

Please stand by, the webinar will begin shortly.

Department of Family and Support Services Homeless Services Low Barrier Shelter RFP

Release Date: August 8, 2023

Due Date: September 14, 2023, at 12pm



Housekeeping

- 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 at the midpoint and end of the presentation.
- Please use the question box to notify us of any technical issues.
- 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 of the RFP
- Current State and Priorities
- Program Requirements
- Selection Criteria
 - Proposed Program
 - Performance
 - Organizational Capacity
 - Cost and budget
 - Community Involvement
 - Attachments
- Timeline
- Application Tips
- Technical Assistance for Applicants and eProcurement
- Questions

CITY OF CHICAGO



**REQUEST FOR PROPOSALS (RFP) FOR
Low-Barrier Shelter
RFQ# 9322**

**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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**Brandon Johnson
MAYOR**

**Brandie V. Knazze
COMMISSIONER**



Purpose of the RFP

DFSS Homeless Services Division seeks a shelter operator to open, manage, and staff a new **low barrier shelter for individuals experiencing unsheltered homelessness on the Northside of the City** (within City boundaries north of Lake Street and west of State Street).

The contract to operate the new low-barrier shelter will be from **October 1, 2023, through December 31, 2026**, with an option to extend twice for one-year periods.

The ideal shelter respondent will:

- Provide a safe, accessible place to stay for people experiencing homelessness with 24/7 staffing and operation;
- Be able to implement low barrier policies and practices;
- Implement approaches that reflect the Chicago CoC's core values which include such values as being Housing First and trauma-informed;
- Coordinate directly with designated outreach teams and/or DFSS Homeless Outreach and Prevention (HOP) team for referrals to shelter; and
- Support clients in moving toward stable permanent housing, working with case managers and connected with other support services.



Current State and Priorities for Improvement

- Since 2016, unsheltered homelessness has been increasing nationally. In 2022, the Biden Administration released its “ALL IN: The Federal Plan to Prevent and End Homelessness” Initiative
 - One major strategy outlined in the plan is to **increase the availability of and access to emergency shelters that are low barrier and culturally appropriate.**
- This federal **plan and strategy aligns with the City of Chicago’s** own system goals and strategies.
 - The Chicago Plan 2.0 has long prioritized increasing permanent housing as the solution to homelessness while maintaining a strong emergency shelter infrastructure to protect households when they do become homeless in the interim.
- COVID-19 Pandemic Impact:
 - There's been a **steady increase in the number of households requesting shelter** through the City's 311 system- 23% increase in Q1 of 2023 compared with Q1 of 2022 - pointing to the demand for shelter rising.
 - During the pandemic, shelter decompression as a public health safety measure put in place to mitigate contagion during the pandemic - **leading to lower numbers of households being able to access shelter.**
 - Since 2022, DFSS has been **working to restore bed capacity to pre-COVID-19 levels**, while maintaining safe facilities for households served.



Current State and Priorities for Improvement (continued)

- The City is working to reduce the number of unsheltered individuals experiencing homelessness by **improving the city’s homeless outreach coordination and increasing the number of individuals who are sheltered in the city.**
 - In partnership with other City departments and sister agencies, DFSS leads the City’s Encampment Response Team and Strategy
 - City-wide outreach coordination and data have helped to explain why some individuals may not be interested in shelter and how to improve the accessibility to and quality of emergency shelters that meet different individuals’ needs.

- DFSS currently has one 40 bed low barrier shelter.
 - Opened in 2018, the Pilsen low barrier shelter is modeled after a low barrier shelter pilot conducted in San Francisco in 2015 which targeted those living in encampments with non-service pets, partners and possessions.
 - High demand for low-barrier shelter- 78% increase in number of residents served in 2022 compared with 2021.

- There’s an increased need for low-barrier shelters in the City of Chicago to serve some of the most vulnerable individuals who face high barriers to shelter or housing, especially on the Northside.
 - Expanding low-barrier shelter access would provide more unsheltered individuals an opportunity to seek a safe and decent shelter, access support services, and get connected to housing opportunities.



