

Please stand by, the webinar will begin shortly.

Department of Family and Support Services
Chicago Youth Service Corps (CYSC) RFP

Release Date: January 11, 2022

Due Date: February 23, 2022



House Keeping

- 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
- Information about the scope/program description
- Selection Criteria
- Timeline
- Technical Assistance for Applicants and eProcurement
- Questions

CITY OF CHICAGO



**REQUEST FOR PROPOSALS (RFP) FOR
Chicago Youth Service Corps
RFQ# 8376**

**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:

Lisa Davis
Director of Youth Employment
Department of Family and Support Services
1615 W. Chicago Ave
Chicago, Illinois 60622
(312) 743-1287
Lisa.davis@cityofchicago.org

**LORI E. LIGHTFOOT
MAYOR**

**BRANDIE V. KNAZZE
COMMISSIONER**



Purpose of the RFP

- Department of Family and Support Services seeks to fund agencies who have experience with programming for youth ages 16-24 that is focused on leadership development through civic engagement, service-learning projects.
- The Chicago Youth Service Corps (CYSC) RFP seeks to support youth development in the city of Chicago by developing young Chicagoans ages 16-24 as local leaders through the creation of paid, service-learning opportunities focused on local/civic engagement. Youth participants will earn money in a diverse service corps while also building transferable leadership skills for workforce development and 21st century skill-building. This model aspires to promote safe and vibrant communities by empowering youth through civic-minded service while dually providing employment.



Background

- Began in the summer of 2020
 - Young Chicagoans could earn money while supporting their neighborhood and city during the Covid-19 pandemic
 - Offered community service opportunities and project-based online learning focused on social justice and/or Covid-19 concerns
 - In its inaugural summer 2020 cohort, the CYSC engaged 1,809 youth.
- The inaugural year of the CYSC demonstrated the necessity of an opportunity such as this to support young Chicagoans as they power through the pandemic by serving their neighborhoods and city.
 - With the coordinated partnerships from City partners and DFSS delegate agencies across the city, the CYSC created space for youth to build bonds, celebrate with others from different backgrounds, and collaborate for civic action.
- **Guiding Principles**
 - **Shape Chicago** Strengthen our neighborhoods, communities, and our City through civic leadership
 - **Learn to Lead** Learning and reflecting on what good leadership looks like and is composed of
 - **Elevate Your Voice** Explore identities, passions, and goals by providing tools for a successful future
 - **Lead to Learn** Improve programming through continuous feedback and leadership
 - **Build Your Community & City** Collaborate to accomplish goals and broaden each other's impact
 - **Celebrate Yourself & Others** Celebrate diverse backgrounds, experiences, and traditions every young person brings



Background

Prior Statistics based on Summer 2020 CYSC Cohort

➤ Personal Growth

- About 82% of participants reported they learned how their peers' backgrounds are the same or different from their own through project collaboration and developing new relationships.
- 83% of participants reporting that they were able to strengthen their skills/abilities and even gain new skills

➤ Stronger sense of community responsibility while also positively impacting the City at large

- After the six-week program, 83% of the inaugural 1,809 participants reported having a positive impact on their community in the summer of 2020
- Even further, 87% reported that they are motivated to continue to making an impact in their community after the program.



Program Description and Goals

- The goal of the CYSC is to support youth development in the city of Chicago **by developing young Chicagoans ages 16-24 as local leaders** through the creation of **paid, service-learning opportunities focused on local/civic engagement.**
- Youth participants will earn money in a diverse service corps while also building transferable leadership skills for workforce development and 21st century skill-building.
- This model aspires to promote safe and vibrant communities by empowering youth through civic-minded service while dually providing employment.



Current State and Priorities for Improvement

Current State

- After the inaugural summer, DFSS expanded the initiative through the Fall of 2021 with four additional 12-week cohorts
 - Allowed for the extended engagement of approximately 5,000 additional youth
- The Covid-19 pandemic posed a variety of opportunities and challenges for the CYSC model.
 - It was because of the pandemic that the City and DFSS developed the CYSC as a virtual option for youth employment through collaboration with existing DFSS delegate agencies. After a ninety-day planning period, the CYSC became a viable option for the dual purposes of community engagement and employment.
 - Programmatic activities were predominantly virtual and followed either a six- or twelve- week program model.
 - Activities and projects were unique to each delegate agency's expertise, but were united by virtual events, weekly reflections/corps conversations, and capstone presentations that were grounded in the following six CYSC guiding principles.



