

**CITY OF CHICAGO**



**REQUEST FOR PROPOSALS (RFP) FOR  
One Summer Chicago  
Chicagobility  
RFQ# 8361**

**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 Department of Family and Support Services  
1615 W. Chicago Ave  
Chicago, Illinois 60622  
312-743-1287

[Lisa.davis@cityofchicago.org](mailto:Lisa.davis@cityofchicago.org)

**LORI E. LIGHTFOOT  
MAYOR**

**BRANDIE V. KNAZZE  
COMMISSIONER**

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## Section 1 - Purpose of RFP and Scope of Services

The Department of Family and Support Services (DFSS) Chicagobility program seeks to fund agencies who have experience in implementing project-based learning, workforce development, civic engagement, and training programs for young people ages 14 and 15 in Chicago (refer to Program Requirements listed in RFP). This RFP seeks to provide the opportunity to building their self-discovery and self-awareness through career exploration to young people by exposing them to various public and private sector industries and building their self-discovery and self-awareness. Ultimately, we are seeking to increase young people's income and develop their 21<sup>st</sup> century skills.

Chicagobility's program model is delivered in a cohort of 20 youth with a youth coordinator. The program will pay youth a stipend of \$75 a week for 6 weeks for a total of \$450. Each youth will participate in 120 hours of project-based activities over the course of six weeks that will be submitted or presented at the end of the program.

### A. Organizational background

#### Department Mission and Priorities

As the City of Chicago's primary social services funder and administrator, the Department of Family and Support Services (DFSS) manages a comprehensive, client-oriented human service delivery system that employs a holistic approach to improving the quality of life for our most vulnerable residents. DFSS administers resources and provides assistance and support to a network of over 360 community-based organizations. The DFSS mission is:

**Working with community partners, we connect Chicago residents and families to resources that build stability, support their well-being, and empower them to thrive.**

DFSS' priorities are to:

- a) **Deliver** and support high quality, innovative, and comprehensive services that empower clients to thrive
- b) **Collaborate** with community partners, sister agencies, and public officials on programs and policies that improve Chicagoans' lives and advance systemic change
- c) **Inform** the public of resources available to them through DFSS and its community partners
- d) **Steward** DFSS' resources responsibly and effectively

For further information about services and opportunities offered through DFSS, please visit:

[www.cityofchicago.org/fss](http://www.cityofchicago.org/fss)

#### Commitment to Outcomes

DFSS' Commitment to Outcomes represents a transition to a more results-oriented and data-driven approach to delivering services – one that moves the department beyond measuring *how many* people receive services, to focus on how Chicagoans *leave better off* after receiving services. In order to achieve better results for Chicagoans, DFSS seeks to clearly describe, measure, and report on outcomes; use these outcomes to support decision-making; and drive greater collaboration within DFSS as well as between DFSS and the delegate agencies we fund. For more information on DFSS' Commitment to Outcomes, please visit:

([https://www.chicago.gov/content/dam/city/depts/fss/supp\\_info/CommitmentToOutcomes/DFSSCommitmenttoOutcomesOverview.pdf](https://www.chicago.gov/content/dam/city/depts/fss/supp_info/CommitmentToOutcomes/DFSSCommitmenttoOutcomesOverview.pdf)) or

[https://www.chicago.gov/city/en/depts/fss/supp\\_info/department-strategic-framework.html](https://www.chicago.gov/city/en/depts/fss/supp_info/department-strategic-framework.html)

### Equity Statement

DFSS views equity as the fair, just distribution of resources, explicitly targeting and prioritizing groups who have the greatest need due to being systematically disenfranchised – particularly based on historic patterns of racial and economic exclusion – and using these resources to address present, past, and future injustices and their consequential burdens. Equity requires a reimagination of everyday practices to ensure that one’s identity does not determine one’s life outcomes.<sup>1</sup>

Several components of an equity-based approach have been critical to DFSS’ Commitment to Outcomes from the start – clearly defining outcome goals and identifying the target population, disaggregating data to identify areas for improvement, and creating more opportunities for engaging with delegate agencies. DFSS continues to embed an equity-centered approach throughout its work, from how services are delivered to how funding is distributed, and from how DFSS works with delegate agencies to how client data is managed. This work is evolving as we learn from best practices and leaders in the field to examine how we can integrate equity across all that we do.

### Youth Division Priorities

The DFSS Youth Services Division designs and funds programs and initiatives that leverage the assets and strengths of youth ages 6-24 in the City of Chicago to support their growth, development, and success. **Programs and initiatives offer an opportunity for improved skill building, relationship development, educational engagement and achievement, mentorship, and employment.** The needs of Chicago’s young people - identified from community and youth feedback, gap analysis, and national and local best practices - are the key drivers in informing the development of the division’s programming and continuously shapes the Department’s priorities and goals. The Youth Services Division’s efforts and resources are focused on the needs of Chicago’s youth with an eye towards obtaining the greatest impact.

The Youth Services Division Program Portfolios seek to provide the right resources at the right time for the right youth. Many youth are seeking employment or training during the summer to gain work experience and broaden their personal skillset. In recent years, funders and service providers alike have recognized the importance of youth employment as it enhances leadership skills, promotes professional development, and increases financial capability. DFSS seeks to maximize the availability and access to meaningful leadership and job opportunities for Chicago’s youth to provide them with 21<sup>st</sup> century skill-building and keep them learning all year long.

In response, DFSS reviewed and restructured its portfolio of investments and programs through the lens of aligning services with the appropriate target population. As a result, the Youth Services Division’s programming occurs via three distinct portfolios:

1. **The Prevention and Intervention Portfolio** serves youth who may need more support because they are not connected to school or employment, may have been touched by the juvenile or criminal justice system, may have unstable housing, high exposure to violence, or need mental health support.
2. **The Enrichment Portfolio** provides structured, safe, and enriching activities for young people outside of the classroom, during weekends, and while youth are on school breaks. Examples

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<sup>1</sup> This definition of equity incorporates language and concepts from organizations including Equiticity, Government Alliance on Race and Equity, Just Action Collaboration, and Policylink

include academic support; career and vocational development; science, technology, engineering, math (STEM) and arts; cultural activities; and sports.

**3. The Youth Employment Portfolio** is releasing the three RFPs listed below. One Summer Chicago (OSC) is the umbrella for the Youth Employment Portfolio, which brings together government institutions, community-based organizations, and employers to offer subsidized employment and internship opportunities annually to over 23,000 youth and young adults ages 14-24. The One Summer Chicago DFSS Youth Employment program consists of three interconnected program models: **Chicagobility, Summer Youth Employment Program (SYEP), and the Chicago Youth Service Corps (CYSC).**

- a. **Chicagobility:** Employs youth ages 14-15 through project-based learning and skill-building experiences
- b. Summer Youth Employment Program (SYEP): Employs youth ages 16-24 through job placement or training program to provide work experiences and career pathways
- c. Chicago Youth Service Corps (CYSC): Employs youth ages 16-24 year-round through programming focused on leadership development and local/civic engagement

**Chicagobility** is the focus of this RFP.

A brief description of each program in the Youth Employment Portfolio is listed in the table below (Table 1). **Chicagobility** is highlighted because this program is the focus of this specific RFP.

