

Please stand by, the webinar will begin shortly.

Department of Family and Support Services
Summer Youth Employment Program RFP

Release Date: January 12, 2022

Due Date: February 24, 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
Summer Youth Employment Program
RFQ# 8375

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, Youth Employment, Youth Services Division
Department of Family and Support Services
1615 W. Chicago Ave
Chicago, Illinois 60622
312-743-1287
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LORI E. LIGHTFOOT
MAYOR

BRANDIE V. KNAZZE
COMMISSIONER



Purpose of the RFP

- Department of Family & Support Services (DFSS) seeks to fund agencies who have experience in implementing subsidized youth employment programs, internships, or specialized training programs for young people ages 16-24 in Chicago.
- The Summer Youth Employment Program (SYEP) RFP seeks to provide youth employment to young people by exposing them to various public and private sector industries, employment placement, building financial capabilities, and training to help young people increase their self-efficacy, and gain work experiences and skills needed to succeed in today's and future economy. Ultimately, we are seeking to increase young people's income, and develop their 21st century skills.



Program Description and Goals

- The goal of the Summer Youth Employment Program (SYEP) seeks to provide youth employment or specialized training program to Chicago youth ages 16-24 by exposing them to various public and private sector industries, job placement, building financial capability, and training to help young people increase their self-efficacy, gain work experiences and 21st century skills needed to succeed in today's and future economy.
- Ultimately, youth will gain valuable job training, career advising, and real-world work experience while being connected to caring adults.

Background

- For many years, the City of Chicago through the Department of Family and Support Services has operated a summer youth employment program through procuring contracts with nonprofit agencies in Chicago.

- ***Current State***
 - In 2020 and 2021, One Summer Chicago youth employment programs served 20,498 and 21,748 youth, respectively. Youth participants accomplished 1,279,372 hours of work in 2020 and accomplished 1,299,938 hours of work in 2021, helping youth gain meaningful work experiences and build strong communities during Covid 19. Through supporting diverse career pathways, DFSS funded agencies and OSC partners provided over 1,013 work sites. Out of 8,187 youth surveyed in 2021, 83% discovered career pathways aligned to their life goals. Together, DFSS's One Summer Chicago programs provided youth with opportunities that broaden their perspectives and influence change in how they see themselves, the field of work and career paths available to them, and their goals in the future.

- ***Priorities for Improvement***
 - Improved matching of youth to employment opportunities based on interests and skills
 - Strengths-based approach to working with youth
 - Prioritize enrollment of at-risk youth through the online application and utilizing a standardized assessment tool
 - Connecting the summer programming to other educational, employment, and youth development services that span beyond the summer months
 - Build young people's financial capabilities

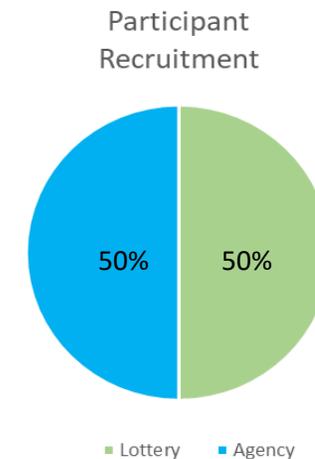
Target Population

➤ Eligibility

- Chicago youth ages 16-24 years old
- Youth must be 16 by the day the program starts
- Must show proof of Chicago residency, have a valid Chicago Public School or State of Illinois ID card, have completed the OSC 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 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 and Enrollment

- Respondents will be responsible for the recruiting of youth in their respective programs.
- 50 percent of enrolled youth will be recruited and chosen by the awarded Respondent.
- The other 50 percentage of enrolled youth will be selected randomly through the lottery from the citywide application portal.





Target Population

➤ **Target Population:** Out of the total enrolled youth, recruited by either the agency or citywide lottery, **at least 50 percent of youth participants** per respondent must identify with at least **ONE** of the following underrepresented populations outlined below:

- Individuals with disabilities (i.e., physically impaired, visually impaired)
- Individuals attending high schools that are categorized as Level 2, Level 3 or Options High School based on the current Chicago Public School Quality Rating Policy (SQRP) (<https://www.cps.edu/about/district-data/metrics/accountability-reports/>). DFSS will assign the schools and facilitate the linkage agreements to awarded Respondents to ensure they enroll youth from these schools
- Individuals who are English as a Second Language learners
- Individuals that are experiencing homelessness/unstably housed
- Individuals placed in the foster care system
- Individuals who are justice involved (i.e., parole, probation)
- Opportunity youth defined as out of school and out of work

Program Requirements

- DFSS is seeking Respondents with a proven track record in implementing youth development programs, youth workforce development or specialized training program tailored to youth in Chicago.

