

Please stand by, the webinar will begin shortly.

**Department of Family and Support Services
Chore Services RFP
7987**

Release Date: 4/16/2021

Due Date: **5/27/2021**, 12pm, Noon



House Keeping

- Due to the volume of participants, everyone has been placed on mute.
- Please submit questions via the question box and we will respond to questions after going through the slides.
- Please use the question box to notify us of any technical issues.

Agenda

- Welcome and Introductions
- Purpose
- Background
- Chore Services Program Model
- Selection Criteria
- Timeline
- Technical Assistance for Applicants and eProcurement
- Questions

CITY OF CHICAGO



**REQUEST FOR PROPOSALS (RFP) FOR
Chore Services
RFQ# 7987**

**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:

Stacy Subida, LCSW
Supervisor of Family and Support Services
Department of Family and Support Services
1615 W. Chicago Ave, 3rd Floor West
Chicago, Illinois 60622
312-743-7272
Stacy.Subida@cityofchicago.org

LORI E. LIGHTFOOT
MAYOR

BRANDIE KNAZZE
ACTING COMMISSIONER



Introductions

- Stacy Subida, LCSW, Supervisor of Family and Support Services – Caregiver Portfolio
- Karen Kolb Flude, Manager of Family and Support Services
- Margaret LaRaverie, Executive Director AAA, Deputy Commissioner, Senior Services
- Julia Talbot, Senior Policy Analyst



Purpose of the RFP

- DFSS seeks proposals from qualified, in-home care provider agencies who have experience assisting with activities of daily living (ADLs) (i.e., bathing, grooming, dressing) or instrumental activities of daily living (IADLs) (i.e., shopping for groceries, housekeeping, taking medication) for older adults 60 years of age or older in the city of Chicago.



Background

The Senior Services Division is designated as the local Area Agency on Aging (AAA) for the City of Chicago. As the AAA, DFSS coordinates and funds services for older adults, prioritizing those in greatest economic and social need, those who live alone, and those at risk for institutional placement. Working in collaboration with aging network partners, the Senior Services Division's efforts are guided by:

- Supporting older persons to live independently in their own communities and homes for as long as possible;
- Ensuring that those who reside in institutions are treated with dignity and care; and,
- Guaranteeing that older persons have access to accurate information to participate in public policy.

Together with our service providers, we provide vital information and assistance (I&A), congregate and home delivered meal services, senior centers, fitness classes, caregiver support services, in-home services, employment training and volunteer opportunities, elder rights programs, health promotion and access to benefits.

We continually advocate for our residents so they may continue to thrive as they age in place. We value integrity and respect as well as promoting social engagement among the elderly as an antidote to dependence, social isolation, and withdrawal.



Goals

- The goals of the Chore Services program are to:
 - meet participants' temporary Activities of Daily Living (ADL) needs and Instrumental Activities of Daily Living (IADL) needs;
 - secure participants' safety in their own homes; and
 - prevent premature institutionalization.



Target Population

- Eligibility:
 - 60 years of age or older
 - Need assistance with ADL/IADLs to remain at home
 - Live within the city of Chicago
 - *No requirements as to duration of residence or citizenship will be imposed as a condition of participation.*

- Participants prioritized per the Older Americans Act Title-III:
 - Frail
 - Greatest economic or social needs
 - Limited English proficiency
 - Low-income
 - Minority



Racial Equity and Non-Discrimination

- According to the Government Alliance on Racial Equity (GARE), ‘racial equity means that we no longer see disparities based on race and we improve results for all groups.’ We no longer focus on outcome disparities that are the result of inequality but actively work to dismantle institutional and systemic racialized systems that are costly and depresses opportunities for us all.
- The City of Chicago commits to reducing disparities based on race, color, national origin, age, gender, sexual orientation, religion, disability and other potential discriminating factors for citizens.
- DFSS Senior Services serves a diverse population of older adults and their families. Selected Respondents must collect demographic data for DFSS to continue monitoring how Chicago citizens are best served. As per the Older Americans Act, data collected must include age. Client disclosures of race and gender are desired but voluntary.