<b>Table 1: Youth Employment Portfolio</b>			
<b>Name of Program</b>	<b>Chicagobility</b>	<b>Chicago Youth Service Corps (CYSC)</b>	<b>Summer Youth Employment (SYEP)</b>
<b>Age Group</b>	<b>14-15</b>	<b>16-24</b>	<b>16-24</b>
<b>Employment Approach</b>	<b>Cohort:</b> Project-based learning and skill-building	<b>Year Round:</b> civic engagement projects	<b>Cohort and Individual:</b> Job Placement or training program
<b>Ratio (staff: youth)</b>	1:20 ratio for base cohort with additional cohorts added at a ratio of 1:20 increments	4:40 ratio for base cohort with additional cohorts added at a ratio of 2:20 increments	2:50 ratio for base cohort with additional cohorts added at a ratio of 1:25 increments
<b>Program Examples</b>	<p><b>Opportunities include:</b>                      Beautification projects such as murals, urban agriculture/community gardens</p> <p>Service-oriented projects such as community mapping,</p> <p>STEAM programming                      STEAM projects such as media workshops, coding programs</p>	<p><b>Opportunities include:</b>                      Leadership/personal development activities</p> <p>Local/civic engagement projects that are focused on service learning such as PPE kit creation/distribution community events</p>	<p><b>Placements include:</b>                      Worksites (retail stores, day camps, local businesses, corporate placements and more)</p> <p>STEAM placements</p>

<b>Location</b>	Community Areas, agency location	Community Areas, agency locations	Employment Sites
<b>Skill Building</b>	DFSS Designated Platform*	DFSS Designated Platform*	DFSS Designated Platform*
<b>Assessment</b>	OSC Working Impact: Partnership with Praxis	OSC Working Impact: Partnership with Praxis	OSC Working Impact: Partnership with Praxis

\*DFSS Designated Platform: a digital platform that the program utilizes to assist youth in building skills to prepare them for employment, including activities to promote job readiness, leadership and life skills and financial capabilities. DFSS will provide the online curriculum and training.

## **B. Program description**

### **Goals of this RFP**

The high-level goal of the Chicagobility Program is to serve as a foundational track into career exploration while developing the 21st-century skills necessary to achieve these employment paths for 14 and 15-year-olds. The program will provide opportunities to engage youth in their communities by leading service-oriented, beautification, civic engagement, and safety projects.

Furthermore, Chicagobility is one of the steppingstones of summer work opportunities within the One Summer Chicago program. It is specifically targeted at serving an often overlooked, complex age group in that 14- and 15-year-olds are too old for traditional summer childcare or camps yet are not old enough to enter the traditional job market. This leaves this age group and their families in need of engaging programming that will help bridge the gap and provide opportunities this age group to gain skills and experience.

Career exploration entails exposing Chicagobility participants to a wide array of career interests and industries they would otherwise not have access to until later in life. The program’s long-term goal is to connect Chicagobility participants to SYEP worksites that align with their newfound career interests. Participants will pursue further education towards their desired career interests or be referred to a job in the industry that they expressed interest in during the summer of their participation in One Summer Chicago. Career exploration, in Chicagobility specifically, provides youth participants with foundational skills and resources necessary for the workforce. These foundational skills include project management, understanding of technology, financial capabilities, and civic engagement.

Self-discovery and self-awareness go hand-in-hand during this transitional period in our Chicagobility participants’ lives. While One Summer Chicago is the city’s largest youth employment program, we do not only teach workforce-related skills. Chicagobility, in particular, aims to develop youth into well-rounded individuals. That means teaching necessary social skills and life skills to the development of youth which better prepares them for the workforce. Exploring one’s own personality, interests, and strengths paves the way to finding an educational and career path that best suits them. Some examples of 21<sup>st</sup> Century Skills modeled include leadership, effective communication, teamwork, problem-solving, and time management. According to MHA Lab’s “Building Blocks” for “college, career and life success” (MHA Labs), these are the skills sought after by most employers in today’s job market.

Project-based learning reinforces these skills while keeping this younger age group engaged for the duration of the program. According to the Buck Institute for Education, “Project-Based Learning (PBL) is a teaching method in which students learn by actively engaging in real-world and personally meaningful projects” (<https://www.pblworks.org/what-is-pbl>). Furthermore, project-based learning teaches participants the value of seeing a project through to its completion. We want our youth to take pride in

the work they put into their projects. Their projects should have an impact on their community, whether that means their block or the entire city. We want our young people to find the value in investing in their communities. These projects will center around service, beautification, and safety. Chicagobility's career exploration component prepares our young people for SYEP and their future careers. In addition, Chicagobility's community-based service projects also align with Chicago Youth Service Corps' guiding principle of civic engagement.

## **Current State and Priorities for Improvement**

### ***Current State***

Since the program began in 2018, each year we have served roughly 1,000 to 1,400 14- and 15-year-olds through Chicagobility. Enrolled youth work on projects within their communities that center around service, beautification, and/or safety while also giving them the tools to succeed in the workforce and their adult lives. Most importantly, we are ensuring our youngest participants are finding productive ways to spend their summers *and* are getting paid.

### ***Priorities for Improvement***

DFSS has made financial capability training a priority these past few years. DFSS and the Economic Awareness Council distribute surveys to participants before and after completion of the program that point to areas of improvement and excellence. Overall, youth are benefitting from financial capability training based on the surveys which showed that most respondents learned something from the training. Among OSC youth, 37% of youth who already had a bank account before being in One Summer Chicago, report having opened it with their first job. Similar proportions of OSC youth who enter with no job experience report opening a bank account within the program. That means that youth are most likely to open a bank account when they have their first job. Chicagobility is typically young people's first employment experience and subsequent gateway to opening a bank account. The number of youth who were banked by the end of the summer increased by 16% and many reported that they received encouragement and assistance from our program's agency staff to open a bank account. That included assistance with filling out forms and providing specific training and knowledge about banking. The goal of providing financial capability training is to increase the number of young people that are banked. That number is increasing every year.

A major part of workforce preparation is ensuring that our youth have the appropriate documentation to apply or be hired for a job, which includes basic documents like a school or State ID and access to documents like their social security cards and birth certificates. However, according to the surveys, only 25% of 14-15-year-olds report having IDs. This is a barrier to opening a bank account and entering the job market. We want to ensure that Chicagobility participants have every tool they need to be prepared for the workforce. But career exploration and sharpening those skills means nothing if youth are not able to be onboarded due to a lack of identification. This will be outlined further in the program requirements of the RFP.

The COVID-19 pandemic posed many challenges to recruitment and retention in the program. This year, we were able to fill 895 slots out of 1,000 allotted for Chicagobility by the end of the program. When it comes to recruitment and retention, all parties must be committed to reaching that target number and keeping youth engaged. We predict that the main issue with recruitment is the timeline from when the application goes live through program implementation. The application opens in March and then there is little to no correspondence between the agencies and our program until recruitment begins in June or July. For this younger age group, parents want to have an idea of their children's summer plans ahead of time. Usually by the time recruitment starts closer to the summertime, many of our young people have

arranged plans for the summer that makes them unavailable for the program. There is too long of a gap in communication from March to June. We suggest that agencies start the recruitment process earlier as experienced agencies know the recruitment process takes a lot of time. This will be expanded on in the program requirements including a proposed timeline of recruitment/onboarding and more information on how agencies can leverage the Youth Employment team at DFSS to assist with recruitment.

