

Please stand by, the webinar will begin shortly.

Department of Family and Support Services

**EMERGENCY FINANCIAL ASSISTANCE FOR GENDER-BASED VIOLENCE AND
HUMAN TRAFFICKING SURVIVORS RFQ # 8578**

Release Date: March 30, 2022

Due Date: 12:00 PM, April 26, 2022



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
- Background
- Scope Review
- Program Description
- Selection Criteria
- Timeline
- Technical Assistance for Applicants and eProcurement
- Questions

CITY OF CHICAGO



**REQUEST FOR PROPOSALS (RFP) FOR
Emergency Financial Assistance for Gender-based Violence and
Human Trafficking Survivors
RFQ# 8578**

**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:

Adriana Camarda
Supervisor, Division of Domestic Violence
Department of Family and Support Services
1615 W. Chicago Ave, 5th Floor
Chicago, Illinois 60622
(312) 746-6685
adriana.camarda@cityofchicago.org

**LORI E. LIGHTFOOT
MAYOR**

**BRANDIE V. KNAZZE
COMMISSIONER**

Background

The Chicago Recovery Plan



Learn more at: www.chicago.gov/recoveryplan

Overview of the Chicago Strategic Plan to Address GBV and Human Trafficking

- In 2021, Mayor Lori Lightfoot announced the City's first Strategic Plan to Address Gender-Based Violence and Human Trafficking.



GBV Funding and Services





Background

- Domestic violence (DV) is just one form of violence that is rooted in exploiting unequal power relationships between genders. Gender-based violence (GBV) is an umbrella term for a range of interpersonal violence including, but not limited to, sexual harassment, sexual assault, domestic violence, sexual exploitation, and human trafficking.
- DV, sexual violence/assault, and human trafficking share similar dynamics of power and control which increases the rates of multiple victimization.
- One of the results of survivor victimization is lack of financial resources and economic stability to flee or maintain independence from the person(s) causing harm.
- The pandemic has only exacerbated this hardship for survivors and their families by persons that cause harm increasing their isolation and limiting their financial resources placing their safety at greater risk.



GBV Emergency Financial Assistance Goals

- Provide a one-time \$1,000 payment to 4,600 survivors to mitigate economic hardships.
- Improve the financial, health and wellbeing of survivor recipients.
- Improve and promote the City's capacity to create and deliver an impactful anti-poverty program.
- Collect and evaluate aggregated and autonomous data on gender-based violence survivors to inform program improvement.

Scope Review



Purpose of the RFP

- DFSS seeks to increase survivor safety through a one-time financial benefit that will allow them choice.
- DFSS seeks applicants that can manage the program's end-to-end survivor experience by:
 - Partnering or subcontracting with community-based organizations to conduct outreach to survivors with greater barriers to accessing and engaging in services and are disproportionately impacted by GBV/HT
 - Possessing existing staff and technical infrastructure to support high-quality, high-speed implementation of a platform to receive, process and issue payments to survivors.



Focus Population

	Population	Approach
Eligibility	Persons and/or households experiencing GBV such as domestic violence, human trafficking and/or sexual assault	Basis of overarching eligibility, outreach and referral strategy; all recipients must meet this threshold
Priority	Currently Chicago resident or fled Chicago community most impacted by COVID	Focused outreach, engagement efforts, and marketing strategies by respondent to encourage and facilitate application submissions from GBV survivors of the High and Medium Community Areas per the Chicago COVID Vulnerability Index (CCVI)



Program Requirements

- Design and manage a tech-enabled process for application, selection, and ongoing program communication and support that minimizes participant burden while delivering a positive experience.
- Design and execute an outreach and application support strategy including plan to reach survivors from the High or Medium on the Chicago Community Vulnerability Index.
- Manage and oversee survivor enrollment, eligibility, priority and compliance.
- Collect and deliver data on survivor-applicants to demonstrate equitable delivery of services and to inform future survivor programming.