Program Requirements – Short-Term Services

- Designed to temporarily support the care recipient during:
 - recovery from illnesses or hospital stays,
 - life transitions such as loss of loved ones,
 - relocation, and
 - other significant life events that temporarily hinder independence.

- Respondent develops a person-centered work plan that includes services to be provided.



Program Requirements – Short-Term Services

- Allowable service activities may include but are not limited to:
- Housework/cleaning tasks
 - Laundry
 - Shopping
 - Meal preparation
 - Assistance with bathing
 - Dressing and grooming
 - Eating
 - Ambulating
 - Monitoring client safety
 - Snow removal
 - Packing belongings for a move
 - Arranging for transportation or escorting a client to medical facilities, errands, shopping, or miscellaneous family/individual business or other activities specific to the individual client's presenting needs.



Program Requirements – Short-Term Services

- May not exceed 48 units of service per client per year.
- Concluded within a six-week period.
- An extension may be authorized by contacting the DFSS Program Manager.



Program Requirements – Heavy-Duty Chore Services

- Extensive cleaning for those clients whose living conditions pose a threat to their health and safety including hoarding.
- Respondent to develop a person-centered work plan that includes services to be provided.



Program Requirements – Heavy-Duty Chore Services

- Allowable service activities may include but are not limited to:
 - Carpet cleaning
 - Moving and cleaning behind furniture
 - Packing and disposal of household items in preparation for a move
 - Rearranging or securing household items to prevent injuries or falls
 - Removing large household items and heavy appliances to provide safe pathways
 - Trash removal
 - Washing floors and walls.

- Heavy-Duty Chore Services may require the provider to clean:
 - Vermin or pest infestations including but not limited to roaches, mice, and bed bugs
 - Bodily or biological fluids (e.g., blood, urine, feces)
 - Other instances where additional precautions may be warranted
 - The agency should take the necessary precautions as defined by their policies and procedures to complete the service.



Program Requirements – Heavy-Duty Chore Services

- May not exceed 60 units of service per client per year.
- Heavy-duty Chore Service will be determined on a case-by-case basis.
- In some cases, an extension for additional hours may be authorized by contacting the DFSS Program Manager.



Program Requirements

- The selected Respondent will be responsible for entering data from client visits into the DFSS tracking system.
- DFSS CAS team, CCUs, and MCOs will determine need and length of Chore Services and reassess the client situation and determine continued eligibility.
- Reporting requirements may change as directed from DFSS funders.



Program Requirements – Units of Service

- One hour of staff time expended on behalf of a client constitutes one unit of service, including time necessary for preparation, travel and case documentation.
- Preparation of reports and grant applications are considered administrative responsibilities and are not a billable activity directly on behalf of a client.



COVID-19 and other Emergency Contingency Planning

- Special emphasis should be placed on developing contingency plans for any emergencies that require a change in programming, registration, location, times, etc. This can include, but is not limited to, COVID-19, winter storms, tornados, and heat waves.
- Sometimes it will be necessary to transition in-person interventions to other delivery methods if and when local officials deem in-person programs unsafe. Other methods should remain in place until local officials deem in-person programs are safe again.
- The selected Respondent should develop policies and procedures to include sections on training, personal protective equipment (PPE), health screenings, temperature checks and contract tracing. Policies and procedures must be in accordance with Centers for Disease Control (CDC), Illinois Department of Public Health (IDPH), and Federal Emergency Management guidance.



Staff Qualifications and Requirements

- The Respondent is required to assign and maintain for the duration of services, a staff of qualified personnel to perform the services.
- The selected Respondent will retain and make available to the City, State and Federal agencies governing funds provided under this Agreement, proof of certification or expertise including, but not limited to, licenses, resumes and job descriptions.



