

Prevention Education on Gender-Based Violence and Human Trafficking

Release Date: February 10, 2023

Due Date: March 24, 2023



House Keeping

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

Agenda

- Welcome and introductions
- Strategic plan to address GBV/HT
- GBV funding and services
- Prevention Education model overview
 - Purpose, goals and target population
 - Program requirements
 - Performance measures
 - Selection criteria
- Timeline
- Technical assistance for applicants and eProcurement
- Questions

CITY OF CHICAGO



REQUEST FOR PROPOSALS (RFP)
for
**Prevention Education on Gender-based Violence
and Human Trafficking**

RFQ# 9214

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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LORI E. LIGHTFOOT
MAYOR

BRANDIE V. KNAZZE
COMMISSIONER

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



GBV Funding and Services





Definitions

Gender-based violence (GBV)	<p>GBV refers to harmful acts directed at an individual based on their gender.</p> <ul style="list-style-type: none">• Rooted in gender inequality, the abuse of power and harmful norms.• An umbrella term for a range of interpersonal violence including, but not limited to, sexual harassment, sexual assault, domestic violence, sexual exploitation, and stalking.• Domestic violence and sexual assault are thought of as subset behaviors of GBV, while human trafficking is not exclusively a GBV behavior.
Domestic Violence (DV)	<p>A learned behavior used to gain and maintain control over an intimate partner.</p> <ul style="list-style-type: none">• An intimate partner can be a boyfriend or girlfriend, dating partner, sexual partner, or spouse• Not limited to someone with whom the survivor has been sexually intimate.

More Definitions

Sexual Assault (SA)	<p>Any sexual contact or behavior that occurs without explicit consent of the survivor.</p> <ul style="list-style-type: none">• Some forms of sexual assault include attempted rape, fondling or unwanted sexual touching, forcing a survivor to perform sexual acts, such as oral sex or penetrating the perpetrator’s body, and penetration of the survivor’s body, also known as rape.
Human Trafficking (HT)	<p>When an individual is compelled through force, fraud and/or coercion for the purposes of commercial sex and/or forced labor.</p> <ul style="list-style-type: none">• For minors engaged in commercial sex, force, fraud and/or coercion is not required to be proven.• Though HT is often fueled by bias-based harm, it is not exclusively GBV.
Stalking	<p>Includes following a person, conducting surveillance of the person, appearing at the person’s home, work or school, making unwanted phone calls, sending unwanted emails, unwanted messages via social media, or text messages, leaving objects for the person, vandalizing the persons property or injuring a pet.</p>



Program Goal and Target Population

		RFP Page
Goal of Program	<p>The goal of the GBV/HT Prevention Education Program is to ensure the current and future safety and stability of survivors through awareness education and providing resources for further assistance and supports directly to youth, caregivers, and members of the community.</p> <p>This RFP seeks to support prevention education efforts that take a public health approach by focusing on the root causes of violence as well as specific individual, family, and community levels of violence.</p>	Program description: page 5
Focus Population	<p>Chicagoans - targeting youth, caregivers, and the public at large.</p> <p>Priority will be given to proposals that meet <u>one or more</u> of the following:</p> <ul style="list-style-type: none"> ○ Respondent is located within the community being served ○ Respondent will be conducting outreach in communities located in one or more of the Chicago Department of Public Health Chicago COVID-19 Vulnerability Index (CCVI) 	Focus population: page 7-8

List of Focus Communities

Program Requirements:
Page 8

Chicago COVID Vulnerability Index

1. Archer Heights	14. Grand Boulevard	27. South Lawndale
2. Auburn Gresham	15. Greater Grand Crossing	28. South Shore
3. Austin	16. Hermosa	29. Washington Heights
4. Avalon Park	17. Humboldt Park	30. Washington Park
5. Belmont Cragin	18. Lower West Side	31. West Elsdon
6. Brighton Park	19. McKinley Park	32. West Englewood
7. Chatham	20. New City	33. West Garfield Park
8. Chicago Lawn	21. North Lawndale	34. West Lawn
9. Douglas	22. Oakland	35. West Pullman
10. East Garfield Park	23. Riverdale	36. Westridge
11. East Side	24. Roseland	37. Woodlawn
12. Englewood	25. South Chicago	
13. Gage Park	26. South Deering	



Respondents must:

1. Target the focus communities and describe prior history in serving in the focus communities – **table on page 8 and 9 of RFP**
2. Acknowledge the intersectionality of racism and gender inequality by incorporating the historical context of GBV/HT into the curriculum or proposed project.
3. Be tailored to the intended participants, culturally appropriate and responsive to the needs of people with disabilities and non-native English speakers. When tailoring the content, demonstrate how –
 1. It will use a multigenerational approach
 2. Be delivered in formats that meet the needs of all participants, regardless of their disabilities
 3. Be offered and available in multiple languages