In addition, this year, DFSS is prioritizing enrollment of at-risk youth through the online application and utilizing a standardized assessment tool. DFSS understands the vast complexities of community and social factors impacting young people in Chicago. While a percentage of slots are reserved for youth who may face challenges due to their disabilities, justice involvement, homelessness, navigating English as a second language, foster care, or not in school or working, DFSS is seeking Respondents who have knowledge in assessing and enrolling these targeted populations with the appropriate support services at the start of the program. Respondents must assess these youth to ensure they receive the appropriate identified services internally and by external partners to address their challenges and assist youth achieve the completion of their program. This includes providing ongoing coaching support from their Youth Coordinator to build positive relationships with their peers and adults to working on their individualized goals throughout the program. DFSS will provide training and support for the Youth Coordinators to ensure these young people receive these services throughout the program and are referred to the next service(s) needed based on their identified goals.

At the end of every summer, we foresee a small gap in the number of placements and the target placement number due to participants dropping out or being terminated. That number is usually not substantial, but we can always improve on keeping participants engaged until the end of the program by screening for any prior commitments or time conflicts before hiring, providing necessary resources like assistance with transportation, etc.

In the long run, DFSS wants summer employment opportunities to be available for young people to participate in for as long as they need. Over the years, we have seen participants engage in One Summer Chicago programs multiple years in a row. In fact, the older an applicant is, the more likely it is that they have participated in One Summer Chicago before. According to our 2021 applicant export, 11% of 16-year-old applicants participated in One Summer Chicago previously and that percentage only increases with age where 41% of 23-year-old applicants have participated in the program previously. Chicagobility remains as that steppingstone into SYEP and now, CYSC until participants are ready to take the skills and experience gained from their participation in One Summer Chicago into their future education and/or career endeavors.

### **Target Population**

Chicagobility intends to serve 1,240 youth of the City of Chicago ages 14 and 15 each year for the next two years. Youth must be 14 or 15 by the day the program starts. For youth to be eligible for the program, they 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 parent or guardian on file.

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. This will allow for delegates the flexibility to select youth who may already be in their current programs or youth who are seeking out that particular program but may not fall under the criteria of the Target Population (see below) during the summer. The other 50 percent of enrolled youth will be selected randomly through lottery

from the citywide application portal with prioritization given to youth who are in the underrepresented populations as described below. A screening assessment through the citywide application will identify priority youth at time of application for all participants assessed for level of need. .

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:

Youth enrolled will be determined by the following:

- Individuals living with disabilities (i.e. physically impaired, visually impaired)
- Individuals attending elementary and high schools that are categorized as Level 2, Level 3 or Options high schools 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 (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 (ie. Parole, probation)

### C. Program requirements

DFSS is seeking providers with a proven track record in implementing youth development programs, skills training initiatives, workforce development or service-learning programs tailored to youth in the City of Chicago. DFSS asks agencies to design and deliver a six-week long program with a focus on developing workforce preparation skills and 21<sup>st</sup> century skills outlined in the program description.

Key facts about the program are:

- **Youth Ages:** 14-15
- **Minimum Number of Youth Served Per Agency:** 20 youth participants per agency; with additional increments of 20 participants and 1 youth coordinator (1:20 staff to youth ratio)
- **Recruitment:** 50% of youth identify with at least one of the target populations and will be assessed for level of need and support services to ensure completion of the program. (refer to section Target Population)
- **Referral Sources:** Recruit youth attending elementary and high schools that are categorized as Level 2, Level 3 and Options high schools. Agencies will participate in recruitment events onsite and virtually 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 stipends, youth coordinator costs, transportation, materials/supplies, and administrative cost
  - **Youth Stipend:** \$450 maximum not to exceed \$75 per week (note: the agency is responsible for paying the youth stipends. ADP payroll is not available under Chicagobility)
  - **Youth coordinator wages:** \$23 per hour, 25 hours per week for 8 weeks

The Chicagobility program budget will support the following: youth coordinator wages, youth stipends, program supplies, public transportation costs up to four weeks of the six-week program and a 15 percent administrative costs. Administrative cost allocations can be used for personnel, fringe benefits, operating/technical costs, and/or professional/technical services.

**Program Examples: (Illustrative to help guide your submission)**

The following tables (Tables 2-4) are provided to support Respondents in their submission and program planning. They are provided as a reference to guide proposals and are subject to change.

Table 2 provides examples of programs funded in prior years.

<b>Table 2: Prior Funded Program Examples</b>		
<b>Project Title</b>	<b>Description</b>	<b>Recommended Resources</b>
<b>TunePads</b>	This program combines elements of musical performance with computer coding. Young people develop confidence and skill as they train to compete against other participants in tournament-style performance art events. Participants expand their resumes with marketable skills in Python computer programming, data analysis, digital signal processing, music technology, and more.	<ul style="list-style-type: none"> <li>• <a href="https://vimeo.com/387818842">https://vimeo.com/387818842</a></li> </ul>
<b>Intergenerational Activities</b>	Visit one of DFSS’ senior centers to offer activities to seniors in your community. Assist with gardens/yards, basic chores and various activities for seniors at the center.	<ul style="list-style-type: none"> <li>• City of Chicago <a href="http://www.cityofchicago.org/fss">www.cityofchicago.org/fss</a></li> </ul>
<b>Art Knowledge</b>	Visit community artists, local art exhibits and local libraries to learn about the cultural impact of their work. Create art reflecting pride in the community and organize a community event to showcase youth artistry or display in a public space.	<ul style="list-style-type: none"> <li>• Local artists</li> <li>• Local parks and libraries</li> <li>• Local art galleries and associations</li> <li>• 2018 Year of the Creative Youth Chicago <a href="http://www.cityofchicago.org/dcay">www.cityofchicago.org/dcay</a></li> </ul>
<b>Community Safety</b>	Visit with CAPs office to learn about community policing and resources within their communities. Create community safety projects such as creating peace gardens or murals or public service announcements on Know Your Rights, Fire Home Safety, Chicago Department of Transportation Pothole Tracker.	<ul style="list-style-type: none"> <li>• Create a Community Safety Youth Council</li> <li>• CPD Explorer Program</li> <li>• <a href="http://www.ymcachicago.org/programs/youth-safety-and-violence-prevention-bridging-the-divide">http://www.ymcachicago.org/programs/youth-safety-and-violence-prevention-bridging-the-divide</a></li> <li>• Contexto Chicago: <a href="http://www.contextos.org/chicago/">http://www.contextos.org/chicago/</a></li> <li>• Chicago Department of Transportation</li> <li>• <a href="https://www.cityofchicago.org/cdot">https://www.cityofchicago.org/cdot</a></li> </ul>

The budget provided Table 3 below provides insight for Respondents on expected budget expenditures for a program of the minimum 20 youth.