Staff Qualifications and Requirements

- The staffing pattern must include appropriate supervisory and support staff to provide Chore Services.
 - **Program Coordinator/Director**
 - Serves as the key contact to DFSS
 - Receives referrals from DFSS
 - Arrange and have overall accountability for the service
 - May not be vacant at any time, during the contract period
 - **Trained homemakers and/or homecare workers**
 - Provide in-home chore services.
- The service provider:
 - Must have a valid business license to operate in Illinois.
 - Shall continue services regardless of staff turnover.
 - Must provide regular training and supervision to Chore workers.
 - Should maintain the Chore worker schedules and/or time sheets as documentation of actual service provision.



Staff Qualifications and Requirements

- The Respondent will comply with all applicable Federal, State and local laws, ordinances, policies, procedures, regulations, rules, requirements and executive orders relating to background checks, fingerprinting and screening procedures to ensure children and seniors safety.
- Adults 18 and older, whether they are staff, volunteers, consultants, subcontractors, operators, individuals in family homes, or individuals used to replace or supplement staff who may have direct or indirect contact with children under 18 years old and/or have direct or indirect contact with seniors or access to their confidential information will need to complete a background check.
- Delegate agencies are required to administer the following types of background checks for the individuals listed above:
 - a fingerprint criminal background check that searches both FBI and state databases;
 - a search of the Illinois Sex Offender Registry;
 - a search of the Adult Protective Services (APS) Registry, if delivering services in a senior's home;
 - and a search of the Child Abuse and Neglect Tracking System (CANTS), if working with children under 18.
- Delegate agencies also need to have written policies on background checks being hired or volunteering.
- Delegate agencies also have an affirmative duty to report any incidents to DFSS in a timely manner.



Performance Goals and Outcomes

To track progress toward achieving the outcome goals of this program and assess success, DFSS will monitor a set of performance indicators that may include, but are not limited to:

- 80% of the clients indicate that they are better able to manage at home as a result of the help they received;
- 80% of the clients surveyed indicated overall satisfaction with the services provided;
- 100% of referrals are responded to within 1 business day of receipt; and,
- 100% of eligible and responsive clients receive Chore services.



Performance Goals and Outcomes

To monitor and recognize intermediate progress toward the above performance indicators, DFSS also intends to track output metrics that may include, but are not limited to:

- Number of clients and hours of Short-term Chore Services provided monthly and/or annually;
- Number of clients and hours of Heavy-duty Chore Services provided monthly and/or annually.

In addition to the performance indicators and output metrics listed above, DFSS encourages Respondents to propose additional indicators and metrics, including those that demonstrate early success and are indicative of participants' progress.



Contract Management and Data Reporting Requirements

➤ **Client Files**

- The selected Respondent must maintain a confidential file on each client. Client files must be kept in a secure, locked space.

➤ **Client Complaints and Grievances**

- The selected Respondent must supply all clients with a mechanism for filing complaints or grievances with regards to the provider's service delivery. Clients must also be given a mechanism for comments and suggestions on service delivery improvements.

➤ **Program Evaluation and Satisfaction Surveys**

- The selected Respondent must administer a survey measuring client/family satisfaction developed and provided by DFSS and report the results of the survey and receive feedback on services provided on a quarterly basis.

➤ **Reports, Invoices and Meetings**

- The selected Respondent must use a computerized client tracking system to provide required data and reports to Senior Services monthly. DFSS requires that providers have a program and fiscal reporting system that will ensure the provision of accurate and timely reports. Quarterly meetings, or as otherwise scheduled, will be held with the agency to discuss program operations and progress.



Anticipated term of contract and funding source

- The term of contract(s) executed under this RFP will be **from October 1, 2021 – September 30, 2023.**
- Based on need, availability of funds and contractor performance, DFSS may extend this term for up to one year.
- We anticipate awarding **one** contract for up to **\$100,000** annually.
- This contract will operate on a reimbursement basis only. No advances will be given.



