

**Request for Proposal (RFP) for
Youth Ready Chicago Program
Youth Employment Program Summer 2011
Industry Sector Focus
April 7, 2011**

**CITY OF CHICAGO
DEPARTMENT OF FAMILY AND SUPPORT SERVICES (DFSS)**

RESPONSES MUST BE RECEIVED NO LATER THAN

**May 2, 2011
AT 4:30 P.M. CST**

One original and one copy of the proposal should be submitted in a sealed envelope or package labeled as shown below:

**RFP for Youth Ready Chicago Program
Youth Employment Program Summer 2011
Industry Sector Focus**

Responses should be addressed and returned to:

Mary Ellen Messner
Assistant Commissioner
Workforce Services Division (3rd Floor)
Department of Family and Support Services
1615 West Chicago Avenue
Chicago, Illinois 60622

Additionally, all proposal packets should be emailed in their entirety to the following address: youthreadychicago@cityofchicago.org

**DFSS will host a Pre-Submittal Conference:
April 21, 2011, 1:00 p.m. – 3:00 p.m. at 1615 W. Chicago Ave.**



**RICHARD M. DALEY
MAYOR**

**MARY ELLEN CARON, PhD
COMMISSIONER**

Table of Contents

I. Purpose of the RFP	
A. Overview	3
B. Background	4
C. Anticipated Term of Contract and Funding Source(s)	6
D. Eligible Respondents	6
II. RFP and Submission Information	
A. Proposal Deadline	7
B. Questions	7
C. Pre-Submittal Conference.....	7
D. Timeline	8
III. Program and Scope of Services	
A. Program Design and Delivery.....	8
B. Support Provided to Hubs by DFSS.....	11
IV. Evaluation and Selection Criteria	
A. Process for Evaluation of Proposals	11
B. Selection Criteria	11
V. Legal and Submittal Requirements	
A. City of Chicago Economic Disclosure Statement	12
B. Disclosure of Litigation and Economic Issues.....	12
C. Grant Agreement Obligations	13
D. Funding Authority	13
E. Insurance Requirements	13
F. Indemnity	14
G. False Statements	14
H. Compliance with Laws, Statues, Ordinances and Executive Orders.....	14

Application, budget pages and all attachments can be found as separate files on the DFSS website: www.cityofchicago.org/fss

I. Purpose of the RFP

A. Overview

The Department of Family and Support Services (DFSS) is issuing this Request for Proposals (RFP) for Youth Ready Chicago program hubs, a 2011 youth, wage- subsidized summer jobs program for youth 16 – 24.

Hubs will play a crucial role in the implementation of the 2011 summer youth employment program by providing subsidized paid work experience in leading industry sectors throughout the city of Chicago. DFSS anticipates employment opportunities for youth in area hospitals, hotels, marketing/public relations agencies, retail stores, museums and other Chicago area businesses.

Through this RFP, the program anticipates engaging approximately 600 Chicago youth between the ages of 16 and 24 in paid work experiences and career readiness skills. Programs can operate during a 6-10 week period between June 1 and December 31 with the majority of youth being hired to work from June – September 30, 2011. Agencies will have an opportunity to subsidize a small percentage of youth until December 30th based on business need, budget constraints and a student's ability to work once the school year begins if they are currently in high school, college or a training program.

All programs must conclude by December 31, 2011.

The City of Chicago needs to immediately identify organizations with the qualifications and experience to rapidly implement the program during the summer of 2011.

DFSS will allocate approximately \$1.4 million in City of Chicago tax payer dollars to support a subsidized summer jobs program by increasing the number of city-supported summer employment opportunities for Chicago youth. The department will rely on a hub system similar to that used for the last two years under the American Recovery and Reinvestment Act dollars (ARRA -stimulus) that distributed funding to hire over 10,000 additional youth.

The hubs will be responsible for screening youth and finding meaningful job placements. Jobs will last a minimum of six (6) – ten (10) weeks at an average cost of \$2,100 per youth, this includes supportive services such as transportation, uniforms, referral to other agencies for G.E.D. classes, supplies etc. Youth must be paid at least the state minimum wage of \$8.25 Worksite placement is anticipated to be at but not limited to businesses (with an emphasis on specific industry sectors), community-based organizations, arts organizations and non-profits.