Program Requirements

*Note: While we encourage all potential providers to apply no matter their size or location, we are looking to prioritize applications for projects that will have a **bed capacity of 30 or greater** and **those with potential shelter sites on the North side of the city**, which includes the geographic area north of Lake Street and west of State Street within the City of Chicago boundaries.

	Northside Low Barrier shelter
Program Bed Capacity	At least 30 beds
Target Population(s)	Single adult men, single adult women, and adult couples that meet the definition of experiencing unsheltered, literal homelessness.
Facility	An applicant proposed new facility. *prioritizing projects with potential sites on the Northside.
Additional Details	<ul style="list-style-type: none"> • Must be appropriately zoned and have the special use permitting needed to open and operate 24/7. • Must commit to policies and procedures that meet a low barrier threshold for entrance and shelter. • Must reflect the essential elements defined in the Chicago COC Program Model chart. • Must meet the elements of low barrier shelter outlined in the RFP as defined by national best practices and the current low-barrier shelter's practices in Pilsen.



Selection Criteria – Community Involvement

- DFSS seeks respondents with:
 - Expertise and/or capabilities to develop culturally competent and inclusive services to serve the target population.
 - The ability to engage, hire, retain and promote people of color and those with lived experience within their organization.
 - Diverse leadership reflective of the community served.
 - Processes in place for collecting and incorporating client feedback into programming.



Selection Criteria – Strength of Proposed Program

- Reminder: respondents should submit one application for each proposed facility.

- Responses must include information regarding:
 - A description of the proposed facility’s layout, on-site amenities, and if it has the proper zoning and special use permit designations.
 - Proposed shelter policies and procedures and how they will be low-barrier and appropriate for the target population.
 - The plan for coordination with DFSS HOP team and/or DFSS outreach delegates to accept referrals and how to share information post-referral to provide continuity of client care.
 - Proposed services to be provided on site and through referrals, including supports to move clients towards stability and permanent housing.
 - The evidence base and best practices behind the proposed program.
 - How the program will address conflict and manage crises to maintain a safe environment.



Selection Criteria - Organizational Capacity

DFSS seeks respondents that:

- Demonstrate the ability to maintain a **safe shelter environment**, demonstrated by staffing qualifications, ratios (1:15 in RFP) and a staffing plan that is appropriate for the facility.
- Demonstrate their ability to **scale staffing and assume operations on the proposed timeline**.
- Have adequate systems and processes to support monitoring expenditures and fiscal controls.
- Have adequate Human Resources capacity to hire staff for this program in timely manner.



Selection Criteria – Performance Management

DFSS seeks respondents that:

- Have experience collecting, utilizing and leveraging data to inform and make improvements to your program(s) and services.
 - Have experience identifying and addressing inequities in programming or clients served.
- Have relevant and quality systems and processes in place to collect, store, and report on participant and performance data.
- Have experience tracking and reporting program outcomes.
- Have evidence of strong past performance against desired outcome goals. Program model performance indicators may include:
 - Percentage and number of households who exit shelter to permanent or more stable housing
 - Percentage and number of households who maintain or increase income, including employment or benefits
 - Percentage and number of households who are diverted from the shelter system
 - Percentage and number of households with complete CES assessments
 - Average length of stay in shelter
 - Shelter Bed utilization



Selection Criteria – Cost and Budget

DFSS seeks respondents that demonstrate:

- Fiscal capacity to implement the proposed program
- Ability to support the proposed program's total costs with other funds and in-kind contributions
- A reasonable proposed budget and bed rate and a clear rationale for budget items



Selection Criteria - Attachments

- Please attach all required documents:
 - Liability insurance
 - Board member identification
 - SAM certificate
 - Certificate of good standing
 - Bylaws and articles of incorporation
 - Financial statement
 - City of Chicago compliance acknowledgement
 - Conflict of interest
 - IRS determination letter

- Please attach your organizations budget for this program.
 - Please make sure all program requirements are addressed including meals and supplies



Selection and Transition Timeline

- **Pre-proposal webinar** – Thursday, August 17, 2023
- **Applications due** – Thursday, September 14, 2023
- **Successful respondents notified** – by Friday, September 29, 2023
- **Program period begins** – Contract start date is October 1, 2023.
Assume services start on November 1, 2023.