Please refer to pages 9-10 under Program Requirements:

- **Youth Ages:** 16-24
- **Minimum Number of Youth Served Per Agency:** 50 youth participants per agency; with additional increments of 25 participants and 1 youth coordinator or 1 instructor based on proposal submittal of job placement and/or a specialized training program (1:25 staff ratio)
- **Recruitment:** 50% of youth identify with at least one of the target populations (refer to section Target Population)
- **Referral Sources:** Recruit youth attending high schools that are categorized as Level 2, Level 3 and Options high schools. Agencies will participate in recruitment events onsite and partner with school personnel on attaining referrals. In addition, DFSS will facilitate collaborations with stakeholders from institutions such as Child Welfare agencies, Chicago Public Schools, Chicago Police Department, Parole and Probation departments, homeless services providers, community-based organizations, faith-based organizations and mental health organizations that provide wrap around services for youth and their families.
- **Program Schedule:** 120 hours per youth in total over a span of six weeks; 20 hours a week
- **Budget categories:** youth wages, youth coordinators wages and/or instructor wages, transportation, supplies, snacks and administration
 - **Youth Wages:** \$15 an hour (note: an agency can opt into ADP payroll under Summer Youth Employment Program)
 - **Staff Wages (Youth Coordinators and Instructor Wages):** \$20 per hour, 25 hours per week for 8 weeks



Program Requirements

Please refer to pages 11-16 under Program Requirements:

- Recruit and support youth ages 16-24
- Recruitment and monitoring of work sites
- Deliver My CHI. My Future. (MCMF) trainings (MCMF is an online platform designed to help youth develop financial capabilities and job readiness skills)
- Hire quality coordinators and instructors
- Match youth with employment placement or specialized training program based on youth's demonstrated interest and skills
- Administer payroll for youth wages
- Note: If you select centralized payroll for the youth wages, you will not be permitted to switch into or out of this payroll option once the program has started.



Program Requirements

1. Recruit and Support Youth

- Youth will be recruited by the selected Respondents. **All youth must complete a One Summer Chicago application.** Awarded agencies will have the opportunity to select 50 percent of the youth for their Summer Youth Employment program. The remaining 50 percent will be randomly selected through the One Summer Chicago application pool.

- Key activities of Recruitment and Youth Support:
 - Coordinate outreach and recruitment of identified youth
 - Develop and engage youth in job placement or specialized training program
 - Provide an orientation for youth and their parents
 - Track and enter data into DFSS data management system
 - Provide information and assistance for youth to obtain their States IDs. This may include finding their nearest Department of Motor Vehicles, walking them through the process of obtaining an ID, or disclosing the cost to obtain an ID



Program Requirements

2. Recruitment and monitoring of work sites

- Respondents will recruit work sites and/or specialized training programs in various industries who are committed and have experiences working with youth at their sites. These work sites and specialized training programs need to foster youth's experiences in exploring career interests, assist in developing employable skills and gain a certificate if applicable from the specialized training program. In addition, the work sites and specialized will receive ongoing communication and monitoring from the respondent to ensure youth are gaining employment experiences and 21st century skills.

- **Key activities of Recruitment and monitoring of work sites:**
 - Recruit an array of work sites to create a pool of various opportunities in the public and/or private sectors for youth to have choice in selecting an area of interest
 - Seek out partnerships with providers who have a robust training program that provides youth a certificate or credential
 - Partner with other community-based organizations who can provide youth with meaningful work experiences
 - Respondent can choose to be a work site and host youth at their agency
 - Respondent can place youth in their own specialized training program at their agency
 - Host work site orientation to review roles and responsibilities of employer and agency support such as communication plan, wages schedule and work site agreements