Respondents to the RFP should be capable of providing the following services: youth worker recruitment, program eligibility for youth participants, job/worksite development, job matching, youth training, adult supervision, data collection, payroll system

administration (including the fiscal capacity to generate and distribute checks to all youth associated with the hub), worksite monitoring and overall program administration.

The Youth Ready Chicago program will be overseen and administered by the Chicago Department of Family and Support Services.

B. Background

Mayor Richard M. Daley created the Department of Family and Support Services in 2009 and appointed Mary Ellen Caron, PhD, as the Commissioner, in order to provide more coordinated services for the city's most vulnerable citizens. The mission of DFSS is as follows:

“The Chicago Department of Family and Support Services is dedicated to supporting a continuum of coordinated services to enhance the lives of Chicago residents, particularly those most in need, from birth through the senior years. The department works to promote the independence and well-being of neighborhoods by providing direct assistance and administering resources to a network of community-based organizations, social service providers and institutions.”

DFSS provides citizens with the resources they need to create a strong developmental and educational foundation for children as well as offers youth, opportunities to learn and explore their talents outside of the classroom and through job training. Job training programming is also available for a variety of underserved populations.

Currently DFSS' youth-serving programs include Head Start and Early Head Start, Child Care Assistance, the Summer Food Service Program, Youth Ready Chicago, and Summer Mini-Grants. DFSS youth-funded agencies also provide counseling and mentoring services and teenage homelessness prevention and outreach services. Programs for youth are administered within DFSS by the Youth Services Division.

DFSS offers direct services and referrals for specialized assistance to residents and families in need through its six Community Service Centers. The DFSS Division on Domestic Violence is dedicated to promoting a coordinated multi-system response to domestic violence in Chicago. And the Department's Senior Services Area Agency on Aging administers a variety of informational and recreational programs through our Regional and Satellite Senior Centers, designed to address the diverse needs and interests of older Chicagoans, from those who are healthy and active, to those who are frail and homebound.

In 2010 the newly assembled Workforce Division of DFSS took part in a strategic planning process and identified the following vision, values, strategies and priorities:

Workforce Opportunities

In an effort to meet the evolving needs of Chicago's job market, DFSS has developed the following vision for its public workforce system:

Chicago's Vision for Jobseekers

Chicago residents are skilled, employed, and enjoy stable, family-supporting work.

Chicago's Vision Statement for Employers

Chicago businesses view the public workforce system as the go-to place to find skilled, talented employees to grow their business demands.

Core Values

Workforce Services is guided by five primary values that characterize our work:

- Operational Excellence
- Collaborative Relationships
- Mutual Accountability
- Continuous Quality Improvement
- Responsiveness

DFSS Goals for 2011

1. Dual focus on business and job seeker
 - Enhance menu set of services for business customer
 - Improve accessibility and connectivity to the job seeker customer
 - Use customer feedback to improve service delivery

2. Adaptable and coordinated system with education, economic and workforce development
 - Constantly adapt to the changing skills needed by businesses and the changing demographics characteristics of the labor market
 - Match the skills that employer needs with the focus of educational and training programs

Strategies

Workforce Services achieves its vision by focusing on the following points:

- **Using labor market data to inform decisions;**
- **Investing resources;**
- **Providing effective technical assistance;**
- **Fostering Partnerships and Collaboration; and**
- **Foster private/public partnerships.**

Youth Ready Chicago

Youth Ready Chicago provides summer job and year –round work opportunities for youth ages 14 – 24 years of age. Youth Ready Chicago includes internships, apprenticeships and jobs in both the public and private sector. Public sector partners include After School Matters, the Chicago Park District, Chicago Public Schools, City Colleges, the Chicago Housing Authority and the City of Chicago. Youth Ready Chicago in 2011 (summer only) will hire over 14,000 youth.

For further information about these and the other opportunities offered through the

Department of Family and Support Services, please visit the DFSS website:
www.cityofchicago.org/fss.