Current State and Priorities for Improvement

Priorities for Improvement

- 1. Expanded program timeline:** Year-round funding from January to December
- 2. In-Person Programming:** Programming is expected to be in-person, but may need to transition to virtual or hybrid format based on CDC guidance and on the data provided by the Chicago Department of Public Health
- 3. Healthy Chicago Equity Zones:** To ensure citywide access to programming, Respondents must indicate for which Healthy Chicago Equity zone they will be applying for
 - Alignment with the Chicago Department of Public Health's the Healthy Chicago Equity Zones: North Central, Northwest, West, Far South, Near South, and Southwest
 - At least one Respondent per city zone will be awarded
 - You must have a physical address in each zone you apply for
- 4. Transformative Impact:** Increase staff capacity by providing a youth coordinator and leadership coach for every cohort of 20 participants; a staff to youth ratio of 2:20



Target Population

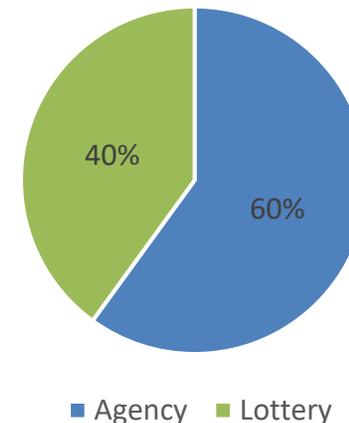
➤ Eligibility

- Chicago youth ages 16-24 years old
- Must show proof of Chicago residency, have a valid Chicago Public School or State of Illinois ID card, have completed the CYSC online application, and have a signed consent form from the parent or guardian on file for youth under the age of 18.
- Remember this is considered an employment program, youth will need the appropriate documentation to complete an I-9 Form:
<https://www.uscis.gov/sites/default/files/document/forms/i-9instr.pdf>

➤ Recruitment & Enrollment

- Respondents will be responsible for the recruiting of youth in their respective programs.
- **60 percent** of enrolled youth will be recruited and chosen by the awarded Respondent.
- The other **40 percent** of enrolled youth will be selected randomly through lottery from the citywide application portal.

Participant Recruitment





Target Population

- **Target Population:** Out of the total enrolled youth, recruited by either the agency or citywide lottery, **at least 40 percent of youth participants** per respondent must identify with at least ONE of the following underrepresented populations outlined below:
 - Individuals living with disabilities (i.e. physically impaired, visually impaired)
 - Individuals who are English as a Second Language (ESL) learners
 - Individuals that are experiencing homelessness or unstable housing
 - Individuals placed in the foster care system
 - Individuals that have been touched by the justice system (i.e.. Parole, probation)
 - Opportunity youth as defined as out-of-school and/or out-of-work



Program Requirements

- DFSS is seeking providers with a proven track record in implementing youth development programs, skills training initiatives, workforce development or service-learning opportunities focused on local/civic engagement in the City of Chicago. *Refer to pages 9-14 under Program Requirements*
- DFSS asks agencies to design and deliver a year-round program with a focus on (1) leadership training and education, (2) project design, planning and implementation, (3) critical reflection, and (4) relationship building. For FY2022 (April-December 2022), programming will be implemented from April through December. Programming in subsequent years will be implemented year-round.
 - **Youth Ages:** 16-24
 - **Minimum Number of Youth Served:** 40 youth participants per year
 - **Recruitment:** 40% of participants identify with at least one of the target populations (refer to the section *Target Population*)
 - **Program Schedule:** Year-round programming in 2023 will be January-December
 - **Budget Categories:** youth wages, staff wages, transportation, food, materials/supplies, and administration
 - **Youth Wages:** \$15 per hour with an allocation of 460 hours per fiscal year
 - **Staff Wages (Youth Coordinator and Leadership Coach):** \$23.50 per hour with an allocation of 770 hours per fiscal year (2:20 staff to youth ratio)