Program Requirements

4. Help identify and address all forms of GBV/HT in an interactive format designed to best reach and enable the intended audience to understand the future impact of ignoring it's consequences.
5. Describe how social media and other electronic means (messaging, online communication, etc.) play a role in perpetuating violence or coercion
6. Be prepared with the knowledge and tools to discuss abuse and violence with the intended audience.
7. Respond appropriately and in a trauma-informed manner to disclosures of abuse or violence
8. Offer community resources and referral information to participants to address:
 1. More information on GBV/HT
 2. Connecting with resources on their experience with GBV/HT
 3. What to do if someone discloses their experience
 4. Collect participant feedback on the services provided. Should also be participant appropriate.



Program Requirements

Funding under this program must be used to develop and/or implement strategies that educate youth, caregivers, and the community at large about GBV/HT's impact. Education and Awareness is a required Program Activity that Respondent proposals must address in the design and execution of their prevention strategy.

Proposed Program Content	
Education and Awareness Content	Program Requirements: Slides 10 – 11
	Select One: <ol style="list-style-type: none">1. Provides overview of laws and regulations that govern rights of survivors where appropriate (i.e., minors confidentiality and ability to consent to services2. Supports peer-to-peer models that allow survivors to provide information, dismantle stigma, and debunk myths

Program Requirements - Partnerships

- Respondents may partner or subcontract with trusted community-based organizations that serve GBV/HT survivors
- A partner might serve the role as:
 - A GBV/HT service provider, to partner or subcontract if not the respondent
 - An organization or program with demonstrated experience providing support, enrichment, and/or development programming to youth, caregivers, and the community at large.
- A respondent that chooses to subcontract must include as part of the application:
 - Letter(s) of support where the organization identifies as a partner or subcontractor
 - Description of the nature, history, and extent of partnership, including past successes and accomplishments of the partnership
 - Where the subcontractors are located and will provide services
 - The type of services they will provide and
 - How they will serve the focus population indicated up above
 - Any funds being exchanged

RFP – Program
Requirements: Page 9-10

Program Requirements – Program Delivery

MODALITY

Required

Collect and respond/adapt to participant feedback

Select ONE, at minimum

1. Visual and auditory learning
2. Interactive media
3. Group discussions
4. Social media
5. Other creative methods of learning

Examples

- Oral presentations
- Visual presentations
- Art expression through dance, theater, music, etc
- Role plays
- Produced videos



Program Requirements – Program Delivery

Cadence and Duration

Required

Present proposed best practices for number and lengths of sessions based on focus population

Select ONE, at minimum

1. One to two-hour weekly modules repeated over time and locations
2. Multiple sessions or segments over video conferencing or in-person
3. Mixed presentation that offer pre-recorded content

Examples

- Oral presentations
- Visual presentations
- Art expression through dance, theater, music, etc
- Role plays
- Produced videos

RFP – Program Requirements: Page 11

Program Requirements – Program Delivery

Location

Required

Services must be provided in-person, online, or a combination thereof

Select ONE, at minimum

1. In-person session with live interaction based on the focus population
2. Virtual or online, with level of interaction based on the focus population
3. External partner sites or events

Examples

- Community spaces, in-person (school, youth organizations, church, etc.)
- Virtual sessions
- Produced visual content that is pushed or provide to the public at large
- Planned events or meetings

RFP – Program Requirements: Page 11



Program Requirements – Capacity

Respondents must:

- Assign staff to the Respondent, partner, or subcontractor to the proposed program that are trained on trauma-informed practices and GBV/HT certification when applicable.
- Develop and create tailored content in alignment with their proposed program.
- Conduct outreach and engagement activities to identify opportunities to deliver developed content to target population(s).
- Provide prevention education services without charging participants or venues.

RFP – Program
Requirements: Page 11



Program Requirements – Community Education and Outreach

Respondents must:

- Engage and recruit participants from the Community areas identified in the Chicago COVID Vulnerability Index. Table in Section C, Program Requirements (page 8).
- Include community level resources in prevention education content where appropriate and available.
 - Resources should be appropriate to the target populations in the proposal. For example, offering resources for adult-only services in a proposal focused on youth would not be appropriate.
- Partner with GBV/HT organizations to offer referrals where needed
- Provide community education workshops and/or outreach events to educate the public and allied service providers about GBV/HT survivor rights, remedies, and services available.