C. Anticipated Term of Contract and Funding Source(s)

DFSS expects the initial term of contracts executed under this RFP to be approximately June 1, 2011 to December 31, 2012. However, due to the seasonal nature of the program, ***all funds should be expended by December 31, 2011***. DFSS may extend this term for up to two periods, each period not to exceed one year based on need, availability of funds, federal program regulation and design, and contractor performance. This contract will be funded through City of Chicago Corporate funds.

DFSS anticipates funding six to ten contracts for worksite hubs. Contract sizes are estimated to range between \$210,000 - \$400,000.

In addition, Respondents should be aware that payment for services by the City will be made on a **reimbursement basis**. Awarded Respondents should not plan to receive their first payment until up to 60 days after the beginning of the contract period.

Respondents must be able to proceed with program operations upon award notification.

D. Eligible Respondents

This is a competitive procurement process open to all entities: non-profit, for-profit, faith-based, private and public. Preferred Respondents will have strong current or past experience with youth employment and training programs, or operating past summer youth employment programs. Successful Respondents must have an annual operating budget of at least \$500,000 and the financial capacity including line(s) of credit and/or sufficient working capital to distribute payroll for at least 100 youth. Please budget accordingly.

Respondents whose existing contracts with DFSS are not in good standing will not be considered for a hub contract. Agencies not eligible include those that have had a City contract terminated for default; are currently debarred and/or have been issued a final determination by a City, State or Federal agency for performance of a criminal act, abridgement of human rights or illegal/fraudulent practices.

Respondents must be eligible to do business with the City of Chicago. Entities are or may be ineligible if they are currently barred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by a Federal, State, City or other governmental department/agency, or if they are not in compliance with the State Department of Revenue or Internal Revenue Service requirements.

The City assumes no liability for costs incurred in responding to this RFP or for costs incurred by the Respondent in anticipation of a contract. All service delivery is subject to DFSS review and approval prior to implementation or public dissemination.

II. RFP and Submission Information

A. Proposal Deadline

The due date for this RFP is **May 2, 2011** at 4:30 pm. One original and one copy should be submitted to:

Mary Ellen Messner
Assistant Commissioner
Workforce Services (3rd Floor)
Department of Family and Support Services
1615 West Chicago Avenue
Chicago, Illinois 60622

(Proposals should be delivered to Maria Bermejo – 3rd Floor).

Additionally, all proposal packets should be emailed in their entirety to the following address: youthreadychicago@cityofchicago.org

Proposals will be accepted prior to the due date, from 9:00 a.m. to 4:00 p.m. Monday – Friday at the same location. All proposals must be complete. Incomplete proposals may not be reviewed. In-person or bonded messenger delivery of proposals is encouraged. Time stamped receipts will be issued as proof of timely submittal.

No proposal will be considered complete and therefore reviewed unless the original copy is delivered and received at DFSS offices.

Proposals received after the due date and time may be deemed NON-RESPONSIVE and, therefore, subject to rejection.

B. Questions

For answers to all program-related please contact:

Mary Ellen Messner 312 -746-7447, mmessner@cityofchicago.org

Respondents are strongly encouraged to submit all questions and comments related to the RFP via e-mail.

For all technical questions relating to the execution of the proposal, please contact:

Julia Talbot: (312)-743-1679, italbot@cityofchicago.org

C. Pre-Submittal Conference

A pre-submittal conference will be held on **April 21, 2011**, 1:00 p.m. – 3:00 p.m. at the Department of Family and Support Services, 1615 W. Chicago Ave. in the 1st floor conference room.

DFSS strongly encourages prospective Respondents to attend the Pre-Submittal Conference.

All those interested in attending should contact Maria Bermejo at 312-746-6311, or by email at maria.bermejo@cityofchiago.org and write “Youth Ready Chicago Hub” in the subject line. Please give the names of those wishing to attend and the agency name.

To request reasonable accommodation for the pre-proposal conference, please contact, Gladys Hall at gladys.hall@cityofchicago.org . Requests for accommodations will be accepted up to 48 hours prior to the event.