Program Requirements

3. Deliver OSC On-Line Training

- All programs are required to facilitate online workforce and financial capability training modules through My CHI. My Future. (MCMF). MCMF is a digital platform that was designed to help youth develop 21st century skills to prepare them for employment, including soft-skills development and financial literacy. The Workforce Training modules provided will assist youth to:
 - Work effectively with others by developing skills such as communication, critical thinking, decision-making and problem-solving skills, and self-management
 - Learn work norms and culture
 - Understand career pathways and decision points, including the linkages among educational attainment, relevant experience, demonstrable skills, and career advancement
 - Build professional networks
 - Assess skills to discover and reflect on interests and strengths in coaching
 - Use summer employment experiences or specialized training experiences to build a resume



Program Requirements

4. Hire Quality Youth Coordinators and Instructors

- Respondent will recruit, hire, and manage a youth coordinator and/or an instructor dependent on proposal submitted. One youth coordinator will be assigned to every 25-youth enrolled for job placement. Youth coordinators should be positive, enthusiastic, civic minded individuals with connections to both their community and the world outside their community. Youth coordinators will ensure learning objectives are met for the overall program while also providing individual and group support, instruction and coaching to youth participants in a culturally competent environment. Duties also include administrative functions such as entering time into Cityspan and ensuring the completion of My CHI. My Future. workshops and the OSC Working Impact Assessments post program survey by all your youth.

- If Respondent proposes to operate a specialized training program, the Respondent will recruit, hire and manage an instructor. One instructor will be assigned to every 25-youth enrolled. Instructors should be positive, enthusiastic, civic minded individuals with connections to both their community and the world outside their community. Instructors will ensure learning objectives are met for the overall program while also providing individual and group support, instruction and coaching to youth participants in a culturally competent environment. Duties also include administrative functions such as entering time into Cityspan and ensuring the completion of My CHI. My Future. workshops and the OSC Working Impact Assessments post program survey by all your youth.



Program Requirements

Key Activities of Staff Hiring and Program Delivery

- Hire and supervise program staff to manage the program from kick-off to completion
- Design innovative program focused on community contribution, beautification, sustainability, or safety
- All youth coordinators and/or instructors 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 and instructors. Personnel salaries and/or payment will not exceed the budget allocation unless supplemented with administration funds or in-kind match



Program Requirements

Youth Coordinator Roles and Responsibilities

- Youth coordinators will facilitate, direct and supervise all programmatic activities with youth
- Act as the liaison to participants, agency and DFSS personnel
- Build strong, positive relationships with youth participants and facilitate team building between participant cohorts
- Engage youth in wrap around services within their agency and work with external partners to provide additional support services to youth who are identified as at-risk
- Monitor youth participants' placement at a work site or specialized training program for six weeks
- Maintain communication and a working relationship with the work sites or specialized training program
- Develop and implement creative strategies to retain youth participants throughout the program
- Assist with data collection and entry into Cityspan and other DFSS-designated platforms
- Implement performance measurement tools with youth participants and ensure completion
- Attend mandatory trainings and meetings per request of DFSS; including but not limited to trainings for Cityspan and a DFSS-designated technology platform
- Respondents must submit a job description of the youth coordinator position

Instructor Roles and Responsibilities

- Instructors will facilitate specialized training instruction to the youth participants for six weeks
- Act as the liaison to participants, agency and DFSS personnel
- Build strong, positive relationships with youth participants and facilitate team building between participant cohorts
- Maintain communication with the assigned youth coordinator
- Develop and implement creative strategies to retain youth participants throughout the program
- Assist with data collection and entry into Cityspan and other DFSS-designated platforms
- Implement performance measurement tools with youth participants and ensure completion
- Attend mandatory trainings and meetings per request of DFSS; including but not limited to trainings for Cityspan and a DFSS-designated technology platform
- Respondents must submit a job description of the instructor position
- If Respondents intend to provide a specialized training program a description must be included in the relevant application question



Program Requirements

5. Match youth with employment placement or specialized training programs based on youth's demonstrated interest and skills

- Respondents will match youth to employment placement or specialized training program based on youth's interview and online application responses under the Interest/Skills section. Respondent will interview youth to assess the youth's interest, skills, and goals for the type of employment experiences or training that youth participants are seeking.