Selection Criteria – Evaluation Process

- Each eligible proposal will be evaluated on the strengths of the proposal and the responsiveness to the selection criteria.
- DFSS reserves the right to consult with other city departments during the evaluation process.
- Successful Respondents must be ready to proceed with the proposed program within a reasonable period of time upon contracting.
- Failure to submit a complete proposal and/or to respond fully to all requirements will cause the proposal to be deemed unresponsive and, therefore, subject to rejection. The Commissioner upon review of recommended agency(ies) may reject, deny or recommend agencies that have applied for grants based on previous performance and/or area need.
- The Department of Family and Support Services (DFSS) reserves the right to ensure that all mandated services are available citywide and provided in a linguistically and culturally appropriate manner.



Selection Criteria – Strength of Proposed Program

- The Respondent clearly defines services to be provided (directly or through partnerships/linkage agreements) that are appropriate to addressing needs of and achieving desired outcomes for the target population.
- The Respondent demonstrates a clear understanding of the target population and their needs and challenges.
- The Respondent has a public health emergency policy.



Selection Criteria - Performance Management and Outcomes

- The Respondent demonstrates evidence of strong past performance against desired outcome goals and performance metrics and/or other notable accomplishments in providing services to the target population.
- The Respondent has the relevant systems and processes needed to track and report performance on program outcomes.
- The Respondent has experience using data to inform/improve its services or practices.
- The Respondent has the relevant systems and processes needed to collect and store key participant and performance data.



Selection Criteria - Organizational Capacity

- The Respondent has qualified staff responsible for program oversight and sufficient staff for service delivery.
- The Respondent has adequate systems and processes to support monitoring program expenditures and fiscal controls.
- The Respondent has adequate Human Resources capacity to hire and manage staff.
- The Respondent has expertise working with the target population and has relevant capabilities and/or infrastructure needed to serve this group.
- The Respondent's organization reflects and engages the diverse people of the communities it serves.



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

- The Respondent has the fiscal capacity to implement the proposed program as demonstrated by an audit and/or other financial documents.
- The Respondent leverages other funds and in-kind contributions to support total program and administrative cost (e.g., state, federal, foundation, corporate, individual donations).
- 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.



Selection and Transition Timeline

- **Pre-proposal webinar – April 29, 2021**
- **Applications due – May 27, 2021 at 12pm, Noon**
- **Contract start date – October 1, 2021**



Deadline



**Applications are due
On May 27, 2021
at 12:00pm, Noon**



Application Tips

Start Early!!

- If you have never done business with the City of Chicago, register into iSupplier/eProcurement ASAP.
- Review RFP narratives and application questions closely. Remember they align with the scope and selection criteria. Use the information in the RFP for guidance in formulating your answers.
- Carefully review the selection criteria.
- There is a 4,000 character limit which includes punctuation and spaces. Each response is allotted 4,000 characters.
- eProcurement works best with the Internet Explorer browser.
- Do not use the back button on your browser.

Save Often!!



Tips for Working in eProcurement

- You can “submit” your application and later amend it up until the due date, **May 27, 2021**, at 12:00 noon.
- Avoid the rush and possible mishaps by submitting early. Plan on submission taking 30-60 minutes.
- Late applications will not be accepted.
- Make use of the eProcurement hotline for help at 312-744-4357 (HELP).
- **Please note that the hotline operates during business hours only, Monday-Friday, 9-5 p.m.**

Save often, submit early!



New Agency Requirements

- 1) Provide Articles of Incorporation and any Amended Articles of Incorporation.
- 2) IRS Affirmation Letter – for not-for-profit agencies only. This letter must be dated within sixty (60) days of submittal. You can obtain this by calling the IRS directly at 1-877-829-5500. If you are a for-profit agency, submit your original letter from the IRS showing your FEIN number.
- 3) Central Contractor Registration (CCR) – Provide a copy of the Entity Overview Page on the www.sam.gov website.
- 4) DUNS Number
- 5) Certificate of Good Standing Letter with the State of Illinois



Technical Assistance!

- On the DFSS web page is a link to the RFP of interest and training documents. See “Alerts” Section on our website.
- For Questions on Registration and eProcurement Technical Assistance for Delegate Agencies –
CustomerSupport@cityofchicago.org
or
call 312-744-HELP (4357)
- Training Materials (Documents and Videos) –
<https://www.cityofchicago.org/city/en/depts/dps/isupplier/online-training-materials.html>

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, 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.