D. Timeline

This is the anticipated timeline for the funded programming:

RFP Released	April 7, 2011
RFP Pre-Proposal Conference	April 21, 2011
RFP Due	May 2, 2011
Award Notifications Made	May 16, 2011
Start Program	Rolling start dates between June and July, 2011

III. Program and Scope of Services

A. Program Design and Delivery

This summer, the Youth Ready Chicago program will provide over 14,000 job opportunities to youth. Approximately 600 of these opportunities will be subsidized paid work experience in Industry Sector Jobs through this RFP. The program will operate via a system of hubs and worksites. Worksites will provide youth with a safe, well-defined and supervised job that allows youth to gain valuable work experience.

Successful respondents will link their proposed work experience and placement activities in one of the following Industry Sectors: Information Technology and Media, Hospitality, Health Care and Nutrition, Arts & Culture, Green Jobs, Transportation, Communications/Marketing/Advertising and Journalism. The Summer Industry Sector Program must use work-based learning as an approach to develop youth for employment in today’s top industries. Programs must also provide a safe, secure and stable environment for participating youth. Work-based learning for this program is described as preparing youth in the selected industry knowledge, skills needed to gain employment in the targeted industries, informing participants on suitable youth jobs in the targeted industries, and other job preparation needs deemed necessary by participating Hubs. Work-based learning and training can be up to one week for pre-employment preparation. For a more detailed definition of work-based learning, please visit www.qualityresearchinternational.com/glossary/workbasedlearning.htm

The program design and delivery is subject to any additional federal and state guidance provided to the City of Chicago.

Hubs will be responsible for fulfilling the following programmatic functions:

1. Determining Program Eligibility

Hubs will be responsible for verifying eligibility for all youth participants. Eligible youth are:

- Chicago residents
- Between the ages of 16 and 24
- A legal resident of the United States.

A special emphasis will be placed on recruiting youth with barriers to employment, such as: youth lacking basic literacy skills (reading below grade level 8.9); out of school youth; pregnant/parenting teens; youth who are gang affiliated; youth living in Temporary Assistance to Needy Families (TANF) households; non-custodial fathers of children in low-income households; youth living in foster care; youth with disabilities; youth involved with the juvenile justice system (those on probation or parole); youth with limited English speaking ability or who identify as being gay, lesbian, or bi-sexual, transgender or questioning. Agencies are prohibited from hiring youth that are related to staff, board members etc. If agencies violate this aspect of the program/contract, they will not be reimbursed for youth in question. Additionally, agencies will be required to certify that youth hired in the program are not related to agency staff.

2. Job Development and Matching

Hubs will work with industry sector businesses, community-based agencies, faith-based organizations, etc. to identify and develop work experience for youth participants in this industry. Responsibilities will include job development, identifying job sites to place the contracted number of youth, entering into agreements with identified work sites, verifying and approving job descriptions submitted by worksites, hosting employer orientations and training, and providing on-going program monitoring at such worksites. Hubs will also be responsible for developing selection criteria and matching youth to appropriate job experiences. Hubs will match youth with employers based on youth interest and experience and worksite job needs.

Jobs for youth should be a minimum of 15 hours and a maximum of 30 hours per week and last at least 6 weeks in their duration. Hours spent in relevant employment-related training can be included as part of the overall hours worked. Training should be no less than 2 days and no more than one work week.

3. Worksite Monitoring

Hubs will be responsible for monitoring worksites. This includes performing pre-program visits to inspect worksite conditions and confirm job descriptions, as well as performing weekly site visits while the program is in operation to troubleshoot, problem solve.

4. Youth Training

All hubs will be responsible for training youth on industry sector employment. The industries targeted are: Information Technology and Media, Hospitality, Health Care and Nutrition, Arts & Culture, Green Jobs and Transportation, Communications/Marketing/Advertising and Journalism. Industry sector employment should be in addition to work readiness skills training (such as creating a resume, public speaking, technology and financial literacy). As mentioned in section 2 above, youth can be compensated for time spent in training, although the proposed programs must have an employment component. Respondents will need to demonstrate that they carry any classroom training is covered by their insurance policy.