RFP – Program
Requirements: Page 12



Performance Measures

RFP – Performance Measures: Page 13

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

Performance Measures

80%	of participants will indicate on an evaluation survey (ES) that they agree the program provided them with a better understanding of GBV/HT, how to identify GBV/HT, and what resources are available to survivors
80%	of participants will indicate feeling empowered to utilize the information learned today to reduce or prevent instances of GBV/HT
70%	of participants will indicate can identify at least two resources available to GBV/HT survivors that they could not identify beforehand
50%	of youth will have a sense of increased safety for person(s), family and community



Output Metrics

RFP – Performance
Measures: Page 13

In order to monitor and recognize intermediate progress toward the performance indicators (RFP- pg.13), DFSS also intends to track output metrics that may include, but are not limited to:

Number of participants and their community area/zip code

Basic demographic data on participants

Number of sessions provided on number of downloads of recorded materials

Percentage of participants that agree the program provided them with a better understanding of GBV/HT, how to identify GBV/HT and what resources are available to survivors.

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

- **Cohort meetings:**
 - actively and regularly collaborate with delegate agencies to review program performance, learn what works, and develop strategies to improve program quality throughout the term of the contract.

- **Reliable and relevant data**
 - To ensure compliance, inform trends to be monitored, evaluate program results and performance, and adjust program delivery and policy to drive improved results.

- Delegate agencies will be expected to collect and report aggregate-level demographic, performance, and service data. These reports must be submitted in a format specified by DFSS, including but not limited to InfoNet, and by the deadlines established by DFSS.

RFP – Contract Management and Data Reporting Requirements: Page 13-14

Anticipated Term of Contract and Funding Source

- This initiative is administered by DFSS through the American Rescue Plan Act (ARP) funds.
 - All guidelines and requirements by DFSS and ARP must be met
- **Term of contract: May 1, 2023 – December 31, 2024**
 - DFSS anticipates funding 3-4 programs
 - \$135,000 - \$180,000 annually per program
- Respondent is required to incur and pay expenses before seeking reimbursement from the City.
 - Advances for costs will be considered according to the City's advance payment policy.
 - Respondents will need to indicate in their application whether they wish to exercise this option.

RFP – Anticipated Term of Contract
and Funding Source: Page 14-15

Selection Criteria

COMMUNITY INVOLVEMENT	Points
<ul style="list-style-type: none">○ The Respondent, partner(s) and/or subcontractor(s) has expertise working with the focus populations and has relevant internal capacity and ties to community resources needed to deliver trauma-informed and culturally specific program content○ The Respondent has relevant capabilities and/or infrastructure needed to serve the proposed focus population under the selected purpose area(s)○ The Respondent describes its process for soliciting and incorporating participant and community feedback○ The Respondent, partner(s) and/or subcontractor(s) demonstrates a commitment to diversity, equity, inclusion, and access○ The Respondent’s leadership reflects and engages the diverse people of the communities it serves.	35

Selection Criteria

STRENGTH OF PROPOSED PROGRAM	Points
<ul style="list-style-type: none"> ○ The Respondent clearly describes how its program will deliver each Program Area in this RFP and educational and/or awareness content designed to reach the CCVI community participants, including details on how the proposed program will be trauma informed, culturally and community specific and age appropriate. ○ The Respondent’s proposed program is supported by a strong national or local evidence base and/or aligns with best practices for the relevant field ○ The Respondent, partner(s) and/or subcontractor(s) demonstrates a clear outreach and engagement strategy to reach survivors in their communities to access their services in a trauma-informed, culturally specific way. ○ The Respondent clearly defines any partnerships/subcontractor(s)/ linkage agreements with other agencies), their roles and how they will improve services in a client -centered, comprehensive way 	<p>35</p>



Selection Criteria

ORGANIZATIONAL CAPACITY	Points
<ul style="list-style-type: none">○ The Respondent, partner(s) and/or subcontractor(s) has qualified staff responsible for program oversight, management, and 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 and a proposed execution timeline for these activities.	15



Selection Criteria

PERFORMANCE MANAGEMENT AND OUTCOMES	Points
<ul style="list-style-type: none">○ 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 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	10



Selection Criteria

REASONABLE COSTS, BUDGET JUSTIFICATION AND LEVERAGE OF FUNDS	Points
<ul style="list-style-type: none">○ 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	5



Evaluation Process

- Evaluated on the strengths of the proposal and the responsiveness to the selection criteria.
- Failure to submit a complete proposal or respond fully to all requirements - 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.
- DFSS reserves the right to ensure that all mandated services are available citywide and provided in a linguistically and culturally appropriate manner.