- **Key activities for Matching Youth based on Interest and Skills**
 - Interview youth within the first month of the OSC online application being open to the public
 - Respondents will utilize their own identified matching tool to assess and place youth to a job placement or specialized training programs that fall under their interest
 - Respondent will use the Interest/Skills section of the DFSS online application portal to match youth based on their identified interests



Program Requirements

6. Administer Youth Payroll

- Youth participants will receive wages for up to 120 hours at \$15/hr. not to exceed \$1,998 for the entire program per participant as reimbursed by the City of Chicago. Agencies are allowed to recruit new participants should some participants choose to not complete the entire summer of programming. If participants drop out, agencies may enroll additional youth to fulfill the remaining hours from the previous participant.
- Youth wages can be paid by the Respondent, their fiscal agent, or Respondents may opt to utilize a third-party payroll processor contracted with the City of Chicago for handling youth wages during the summer.
- All Respondents will need to indicate in their application their Youth payroll option and whether they wish to opt into the centralized payroll system or not. Respondents will not be permitted to switch into or out of this payroll option once the program has started.
- **All programs will operate on a reimbursement basis.** Therefore, it is important that all Respondents have adequate and available resources to meet program and payroll costs regardless of the payroll option chosen. At the end of the calendar year, the awarded respondent must send tax forms directly to program participants and respond to inquiries or issues during the program period.



Program Requirements

Centralized Payroll Option

➤ Awarded Respondents who are seeking to opt into ADP WorkForce Now, a third-party payroll processor contracted with the City of Chicago for handling youth wages during the summer must provide at the time of award the following documents for ADP implementation:

- A copy of their IRS tax identification letter that includes their EIN
- A copy of their State of Illinois Identification Number
- A copy of their IDES letter that includes their ID number and 2021 rate
- Name and contact information for two people that will be responsible for receiving ADP payroll documents for liquidation vouchers, 3rd Quarter 941 filing and W-2 preparations

Additionally, all awarded Respondents, regardless if opting into centralized payroll, ADP Workforce Now, will be required to complete the following ADP documentation and submit to DFSS for preparation and agency implementation into ADP WorkForce Now:

- ADP Client Account Agreement
- ADP Reporting Agent Authorization
- ADP Major Accounts Agreement
- Security Master Registration

Please note, if an agency currently uses ADP WorkForce Now as a part of its overall payroll for its entire agency, they must indicate this to DFSS. DFSS will provide ADP an excel spreadsheet of awarded agencies who use ADP WorkForce Now and awarded agencies who use another payroll provider to ensure the system is set-up accordingly. Respondents who utilize other third-party payroll providers will be responsible for integrating the **Total Wages and Tax report** and **Statement of Deposit** into their 3rd Quarter 941 Filing. Then, they will use the **Total Wages and Tax report** to create **the youth participants' W-2 forms in January of the following year.**

Program Requirements

- The budget provided below gives insight for Respondents on expected budget expenditures for a program of the **minimum 50 youth**.
- Total youth wages are estimated to cost approximately **\$99,900 (including FICA) for 50 youth**
- The anticipated cost of a program for the **minimum number of 50 youth is \$135,988**. Should Respondents apply for more than the minimum 50 youth, they can plan to increase their budget in increments of approximately \$67,994 for each additional increment of 25 youth and 1 youth coordinator or 1 instructor based on the Respondent’s proposal submission.

Table 3: Program Budget Breakout				
SYEP Budget-50 youth				
Personnel	Quantity	Wages with FICA & Workers Comp (rate varies)	Hours per summer	TOTAL
Youth Participant	50	\$16.65	120	\$99,9000
*Coordinator/Instructor	2	\$20.00	200	\$8,000
Miscellaneous	# Of Youth	rates per youth	Total weeks	TOTAL
Supplies/Snack	50	\$20.00	6	\$6,000
Transportation	50	\$29.00	3	\$4,350
Admin 15%				\$17,738
TOTAL cost per 50 youth =				\$135,988



