

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

# **Department of Family and Support Services Comprehensive Fitness Program RFP**

Release Date: August 24, 2021

Due Date: September 21, 2021 at 12:00 p.m.



# 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 after going through the slides.
- Please use the question box to notify us of any technical issues.

# Agenda

- Welcome and Introductions
- Purpose
- Background
- Scope/Program Description
- Selection Criteria
- Timeline
- Technical Assistance for Applicants & eProcurement
- Questions

CITY OF CHICAGO



**REQUEST FOR PROPOSALS (RFP) FOR  
Comprehensive Fitness Program for Older Adults  
RFQ# 7966**

**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:

Yolanda Curry  
Deputy Commissioner  
Department of Family & Support Services  
1615 W. Chicago Ave, 3<sup>rd</sup> Floor West  
Chicago, Illinois 60622  
312-743-1503  
yolanda.curry@cityofchicago.org

LORI E. LIGHTFOOT  
MAYOR

BRANDIE KNAZZE  
COMMISSIONER



# Introductions

- Yolanda Curry, Deputy Commissioner, DFSS
- Sean Dolan, Regional Director, DFSS
- Julia Talbot, Senior Policy Analyst, DFSS



## Purpose of the RFP

- DFSS seeks to procure a delegate agency to provide fitness services to older adults, aged 55 and older, at our network of 21 city-wide senior centers (consisting of six regional senior centers and 15 satellite senior centers) and 19 community site locations, in addition to online and telephonic program offerings.



# Background

- As the local Area Agency on Aging (AAA) for the City of Chicago, the DFSS Senior Services Division coordinates and funds services for older adults, prioritizing those in greatest economic and social need, those who live alone, and those at risk for institutional placement. Working in collaboration with aging network partners, the Senior Services Division's efforts are guided by:
  - Supporting older persons to live independently in their own communities and homes for as long as possible;
  - Ensuring that those who reside in institutions are treated with dignity and care; and,
  - Guaranteeing that older persons have access to accurate information to participate in public policy.
- Together with our service providers, we have been providing comprehensive fitness services to older adults since 1995.
- Funded by Title III-B and Title III-D of the OAA, State of Illinois General Revenue Funds, and Community Development Block Grants (CDBG), these services have been designed to empower older adults in remaining healthy and safe within their homes (via online and telephonic programming) and communities (via programming at neighborhood senior centers and community site locations).



# Goals

- The goals of the Comprehensive Fitness Program are to assist older adults to:
  - Increase fitness/health awareness
  - Increase self-determination in managing their health
  - Increase positive health behaviors



# Current State and Priorities for Improvement

- In FY2019, 9,041 unduplicated older adults participated in fitness services and 16,431 units of service (one activity session or hour of related service provision) were performed.
- In FY2020, amidst the COVID-19 pandemic, 6,645 unduplicated older adults participated in fitness services (i.e., in-person, over-the-phone, and online) with 11,076 units of service performed.
- The Selected Respondent is expected to assist with outreach efforts to increase the number of older adults accessing services.
- And due to the COVID-19 pandemic, the Comprehensive Fitness Program seeks to further expand:
  - Social isolation programming (such as making well-being calls to participants or implementing other innovative initiatives)
  - Online/telephonic activities (to complement traditional in-person services)





# Target Population

- Intended recipients:
  - Community-based older adults
  - Aged 55 and older
- OAA Title III-D prioritized sub-populations:
  - Older adults living in medically underserved areas
  - Older adults demonstrating greatest economic need (with particular attention to low-income minority individuals)
  - Older adults at risk for institutional placement
- Additional special populations:
  - Older adults with limited English proficiency
  - Older adults with disabilities



# Program Requirements – Overview

- The Comprehensive Fitness Program will select one Respondent to provide fitness services via online and over-the-phone platforms and in-person at 21 City of Chicago senior center locations and 19 community site locations.
- The selected Respondent will be responsible for overall program management, including:
  - Assisting with outreach efforts to increase participation
  - Developing a screening assessment (or utilizing the program’s existing one)
  - Incorporating best practice and evidence-based standards
  - Delivering the program’s Core Services (utilizing certified fitness instructors/professionals)
  - Evaluating and reporting client satisfaction