5. Data Collection

DFSS will offer a unified data collection system that captures information on opportunities, employers and youth. Selected Respondents will be required to use this system (Cityspan) to track participants and/or link existing tracking systems to this site. DFSS will offer agencies training prior to program start and ongoing technical support.

6. Technology Requirements

The Respondent must have a PC/laptop with a valid email account to which communication (e.g. receiving and sending) is appropriate. The Respondent must also have a working fax machine to be able to receive and send faxes daily.

Desktop computers must at minimum have internet access - dial up is acceptable but high-speed/broadband is preferable, Window XP Professional (Service Pack 2) or higher, Internet Explorer v.7 or higher, a graphics card that can support 1024x768. Security specs must include: a) automatic operating system upgrades, b) firewall protection, c) automatic virus upgrades and d) anti-spy-ware software; at this time there are no laptop specs but this may change.

All Respondents will need to align their organization's technological capacity in order to be able to effectively and efficiently navigate DFSS systems as necessary.

DFSS will require hubs to develop and maintain all youth files for the duration of the summer program (e.g. the documentation of services provided, referrals made, job placements and job retention achieved).

7. Payroll System

Hubs **must** have the capacity to operate a payroll and timekeeping system that assures that all **youth are paid on time** according to an established schedule. Youth should be paid at a minimum twice a month. This payroll system can be operated directly by a funded agency or through partnership with another agency, including a payroll processing company. It is anticipated that hubs will operate on a reimbursement basis. Therefore it is important that all Respondents have adequate and available resources to meet program and payroll expenditures on a weekly

basis. In addition to managing payroll responsibilities, all hubs must maintain general liability insurance and Workman's Compensation coverage for all youth employed through the hub.

8. Youth Performance Evaluations and Youth and Employer Surveys

Hubs will be responsible for training and collecting performance evaluations on all youth workers. DFSS will provide all hubs with a standard evaluation used for this program.

9. Project Location and Accessibility to People with Disabilities

Respondents must be committed to achieving full physical and programmatic accessibility as defined by the Americans with Disabilities Act (ADA).

B. Supports Provided to Hubs by DFSS

DFSS anticipates providing the following services and supports to all contracted hubs to assist them in achieving the goals of the Youth Ready Chicago program this summer:

- Training on program reporting requirements and computer programs;
- Youth performance evaluation materials; and
- General technical assistance.

IV. Evaluation Process and Selection Criteria

A. Process for Evaluation of Proposals

Each application will be evaluated on the strengths of the application and the responsiveness to the selection criteria outlined below. DFSS reserves the right to consult with other city departments or public or private funders during the evaluation process.

B. Selection Criteria

The following criteria will be used in evaluating all proposals:

1. Previous Contracting Experience

The extent to which the applicant demonstrates experience contracting with the City of Chicago and/or other government or private agencies to administer federal and state-funded grants of similar size and complexity to the one they are applying for through this application.

1. Program Design and Scope

The extent to which the respondent's proposed plan meets the expectations and requirements outlined in the Youth Ready Chicago RFP. The quality and clarity of how well the respondent's plan responds to the needs of the proposed targeted community population of youth participants and potential worksites. How well the proposal demonstrates a clear understanding of the goals of the Youth Ready Chicago Summer program and how those goals most effectively will be met will also be considered.

Successful applicants will be able demonstrate deep knowledge of summer youth employment as evidenced by the previous or current operation of a successful youth employment program. Demonstrated ability to identify and recruit worksites that will provide safe and valuable work experience for participants should be included the all respondents' plan. The expertise of current staff, staffing plan and likelihood that the staffing structure will result in quality and effective service is also included.

3. Administrative/Fiscal Capacity and Experience

The extent to which the respondent demonstrates the fiscal and administrative capacity to implement a program of this nature. This includes demonstrated capacity to assume and meet all payroll, fiscal and IT requirements of the Youth Ready Chicago program and summer jobs program models, including a familiarity with cost allocation plans. Administrative capacity will also take into account staffing, supervising, program or worksite monitoring experience and capacity, and any previous experience in distributing and collecting customer satisfaction surveys.