- Total youth stipend is estimated to cost approximately \$9,000 for 20 youth.
- The anticipated cost of a program for the minimum number of 20 youth is \$20,608. Should Respondents apply for more than the minimum 20 youth, they can plan to increase their budget in increments of approximately \$20,608 for each additional increment of 20 youth and 1 Youth Coordinator.

Table 3: Program Budget Breakout				
Chicagobility Budget- 20 youth cohort				
PERSONNEL	Quantity	Stipend/ Wage	# of weeks	TOTAL
Youth Participant	20	\$ 450	6	\$ 9,000
Youth Coordinator	1	\$ 4,600	8	\$ 4,600
Miscellaneous	# of youth	rate per youth	# of weeks	TOTAL
Supplies	20	10		\$ 200
Snacks	20	15	6	\$ 1,800
Transportation	20	29	4	\$ 2,320
Admin (15%)				\$ 2,688
<b>TOTAL Cost per cohort of 20 youth =</b>				<b>\$ 20,608</b>

### **Key Respondent Functions**

**Under this program model, Respondents will be responsible for five key functions:**

1. Recruit and support youth
2. Deliver My CHI. My Future. trainings (MCMF is an online platform designed to help youth develop financial capabilities and job readiness skills)
3. Engage participants in career readiness and project-based learning activities relevant to your program’s themes and objectives
4. Hire qualified staff including youth coordinators to deliver program model
5. Administer payroll for youth stipend

#### **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 Chicagobility program. The remaining 50 percent will be selected through the One Summer Chicago application pool with prioritization of the Target Population. This will include assessing youth level of needs to receive support services through a comprehensive connection network including but not limited to: transportation supports; housing/rental supports, mental health/substance use assessments and services; reengagement back into school, career exploration activities; food pantries; childcare; legal services; health and wellness connections to services for youth, children or family and ancillary supports (transportation, phone service and access, Wi-Fi and technology access; financial literacy and income supports) to support youth in completing the program and beyond summer.

Table 4 below provides a program timeline:

<b>Table 4: Program Timeline</b>	
<b>January</b>	<ul style="list-style-type: none"> <li>• RFP opens for applications</li> <li>• Webinar</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>• Applications are due</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>• Begin contract and budget process</li> <li>• Attend program orientation with DFSS</li> <li>• Submit program design</li> <li>• Attend online application trainings provided by DFSS</li> <li>• One Summer Chicago application opens</li> <li>• Finalize internal staff recruitment</li> <li>• Begin youth recruitment and assessment</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>• Continue youth recruitment and assessment</li> <li>• Begin youth onboarding/hiring process</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>• Continue youth onboarding/hiring process</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>• Finalize youth onboarding/hiring process</li> <li>• Meet target placement number</li> </ul>
<b>July</b>	<ul style="list-style-type: none"> <li>• One Summer Chicago program begins</li> </ul>
<b>August</b>	<ul style="list-style-type: none"> <li>• Enter time and other required data in DFSS designated online platform</li> <li>• Submit end-of-program surveys</li> <li>• Youth Coordinators work with youth on their identified goals for education or connection to their next job.</li> </ul>

**Key activities of Recruitment and Youth Support:**

- Coordinate outreach and recruitment of identified youth
- Develop and engage youth in a community-based service-oriented, beautification, or safety projects
- 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

**2. Deliver OSC On-Line Training**

All programs are required to facilitate online workforce and financial capability training modules through My CHI. My Future. MCMF is a digital platform that was designed to help youth develop 21<sup>st</sup> century skills to prepare them for employment, including soft-skills development and financial literacy. The Workforce Training modules provided will assist youth to:

- Explore career pathways
- Research career trends
- Understand educational requirements and expected pay
- Explore volunteering to learn about careers
- Assess skills to discover and reflect on interests and strengths in coaching

- Use summer workforce and volunteer experiences to build a basic resume

Respondents will facilitate youth completion of the Modules and provide access to computers if needed. Financial capability refers to the set of skills and knowledge that allows an individual to make informed and effective decisions with all their financial resources. DFSS will provide the online workshops via the Be Payday Ready financial capability training modules. Upon completion of the workshops, youth will receive an OSC Financial Capability certificate.

**Key activities of OSC On-Line Training:**

- Facilitate access for youth to online OSC career exploration and financial capability modules
- Track youth participation on the platform My CHI. My Future.
- Enter all data into DFSS data management system (Cityspan)

**3. Engage participants in career readiness and project-based learning activities relevant to your program’s themes and objectives**

Respondents will provide career readiness in the context of your program’s themes and /or topical areas. Career readiness activities will include the development of a resume, exposure to the base educational requirements, career choices and ladders associated with the industry, outlining, and helping youth to find and retain the documents needed to gain employment, mock interview practice, workplace expectations, etiquette and communication. Through project- based learning youth will be experientially engaged and exposed to a specific workplace or industry. Youth will be tasked to deepen their learning and understanding via an industry-related project with a tangible outcome suitable for inclusion a resume.

**Key activities for Career Readiness and Project-Based Learning Activities**

- Design a project that is directly related to an industry with expected growth
- Engage relevant speakers from the industry
- Help youth locate the documents needed to secure employment
- Give youth feedback on their work behavior, adjust their expectations, and help them to determine and take the next steps

**4. Hire Qualified Staff to Deliver the Chicagobility Model**

The Respondent will recruit, hire, and manage a youth coordinator. One youth coordinator will be assigned to every 20-youth enrolled. 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.

**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 program coordinators 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. Personnel salaries and/or payment will not exceed the budget allocation unless supplemented with administration funds or in-kind match

***Youth Coordinator Roles and Responsibilities***

- Program 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’ project-based learning and skill-building experiences for six weeks to ensure completion
- Implement program activities and service project(s) with youth participants
- 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

**5. Administer Payroll**

Youth under this model will receive a stipend of \$75 per week for six weeks, not to exceed \$450 for the entire program per participant as reimbursed by the City of Chicago. **Stipends must be directly paid by the Respondent or their fiscal agent. Youth stipends must be included as a part of the proposed budget.**

The Respondent will maintain a timekeeping system that tracks participant hours and must provide a payment schedule to the youth that ensures all youth are paid on a bi-weekly basis. If additional funds are available, programs may be extended by DFSS. Chicagobility programs will all operate on a reimbursement basis. Thus, it is vital that Respondents have secured adequate resources up front to meet program and stipends costs.

**Key activities of Payroll Administration:**

- Collect participant timesheets and record in payroll system
- Pay participants on a bi-weekly basis
- Maintain time and payroll documents in a secure place

**DFSS will award cohorts of 20 youth and 1 youth coordinator at a rate of \$20,608. Agencies may apply for cohorts in multiples of 20 youth.** Total youth wages are estimated to cost approximately \$9,000. If Respondents apply for more than the minimum 20 youth, they can plan to increase their budget in increments of approximately \$20,608 for each additional cohort of 20 youth and 1 youth coordinator.