Program Requirements

Key Respondent Functions

1. Administer and support year-round programming for youth participants
2. Facilitate and implement all programmatic activities in order to promote leadership development and enhance 21st century employment skills of youth participants
3. Recruit, hire, and manage staff personnel to deliver the Chicago Youth Service Corps
4. Administer payroll for youth participants and staff personnel



Program Requirements

1. Administer and support year-round programming for youth participants

1. Develop and implement an outreach and recruitment plan to identify and enroll eligible participants (40 youth participants minimum)
2. Programming should be in-person, but may need to transition to virtual or hybrid format based on CDC guidance and on the data provided by the Chicago Department of Public Health
3. Track and submit data in the DFSS Data management system



Program Requirements

2. Facilitate and implement all programmatic activities in order to promote leadership development and enhance 21st century employment skills of youth participants

- Design, plan and implement service-based projects/programming grounded in the CYSC Guiding Principles
- All programming leads to a final capstone project
- Activities could include...
 - Training and educational activities
 - Local/civic engagement projects that provide a service to benefit the City of Chicago, its neighborhoods, or its residents.
 - Critical reflection through ongoing reflections and/or group discussions, as well as a final capstone presentation
 - Relationship-building opportunities to build leadership skills and meaningful relationships with peers, staff members and their local community
- Utilization of the digital learning platform, My CHI. My Future. (MCMF)



Program Requirements

3. Recruit, hire, and manage staff personnel to deliver the Chicago Youth Service Corps

- Staff to youth ratio is 2:20 with one youth coordinator and one leadership coach for each cohort of 20 participants
- All staff working with youth must be properly trained and have a cleared background check on file with their agency and DFSS prior to hire for the program
- Administer payroll for youth coordinators & leadership coach
- Applicants must submit job descriptions for the youth coordinator and leadership coach positions

Youth Coordinator	Leadership Coach
Youth coordinators will work directly with youth to implement programmatic activities and build strong, positive relationships with youth.	Leadership coaches are distinct from the youth coordinators as they assist youth in identifying personal goals, developing leadership skills, and planning next steps.



Program Requirements

4. Administer payroll for youth participants and staff personnel

- Youth participants will receive wages of up to 460 hours at \$15 per hour, not to exceed \$7,659 for the entire program per participant
 - Collect participant timesheets and record in payroll system
 - Pay participants on a bi-weekly basis
 - Maintain time and payroll documents in a secure place
 - **Youth wages must be directly paid by Respondent or their fiscal agent and are included as a part of the proposed budget.**
- DFSS will award contracts at a rate of \$505,427 wages for 40 youth, 1 youth coordinator and 1 leadership coach with a staff to youth ratio of 2:20.
 - Should Respondents apply for more than the minimum 40 youth, they can plan to increase their budget in increments of approximately \$247,000 for each additional increment of 20 youth and 2 staff members.

Program Requirements

Table 3: Program Budget Breakout

CYSC Budget Allocation for 40 Youth

Youth & Staff	Quantity	Wages with FICA/Worker's Comp (rate varies)	Hours Per Year	Total Costs
Youth Participant	40	\$16.65	460	\$306,360
Youth Coordinator	2	\$26.09	770	\$40,171
Leadership Coach	2	\$26.09	770	\$40,171
Miscellaneous	# of Youth	Per Youth	Total Weeks	Total Costs
Food	40	\$12	40	\$19,200
Materials/Supplies	40	\$120		\$4,800
Transportation	40	\$18	40	\$28,800
Administration (15%)				\$65,925.27
TOTAL Cost for a Program for 40 Youth				\$505,427

The budget provided above gives insight for Respondents on expected budget expenditures for a program of the minimum 40 youth.

- Total youth wages will cost approximately \$307,000 per year (including FICA) for 40 youth.
- **The anticipated cost of a program for the minimum number of 40 youth is \$505,427.**
- Should Respondents apply for more than the minimum 40 youth, they can plan to increase their budget in increments of approximately \$247,000 for each additional increment of 20 youth and 2 staff members.