Services to be provided in this RFP

- Program management and coordination administration
 - Design and manage the technology for application, selection and execution
 - Ensure communication is available in designated languages
 - Manage data collection and payment disbursement activities
 - Provide participant communication through the process
 - Serve as lead agency
 - Work with DFSS on collection of impactful program information

- Technology platform
 - Design process for applicant documentation and approval
 - Work with applicants on completing documentation process
 - Invalidate duplicate or erroneous applications
 - Develop alternative verification processes for survivor population
 - Validate application and eligibility, execute lottery selection and document survivors from High and Medium CCVI Community Areas



Services to be provided in this RFP, continued

➤ Outreach and engagement

- Develop and execute outreach and recruitment plan
- Adjust outreach strategies as needed
- Support survivors' financial literacy through on-going support and education to selected participants
- Promote positive experience for survivors

➤ Payment distribution and management

- Administer one-time \$1,000 payments to minimum of 4,600 survivors
- Prioritize capacity to provide no-fee online banking direct deposit, mailed checks, and/or prepaid debit cards.
- Create system to safely and securely deliver payments to vulnerable survivors.
- Provide customer service for damaged/lost payments
- Collaborate with DFSS on learning goals
- Track and provide card usage statistics and aggregated spending



Performance Goals and Outcomes

- Number of survivors reached through outreach efforts
- Percentage and number of applications successfully submitted (as a proxy for applicant burden)
 - Including breakdown participants by Community Area (CCVI and non-CCVI Community Area)
- Program uptake (percentage of approved applicants who successfully enroll)
 - Including breakdown participants by Community Area (CCVI and non-CCVI Community Area)
- Percentage and number of participants successfully enrolled receive their one-time payment
 - Including breakdown participants by Community Area (CCVI and non-CCVI Community Area)
- Reported participant satisfaction



Selection Criteria – Community Involvement (30 points)

- The Respondent subcontracts with community-based organizations that serve GBV/HT survivors and specialize in serving communities of survivors with greater barriers to access and those who are disproportionately impacted by GBV/HT
- The Respondent demonstrates a process for collecting and incorporating client and community feedback into its program model
- The Respondent has expertise working with the focus populations and has relevant capabilities and/or infrastructure needed to serve these groups
- The Respondent demonstrates a commitment to diversity, equity, inclusion, and access
- The Respondent’s leadership reflects and engages the diverse people of the communities it serves



Selection Criteria – Strength of Proposed Program (40 points)

- The Respondent demonstrates experience implementing and managing large, complex, multi-partner economic inclusion, financial assistance, racial equity, and/or community development programs to designated beneficiaries
- The Respondent proposes systems and tools to support a seamless and efficient processes capable of handling as many as 10,000 applications
- The Respondent proposes a plan, including trusted community partners as sub-contractors, to successfully communicate, and conduct outreach and engagement to the focus population, including areas with medium/high COVID vulnerability.
- The Respondent has the ability to administer payments to program participants, track paying and spending data, provide quality customer service and report out to DFSS and program evaluator, if applicable
- The Respondent proposes a design and implementation plan to efficiently review applicant documentation and approve participation while minimizing participant burden



Selection Criteria - Organizational Capacity (20 points)

- The Respondent has qualified staff and/or subcontractors responsible for all required service components
- The Respondent has adequate systems and processes to support monitoring program expenditures and fiscal controls
- The Respondent demonstrates ability to manage and monitor subcontractors
- The Respondent has adequate capacity to hire and manage staff in a timely manner



Selection Criteria – Performance Management and Outcomes (15 points)

- 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 focus population
- The Respondent has the relevant systems and processes needed to track and report performance on program outcomes achieved in-house and by its sub-contractors
- The Respondent has experience using data to inform and improve its services or practices
- The Respondent demonstrates experience in collecting, storing, protecting, and analyzing personal identifying information and other sensitive information



Selection Criteria – Reasonable costs, budget justification, and leverage of funds (10 points)

- The Respondent has the fiscal capacity to implement the proposed program
- 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 Criteria - Attachments

- 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, certifications or licensures for key staff** that are overseeing the program.
- Be sure to attach your organizations **budget** for this program
 - Please make sure all program requirements are addressed