Deadlines



- **Applications are due on September 14th at **12pm****



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.
- 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 **September 14, 2023, 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

- If 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. (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 navigation bar shows 'Negotiations' and 'Active Solicitations'. A warning message is highlighted with a red circle: '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'. Below the warning, the RFQ number 'RFQ: 6459,3' is shown. On the right side, an 'Actions' box is also circled in red, containing a dropdown menu with 'Create Quote' selected and a 'Go' button. The main content area shows details for 'Community Housing Development Organization (CHDO) Certification', including status 'Active' and time left '555 days 23 hours'. It also lists dates for 'Supplier Response Start Date' (17-Aug-2020 11:01:54) and 'Bid Opening Date/Supplier Response Due Date' (31-Dec-2023 12:00:00). Below this, there are tabs for 'Header', 'Lines', 'Controls', and 'Contract Terms'. The 'Header' tab is active, showing buyer information: 'MCCLARN, GRAYLEN', 'Blind' quote style, and 'Community Housing Development Organization (CHDO) Certification' description. An event description 'Delegate Agency Updating Issuing Officers information' is also visible. The 'Terms' section shows 'Bill-To Address' and 'Ship-To Address' as '021-2819 HOME INVEST', with 'FOB' terms. 'Payment Terms', 'Carrier', and 'Freight Terms' are also listed. The 'Currency' section is at the bottom left.

How to accept an amendment – Step 2

- To begin the acceptance and acknowledgment process, to open the RFP in view only: (1) click on the Document number. (2) To review the amended changes to the RFP, click on the infinity or eyeglass icon. (3) To acknowledge receipt and understanding of these changes and proceed, 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
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”

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.

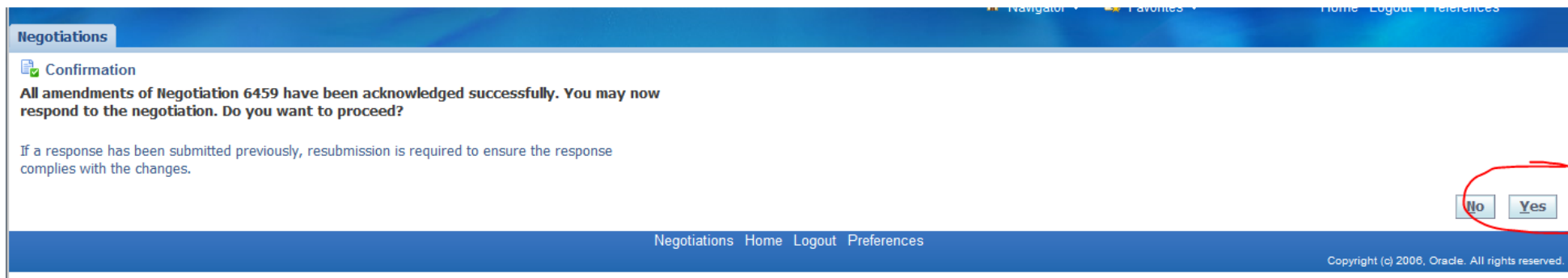
Step 3 of 3

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

Header		
Label	RFQ 6459,2	RFQ 6459,3
Amendment Description	This amendment was created to extend the closing date.	Updating Issuing Officers information
Terms		
Label	RFQ 6459,2	RFQ 6459,3
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

1

2

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 shows a web application interface. At the top, a light blue banner contains an error message: "Error: The RFQ control requires you to quote on all lines". This message is circled in red. Below the banner, the text "Create Quote: 427990 (RFQ 6459,3)" is visible. The main content area has a title "Community Housing Development Organization (CHDO) Certification" and a "Bid Opening Date/Supplier Response Due Date" of "31-Dec-2023 12:00:00". There are buttons for "Cancel", "View RFQ", "Quote By Spreadsheet", "Save Draft", and "Continue". The "Time Left" is "555 days 19 hours". Below this, there are tabs for "Header" and "Lines". The "Header" tab is active, showing fields for "Supplier" (PHALANX FAMILY SERVICES), "RFQ Currency" (USD), "Quote Currency" (USD), and "Price Precision" (0 decimals maximum). To the right, there are input 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.