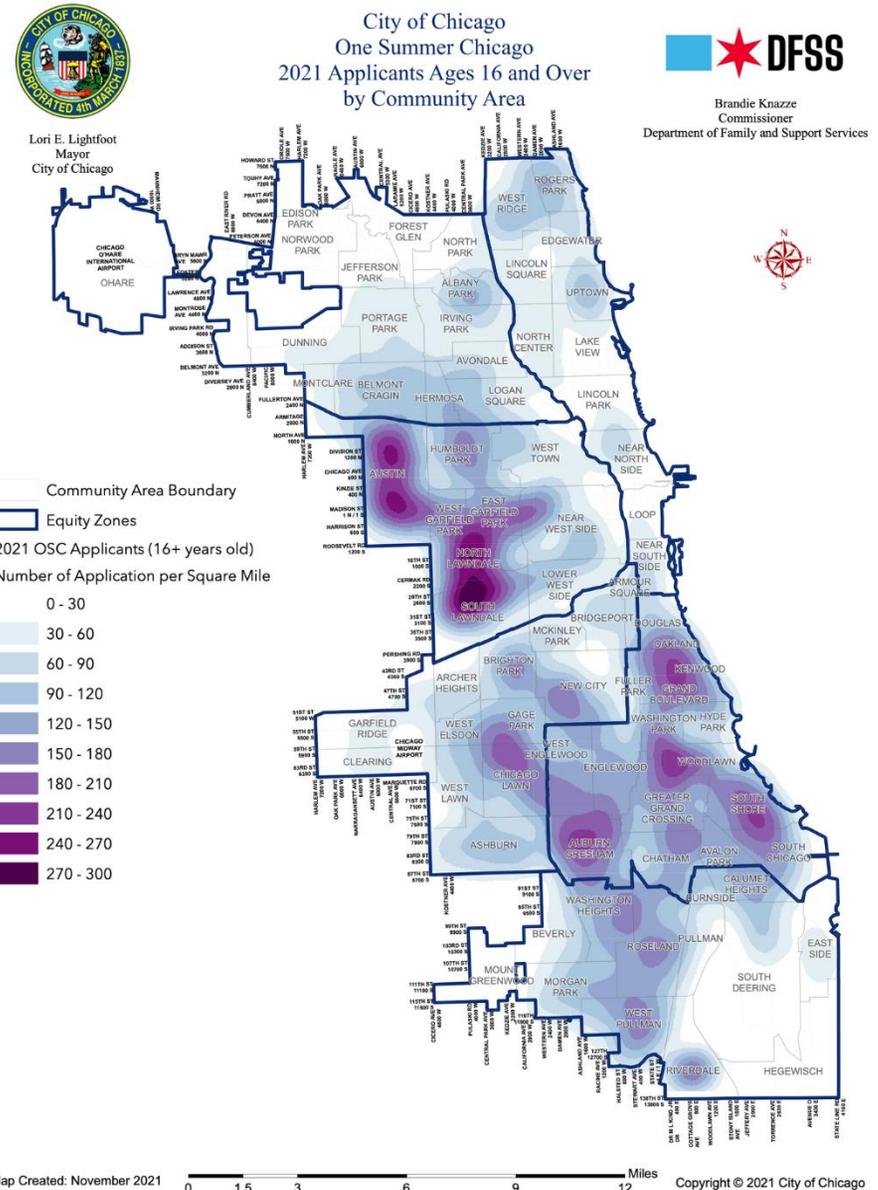
Performance Goals and Outcomes

- To track progress toward achieving the outcome goals of this program and assess success, DFSS will monitor a set of performance indicators that may include, but are not limited to:
 - 100% of youth will demonstrate change in financial behavioral
 - 100% of will demonstrate work readiness skills for continued employment
 - 40% of youth will secure long-term employment after the summer

- To monitor and recognize intermediate progress toward the above performance indicators, DFSS also intends to track output metrics that may include, but are not limited to:
 - 100% of target youth will be recruited and enrolled in the program
 - 50% of youth will meet the target population criteria
 - 100% of youth will be placed in employment or attend a training program identified by the agency and youth
 - 95% of youth will complete the entire six-week program
 - 100% youth will be paid on time
 - 75% of youth report a positive relationship with an instructor or coordinator in their program
 - 100% of youth complete the workforce preparation training via the online platform
 - 100% of youth complete the financial literacy training on via online platform
 - 80% of youth will sign up for Direct Deposit

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%	1,300	6-13 agencies
Near South	27%	2,200	10-20 agencies
North/Central	8%	650	3-7 agencies
Northwest	10%	800	4-8 agencies
Southwest	16%	1,300	6-13 agencies
West	23%	1,900	9-18 agencies
Total	100%	8,150	Approximately 79 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.