Contract Timeline

	March	April	May	June	September	December
Contract Milestone	RFP Released	Applications due & award notices issued	Contract Start Date	Pre-Application and System Design Meetings Begin	First survivor payment disbursement	First budget period ends
	March 30, 2022	Due April 26, 2022	June 1, 2022	As needed	September 30, 2022	Budget period expires and release for 2023 awarded



Budgets or Cost Proposals

- The term of this contract is June 1, 2022, through December 31, 2023, with an option to extend for up to two additional years with each extension not to exceed one year.
 - Extensions are based on need, availability of funds, and contractor performance.
- DFSS anticipates funding only 1 Administrator; there is no limit to the number of partners or subcontractors.
- Total available funding \$5 million through 2024.
- Administrative costs are capped at \$400,000 with remaining funds to be pass through to survivors.
- Please submit a budget for ONE year (12 mos.) of services.
- Cost category definitions are attached as Budget instructions in every RFP (except RFPs that have cost proposals).
- 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:

- Supplies – these are frequently under or over budgeted for.
- 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.



Advances

- Advances for costs will be considered according to the City's advance payment policy.
- Respondents must indicate in their application whether they wish to exercise this option.
- The Delegate Agency Request for Advance Mobilization Payment Form is an attachment to the RFP.
 - The form is NOT required at the time of application.



Deadline



**Applications are due
on **April 26, 2022**
at 12:00, Noon**



Selection and Transition Timeline

- **Pre-proposal webinar – Tuesday, April 5, 2022 – 11:00 a.m.-1:00p.m**
- **Due date to submit pre-proposal questions – Wednesday, April 6, 2022**
- **Applications due – Friday, April 26, 2022 at 12:00, Noon**
- **Program period begins – Wednesday, June 1, 2022**



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.
- 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 **April 26, 2022** 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.**

Save often, submit early!



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 (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.

The screenshot displays a procurement system interface. At the top, a warning message states: "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 for "View Amendment History". The RFQ number "RFQ: 6459,1" is visible. In the "Actions" box, the "Create Quote" option is selected in the dropdown menu, and the "Go" button is highlighted. The main content area shows details for "Community Housing Development Organization (CHDO) Certification", including status "Active", time left "476 days 22 hours", and supplier response dates. The "Event" section notes that the addendum is to remind applicants about the CHDO certification process. The "Terms" section lists bill-to and ship-to addresses for "054-2819 HOME INVESTMENT PARTNERSHIP". The "Currency" section shows "USD" and "Price Precision 0".

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.

Acknowledge Amendments

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

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.

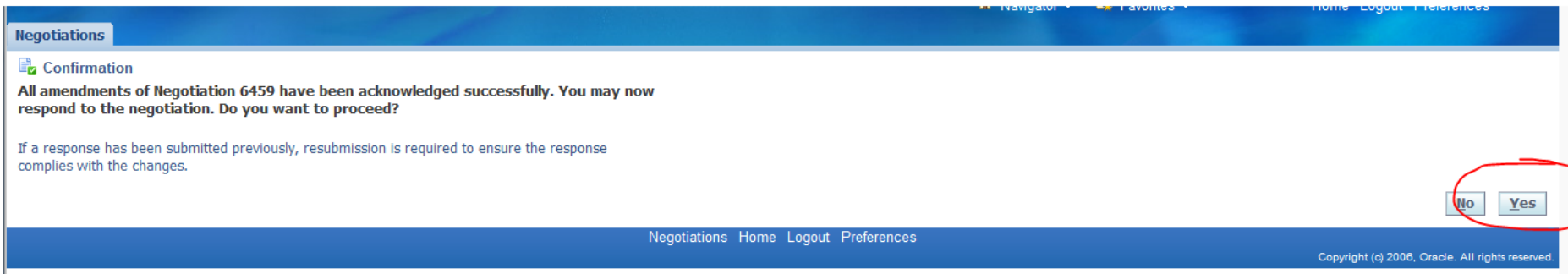
Header		
label	RFQ 6459	RFQ 6459,1
Amendment Description		This addendum is to remind applicants that the CHDO certification and recertification process is not a request for funding.

