

Please stand by, the webinar will begin shortly.

Department of Family and Support Services Health Promotion Services RFP

Release Date: August 27, 2021

Due Date: September 24, 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
Health Promotion Services for Older Adults
RFQ# 8242

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, 3rd Floor West
Chicago, Illinois 60622
312-743-1503
yolanda.curry@cityofchicago.org

LORI E. LIGHTFOOT
MAYOR

BRANDIE KNAZZE
ACTING 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 delegate agencies to provide health promotion 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, 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 health promotion services to older adults for over two decades.
- Funded by Title III-B, Title III-C, 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 Health Promotion Services for Older Adults RFP are to assist older adults to:
 - Increase health awareness
 - Increase self-determination in managing their health
 - Increase positive health behaviors



Current State and Priorities for Improvement

- In FY2019, 6,404 unduplicated older adults participated in health promotion services and 5,116 units of service (one activity session or hour of related service provision) were performed.
- In FY2020, amidst the COVID-19 pandemic, 3,669 unduplicated older adults participated in health promotion services (i.e., in-person, over-the-phone, and online) with 2,863 units of service performed.
- The Selected Respondents are expected to assist with outreach efforts to increase the number of older adults accessing services.
- And due to the COVID-19 pandemic, Health Promotion Services seeks to further expand:
 - Social isolation programming (such as wellness discussion groups or 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 Health Promotion Services RFP will select a minimum of two Respondents to provide health promotion services via online and over-the-phone platforms and in-person at 21 city-wide senior center locations.
- The selected Respondents will be responsible for overall program management, including:
 - Assisting with outreach efforts to increase participation
 - Incorporating best practice and evidence-based standards
 - Utilizing health professionals (i.e., RN, LCSW or MSW/LSW under the supervision of a LCSW, RD, and PharmD), with previous geriatric experience preferred, to deliver the program’s Core Services
 - Evaluating and reporting client satisfaction

Program Requirements – Core Services

➤ *Health Education*

- Schedule monthly health education presentations (facilitated by each of the health professionals) at each senior center site and online/over-the-phone
- Deliver one or more ACL-approved highest tier evidence-based workshops, at least twice per year (or as demand dictates), at each senior center site and online/over-the-phone
- Establish additional health education programs at each senior center site (as demand dictates)

➤ *Health Screenings*

- Schedule health screenings such as blood pressure checks (facilitated by the RN and PharmD) at each senior center site (and offer health referrals when needed)

➤ *One-on-one Consultations*

- Schedule one-on-one consultations between each of the health care professionals and the older adult participants at each senior center site and online/over-the-phone (and offer health referrals and supportive services when needed)

➤ *Mental Health Support Groups*

- Schedule monthly mental health support groups (facilitated by the LCSW or MSW/LSW) at each senior center site and online/over-the-phone to assist older adults' successful adaptation to life changes and losses (and offer health referrals and supportive services when needed)
- Establish additional support/educational groups at each senior center site (as demand dictates)

➤ *Social Isolation Programming*

- Provide ongoing social isolation programming (e.g., wellness discussion groups, virtual programming, brain health activities, and other innovative initiatives) for older adults (facilitated by the LCSW or MSW/LSW) at each senior center site and online/over-the-phone to address isolation/loneliness among targeted older adult populations



Program Requirements – Optional Dietician Consulting

- One award will be granted to provide Dietician Consulting services to the DFSS Senior Services' congregate and home delivered meals nutrition programs. The RD consultant will provide technical assistance and assure nutrition program standards are in conformance with federal, state, and local regulations. More specifically, the RD consultant shall:
 - Review/approve draft menus in accordance with IDoA Nutrition Program Standards, addressing legal requirements upon which federal funding for our nutrition programs are based
 - Complete and sign the IDoA Menu Approval Sheet for each menu submitted
 - Provide consulting services on nutrition projects, including, but not limited to: development of public education material, staff training on food safety and sanitation procedures, nutrition site monitoring and related follow-up, and other projects related to our nutrition programs