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, circled in red. The error message reads: "Error: 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 a button labeled "Add Attachment".

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. It has 'Expand All' and 'Collapse All' buttons. A table lists requirements with columns 'Focus Title', 'Target Value', and 'Quote Value'. The 'Quote Value' column header is circled in red. The first requirement is 'Requirements' and the second is 'Contact Information'. The 'First Name' requirement is circled in red, and its corresponding 'Quote Value' input field is empty.



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.

Negotiations

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

Cancel Back Validate Save Draft Printable View Submit

Header

Title	Community Housing Development Organization (CHDO)	Time Left	555 days 19 hours
Certification		Close Date	31-Dec-2023 12:00:00
Supplier	PHALANX FAMILY SERVICES	Quote Valid Until	
RFQ Currency	USD	Reference Number	
Quote Currency	USD	Note to Buyer	
Price Precision	0 decimals maximum		

Attachments



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.



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

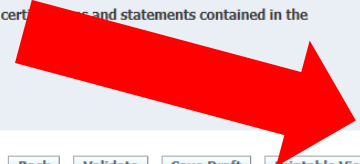
Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
------	-------------	----------	-----------------	--------------	-------	--------	--------

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

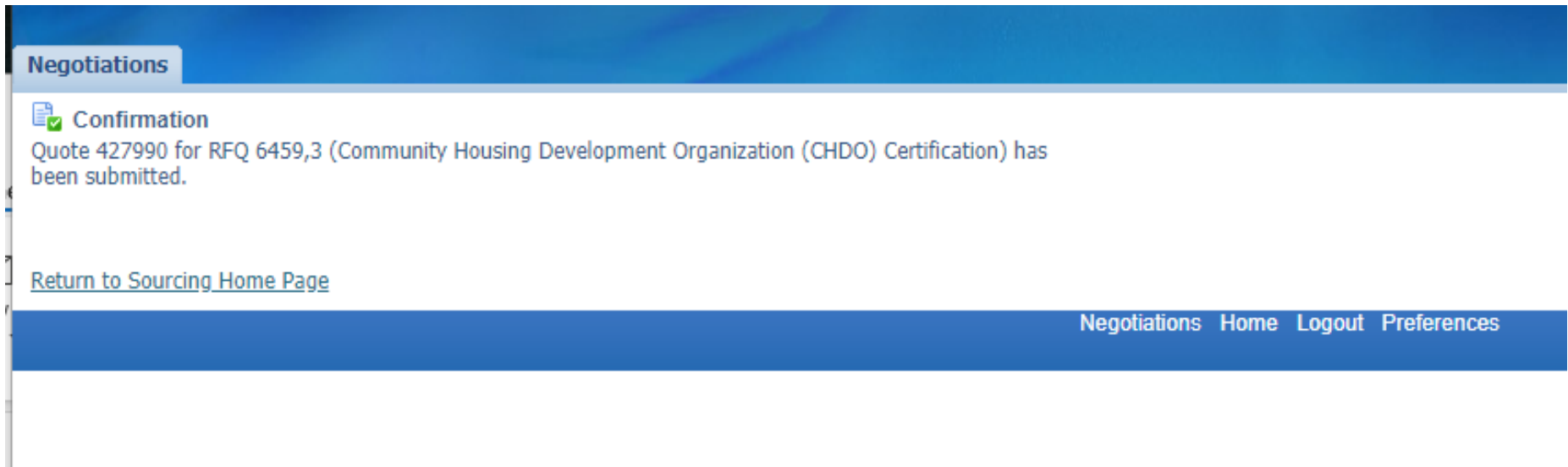
Before submitting the response please enter Name and Title and accept the disclaimer by checking the box above.

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.



For program questions

Shannon Gedo

(312)-743-0175

Shannon.Gedo@cityofchicago.org

For non-programmatic questions contact:

eProcurement Hotline at:

312-744-HELP (4357)

Customersupport@cityofchicago.org