Notes and Attachments

RFQ 6459

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. At the top left, there is a tab labeled "Negotiations". Below it, there is a green checkmark icon followed by the word "Confirmation". The main text reads: "All amendments of Negotiation 6459 have been acknowledged successfully. You may now respond to the negotiation. Do you want to proceed?". Below this, there is a smaller line of text: "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) 2008, 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.

legotiations

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									

Cancel Accept

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** Quote Valid Until
RFQ Currency **USD** (example: 27-Jun-2019)
Quote Currency **USD** Reference Number
Price Precision **Any** 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](#)

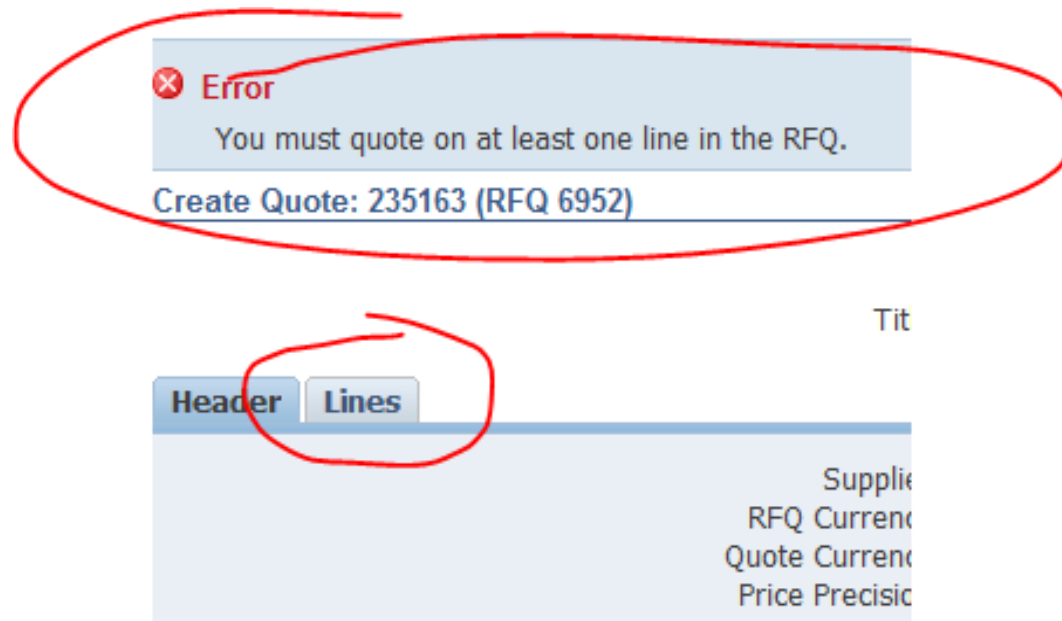
Focus Title	Target Value	Quote Value
<input type="checkbox"/> Requirements		

[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.

The screenshot shows a quote submission interface. At the top, there is a red error message: "Error: A quote value is required for requirement First Name." Below this, the text "Create Quote: 236154 (RFQ 6952)" is visible. The main header area includes the title "DFSS Youth Services Enrichment Programs - STEM (Science, Tech, Engin. & Math)", the supplier name "DEBORAH'S PLACE", and currency information "USD". There are also fields for "Quote Valid Until", "Reference Number", and "Note to Buyer". The "Attachments" section is empty. The "Requirements" section is expanded, showing a table with columns for "Focus Title", "Target Value", and "Quote Value". The "Quote Value" column is highlighted with a red circle. Below the table, the "First Name" field is also highlighted with a red circle.

Focus Title	Target Value	Quote Value
Requirements		
Contact Information		

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.