**D. Performance measures**

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 complete the workforce preparation training via the online platform
- 100% of youth complete the financial literacy training on via online platform
- 50 % of youth will meet the target population criteria
- 40% of youth plan to enroll in One Summer Chicago the next program year
- 85% program retention

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 targeted youth will be recruited and enrolled in the program
- 85% of youth will complete the entire six-week program
- 100% youth will be paid on time
- 75% of youth report a positive relationship with a youth coordinator or mentor in their program
- 90% of youth will have successfully obtain a state ID
- 90% of youth create a professional resume
- 80% of youth will sign up for Direct Deposit

In addition to the performance indicators and output metrics listed above, DFSS encourages Respondents to propose additional indicators and metrics, including those that demonstrate early success and are indicative of participants' progress.

#### **E. Contract management and data reporting requirements**

As part of DFSS' commitment to become more outcomes oriented, The Youth Division seeks to actively and regularly collaborate (such as periodic meetings) with delegate agencies to review program performance, learn what works, and develop strategies to improve program quality throughout the term of the contract. Reliable and relevant data are necessary to ensure compliance, inform trends to be monitored, evaluate program results and performance, and adjust program delivery and policy to drive improved results. As such, DFSS reserves the right to request/collect other key data and metrics from delegate agencies and set expectations for what this collaboration, including key performance objectives, will look like in any resulting contract.

Upon contract award, delegate agencies will be expected to collect and report client-level demographic, performance, and service data as stated in any resulting contract. These reports must be submitted in a format specified by DFSS and by the deadlines established by DFSS.

Delegate agencies must implement policies and procedures to ensure privacy and confidentiality of client records for both paper files and electronic databases. Delegate agencies must have the ability to submit reports electronically to DFSS. The City's Information Security and Information Technology Policies are located at [https://www.cityofchicago.org/city/en/depts/doi/supp\\_info/is-and-it-policies.html](https://www.cityofchicago.org/city/en/depts/doi/supp_info/is-and-it-policies.html).

#### **F. Guidance for Respondents**

This RFP seeks respondents that can serve a targeted Healthy Chicago Equity Zone; collaborative applications are strongly encouraged. See Eligible respondents for more information.

Respondents must submit one application for each Healthy Chicago Equity Zone for which they wish to apply. Multiple applications by the same agency for the same Healthy Chicago Equity Zone will NOT be

considered. DFSS will make recommendations for contracts awards by Healthy Chicago Equity Zone balancing program location, the target population, and demonstrated collaborations. **Respondents seeking funding for multiple sites in different Healthy Chicago Equity Zones are required to apply for each zone separately.** 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.

As a citywide program, Chicagobility aims to engage youth across the City of Chicago. To ensure citywide coverage, 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*. The Healthy Chicago Equity Zone are defined in the table below (Table 5).

<b>Table 5: Healthy Chicago Equity Zones</b>			
<b>City Zones</b>	<b>Community Areas</b>		
<b>Far South</b>	Beverly Burnside Calumet Heights East Side Hegewisch	Hegewisch Morgan Park Mount Greenwood Pullman Riverdale	Roseland South Deering Washington Heights West Pullman
<b>Near South</b>	Auburn Gresham Avalon Park Chatham Douglas Englewood Fuller Park	Grand Boulevard Greater Grand Crossing Hyde Park Kenwood Oakland South Chicago	South Shore Washington Park West Englewood Woodlawn
<b>North Central</b>	Edgewater Lakeview Lincoln Park Lincoln Square	Loop Near North Side Near South Side North Center	Rogers Park Uptown West Ridge
<b>Northwest</b>	Albany Park Avondale Belmont Cragin Dunning Edison Park	Forest Glen Hermosa Irving Park Jefferson Park Logan Square	Montclare North Park Norwood Park Portage Park
<b>Southwest</b>	Archer Heights Armour Square Ashburn Bridgeport Brighton Park	Chicago Lawn Clearing Gage Park Garfield Ridge McKinley Park	New City West Elsdon West Lawn
<b>West</b>	Austin East Garfield Park Humboldt Park	Lower West Side Near West Side North Lawndale	South Lawndale West Garfield Park West Town

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:

<b>Table 6: Anticipated Range of Awards</b>			
<b>Healthy Chicago Equity Zone</b>	<b>Percentage of OSC Applicants Ages 14-15 in 2021</b>	<b><i>Anticipated</i> Number of Youth Served Per Year</b>	<b><i>Anticipated</i> Number of Selected Agencies</b>
Far South	17%	200	2 to 6 agencies
Near South	30%	380	3 to 9 agencies
North/Central	7%	80	2 to 4 agencies
Northwest	9%	120	2 to 5 agencies
Southwest	13%	160	2 to 5 agencies
West	24%	300	3 to 8 agencies
<b><i>Total</i></b>	<b><i>100%</i></b>	<b><i>1,240</i></b>	<b><i>Approximately 37 agencies</i></b>

Respondents are encouraged to collaborate in order to allow agencies to sub-contract and expand an organization’s network to deliver programming.