RFP – Evaluation Process:
Page 16



Deadline



**Applications due:
March 24, 2023
at 12PM NOON CT**



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

- Organizations submitting more than one proposal must do so by **submitting each proposal under a separate, unique registered account user with online bidding responsibilities within the organization's iSupplier account, using their individual login information.**
- You can “submit” your application and later amend it up until the due date **March 24, 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

- 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, there is a navigation bar with 'Negotiations' and 'Active Solicitations'. Below this, 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.' A blue link 'View Amendment History' is provided below the warning. The RFQ number 'RFQ: 6459,3' is also visible. In the 'Actions' box, the 'Create Quote' option is selected in the dropdown menu, and the 'Go' button is highlighted with a red circle. 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. It also shows 'Event Delegate Agency' as 'Updating Issuing Officers information'. A 'Terms' section is partially visible at the bottom, showing 'Bill-To Address' and 'Ship-To Address' as '021-2819 HOME INVEST', and 'Payment Terms' as 'Carrier' and 'Freight Terms'. The 'Currency' section is also present.

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.

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

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

Header

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

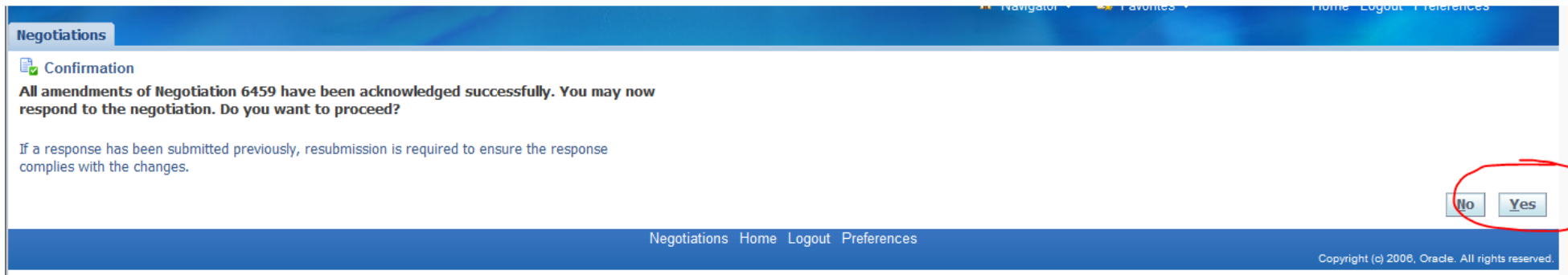
Terms

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.									
<input checked="" type="checkbox"/> 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.								