The screenshot displays the RFP system interface. A red circle highlights a warning message at the top left: "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." Below the warning is a link "View Amendment History". Another red circle highlights the "Actions" box at the top right, which contains a dropdown menu set to "Create Quote" and a "Go" button. The main content area shows details for RFQ 6459, including the title "Community Housing Development Organization (CHDO) Certification", status "Active", and time left "476 days 22 hours". It also lists the buyer "MCCLARN, GRAYLEN", quote style "Blind", and description "Community Housing Development Organization (CHDO) Certification". The "Terms" section includes bill-to and ship-to addresses, payment terms, and freight terms. The "Currency" section shows the RFQ currency as USD and price precision as 0. The "Requirements" section is currently empty.

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: 6459,1

Actions: Create Quote Go

Title: Community Housing Development Organization (CHDO) Certification
Status: Active
Time Left: 476 days 22 hours

Supplier Response Start Date: 28-Aug-2018 13:25:01
Bid Opening Date/Supplier Response Due Date: 14-Aug-2020 14:01:32

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

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

Event: Delegate Agency
Amendment Description: This addendum is to remind applicants that the CHDO certification and recertification process is not a request for funding.

Terms

Bill-To Address: 054-2819 HOME INVESTMENT PARTNERSHIP
Ship-To Address: 054-2819 HOME INVESTMENT PARTNERSHIP
FOB:
Payment Terms:
Carrier:
Freight Terms:

Currency

RFQ Currency: USD
Price Precision: 0

Requirements

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

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, click on the “Acknowledge Amendments” button (3).
- 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

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.

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

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

negotiations > Active Solicitations > RFQ: 6459,1 > Amendment History (RFQ 6459) > Review Changes (RFQ 6459 RFQ 6459,1) >

Acknowledge Amendment (RFQ 6459,1)

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

☒ I accept the terms and conditions of the RFQ and also acknowledge the changes made to the RFQ amendment document 6459,1.

Header

Label	RFQ 6459	RFQ 6459,1
Amendment Description		This addendum is to remind applicants that the CHDO certification and recertification process is not a request for funding.

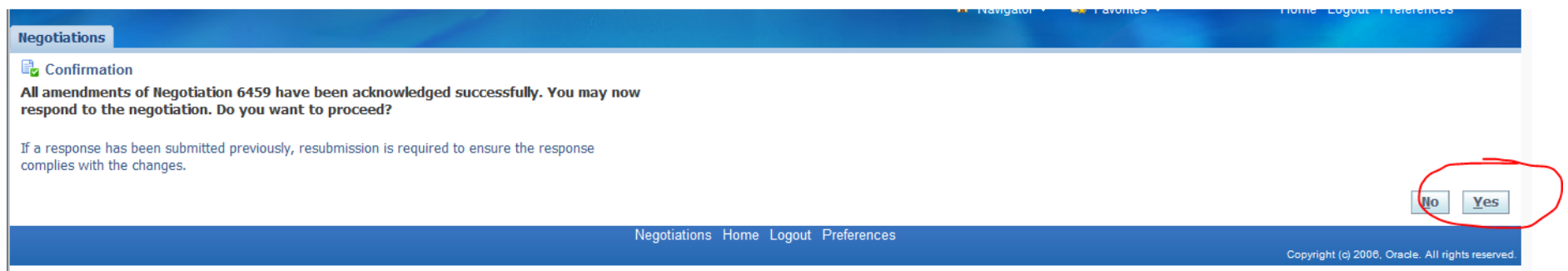
Notes and Attachments

RFQ 6459

Buttons: Cancel Acknowledg

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 header contains links for "Navigator", "Favorites", "Home", "Logout", and "Preferences". The main content area is titled "Negotiations" and displays a "Confirmation" message. The message states: "All amendments of Negotiation 6459 have been acknowledged successfully. You may now respond to the negotiation. Do you want to proceed?". Below this, a note says: "If a response has been submitted previously, resubmission is required to ensure the response complies with the changes." At the bottom right of the message 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."