Table 6 details the anticipated range of awards for each Healthy Chicago Equity Zone:

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

- The Respondent clearly defines and employment and/or specialized training to be provided directly or through partnerships/linkage agreements with other agencies that are appropriate to addressing needs of and achieving desired outcomes for youth ages 16-24 who reside in Chicago and not limited to the target population identified in the RFP
- The Respondent's proposed program is supported by evidence-based practices in youth development, youth employment placement or specialized training program
- The Respondent indicates they will enroll no fewer than the minimum number of participants outlined in the program description
- The Respondent demonstrates a clear understanding of the target population and subpopulations targeted and their programmatic needs and challenges
- The Respondent has an effective approach to recruiting, identifying, matching, and placing into summer employment or a specialized program, youth, ages 16-24
- The Respondent demonstrates the ability to solicit and incorporate youth feedback
- The Respondent demonstrates strong partnerships with other agencies and worksites.



Selection Criteria – Program Performance, Outcomes and Quality

- The Respondent demonstrates evidence of strong past performance in similar youth employment programs or specialized programs against desired outcome goals and performance metrics and/or other notable accomplishments in providing services to youth ages 16-24
- The Respondent has the relevant systems and processes needed to track and report performance on program outcomes
- The Respondent has experience using data to inform/improve its services or practices
- The Respondent has the relevant systems and processes needed to collect and store key participant and performance data



Selection Criteria - Organizational Capacity

- The Respondent has qualified staff responsible for program oversight and management as well as quality coordinators to engage with the youth participants
- The Respondent has adequate systems and processes to support monitoring program expenditures and fiscal controls
- 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

DFSS seeks respondents that demonstrate:

- The Respondent has the fiscal capacity to implement the proposed program
- The Respondent leverages other funds and in-kind contributions to support total program and administrative cost (e.g., state, federal, foundation, corporate, individual donations)
- The Respondent demonstrates reasonable implementation costs and funding requests relative to its financial and human resources



Selection Criteria - Attachments

- Be sure to upload current work site agreements
- Be sure to upload current Memorandum of Understanding or linkage agreements
- Be sure to attach the **job descriptions for Youth Coordinators and Instructors** that are operating the program.
- Be sure to attach your organizations **budget** for this program
 - Please make sure all program requirements are addressed



Selection and Transition Timeline

- **Pre-proposal webinar** – January 19, 2022
- **Applications due** – February 24, 2022 at 12:00 noon
- **Program period begins** – April 1, 2022



Deadline



Applications are due
on **February 24, 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 24 , 2022** at 12:00 noon.
- Avoid the rush and possible mishaps by submitting early. Plan on submission taking 30-60 minutes.
- Late applications will not be accepted.
- Make use of the eProcurement hotline for help at 312-744-4357 (HELP).
- **Please note that the hotline operates during business hours only, Monday-Friday 9-5.**

Save often, submit early!



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.

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.

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.

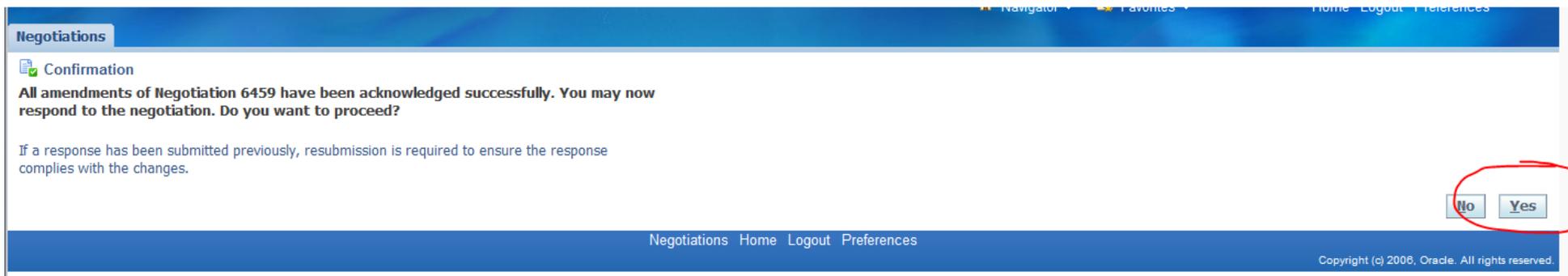
Header		
label	RFQ 6459	RFQ 6459,1
Amendment Description		This addendum is to remind applicants that the CHDO certification and recertification process is not a request for funding.

