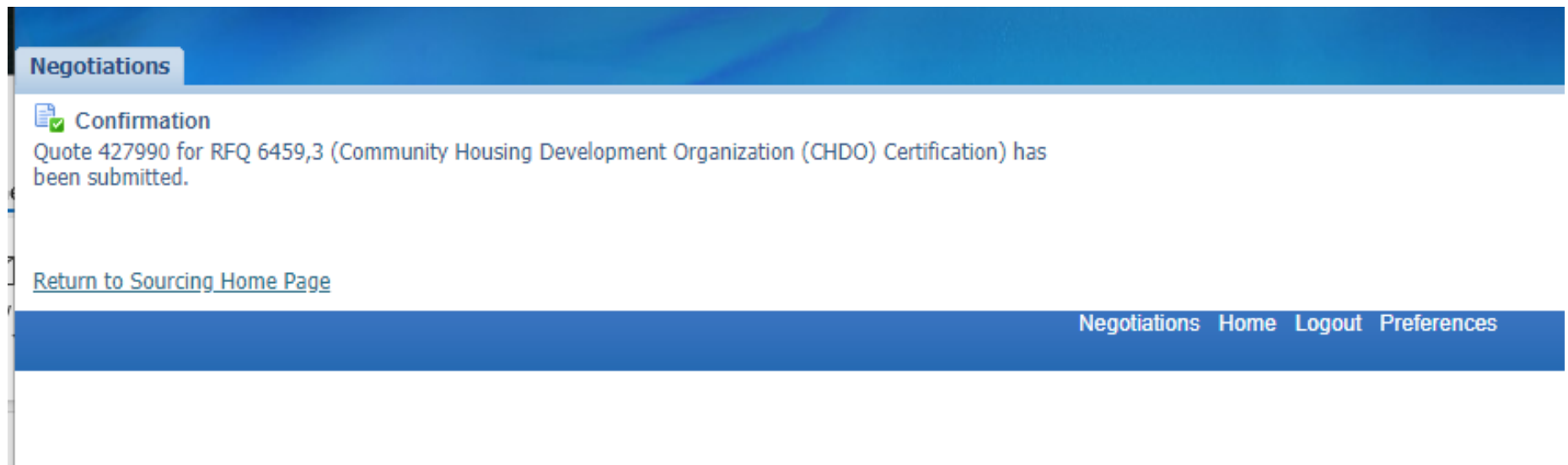
Before submitting the response please enter Name and Title and accept the disclaimer by checking the box above.

Cancel Back Validate Save Draft Printable View **Submit**



# How to submit an application - Step 9

- Make sure that you see this submittal confirmation screen. The eProcurement system will send a confirmation email within 24 hours of your submission. Please call or email me if you desire confirmation prior to then.





## Program Questions?

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Director of Enrichment Programs  
312-746-7474

[maria.guzman-rocha@cityofchicago.org](mailto:maria.guzman-rocha@cityofchicago.org)

## For non-programmatic questions contact:

Julia Talbot  
(312)-743-1679

[Julia.Talbot@cityofchicago.org](mailto:Julia.Talbot@cityofchicago.org)