Program Requirements – Unit of Service

- One unit of service equals one activity session (i.e., health education presentation, mental health support group, health screening, etc.) or one hour of related service provision.
- 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 Health Promotion Services RFP, 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 must employ a RN, LCSW or MSW/LSW, RD, and PharmD, according to the following specifications:
 - Provide a RN for 2-4 hours a week, a LCSW or MSW/LSW for 2-4 hours a week, a RD for 2-4 hours a month, and a PharmD for 2-4 hours a month at each senior center site and online/over-the-phone (as demand dictates)
 - Ensure an adequate number of qualified and experienced staff to effectively coordinate and/or perform the expected Core Services (and have a back-up plan in place in the event of staff absences)
 - Verify that evidence-based program instructors/leaders have the appropriate training, program licenses, and certifications/credentials
 - Offer consultations, assistance, and education/training to senior center staff on addressing older adult clients who are in need of physical, mental health, and/or cognitive support
 - Provide a wellness program schedule for marketing publications
 - Assist with health-related special events and initiatives
 - Participate in meetings with other contracted awardees to coordinate (city-wide) health promotion services and resolve problems
 - Formulate strategies to engage older adults who do not access our services and develop innovative approaches to enhance program stature
 - Comply with all applicable laws, ordinances, policies, procedures, regulations, rules, requirements, and executive orders relating to background checks



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
- All collected income must be used to expand the services of the provider and supplement (not supplant) funds received for the program



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 health awareness
 - 75% of participants will increase their self-determination in managing their health
 - 75% of participants will increase their positive health behaviors
 - 85% of participants will be satisfied with service delivery
- DFSS also intends to track output metrics that may include, but are not limited to:
 - Number of unduplicated program participants
 - Number of new program participants
 - Number of service hours provided
 - Number of referrals to other health providers



Contract Management and Data Reporting Requirements

- Selected Respondents will be expected to:
 - Collect and report client-level demographic, performance, and service data (i.e., program attendance, unduplicated participant count, and units of services provided for the month) as stated in any resulting contract
 - Collect periodic feedback from program participants (about the effectiveness of provided services)
 - Generate client satisfaction surveys to track performance measures
 - Implement policies and procedures to ensure privacy and confidentiality of client records (for both paper files and electronic databases)
 - Utilize the division's Information System
 - Submit reports electronically to DFSS



Additional Guidance for Respondents

- Respondents are required to indicate their intention to provide services in one or multiple senior centers (although only one application needs to be submitted)
- Respondents are also required to indicate their intention to offer the optional program component of Dietician Consulting
- This RFP has a cost proposal worksheet in lieu of the traditional submitted budget, allowing Respondents to indicate the proposed unit rate for their different health promotion professionals
- Top scoring Respondents for the RFP's main Core Services will have their two additional Dietician Consulting questions scored on a 5-point scale (and the top scoring Respondent for these two additional questions will then be selected to provide this optional program component)
- Respondents are not required to apply to provide Dietician Consulting for the rest of their application to be considered responsive, but Respondents must apply to provide the RFP's main Core Services if they intend to also apply to provide the optional Dietician Consulting



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.
- **A minimum of two** delegate agencies will be awarded (based upon the continued availability of funding levels), with an estimated site reimbursement allocation of **\$11,250** for satellite senior center locations and **\$30,735** for regional senior center locations.
- **One** delegate agency will be awarded **\$20,000** to provide the optional program component of Dietician Consulting
- The Respondent will be required to complete a cost proposal worksheet, providing an estimated annual service volume for the following service types: satellite senior centers, regional senior centers, and dietician consulting services.



Selection Criteria – Strength of Proposed Program

- The Respondent clearly defines health promotion 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 has experience providing dietician consulting services comparable in size, scope, and duration
- The Respondent's program plan for dietician consulting services is aligned with best practices for the field and supported by data outcomes and current research
- The Respondent demonstrates experience providing health promotion 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, including client feedback, 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 the relevant capabilities and/or infrastructure needed to manage this program
- 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 conducts an audit
- 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



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 all health professionals and program oversight/general management staff.
- Be sure to attach a **cost proposal worksheet**



Selection and Transition Timeline

- **Pre-proposal webinar** – Tuesday, September 7, 2021 at 11:00 a.m.
- **Applications due** – Friday, September 24, 2021 at 12:00 p.m.
- **Program period begins** – October 1, 2021



Deadline



**Applications are due
on Friday, September 24,
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 Friday, September 24, 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
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 not that the RFP shown in this and subsequent slides is an example). To accept the amendment, click on “View Amendment History”.
- If the RFP has not been amended (yet), select “Create Quote” from the drop-down menu in the “Actions” box and click on “Go”. This will take you to the application page, where you can get started.