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

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"/>	11 0100 - Admin - Op...			7,400.00	USD		1	7,400.00		
<input type="radio"/>	12 0140 - Admin - Pr...			25,000.00	USD		1	25,000.00		
<input type="radio"/>	13 0200 - Admin - Tr...			1,500.00	USD		1	1,500.00		
<input type="radio"/>	14 0300 - Admin - Ma...			6,000.00	USD		1	6,000.00		
<input type="radio"/>	15 0400 - Admin - Eq...			1.00	USD		1	1.00		
<input type="radio"/>	16 0801 - Admin - In...			1.00	USD		1	1.00		
<input type="radio"/>	17 0999 - Admin - Ot...			2,500.00	USD		1	2,500.00		
<input type="radio"/>	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 Vi](#)



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

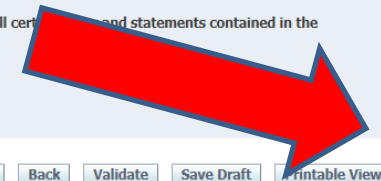
Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
------	-------------	----------	-----------------	--------------	-------	--------	--------

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

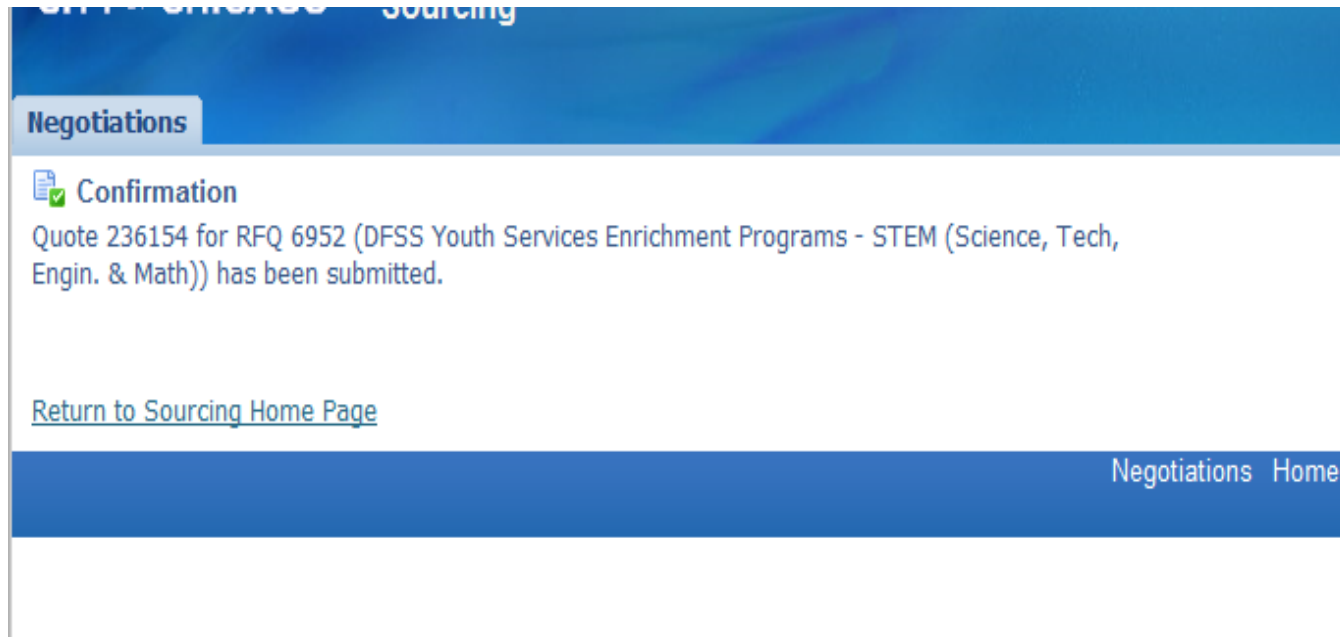
Before submitting the response please enter Name and Title and accept the disclaimer by checking the box above.

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.



Questions?

Program Questions?

Adriana D'Amore Camarda

312-746-6685

Adriana.Camarda@cityofchicago.org

For non-programmatic questions contact:

Julia Talbot

(312)-743-1679

Julia.Talbot@cityofchicago.org