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](#)

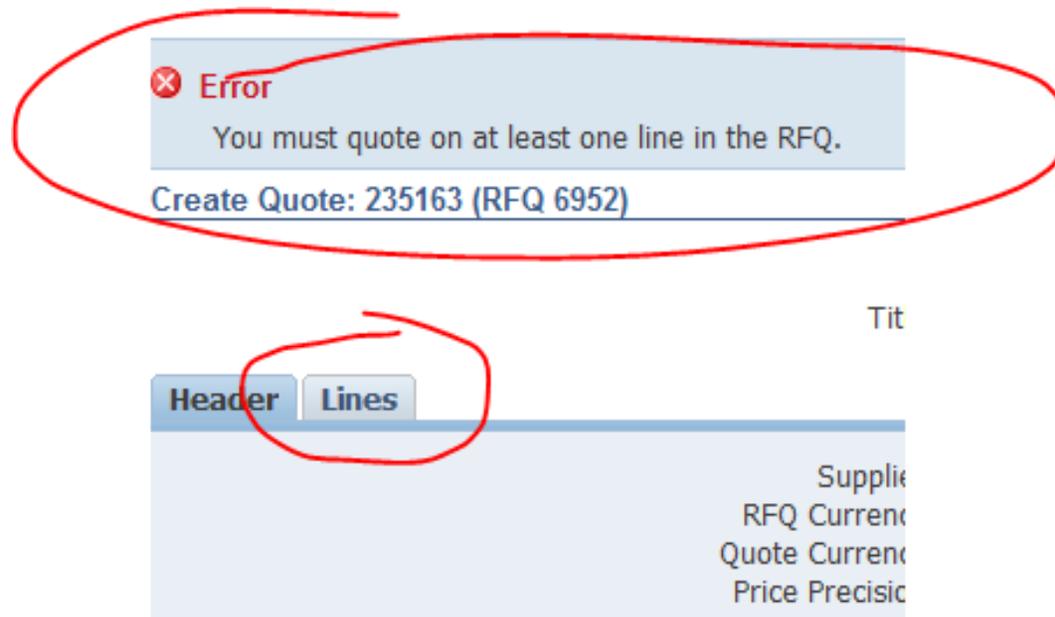
Focus Title	Target Value	Quote Value
<input type="checkbox"/> Requirements		

[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 web application interface for creating a quote. At the top, there is a blue error message box with a red 'x' icon and the text: "Error A quote value is required for requirement First Name." Below this, a link "Create Quote: 236154 (RFQ 6952)" is visible. The main header area includes the title "DFSS Youth Services Enrichment Programs - STEM (Science, Tech, Engin. & Math)", a "Cancel" button, and a "Revert to Active Quote" button. On the right, it shows "Time Left 19 da" and "Bid Opening Date/Supplier Response Due Date 16-Ju".

The interface is divided into sections: "Header" and "Lines". The "Header" section displays supplier information: "Supplier DEBORAH'S PLACE", "RFQ Currency USD", "Quote Currency USD", and "Price Precision Any". On the right, there are input fields for "Quote Valid Until", "Reference Number", and "Note to Buyer".

The "Attachments" section has an "Add Attachment..." button and a table with columns: "Title", "Type", "Description", "Category", "Last Updated By", and "Last Updated". The table content is "No results found."

The "Requirements" section is highlighted with a red circle. It contains a "Focus Title" table with columns "Target Value" and "Quote Value". The "Quote Value" column header is also circled in red. The table lists two requirements: "Requirements" and "Contact Information". The "Requirements" row has a "First Name" field, which is also circled in red.