4. Geographic Location

The success of the Youth Ready Chicago program depends on having hubs and worksites located throughout the City of Chicago to ensure adequate access of the system by youth citywide. Thus site location of proposed programs will be taken into account in determining funding decisions.

V. Legal and Submittal Requirements

A description of the following required forms has been included for your information. ***Please note that most of these forms will be completed prior to grant agreement execution but are not necessary for the completion of this application.*** A complete list of what forms will be required at the time of contracting is listed at the end of this section.

A. City of Chicago Economic Disclosure Statement and Affidavit (EDS)

Respondents are required to execute the **Economic Disclosure Statement** annually through its on-line EDS system. Its completion will be required for those Respondents who are awarded contracts as part of the contracting process. The on-line EDS can be accessed at:

<https://webapps.cityofchicago.org/EDSWeb/appmanager/OnlineEDS/desktop>.

B. Disclosure of Litigation and Economic Issues

Legal Actions: Respondent must provide a listing and brief description of all material legal actions, together with any fines and penalties, for the past five (5) years in which (i) Respondent or any division, subsidiary or parent company of Respondent, or (ii) any officer, director, member, partner, etc., of Respondent if Respondent is a business entity other than a corporation, has been:

1. A debtor in bankruptcy; or

2. A defendant in a legal action for deficient performance under a contract or in violation of a statute or related to service reliability; or
3. A Respondent in an administrative action for deficient performance on a project or in violation of a statute or related to service reliability; or
4. A defendant in any criminal action; or
5. A named insured of an insurance policy for which the insurer has paid a claim related to deficient performance under a contract or in violation of a statute or related to service reliability; or
6. A principal of a bond for which a surety has provided contract performance or compensation to an obligee of the bond due to deficient performance under a contract or in violation of a statute or related to service reliability; or
7. A defendant or Respondent in a governmental inquiry or action regarding accuracy of preparation of financial statements or disclosure documents.

Any Respondent having any recent, current or potential litigation, bankruptcy or court action and/or any current or pending investigation, audit, receivership, financial insolvency, merger, acquisition, or any other fiscal or legal circumstance which may affect their ability currently, or in the future, to successfully operate the requested program, must attach a letter to their proposals outlining the circumstances of these issues. Respondent letters should be included in a sealed envelope, directed to Commissioner Mary Ellen Caron. Failure to disclose relevant information may result in a Respondent being determined ineligible or, if after selection, in termination of a contract.

C. Grant Agreement Obligations

The City intends to award grants to selected Respondents for the period beginning June 1, 2011 and ending December 31, 2012 with the City having the right to extend the terms of the agreement by up to two(2) one-year periods, each period not to exceed one year. Grant agreement extensions may be made by the City based on the availability of funds, the need to extend services, and the Respondent's performance. By entering into this grant agreement with the City, the Respondent is obliged to accept and implement any recommended technical assistance. The grant agreement will describe the payment methodology. DFSS anticipates that payment will be conditioned on the Respondent's performance in accordance with the terms of its grant agreement.

D. Funding Authority

This initiative is administered by the Department of Family and Support Services, and the City of Chicago. Consequently, all guidelines and requirements of the Department of Family and Support Services and the City of Chicago must be met. Additionally all successful Respondents must comply with the Single Audit Act if applicable.

E. Insurance Requirements

Successful Respondents will provide and maintain, at their expense, the insurance coverage and requirements specified by the City of Chicago in the "Insurance Requirements and Insurance Certificate". The Insurance Certificate of Coverage is only

required for those Respondents who are selected for a grant agreement award at which time more information will be given. This certificate does not have to be provided when responding to the RFP.

F. Indemnity

The successful Respondent will be required to indemnify City of Chicago for any losses or damages arising from the delivery of services under the grant agreement that will be awarded. The City may require the successful Respondent to provide assurances of performance, including, but not limited to, performance bonds or letters of credit on which the City may draw in the event of default or other loss incurred by the City by reason of the Respondent's delivery or non-delivery of services under the grant agreement.