Program Requirements

Table 4: Chicago Youth Service Corps Wage and Hour Allocation

Fiscal Year	Youth Calendar		Fiscal Year	Staff Calendar	
January	20 weeks at 10 hours per week	200 Hours	January	22 weeks at 15 hours per week	330 Hours
February			February		
March			March		
April			April		
May			May		
June	6 weeks at 20 hours per week	120 Hours	June	8 weeks at 25 hours per week	200 Hours
July			July		
August			August		
September	14 weeks at 10 hours per week	140 Hours	September	16 weeks at 15 hours per week	240 Hours
October			October		
November			November		
December			December		
TOTAL	40 Weeks	460 Hours	TOTAL	46 Weeks	770 Hours

- **Youth Participants** 460 hours to allocate for each youth participant each fiscal year; not to exceed \$7,659 for the entire program
 - \$15 per hour with an allocation of 460 hours per fiscal year
- **Staff Members** 770 hours for each youth coordinator and leadership coach
 - \$23.50 per hour with an allocation of 770 hours per fiscal year
- If a youth participant chooses not to complete the full year of programming, agencies may enroll additional youth to fulfill the remaining hours left from the previous participant



Performance Goals and Outcomes

Outcomes

➤ Growth in **Civic Engagement**

- 75% of youth participants report a growth in civic-minded attitudes and behaviors through a DFSS-designated tool

➤ Growth in **Leadership/Personal Development**

- 75% of youth report a growth in personal and leadership development through a DFSS-designated survey
- 90% of youth will complete the Leadership/Personal Development tasks and playlists via My CHI. My Future., the online learning platform

➤ **Continuity of Support**

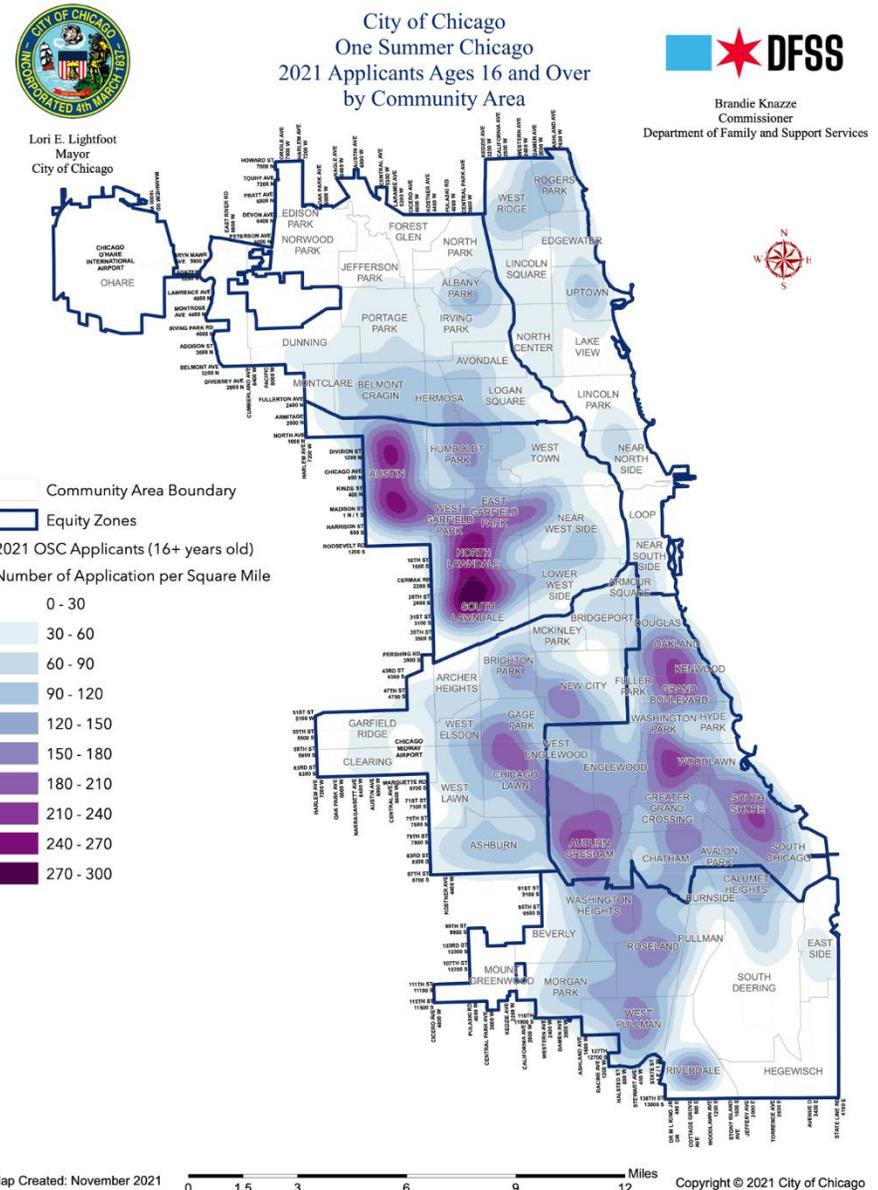
- 100% of youth will be connected with additional information, support, or services, if identified and requested during programming