Negotiations

Confirmation

All amendments of Negotiation 6459 have been acknowledged successfully. You may now respond to the negotiation. Do you want to proceed?

If a response has been submitted previously, resubmission is required to ensure the response complies with the changes.

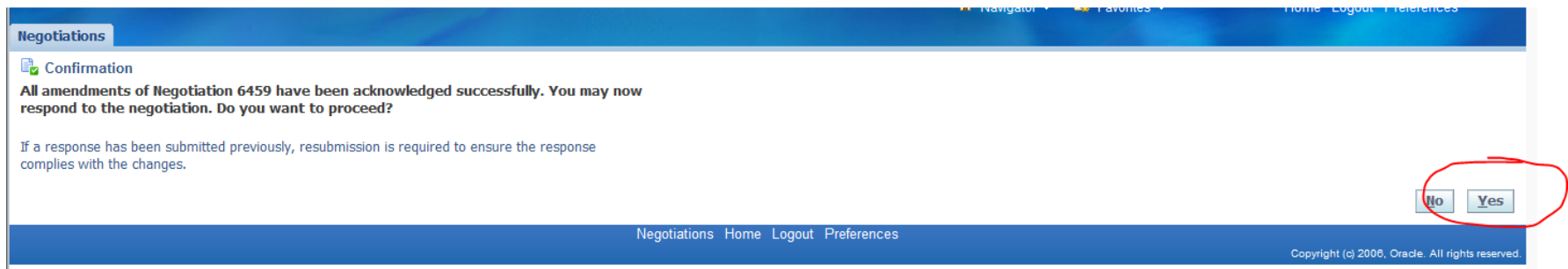
No Yes

Negotiations Home Logout Preferences

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How to accept an amendment – Step 5

- 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 has a white background. At the top left, there is a tab labeled "Negotiations". Below it, a confirmation 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 this message, a smaller line of text states: "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 navigation links: "Negotiations", "Home", "Logout", and "Preferences", along with a copyright notice: "Copyright (c) 2008, Oracle. All rights reserved."

How to accept an amendment – Step 6

- 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.									
<input checked="" type="checkbox"/> I have read and accepted the terms and conditions									

Buttons: Cancel, Accept (circled in red)

Annotations: A red '2' is next to the 'Accept' button. A red '1' is next to the checkbox in the Attachments section.

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.

Create Quote: 235163 (RFQ 6952)

Cancel Revert to Active Quote View RFQ Quote By Spreadsheet **Save Draft** **Continue**

Title [DFSS Youth Services Enrichment Programs - STEM \(Science, Tech, Engin. & Math\)](#) Time Left **19 days 2 hours**
Bid Opening Date/Supplier Response Due Date **16-Jul-2019 12:00:00**

Header **Lines**

Supplier **DEBORAH'S PLACE**
RFQ Currency **USD**
Quote Currency **USD**
Price Precision **Any**

Quote Valid Until
(example: 27-Jun-2019)
Reference Number
Note to Buyer

Attachments

[Add Attachment...](#)

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
budget	File		From Supplier	KBWILSON	20-Jun-2019	One-Time		

Requirements

[Expand All](#) | [Collapse All](#)

Focus Title	Target Value	Quote Value
Requirements		

Cancel Revert to Active Quote View RFQ Quote By Spreadsheet Save Draft Continue

[Negotiations](#) [Home](#) [Logout](#) [Preferences](#) [Help](#)



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.

negotiations

Negotiations > Active Solicitations > RFQ: 6952 >

Error
You must quote on at least one line in the RFQ.