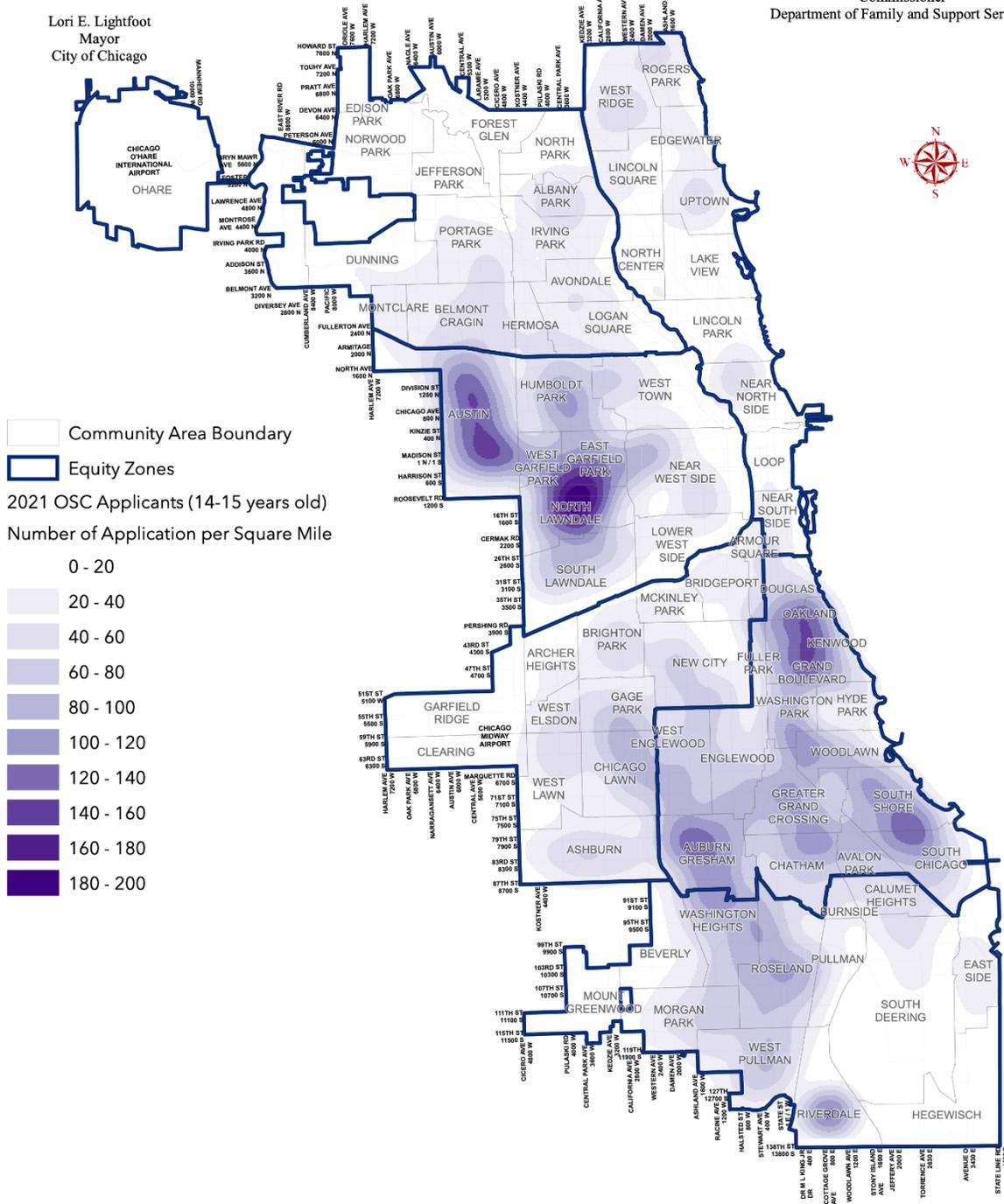


Lori E. Lightfoot  
Mayor  
City of Chicago

# City of Chicago One Summer Chicago 2021 Applicants Ages 14-15 by Community Area



Brandie Knazze  
Commissioner  
Department of Family and Support Services



Map Created: November 2021



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**G. Anticipated term of contract and funding source**

DFSS anticipates funding approximately 37 applications within a range of \$20,608 – \$309,120 per year. **This contract will operate on a reimbursement basis only. No advances will be given.**

The term of contract(s) executed under this RFP will be from April 1, 2022 – December 31, 2023. Based on need, availability of funds and contractor performance, DFSS may extend this term for one additional year. Continued support will be dependent upon the selected Respondent’s performance and the continued availability of funding. DFSS budgets \$20,608 for one cohort of 20 youth and one youth coordinator.

This initiative is administered by the Department of Family and Support Services through City of Chicago Corporate fund and the federal American Rescue Plan (ARP). Consequently, all guidelines and requirements of the Department of Family and Support Services, the City of Chicago, American Rescue Plan must be met.

Should a selected Respondent’s contract be terminated or relinquished for any reason, DFSS reserves the right to return to the pool of Respondents generated from this RFP to select another qualified Respondent.

**H. Prior RFP statistics for this program**

Applications received:	28
Projects funded:	23
Anticipated range of funding:	\$20,608 – \$309,120
Total funding for this project:	\$1,277,696

**Section 2 – Eligibility, Evaluation and Selection Procedures**

**A. Eligible respondents**

This is a competitive process open to all entities: non-profit, for-profit, faith-based, private and public, all units of government and sister agencies. Respondents may apply as a single agency or in partnership with multiple agencies, where one agency serves as the lead agency for the partnership and other agencies serve as subcontractors of the lead agency. Subcontracted agencies must demonstrate competence to implement programmatic elements whereas lead agencies must also demonstrate financial strength and ability to comply with all administrative requirements outlined in the RFP. If a respondent collaborates with other organizations to provide programming, they must provide a current Memorandum of Understanding (MOU) or Linkage Agreement.

Respondents must demonstrate its fiscal capacity to ensure it can manage the reimbursement process for Chicagobility. This includes information on access to a line of credit, maintaining cash flow for reimbursements to manage the program costs, specifically administering payroll to youth and coordinators.

Administrative costs will be capped at **15 percent** as determined by the total cost of the proposed program including youth stipends. DFSS defines administrative costs as any expense that an organization incurs not directly tied to the operation of the proposed program.

Respondents who are current DFSS delegates whose existing contract(s) with DFSS are not in good standing will not be considered. 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.

Funding is subject to the availability and appropriation of funds. In addition, Respondents should be aware that the City will make payments for services on a reimbursement basis. Payment will be made 30 days after voucher approval. Respondents must be able to proceed with program operations upon award notification.

**B. Evaluation process**

Each eligible proposal will be evaluated on the strengths of the proposal and the responsiveness to the selection criteria. DFSS reserves the right to consult with other city departments during the evaluation process. Successful Respondents must be ready to proceed with the proposed program within a reasonable period of time upon contracting.

Failure to submit a complete proposal and/or to respond fully to all requirements will cause the proposal to be deemed unresponsive and, therefore, subject to rejection. The Commissioner upon review of recommended agency(ies) may reject, deny, or recommend agencies that have applied for programs based on previous performance and/or area need.

DFSS reserves the right to ensure that all mandated services are available citywide and provided in a linguistically and culturally appropriate manner.

**C. Selection criteria and basis of award**

TABLE 7: SELECTION CRITERIA	POINTS
<p><b><u>Strength of proposed program</u></b></p> <ul style="list-style-type: none"> <li>• The Respondent clearly defines 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, city zone and/or city</li> <li>• The Respondent has an effective approach to recruiting and retaining strategies for youth, ages 14-15</li> <li>• The Respondent’s proposed program integrates best practice and evidence-based components for youth employment programming</li> <li>• The Respondent indicates they will enroll no fewer than the minimum number of participants outlined in the program description</li> <li>• The Respondent demonstrates strong partnerships with community and other organizations, including the My CHI. My Future digital platform</li> <li>• The Respondent has an effective approach soliciting and incorporating feedback for the purposes of programmatic improvement</li> <li>• The Respondent demonstrates collaborations with additional entities provides linkage agreements or Memorandum of Understandings (MOU)</li> </ul>	<p><b>40</b></p>

<p><b><u>Performance management and outcomes</u></b></p> <ul style="list-style-type: none"> <li>• The Respondent demonstrates evidence of strong past performance against desired outcome goals and performance metrics and/or other notable accomplishments in providing services to the target population</li> <li>• The Respondent has the relevant systems and processes needed to track and report performance on program outcomes</li> <li>• The Respondent has experience leveraging data to inform/improve its services or practices</li> <li>• The Respondent has the relevant systems and processes needed to collect and store key participant and performance data</li> </ul>	<p><b>25</b></p>
<p><b><u>Organizational capacity</u></b></p> <ul style="list-style-type: none"> <li>• The Respondent has the relevant capabilities and/or infrastructure needed to manage this program</li> <li>• The Respondent has expertise working with the target population and has relevant capabilities and/or infrastructure needed to serve this group</li> <li>• 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</li> <li>• The Respondent has adequate systems and processes to support monitoring program expenditures and fiscal controls</li> <li>• The Respondent’s organization reflects and engages the diverse people of the communities it serves</li> </ul>	<p><b>20</b></p>
<p><b><u>Reasonable costs, budget justification, and leverage of funds</u></b></p> <ul style="list-style-type: none"> <li>• The Respondent has the fiscal capacity, as demonstrated by its audit to implement the proposed program</li> <li>• The Respondent leverages other funds and in-kind contributions to support total program and administrative cost (e.g., state, federal, foundation, corporate, individual donations)</li> <li>• 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.</li> </ul>	<p><b>15</b></p>

**Basis of Award**

DFSS may consider additional factors in selection to ensure systems-level needs are met; geography, service array, language, and ability to serve specific sub-populations. Specifically, DFSS will make recommendations for contract awards by Healthy Chicago Equity Zone balancing program location, the target population, and demonstrated collaborations. **Respondents seeking funding for multiple sites in different Healthy Chicago Equity Zones are required to apply for each zone separately.** There are 6 zones. 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.