Outputs

- 90% of enrolled participants will complete a capstone project
- 100% of participants will be recruited and enrolled in the CYSC
- 75% of youth will complete the entire year-round program
- 80% of participants will sign up for direct deposit
- 100% of youth will be paid on time
- 100% complete their entrance and exit youth survey
- 40% of youth identify with target population criteria

Guidance for Respondents

- Respondents must indicate which Healthy Chicago Equity Zone they will be applying for in alignment with the Chicago Department of Public Health’s six Healthy Chicago Equity Zones
 - *North Central, Northwest, West, Far South, Near South, and Southwest*
- Respondents must submit one application for each Healthy Chicago Equity Zone for which they wish to apply.
- Respondents can only apply for a Healthy Chicago Equity Zone in which they can demonstrate a physical address.
 - Multiple applications by the same agency for the same Healthy Chicago Equity Zone will NOT be considered
- Respondents seeking funding for multiple sites in different Healthy Chicago Equity Zones are required to apply for each zone separately



Guidance for Respondents

Table 5: Healthy Chicago Equity Zones

City Zones	Community Areas		
Far South	Beverly	Hegewisch	Roseland
	Burnside	Morgan Park	South Deering
	Calumet Heights	Mount Greenwood	Washington Heights
	East Side	Pullman	West Pullman
	Hegewisch	Riverdale	
Near South	Auburn Gresham	Grand Boulevard	South Shore
	Avalon Park	Greater Grand Crossing	Washington Park
	Chatham	Hyde Park	West Englewood
	Douglas	Kenwood	Woodlawn
	Englewood	Oakland	
	Fuller Park	South Chicago	
North Central	Edgewater	Loop	Rogers Park
	Lakeview	Near North Side	Uptown
	Lincoln Park	Near South Side	West Ridge
	Lincoln Square	North Center	
Northwest	Albany Park	Forest Glen	Montclare
	Avondale	Hermosa	North Park
	Belmont Cragin	Irving Park	Norwood Park
	Dunning	Jefferson Park	Portage Park
	Edison Park	Logan Square	
Southwest	Archer Heights	Chicago Lawn	New City
	Armour Square	Clearing	West Elsdon
	Ashburn	Gage Park	West Lawn
	Bridgeport	Garfield Ridge	
	Brighton Park	McKinley Park	
West	Austin	Lower West Side	South Lawndale
	East Garfield Park	Near West Side	West Garfield Park
	Humboldt Park	North Lawndale	West Town

Guidance for Respondents

Table 6: Anticipated Range of Awards			
Healthy Chicago Equity Zone	Percentage of OSC Applicants Ages 16-24 in 2021	Anticipated Number of Youth Served Per Year	Anticipated Number of Selected Agencies
Far South	16%	140	2 to 3 agencies
Near South	27%	240	2 to 6 agencies
North/Central	8%	80	1 to 2 agencies
Northwest	10%	80	1 to 2 agencies
Southwest	16%	140	2 to 3 agencies
West	23%	200	2 to 5 agencies
Total	100%	880	Approximately 22 agencies

- To ensure geographic equity, the distribution of funds will be balanced by youth population needs as demonstrated by historical data from the 2021 One Summer Chicago Applicants Ages 16-24 (Table above)
- Respondents are encouraged to collaborate in order to allow agencies to sub-contract and expand an organization’s network to deliver programming.