Create Quote: 235163 (RFQ 6952)

[Cancel](#) [Revert to Active Quote](#) [View RFQ](#) [Quote By Spreadsheet](#) [Save Draft](#)

Title [DFSS Youth Services Enrichment Programs - STEM \(Science, Tech, Engin. & Math\)](#)

Time Left **19 days 2 hours**
Bid Opening Date/Supplier Response Due Date **16-Jul-2019 12:00:00**

Header **Lines**

Supplier **DEBORAH'S PLACE**
RFQ Currency **USD**
Quote Currency **USD**
Price Precision **Any**

Quote Valid Until
(example: 27-Jun-2019)

Reference Number
Note to Buyer

Attachments

[Add Attachment...](#)

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	De
budget	File		From Supplier	KBWILSON	20-Jun-2019	One-Time		

Requirements

[Expand All](#) | [Collapse All](#)

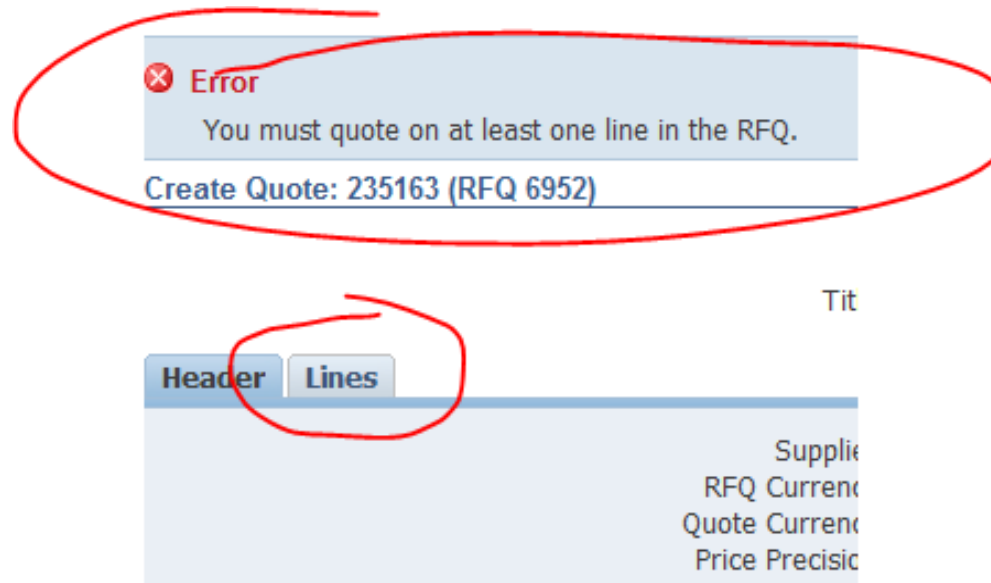
Focus Title	Target Value	Quote Value
<input type="checkbox"/> Requirements		

[Cancel](#) [Revert to Active Quote](#) [View RFQ](#) [Quote By Spreadsheet](#) [Save Draft](#)

[Negotiations](#) [Home](#) [Logout](#) [Preferences](#) [Help](#)

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.



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.

Error
A quote value is required for requirement First Name.
[Create Quote: 236154 \(RFQ 6952\)](#)

[Cancel](#) [Revert to Active Quote](#)

Title [DFSS Youth Services Enrichment Programs - STEM \(Science, Tech, Engin. & Math\)](#) Time Left **19 da**
Bid Opening Date/Supplier Response Due Date **16-Ju**

Header **Lines**

Supplier **DEBORAH'S PLACE**
RFQ Currency **USD**
Quote Currency **USD**
Price Precision **Any**

Quote Valid Until
Reference Number
Note to Buyer

Attachments

[Add Attachment...](#)

Title	Type	Description	Category	Last Updated By	Last Updated
No results found.					

Requirements

[Expand All](#) | [Collapse All](#)

Focus Title	Target Value	Quote Value
<input type="checkbox"/> Requirements		
<input type="checkbox"/> Contact Information		
<input type="checkbox"/> First Name		



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.