The screenshot displays a procurement system interface. At the top, a warning message states: "Warning: RFQ 6459 has been amended. To be considered for award you must acknowledge each amendment and submit (or resubmit) all your responses to ensure that they comply with the changes." Below this warning is a link for "View Amendment History". The RFQ number "RFQ: 6459,1" is visible. In the "Actions" box, the "Create Quote" option is selected in the dropdown menu, and the "Go" button is highlighted. The main details section includes:

- Title: Community Housing Development Organization (CHDO) Certification
- Status: Active
- Time Left: 476 days 22 hours
- Supplier Response Start Date: 28-Aug-2018 13:25:01
- Bid Opening Date/Supplier Response Due Date: 14-Aug-2020 14:01:32
- Buyer: MCCLARN, GRAYLEN
- Quote Style: Blind
- Outcome: Delegate Agency
- Event Description: This addendum is to remind applicants that the CHDO certification and recertification process is not a request for funding.
- Description: Community Housing Development Organization (CHDO) Certification

Additional sections include "Terms" with Bill-To and Ship-To addresses, "Currency" (USD), and "Requirements". Navigation links for "Show All Details" and "Hide All Details" are at the bottom.

How to accept an amendment – Step 2

- To begin the acceptance and acknowledgment process, to open the RFP in view only, click on the Document number (1) To review the amended changes to the RFP, click on the infinity or eyeglass icon (2) To acknowledge receipt and understanding of these changes and proceed, click on the “Acknowledge Amendments” button (3).
- By acknowledging the amendment, you are indicating that you are aware of the changes made to the RFP in the amendment.

CITY OF CHICAGO Sourcing

Home Logout Preferences Help


Negotiations

Negotiations > Active Solicitations > RFQ: 6459,1 >

Amendment History (RFQ 6459)

To be considered for award you must acknowledge each amendment and submit (or resubmit) all your responses to ensure that they comply with the changes. Acknowledge Amendments

Show All Details | Hide All Details

Details	Document Number	Title	Status	Acknowledgement Date	Review Changes
Hide	6459.1	Community Housing Development Organization (CHDO) Certification	Active		
Amendment Description This addendum is to remind applicants that the CHDO certification and recertification process is not a request for funding.					
Published Date 28-Aug-2018 13:25:01			Close Date 14-Aug-2020 14:01:32		
Show	6459	Community Housing Development Organization (CHDO) Certification	Amended		

[Return to RFQ: 6459,1](#)

Negotiations Home Logout Preferences Help

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How to accept an amendment – Step 3

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

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

Acknowledge Amendment (RFQ 6459,1)

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

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

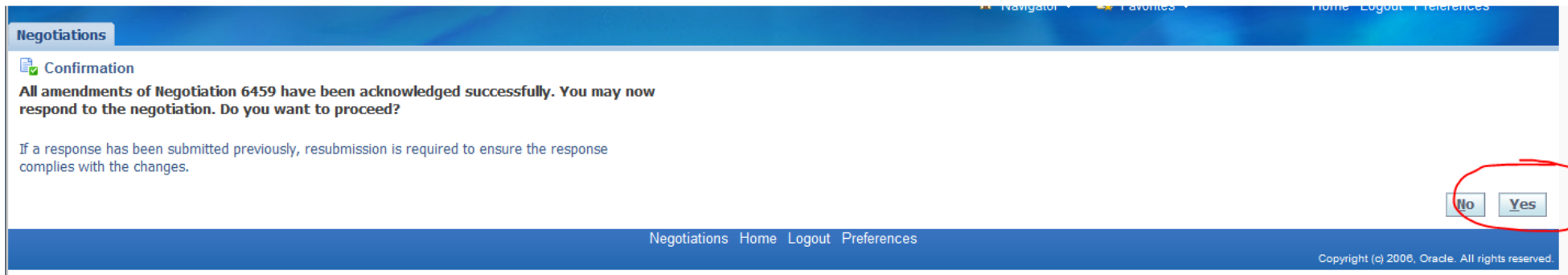
Header		
label	RFQ 6459	RFQ 6459,1
Amendment Description		This addendum is to remind applicants that the CHDO certification and recertification process is not a request for funding.