Selection Criteria – Strength of Proposed Program

DFSS seeks respondents that demonstrate:

- The Respondent clearly defines activities, projects, and 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, as well as the needs of the local community, Chicago Healthy Equity zone, and/or city
- The Respondent's proposed program is supported by an evidence base of similar civic engagement service-learning programs and/or aligns with best practices for youth development
- The Respondent demonstrates a clear understanding of the target population, their needs and challenges, and the local community and evidences prior experience serving the population
- The Respondent has an effective approach to identifying and retaining youth participants ages 16-24 (including rules/regulations that reduce barriers to participation) as well as youth from the target population.
- The Respondent has an effective approach soliciting and incorporating feedback for the purposes of programmatic improvement



Selection Criteria – Program Performance, Outcomes and Quality

DFSS seeks respondents that demonstrate:

- The Respondent demonstrates evidence of strong past performance in similar, relevant youth programs against desired outcome goals and performance metrics and/or other notable accomplishments in providing services to youth participants
- 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

DFSS seeks respondents that demonstrate:

- The Respondent has the relevant capabilities and/or infrastructure needed to manage this program
- The Respondent has expertise working with the target population and has relevant capabilities and/or infrastructure needed to serve this group
- The Respondent has articulated a plan to hire and train qualified line staff and has or can hire 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's organization reflects and engages the diverse people of the communities it serves



Selection Criteria – Reasonable costs, budget justification, and leverage of funds

DFSS seeks respondents that demonstrate:

- The Respondent has the fiscal capacity to implement the proposed program
- The Respondent leverages other funds and/or 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. The proposed budget supports the proposed scope of work or work plan



Selection Criteria - Attachments

Please be sure to attach...

- **Job descriptions** for the leadership coach and youth coordinator positions that are implementing the program
- **Your Organization's Budget** for this program including youth wages, staff wages, transportation, food, materials/supplies, and administration
 - Please make sure all program requirements are addressed
- **Linkage agreements** with other community-based organizations, local partners, non-profit organizations, etc. that will support program implementation and success



Selection and Transition Timeline

- **Pre-proposal webinar** – January 19, 2022
- **Applications due** – February 23, 2022, at 12:00, noon.
- **Program period begins** – April 1, 2022



Deadline



Applications are due
on **February 23, 2022**
at **12:00, Noon**



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

- To submit multiple applications for a single RFP applicants will need to set up a unique user account in iSupplier but all the user accounts can use the same email address.
- You can “submit” your application and later amend it up until the due date **February 23, 2022** at 12:00 noon.
- Avoid the rush and possible mishaps by submitting early. Plan on submission taking 30-60 minutes.
- Late applications will not be accepted.
- Make use of the eProcurement hotline for help at 312-744-4357 (HELP).
- **Please note that the hotline operates during business hours only, Monday-Friday 9-5.**

Save often, submit early!



New Agency Requirements

- 1) Provide Articles of Incorporation and any Amended Articles of Incorporation
- 2) IRS Affirmation Letter – for not-for-profit agencies only. This letter must be dated within sixty (60) days of submittal. You can obtain this by calling the IRS directly at 1-877-829-5500. If you are a for-profit agency, submit your original letter from the IRS showing your FEIN number
- 3) DUNS Number
- 4) Central Contractor Registration (CCR) – Provide a copy of the Entity Overview Page on the www.sam.gov website
- 5) Certificate of Good Standing Letter with the State of Illinois



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 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.

Warning
RFQ 6459 has been amended. To be considered for award you must acknowledge each amendment and submit (or resubmit) all your responses to ensure that they comply with the changes.
[View Amendment History](#)

RFQ: 6459,1

Actions:

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**

Header | Lines | Controls | **Contract Terms**

Buyer: **MCCLARN, GRAYLEN**
Quote Style: **Blind**
Outcome:
Description: **Community Housing Development Organization (CHDO) Certification**

Event: **Delegate Agency**
Amendment Description: **This addendum is to remind applicants that the CHDO certification and recertification process is not a request for funding.**

Terms

Bill-To Address: [054-2819 HOME INVESTMENT PARTNERSHIP](#)
Ship-To Address: [054-2819 HOME INVESTMENT PARTNERSHIP](#)
FOB:

Payment Terms:
Carrier:
Freight Terms:

Currency

RFQ Currency: **USD**
Price Precision: **0**

Requirements

[Show All Details](#) | [Hide All Details](#)
Details Section

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.

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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.