# Program Requirements – Core Services

## ➤ *Group Exercise Classes*

- Administer daily (weekday) exercise classes (including instruction in the areas of range of motion activity, stretching, strength/resistance training, aerobic exercise, and balance/coordination) at all 40 senior center and community site locations (in addition to online/over-the-phone)
- Deliver one or more ACL-approved highest tier evidence-based exercise programs (as demand dictates) at all 40 sites (in addition to online/over-the-phone)
- Offer additional specialized classes (as demand dictates)

## ➤ *One-on-one Personal Training*

- Administer screening assessments, design appropriate exercise prescriptions, and orient participants to fitness equipment at all 21 senior centers
- Monitor the use of the fitness equipment at all 21 senior centers on a daily (weekday) basis (as demand dictates) to ensure proper usage and safety

## ➤ *Social Isolation/Recreational Programming*

- Provide ongoing social isolation programming (e.g., fitness programs, virtual programming, and other innovative initiatives) at all program sites or online/over-the-phone to address isolation/loneliness among targeted older adult populations



## Program Requirements – Unit of Service

- One unit of service equals one activity session (i.e., group exercise class, one-on-one personal training, etc.) or one hour of related service provision (i.e., screening assessment, fitness room monitoring, etc.)
- The selected Respondent is authorized to propose a (per hour) unit rate for the services offered as described in this RFP (and travel, paperwork, planning, and administrative duties will be included in the unit rate reimbursement)



## Program Requirements – COVID-19 & Emergency Contingencies

- Special emphasis should be placed on developing contingency plans for any emergencies (e.g., pandemics, winter storms, tornadoes, heat waves, etc.) that require a change in programming
- For the Comprehensive Fitness Program, all services are to be moved to online/over-the-phone platforms in case of an emergency/shelter-in-place order



# Program Requirements – Staffing Qualifications & Requirements

- The selected Respondent is required to assign and maintain, for the duration of the Services, a staff of competent personnel that is fully certified or licensed, equipped, competent, and qualified to perform the Services
  - *Program Coordinator/Director*
    - Responsible for program operations, overall service delivery, supervising certified fitness instructors/professionals, ensuring an adequate number of staff are employed, having a back-up plan to ensure service delivery (in the event of staff absences), providing a wellness program schedule for marketing publications, and assisting with special events
    - Position may not be vacant at any time during the contract period
  - *Fitness Instructors/Professionals*
    - Responsible for implementing the Core Services of Group Exercise Classes, One-on-one Personal Training, and Social Isolation Programming
    - A minimum of one fitness instructor/professional is required at each program location
    - Fitness instructors/professionals must possess at least one of the indicated certifications, meet all training requirements, and comply with all applicable laws relating to background checks, fingerprinting, and screening procedures (as noted in the RFP)



## Program Requirements – Client Contributions

- The selected Respondent may not charge for any of the program's services
- Pursuant to the OAA, all participants must be provided the opportunity to contribute or donate to the cost of their services
- Contributions are strictly voluntary
- The selected Respondent must have a process to collect, record, reconcile, and report contributions received on a monthly basis to DFSS
- All collected income must be used to expand the services of the provider and supplement (not supplant) funds received for the program
- The amount of client contributions collected shall be deducted from the monthly invoice submitted to DFSS (and all project income must be expended within the fiscal year in which it was earned)



# Performance Goals and Outcomes

- DFSS seeks respondents with evidence of strong past performance against desired outcome goals. DFSS will monitor (through the selected Respondent's client satisfaction survey) a set of performance indicators that may include, but are not limited to:
  - 75% of participants will increase their fitness/health awareness
  - 75% of participants will increase their self-determination in managing their health
  - 75% of participants will increase their positive health behaviors
- DFSS also intends to track output metrics that may include, but are not limited to:
  - Number of participants satisfied with the program service delivery
  - Number of unduplicated program participants
  - Number of new program participants
  - Number of service hours provided



# Contract Management and Data Reporting Requirements

- Participant Files:
  - Intake forms/assessments, medical release forms, and ongoing documents (i.e., assessments, service records/progress notes, and service plans)
- Instructor Files:
  - Participant program evaluations, class attendance forms, program manual, invoices and supporting documentation, written correspondence to and from DFSS, and instructor resumes/certifications
- Grievance Process & Satisfaction Surveys:
  - The selected Respondent must supply all clients with a mechanism for filing complaints or grievances with regards to the provider's service delivery
  - The selected Respondent also must have procedures for evaluating and reporting the client's satisfaction with the program's delivery and outcome
- Reports & Invoices:
  - Monthly reports (as indicated in the RFP) must be submitted in a format specified by DFSS (and by established deadlines)
- Meetings:
  - Monthly (mandatory) meetings will be held with the selected Respondent to discuss program operations and progress