G. False Statements

(1) 1-21-010 False Statements

Any person who knowingly makes a false statement of material fact to the city in violation of any statute, ordinance or regulation, or who knowingly falsifies any statement of material fact made in connection with an proposal, report, affidavit, oath, or attestation, including a statement of material fact made in connection with a bid, proposal, contract or economic disclosure statement or affidavit, is liable to the city for a civil penalty of not less than \$500.00 and not more than \$1,000.00, plus up to three times the amount of damages which the city sustains because of the person's violation of this section. A person who violates this section shall also be liable for the city's litigation and collection costs and attorney's fees.

The penalties imposed by this section shall be in addition to any other penalty provided for in the municipal code. (Added Coun. J. 12-15-04, p. 39915, § 1)

(2) 1-21-020 Aiding and Abetting.

Any person who aids, abets, incites, compels or coerces the doing of any act prohibited by this chapter shall be liable to the city for the same penalties for the violation. (Added Coun. J. 12-15-04, p. 39915, § 1)

(3) 1-21-030 Enforcement.

In addition to any other means authorized by law, the corporation counsel may enforce this chapter by instituting an action with the Department of Administrative Hearings. (Added Coun. J. 12-15-04, p. 39915, § 1).

H. Compliance with Laws, Statutes, Ordinances and Executive Orders

Grant awards will not be final until the City and the Respondent have fully negotiated and executed a grant agreement. All payments under grant agreements are subject to annual appropriation and availability of funds. The City assumes no liability for costs incurred in responding to this RFP or for costs incurred by the Respondent in anticipation of a grant agreement. As a condition of a grant award, Respondents must comply with the following and with each provision of the grant agreement:

1. Conflict of Interest Clause: No member of the governing body of the City of Chicago or other unit of government and no other officer, employee, or agent of the City of Chicago or other government unit who exercises any functions or responsibilities in connection with the carrying out of the project shall have any personal interest, direct or indirect, in the grant agreement.

The Respondent covenants that he/she presently has no interest, and shall not acquire any interest, direct, or indirect, in the project to which the grant agreement pertains which would conflict in any manner or degree with the performance of his/her work hereunder. The Respondent further covenants that in the performance of the grant agreement no person having any such interest shall be employed.

2. Governmental Ethics Ordinance, Chapter 2-156: All Respondents agree to comply with the Governmental Ethics Ordinance, Chapter 2-156 which includes the following provisions: a) a representation by the Respondent that he/she has not procured the grant agreement in violation of this order; and b) a provision that any grant agreement which the Respondent has negotiated, entered into, or performed in violation of any of the provisions of this Ordinance shall be voidable by the City.

3. Selected Respondents shall establish procedures and policies to promote a Drug-free Workplace. The selected Respondent shall notify employees of its policy for maintaining a drug-free workplace, and the penalties that may be imposed for drug abuse violations occurring in the workplace. The selected Respondent shall notify the City if any of its employees are convicted of a criminal offense in the workplace no later than ten days after such conviction.

4. Business Relationships with Elected Officials - Pursuant to Section 2-156-030(b) of the Municipal code of the City of Chicago, it is illegal for any elected official of the City, or any person acting at the direction of such official, to contact, either orally or in writing, any other City official or employee with respect to any matter involving any person with whom the elected official has a business relationship, or to participate in any discussion in any City Council committee hearing or in any City Council meeting or to vote on any matter involving the person with whom an elected official has a business relationship. Violation of Section 2-156-030(b) by any elected official with respect to the grant agreement shall be grounds for termination of the grant agreement. The term business relationship is defined as set forth in Section 2-156-080 of the Municipal Code of Chicago.

Section 2-156-080 defines a "business relationship" as any contractual or other private business dealing of an official, or his or her spouse or domestic partner, or of any entity in which an official or his or her spouse or domestic partner has a financial interest, with a person or entity which entitles an official to compensation or payment in the amount of \$2,500 or more in a calendar year; provided, however, a financial interest shall not include: (i) any ownership through purchase at fair market value or inheritance of less

than one percent of the share of a corporation, or any corporate subsidiary, parent or affiliate thereof, regardless of the value of or dividends on such shares, if such shares are registered on a securities exchange pursuant to the Securities Exchange Act of 1934, as amended; (ii) the authorized compensation paid to an official or employee for his office or employment; (iii) any economic benefit provided equally to all residents of the City; (iv) a time or demand deposit in a financial institution; or (v) an endowment or insurance policy or annuity contract purchased from an insurance company. A “contractual or other private business dealing” shall not include any employment relationship of an official’s spouse or domestic partner with an entity when such spouse or domestic partner has no discretion concerning or input relating to the relationship between that entity and the City.