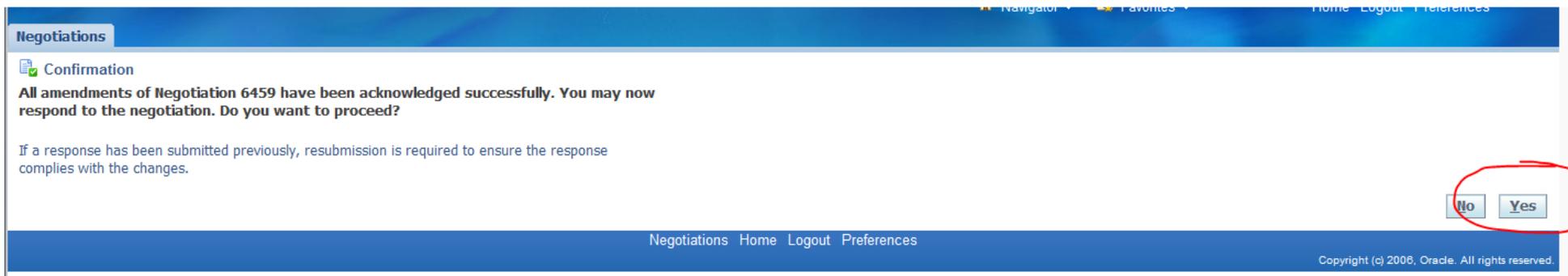
Header		
label	RFQ 6459	RFQ 6459,1
Amendment Description		This addendum is to remind applicants that the CHDO certification and recertification process is not a request for funding.

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 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.

negotiations

Terms and Conditions

The following terms and conditions must be accepted before a quote is placed in this RFQ.

City makes no representations or warranties that the electronic procurement system utilized by the City on any procurement will accurately and timely transmit any bidder's bid or proposal or any other information to the City. All bidders use this system at their own risk. The City disclaims all liability that may result or arise from the use by any bidder of the eprocurement system, including claims for lost profits and consequential damages.

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](#)

[Negotiation](#) [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](#)

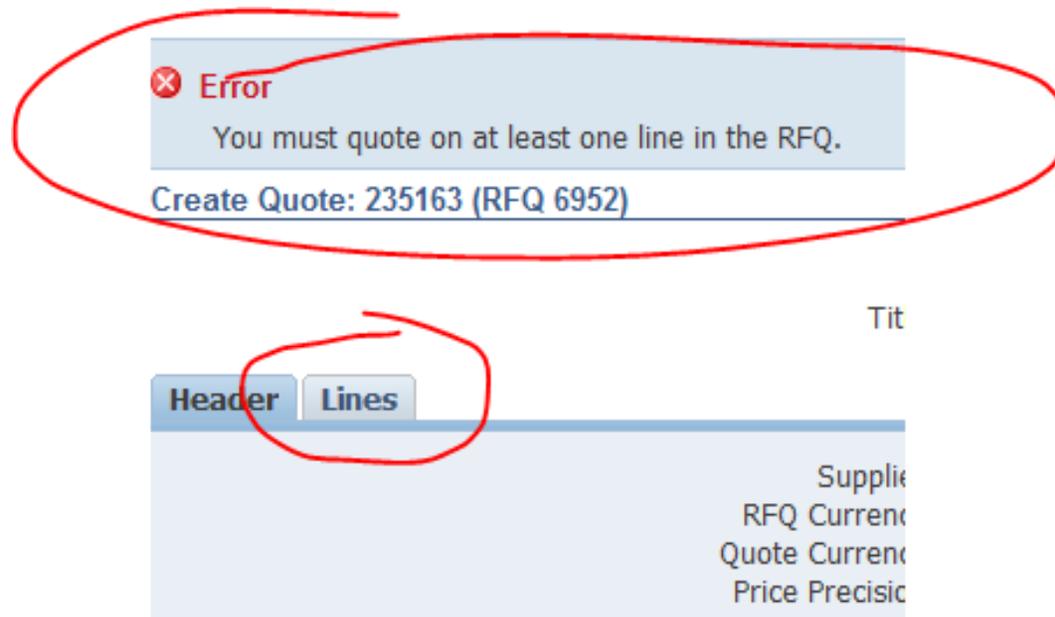
Focus Title	Target Value	Quote Value
<input type="checkbox"/> Requirements		