## Anticipated Term of Contract

- The term of contract(s) executed under this RFP will be from **October 1, 2021 – September 30, 2023**.
- Based on need, availability of funds, and contractor performance, DFSS may extend this term for up to one year.
- This contract will operate on a reimbursement basis only; no advances will be given.
- **One** delegate agency will be awarded (based upon the continued availability of funding levels) up to **\$600,025** annually.
- The Respondent will be required to complete a cost proposal worksheet, providing an estimated annual service volume for each of the program's Core Services (and indicating their proposed unit rate for each of these services).



## Selection Criteria – Strength of Proposed Program

- The Respondent clearly defines fitness services to be provided (directly or through partnerships/linkage agreements with other agencies) that are appropriate to addressing needs of and achieving desired outcomes for the target population
- The Respondent’s proposed service plan is supported by strong evidence-based programming and aligns with best practices for the relevant field
- The Respondent demonstrates a clear understanding of the (older adult) target population and their needs and challenges
- The Respondent has an effective approach to identifying and retaining program participants (incl. rules/regulations that reduce barriers to participation) and solicits and incorporates client feedback into their program model
- The Respondent demonstrates experience providing fitness services virtually and in-person



## Selection Criteria – Performance Management and Outcomes

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



## Selection Criteria – Organizational Capacity

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

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

- The Respondent has the fiscal capacity to implement the proposed program
- The Respondent leverages other funds and in-kind contributions to support total program and administrative cost (e.g., state, federal, foundation, corporate, individual donations)
- The Respondent demonstrates reasonable implementation costs and funding requests relative to its financial and human resources, and the proposed budget supports the proposed scope of work or work plan
- The Respondent demonstrates a process to track program expenditures and voucher in a timely manner



## Selection Criteria – Attachments

- Be sure to attach **reports, studies, or other documentation** that show performance toward reaching the program goals and demonstrate results and accomplishments
- Be sure to attach **job descriptions and resumes** for the Program Coordinator/Director and Fitness Instructors/Professionals
- Be sure to attach your **Participant Screening Assessment** and **Physician's Certification Form**
- Be sure to attach a **cost proposal worksheet** and your organization's **budget** for this program (making sure all program requirements are addressed)



## Selection and Transition Timeline

- **Pre-proposal webinar** – Thursday, September 2, 2021 at 3:00 p.m.
- **Applications due** – Tuesday, September 21, 2021 at 12:00 p.m.
- **Program period begins** – October 1, 2021





## Deadline



**Applications are due  
on Tuesday, September 21,  
2021 at 12:00 p.m.!**



## Application Tips

### Start Early!!

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

### Save Often!!



## Tips for Working in eProcurement

- You can “submit” your application and later amend it up until the due date of Tuesday, September 21, 2021 at 12:00 p.m.
- 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 from 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](mailto: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 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. Below the warning is a link for [View Amendment History](#). The RFQ number is 6459,1. In the 'Actions' box, the 'Create Quote' option is selected in the dropdown menu, and the 'Go' button is also circled in red. The main content area shows details for RFQ 6459,1, including the title 'Community Housing Development Organization (CHDO) Certification', status 'Active', and time left '476 days 22 hours'. It also lists the buyer as 'MCCLARN, GRAYLEN' and the event as 'Delegate Agency'. The amendment description states: 'This addendum is to remind applicants that the CHDO certification and recertification process is not a request for funding.' Other sections include 'Terms', 'Currency' (USD), and 'Requirements'.