DFSS reserves the right to seek clarification of information submitted in response to this application and/or to request additional information during the evaluation process and make site visits and/or require Respondents to make an oral presentation or be interviewed by the review subcommittee, if necessary. Failure to submit a complete proposal and/or to respond fully to all requirements will cause the proposal to be deemed unresponsive, and therefore, subject to rejection.

Selections will not be final until the City and the selected Respondent have fully negotiated and executed a contract. The City assumes no liability for costs incurred in responding to this RFP or for costs incurred by the selected Respondent in anticipation of a fully executed contract. Receipt of a final application does not commit the department to award a grant to pay any costs incurred in the preparation of an application.

### Section 3 - RFP and Submission Information

#### A. Pre-proposal webinar

A Pre-Proposal Webinar will be held on **January 20, 2021, 1:00 p.m. – 3:00 p.m.** Attendance is not mandatory but is advised.

Please register prior to the webinar's start using this link:  
<https://attendee.gotowebinar.com/register/2019461332312576267>

A link to the completed Webinar will be available on-line at the DFSS website after the time and date listed above for those who cannot attend at the live scheduled time. Please register prior to the Webinar's start.

#### B. The e-Procurement system

***To complete an application for this RFP, RESPONDENTS will need to set up an account in the new eProcurement/iSupplier system.***

Registration in iSupplier is the first step to ensuring your agency's ability to conduct business with the City of Chicago and DFSS. ***Please allow five to seven days for your registration to be processed.***

The Department of Procurement Services (DPS) manages the iSupplier registration process. All delegate agencies are required to register in the **iSupplier portal** at [www.cityofchicago.org/eProcurement](http://www.cityofchicago.org/eProcurement). All vendors must have a Federal Employer Identification Number (FEIN) and an IRS W9 for registration and confirmation of vendor business information.

- **New Vendors** – Must register at [www.cityofchicago.org/eProcurement](http://www.cityofchicago.org/eProcurement)
- **Existing Vendors** – Must request an iSupplier invitation via email. Include your **Complete Company Name** and **City of Chicago Vendor/Supplier Number (found on the front page of your contract)** in your email to [customersupport@cityofchicago.org](mailto:customersupport@cityofchicago.org). You will then receive a response from DPS so you can complete the registration process. Please check your junk email folder if you have made a request and not heard back as many agencies have reported responses going their junk folder.

To receive training about all aspects of the eProcurement system register using the link below and include the name of the agency which you will represent. Training will review eProcurement functions such as iSupplier registration and overview, responding to RFPs, creating invoices and reviewing / tracking payments.

For further eProcurement help use the following contacts:

1. **Questions on Registration, eProcurement, and additional technical assistance:**  
[CustomerSupport@cityofchicago.org](mailto:CustomerSupport@cityofchicago.org) or 312-744-4357 (HELP)

2. **Online Training Materials (technical assistance materials and handouts):**

<https://www.cityofchicago.org/city/en/depts/dps/isupplier/online-training-materials.html>

If you are having difficulty registering additional people, please refer to this handout

[https://www.cityofchicago.org/content/dam/city/depts/dps/isupplier/training/Vendor\\_Create\\_New\\_Address\\_and\\_Contact.pdf](https://www.cityofchicago.org/content/dam/city/depts/dps/isupplier/training/Vendor_Create_New_Address_and_Contact.pdf)

Respondents must submit an application for the request for proposal via eProcurement.

***For this application, all answers to application questions are limited to 4,000 characters, including spaces and punctuation.***

**C. For Respondents wishing to submit more than one application to a RFP**

Organizations submitting more than one proposal may do so by **submitting each proposal under a separate, unique registered account user with online bidding responsibilities within the organization's iSupplier account, using their individual login information.**

If you are having difficulty registering additional people, please refer to this handout

[https://www.cityofchicago.org/content/dam/city/depts/dps/isupplier/training/Vendor\\_Create\\_New\\_Address\\_and\\_Contact.pdf](https://www.cityofchicago.org/content/dam/city/depts/dps/isupplier/training/Vendor_Create_New_Address_and_Contact.pdf)

Here is a link to all additional technical assistance videos and handouts.

<https://www.cityofchicago.org/city/en/depts/dps/isupplier/online-training-materials.html>

Additionally, Respondents may e-mail [CustomerSupport@cityofchicago.org](mailto:CustomerSupport@cityofchicago.org) to receive more specific advice and troubleshooting.

**D. Contact person information**

Respondents are strongly encouraged to submit all questions and comments related to the RFP via e-mail. For answers to program-related questions, please contact:

Lisa Davis, Director of Youth Employment

Phone: 312-743-1287

Email: [Lisa.Davis@cityofchicago.org](mailto:Lisa.Davis@cityofchicago.org)

Questions regarding the technical aspects of responding to this RFP may be directed to:

Julia Talbot: [Julia.Talbot@cityofchicago.org](mailto:Julia.Talbot@cityofchicago.org), 312-743-1679 and

OBM: [CustomerSupport@cityofchicago.org](mailto:CustomerSupport@cityofchicago.org) or 312-744-4357 (HELP)

## **Section 4 - 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 proposal.*** 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 (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.

More information about the on-line EDS system can be found 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:

- A debtor in bankruptcy; or
- A defendant in a legal action for deficient performance under a contract or in violation of a statute or related to service reliability; or
- A Respondent in an administrative action for deficient performance on a project or in violation of a statute or related to service reliability; or
- A defendant in any criminal action; or
- 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
- 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
- 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 Lisa Morrison Butler. 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**

By entering into a grant agreement with the City, the successful 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 through City of Chicago Corporate fund and the federal American Rescue Plan (ARP). Consequently, all guidelines and requirements of the Department of Family and Support Services, the City of Chicago, American Rescue Plan must be met. Additionally, all delegate agencies must comply with the Single Audit Act if applicable.

## **E. Insurance requirements**

Respondents must provide and maintain at the Respondent's own expense, during the term of the Agreement and during the time period following expiration if the Respondent is required to return and perform any work, services, or operations, the insurance coverages and requirements specified below, insuring all work, services, or operations related to the Agreement.

### **1. Workers Compensation and Employers Liability**

Workers Compensation Insurance, as prescribed by applicable law covering all employees who are to provide a service under this Agreement and Employers Liability coverage with limits of not less than \$500,000 each accident; \$500,000 disease-policy limit; and \$500,000 disease-each employee, or the full per occurrence limits of the policy, whichever is greater.

Provider may use a combination of primary and excess/umbrella policy/policies to satisfy the limits of liability required herein. The excess/umbrella policy/policies must provide the same coverages/follow form as the underlying policy/policies.