Notes and Attachments

RFQ 6459

How to accept an amendment – Step 4

- Click on “Yes” to indicate that you confirm your acknowledgement of the amendment.



The screenshot displays 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 navigation links: "Negotiations Home Logout Preferences" and a copyright notice: "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.

2

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									

How to submit an application

How to submit an application - Step 1

- When you are ready to submit, start by saving your draft one last time. Then click Continue.

Create Quote: 235163 (RFQ 6952)

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

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

Header **Lines**

Supplier **DEBORAH'S PLACE** Quote Valid Until
RFQ Currency **USD** (example: 27-Jun-2019)
Quote Currency **USD** Reference Number
Price Precision **Any** Note to Buyer

Attachments

[Add Attachment...](#)

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

Requirements

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

Focus Title	Target Value	Quote Value
Requirements		

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

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



How to submit an application - Step 2

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

negotiations

Negotiations > Active Solicitations > RFQ: 6952 >

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

Create Quote: 235163 (RFQ 6952)

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

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

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

Header **Lines**

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

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

Reference Number
Note to Buyer

Attachments

[Add Attachment...](#)

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

Requirements

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

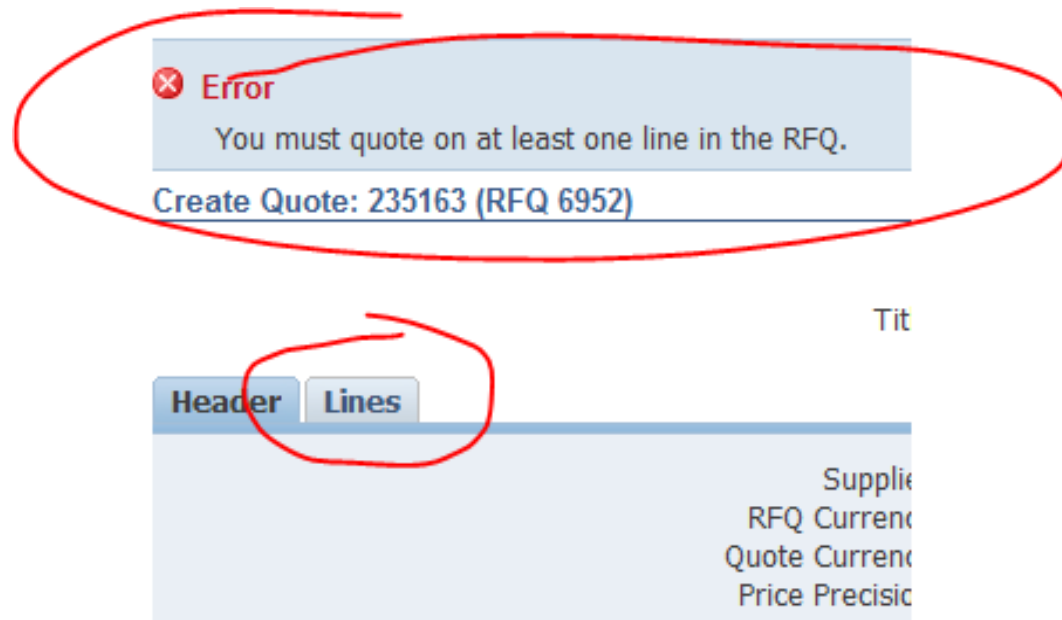
Focus Title	Target Value	Quote Value
<input type="checkbox"/> Requirements		

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

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

How to submit an application - Step 3

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



How to submit an application - Step 4

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

The screenshot shows a quote creation interface. At the top, there is a red error message: "Error: A quote value is required for requirement First Name." Below this, the title of the quote is "DFSS Youth Services Enrichment Programs - STEM (Science, Tech, Engin. & Math)". The interface includes sections for "Header", "Attachments", and "Requirements". The "Requirements" section is expanded, showing a table with columns for "Focus Title", "Target Value", and "Quote Value". The "Quote Value" column is highlighted with a red circle. In the "Requirements" table, the "First Name" field is also highlighted with a red circle. The "Quote Value" field is empty, indicating that the required value has not been provided.