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

Return to RFQ: 6459,1

Acknowledge Amendments

Negotiations Home Logout Preferences Help

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# How to accept an amendment – Step 3

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

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

**Acknowledge Amendment (RFQ 6459,1)**

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

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

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

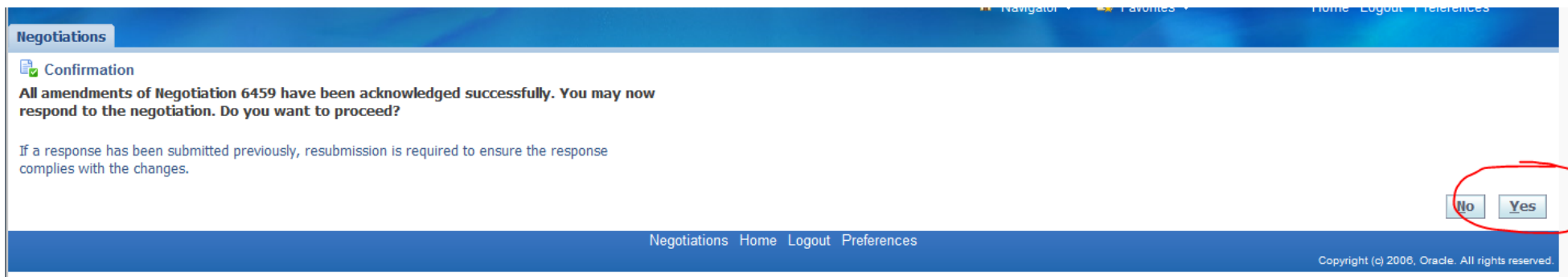
**Notes and Attachments**

RFQ 6459



## 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" followed by "All amendments of Negotiation 6459 have been acknowledged successfully. You may now respond to the negotiation. Do you want to proceed?". Below this message 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.

**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

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.

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
<a href="#">budget</a>	File		From Supplier	KBWILSON	20-Jun-2019	One-Time		

**Requirements**

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

Focus Title	Target Value	Quote Value
Requirements		

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

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



# How to submit an application - Step 2

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

negotiations

Negotiations > Active Solicitations > RFQ: 6952 >

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

Create Quote: 235163 (RFQ 6952)

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

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

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

**Header** **Lines**

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

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

Reference Number

Note to Buyer

**Attachments**

[Add Attachment...](#)

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

**Requirements**

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

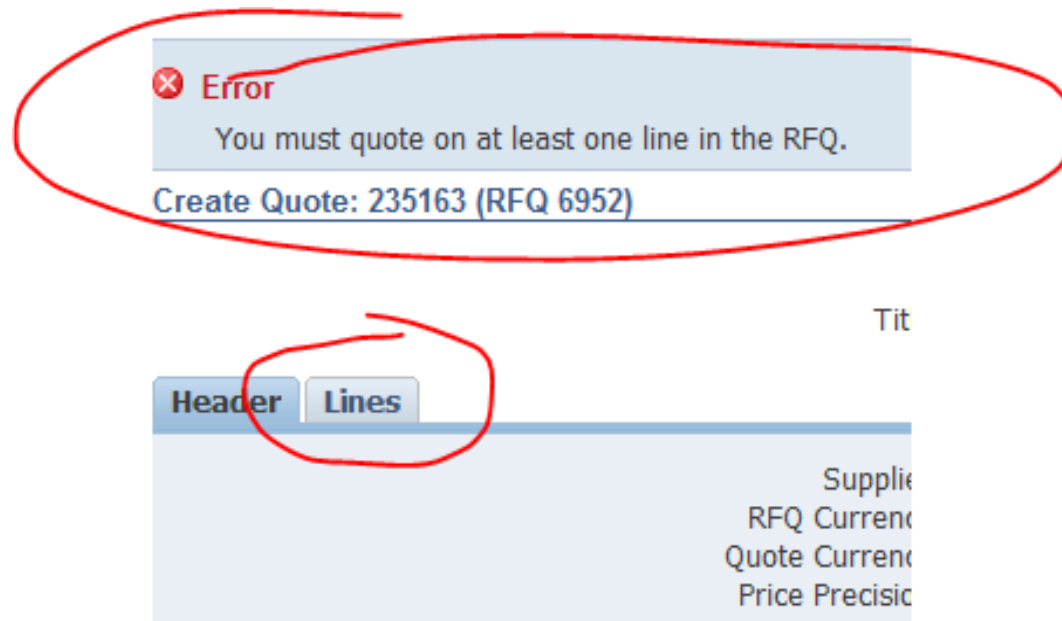
Focus Title	Target Value	Quote Value
<input type="checkbox"/> Requirements		

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

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

## How to submit an application - Step 3

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



# How to submit an application - Step 4

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

**Error**  
A quote value is required for requirement First Name.  
Create Quote: 236154 (RFQ 6952)

Cancel Revert to Active Quote

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

Supplier **DEBORAH'S PLACE** Quote Valid Until   
RFQ Currency **USD** (exampl)  
Quote Currency **USD** Reference Number   
Price Precision **Any** Note to Buyer