[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 submission interface. At the top, an error message is displayed: "Error: A quote value is required for requirement First Name." This message is circled in red. Below the error, there is a "Create Quote: 236154 (RFQ 6952)" link. The main header area shows the title "DFSS Youth Services Enrichment Programs - STEM (Science, Tech, Engin. & Math)" and buttons for "Cancel" and "Revert to Active Quote". The "Supplier" is listed as "DEBORAH'S PLACE" with details for RFQ Currency (USD), Quote Currency (USD), and Price Precision (Any). The "Quote Valid Until" field is empty, and the "Reference Number" and "Note to Buyer" fields are also empty. The "Attachments" section is empty. The "Requirements" section is expanded, showing a table with columns for "Focus Title", "Target Value", and "Quote Value". The "Quote Value" column header is circled in red. The "Requirements" table has two rows: "Requirements" and "Contact Information". The "First Name" field in the "Requirements" row is circled in red.

Focus Title	Target Value	Quote Value
Requirements		
Contact Information		



How to submit an application - Step 5

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

Negotiations

Create Quote 236154: Review and Submit (RFQ 6952)

[Cancel](#) [Back](#) [Validate](#) [Save Draft](#) [Printable View](#) [Submit](#)

Header

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	

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



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.

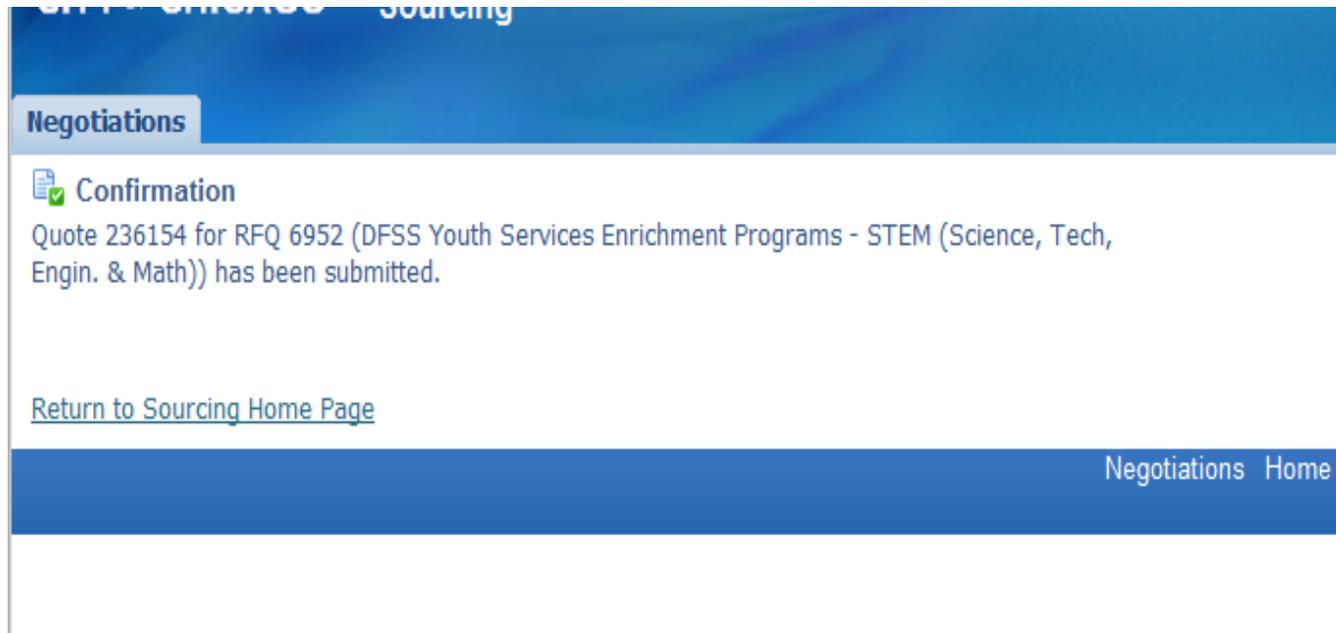
: Test

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



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?

Lisa Davis

312-743-1287

Lisa.Davis@cityofchicago.org

For non-programmatic questions contact:

Julia Talbot

(312)-743-1679

Julia.Talbot@cityofchicago.org