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
RFQ Currency USD
Quote Currency USD
Price Precision Any

Quote Valid Until
Reference Number
Note to Buyer

Attachments

Add Attachment...

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

Requirements

Expand All Collapse All

Focus Title	Target Value	Quote Value
Requirements		
Contact Information		

First Name



How to submit an application - Step 5

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

The screenshot shows a web application interface for reviewing and submitting a quote. The top navigation bar includes "Negotiations" and "Create Quote 236154: Review and Submit (RFQ 6952)". The main content area is titled "Header" and 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	

Below the header is an "Attachments" section with a table that shows "No results found." The table has columns for Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, and Delete.

At the bottom of the screenshot, there are links for "Show All Details" and "Hide All Details", and a "Details Section" header.



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
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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.

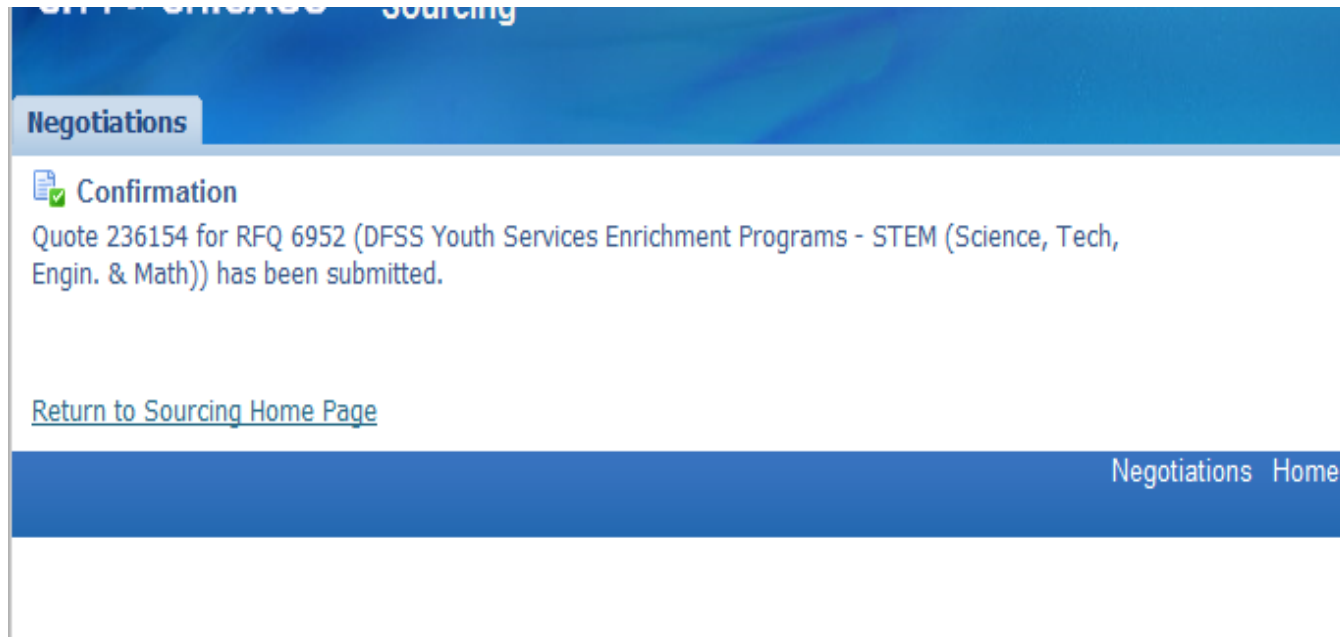
Before submitting the response please enter Name and Title and accept the disclaimer by checking the box above.

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

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Sean Dolan

312-742-2615

Sean.Dolan@cityofchicago.org

For non-programmatic questions contact:

Julia Talbot

(312)-743-1679

Julia.Talbot@cityofchicago.org