**Attachments**  
Add Attachment...

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

**Requirements**  
Expand All | Collapse All

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



# How to submit an application - Step 5

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

The screenshot shows a web application interface for reviewing and submitting a quote. The top navigation bar includes "Negotiations", "Home", "Logout", "Preferences", and "Help". The main content area is titled "Create Quote 236154: Review and Submit (RFQ 6952)". Below the title are buttons for "Cancel", "Back", "Validate", "Save Draft", "Printable View", and "Submit". The "Header" section displays the following information:

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	

The "Attachments" section is a table with the following columns: Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, and Delete. The table contains one row with the text "No results found." in the Title column.

The "Requirements" section includes links for "Show All Details" and "Hide All Details".

The "Details Section" is currently expanded.





# 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
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

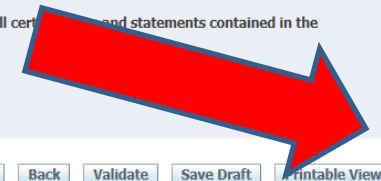
Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
------	-------------	----------	-----------------	--------------	-------	--------	--------

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.

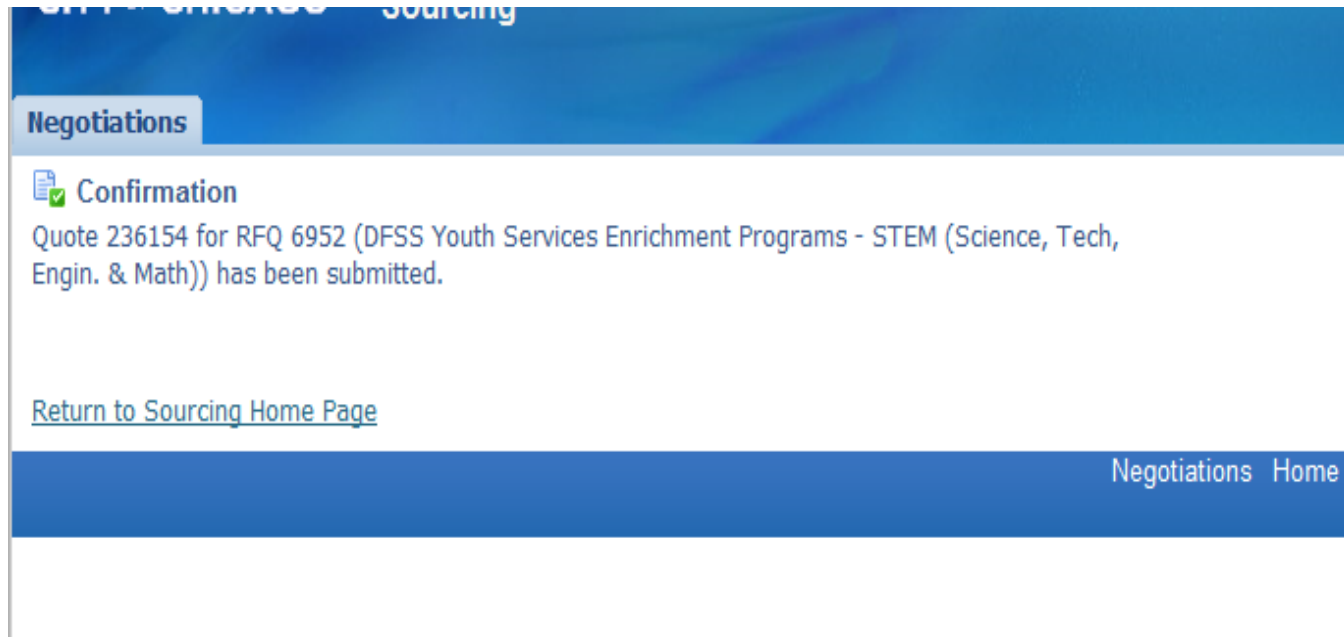
Before submitting the response please enter Name and Title and accept the disclaimer by checking the box above.

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?**

**Yolanda Curry**

**312-743-1503**

**[Yolanda.Curry@cityofchicago.org](mailto:Yolanda.Curry@cityofchicago.org)**

## **For non-programmatic questions contact:**

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