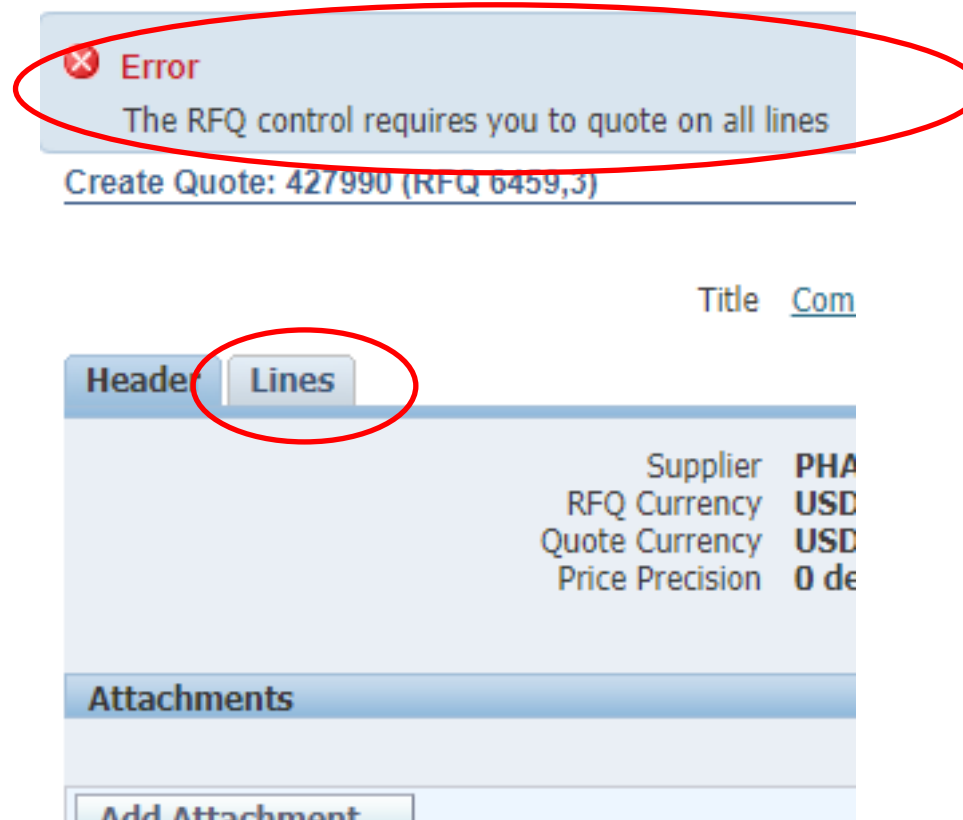
How to submit an application – Step 2

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

The screenshot displays a web application interface for creating a quote. 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 includes a title "Community Housing Development Organization (CHDO) Certification" and a "Bid Opening Date/Supplier Response Due Date" of "31-Dec-2023 12:00:00". On the right, there are buttons for "Cancel", "View RFQ", "Quote By Spreadsheet", "Save Draft", and "Continue". Below these, the "Time Left" is "555 days 19 hours". The "Supplier" is listed as "PHALANX FAMILY SERVICES". Other details include "RFQ Currency: USD", "Quote Currency: USD", and "Price Precision: 0 decimals maximum". 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.



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 link: 'Create Quote: 427990 (RFQ 6459,3)'. 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 is circled in red. The first requirement is 'Requirements' and the second is 'Contact Information'. The 'First Name' requirement is circled in red. The 'Quote Value' field for 'First Name' 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.

[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

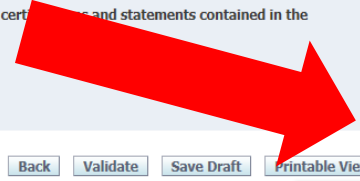
Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete

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

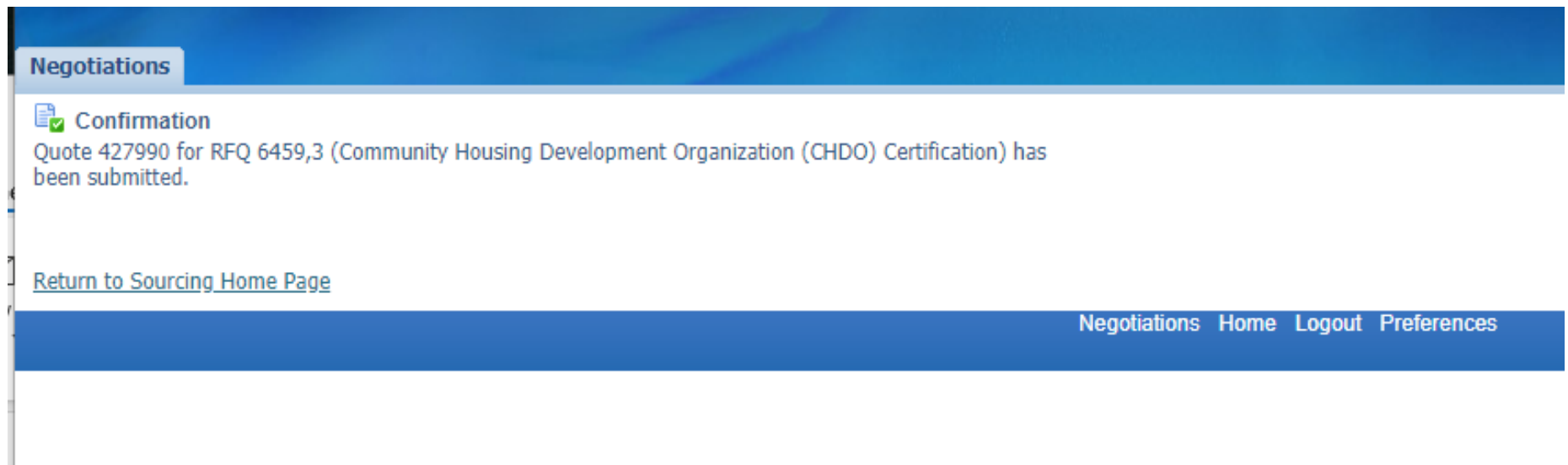
Before submitting the response please enter Name and Title and accept the disclaimer by checking the box above.

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. Camarda

312-746-6685

Adriana.Camarda@cityofchicago.org

For non-programmatic questions contact:

Julia Talbot

(312)-743-1679

Julia.Talbot@cityofchicago.org

or

The eProcurement hotline

312-744-4357 (HELP)

CustomerSupport@cityofchicago.org

Please note that the hotline operates during business hours only, Monday-Friday 9-5.