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	Time Left	20 days 3 hours
Supplier	Claridigm Inc	Close Date	15-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

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"/>	11 0100 - Admin - Op...			7,400.00	USD		1	7,400.00		
<input type="radio"/>	12 0140 - Admin - Pr...			25,000.00	USD		1	25,000.00		
<input type="radio"/>	13 0200 - Admin - Tr...			1,500.00	USD		1	1,500.00		
<input type="radio"/>	14 0300 - Admin - Ma...			6,000.00	USD		1	6,000.00		
<input type="radio"/>	15 0400 - Admin - Eq...			1.00	USD		1	1.00		
<input type="radio"/>	16 0801 - Admin - In...			1.00	USD		1	1.00		
<input type="radio"/>	17 0999 - Admin - Ot...			2,500.00	USD		1	2,500.00		
<input type="radio"/>	18 1240 - 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”**.

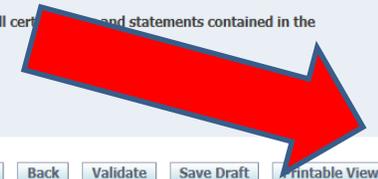
Op...			7,400.00	USD	1	7,400.00
Pr...			25,000.00	USD	1	25,000.00
Tr...			1,500.00	USD	1	1,500.00
Ma...			6,000.00	USD	1	6,000.00
Eq...			1.00	USD	1	1.00
In...			1.00	USD	1	1.00
Ot...			2,500.00	USD	1	2,500.00
- ...			19,500.00	USD	1	19,500.00

n - Personnel

Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
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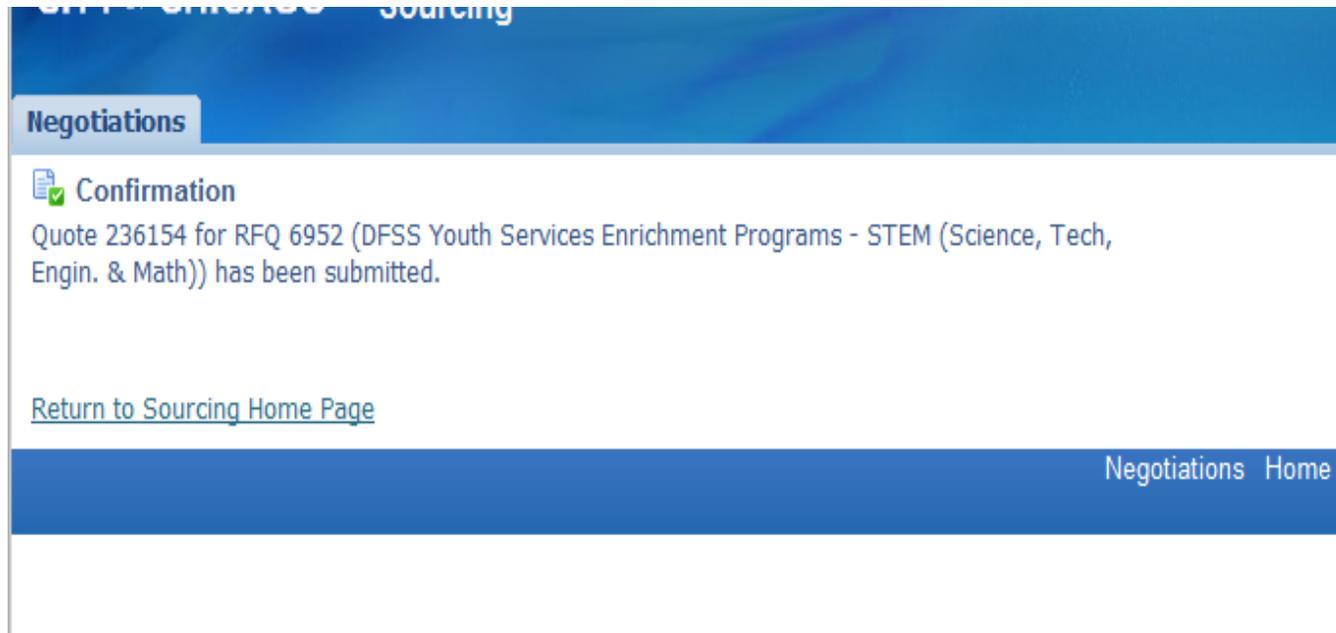
bid/proposal/application and inputting his/her name and title, the person signing below certifies that he/she is authorized to submit this bid/proposal/application on behalf of the submitting party and warrants that all cert... and statements contained in the application are true, accurate and complete 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.



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

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For non-programmatic questions contact:

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(312)-743-1679

Julia.Talbot@cityofchicago.org