Navigation: [Home](#) [Logout](#) [Preferences](#) [Help](#)

Negotiations

Create Quote 236154: Review and Submit (RFQ 6952)

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

Header

Title	DFSS Youth Services Enrichment Programs - STEM (Science, Tech, Engin. & Math)	Time Left	19 days 2 hours
Supplier	DEBORAH'S PLACE	Close Date	16-Jul-2019 12:00:00
RFQ Currency	USD	Quote Valid Until	
Quote Currency	USD	Reference Number	
Price Precision	Any	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



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

TitleChicago Early Learning Community-Based Programs RFP #2

SupplierClaridigm Inc

RFQ CurrencyUSD

Quote CurrencyUSD

Price PrecisionAny

Time Left20 days 3 hours

Close Date15-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

ShowGeographic 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!

	Amount	Unit	Amount	Unit	Amount	Unit	Amount	Unit
11 0100 - Admin - Op...	7,400.00	USD	1	7,400.00				
12 0140 - Admin - Pr...	25,000.00	USD	1	25,000.00				
13 0200 - Admin - Tr...	1,500.00	USD	1	1,500.00				
14 0300 - Admin - Ma...	6,000.00	USD	1	6,000.00				
15 0400 - Admin - Eq...	1.00	USD	1	1.00				
16 0801 - Admin - In...	1.00	USD	1	1.00				
17 0999 - Admin - Ot...	2,500.00	USD	1	2,500.00				
18 1240 - 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
No 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.

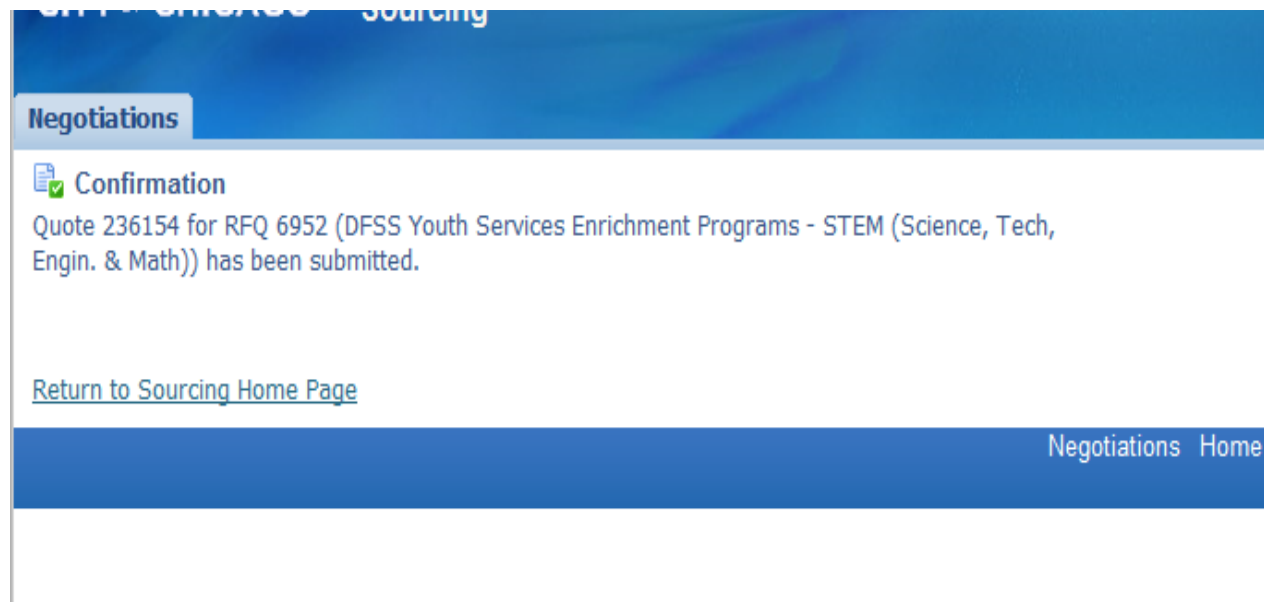
Test

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

☐

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.



Questions?

Program Questions?

Stacy Subida, LCSW

312-743-7272

Stacy.Subida@cityofchicago.org

For non-programmatic questions contact:

Julia Talbot

(312)-743-1679

Julia.Talbot@cityofchicago.org