5. Compliance with Federal, State of Illinois and City of Chicago regulations, ordinances, policies, procedures, rules, executive orders and requirements, including Disclosure of Ownership Interests Ordinance (Chapter 2-154 of the Municipal Code of Chicago); the State of Illinois - Certification Affidavit Statute (Illinois Criminal Code); State Tax Delinquencies (65ILCS 5/11-42.1-1); Governmental Ethics Ordinance (Chapter 2-156 of the Municipal Code of Chicago); Office of the Inspector General Ordinance (Chapter 2-56 of the Municipal Code of Chicago); Child Support Arrearage Ordinance (Section 2-92-380 of the Municipal Code of Chicago); and Landscape Ordinance (Chapters 32 and 194A of the Chicago Municipal Code).

6. If selected for grant award, Respondents are required to (a) execute and notarize the Economic Disclosure Statement and Affidavit, and (b) indemnify the City as described in the grant agreement between the City and the successful Respondents.

7. Pursuant to Mayoral Executive Order No. 05-1, from the date of public advertisement of this request for proposals through the date of award of an agreement pursuant to this request for proposals, the organization responding to this request for proposals (the “Respondent”), any person or entity who directly or indirectly has an ownership or beneficial interest in Respondent of more than 7.5 percent (“Owners”), spouses and domestic partners of such Owners, Respondent’s proposed subcontractors, any person or entity who directly or indirectly has an ownership or beneficial interest in any subcontractor of more than 7.5 percent (“Sub-owners”) and spouses and domestic partners of such Sub-owners (Respondent and all the other preceding classes of persons and entities are together, the “Identified Parties”) must not: (a) make a contribution of any amount to the Mayor of the City of Chicago (the “Mayor”) or to his political fundraising committee; (b) coerce, compel or intimidate its employees to make a contribution of any amount to the Mayor or to the Mayor’s political fundraising committee; (c) reimburse its employees for a contribution of any amount made to the Mayor or to the Mayor’s political fundraising committee; or (d) bundle or solicit others to bundle contributions to the Mayor or to his political fundraising committee.

If Respondent violates this provision or Mayoral Executive Order No. 05-1 prior to the

award of an agreement resulting from this request for qualifications/proposals/ information, the Commissioner may reject Respondent's proposal.

For purposes of this provision:

"Bundle" means to collect contributions from more than one source which are then delivered by one person to the Mayor or to his political fundraising committee.

"Contribution" means a "political contribution" as defined in Chapter 2-156 of the Municipal Code of Chicago, as amended.

For purposes of this provision only, individuals are "Domestic Partners" if they satisfy the following criteria: (A) they are each other's sole domestic partner, responsible for each other's common welfare; and (B) neither party is married, as marriage is defined under Illinois law; and (C) the partners are not related by blood closer than would bar marriage in the State of Illinois; and (D) each partner is at least 18 years of age, and the partners are the same sex, and the partners reside at the same residence; and (E) two of the following four conditions exist for the partners: (1) the partners have been residing together for at least 12 months; (2) the partners have common or joint ownership of a residence; (3) the partners have at least two of the following arrangements: (a) joint ownership of a motor vehicle, (b) a joint credit account, (c) a joint checking account, or (d) a lease for a residence identifying both domestic partners as tenants; and (4) each partner identifies the other partner as a primary beneficiary in a will.

"Political fundraising committee" means a "political fundraising committee" as defined in Chapter 2-156 of the Municipal code of Chicago, as amended. Any agreement awarded pursuant to this solicitation will be subject to and contain provisions requiring continued compliance with Executive Order 2005-01.