### **2. Commercial General Liability (Primary and Umbrella)**

Commercial General Liability Insurance or equivalent must be maintained with limits of not less than \$1,000,000 per occurrence, or the full per occurrence limits of the policy, whichever is greater, for bodily injury, personal injury, and property damage liability. Coverages must include but not be limited to the following: All premises and operations, hospitals, and clinics if applicable, independent contractor's products/completed operations, separation of insureds, defense, and contractual liability (not to include Endorsement CG 21 39 or equivalent).

The City must be provided additional insured status with respect to liability arising out of Provider's work, services or operations performed on behalf of the City. The City's additional insured status must apply to liability and defense of suits arising out of Provider's acts or omissions, whether such liability is attributable to the Provider or to the City on an additional insured endorsement form acceptable to the City. The full policy limits and scope of protection also will apply to the City as an additional insured, even if they exceed the City's minimum limits required herein. Provider's liability insurance must be primary without right of contribution by any other insurance or self-insurance maintained by or available to the City.

Provider may use a combination of primary and excess/umbrella policy/policies to satisfy the limits of liability required herein. The excess/umbrella policy/policies must provide the same coverages/follow form as the underlying policy/policies.

### **3. Directors and Officers Liability**

Directors and Officers Liability Insurance must be maintained by the Respondent in connection with this Agreement with limits of not less than \$1,000,000. Coverage must include any actual or alleged act, error or omission by directors or officers while acting in their individual or collective capacities. When policies are renewed or replaced, the policy retroactive date must coincide with precede commencement of services by the Provider under this Agreement. A claims-made policy which is not renewed or replaced must have an extended reporting period of two (2) years.

### **4. Automobile Liability (Primary and Umbrella)**

When any motor vehicles (owned, non-owned and hired) are used in connection with work, services, or operations to be performed, Automobile Liability Insurance must be maintained by the Provider with limits of not less than \$1,000,000 per occurrence, or the full per occurrence limits of the policy, whichever is greater, for bodily injury and property damage and covering the ownership, maintenance, or use of any auto whether owned, leased, non-owned or hired used in the performance of the work or services. The City is to be added as an additional insured on a primary, non-contributory basis.

Provider may use a combination of primary and excess/umbrella policy/policies to satisfy the limits of liability required herein. The excess/umbrella policy/policies must provide the same coverages/follow form as the underlying policy/policies.

#### **5. Excess/Umbrella**

Excess/Umbrella Liability Insurance must be maintained with limits of not less than 1,000,000 per occurrence, or the full per occurrence limits of the policy, whichever is greater. The policy/policies must provide the same coverages/follow form as the underlying Commercial General Liability, Automobile Liability, Employers Liability and Completed Operations coverage required herein and expressly provide that the excess or umbrella policy/policies will drop down over reduced and/or exhausted aggregate limit, if any, of the underlying insurance. The Excess/Umbrella policy/policies must be primary without right of contribution by any other insurance or self-insurance maintained by or available to the City.

Provider may use a combination of primary and excess/umbrella policies to satisfy the limits of liability required in sections E.1, E.2, E.3 and E.4 herein.

#### **6. Professional Liability**

When any program/project manager, administrator, case manager, or any other professional consultants perform work, services, or operations in connection with this Agreement, Professional Liability Insurance covering acts, errors, or omissions must be maintained or cause to be maintained, with limits of not less than \$5,000,000. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede start of work or services on the Agreement. A claims-made policy which is not renewed or replaced must have an extended reporting period of two (2) years.

#### **7. Miscellaneous Medical Professional Liability**

When any medical practitioners, technicians or self-employed practitioners including physicians, dentists/dental professionals, psychiatrist/psychologists, therapists, nurse practitioners and medical laboratories perform services in connection with the Agreement, Miscellaneous Medical Professional Liability Insurance must be maintained or cause to be maintained, covering acts, errors, or omissions related to the supplying of or failure to supply medical services or health care services with limits of not less than \$5,000,000. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede commencement of services by the medical professionals under this Agreement. A claims-made policy which is not renewed or replaced must have an extended reporting period of two (2) years.

When any other miscellaneous medical professionals including nursing professionals, nutritionists, public health aids, dental hygienists, certified medical assistants/clerks, pharmacy, and social workers perform services for Provider must maintain limits of not less than \$2,000,000 with the same terms in this subsection.

## **8. Valuable Papers**

When any media, data, reports, records, charts, medical and/or laboratory records, test results, files, x-rays and other documents are produced or used under this Agreement, Valuable Papers Insurance must be maintained in an amount to insure against any loss whatsoever, and must have limits sufficient to pay for the re-creation and reconstruction of such records.

## **9. Property**

Provider is responsible for all loss or damage to personal property (including but not limited to materials, equipment, tools and supplies) owned, rented, or used by Provider.

## **10. Additional Requirements**

Evidence of Insurance Provider must furnish the City of Chicago, Department of Family and Support Services, 2<sup>nd</sup> Floor, 1615 W. Chicago Ave. Chicago, IL. 60622 and if applicable, Procurement Services, City Hall, Room 806, 121 North LaSalle Street, Chicago, IL. 60602, original certificates of insurance and additional insured endorsement, or other evidence of insurance, to be in force on the date of this Agreement, and renewal certificates of Insurance and endorsement, or such similar evidence, if the coverages have an expiration or renewal date occurring during the term of this Agreement. Provider must submit evidence of insurance prior to execution of Agreement. The receipt of any certificate does not constitute agreement by the City that the insurance requirements in the Agreement have been fully met or that the insurance policies indicated on the certificate are in compliance with all requirements of Agreement. The failure of the City to obtain, nor the City's receipt of, or failure to object to a non-complying insurance certificate, endorsement or other insurance evidence from Provider, its insurance broker(s) and/or insurer(s) will not be construed as a waiver by the City of any of the required insurance provisions. Provider must advise all insurers of the Agreement provisions regarding insurance. The City in no way warrants that the insurance required herein is sufficient to protect Provider for liabilities which may arise from or relate to the Agreement. The City reserves the right to obtain complete, certified copies of any required insurance policies at any time.

Failure to Maintain Insurance Failure of the Provider to comply with required coverage and terms and conditions outlined herein will not limit Provider's liability or responsibility nor does it relieve Provider of the obligation to provide insurance as specified in this Agreement. Nonfulfillment of the insurance conditions may constitute a violation of the Agreement, and the City retains the right to suspend this Agreement until proper evidence of insurance is provided, or the Agreement may be terminated.

Notice of Material Change, Cancellation or Non-Renewal Provider must provide for sixty (60) days prior written notice to be given to the City in the event coverage is substantially changed, canceled or non-renewed and ten (10) days prior written notice for non-payment of premium.

Deductibles and Self-Insured Retentions Any deductibles or self-insured retentions on referenced insurance coverages must be borne by Provider.

Waiver of Subrogation Provider hereby waives its rights and agrees to require their insurers to waive their rights of subrogation against the City under all required insurance herein for any loss arising from or relating to this Agreement. Provider agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City received a waiver of subrogation endorsement for Provider's insurer(s).

Providers Insurance Primary All insurance required of Provider under this Agreement shall be endorsed to state that Provider's insurance policy is primary and not contributory with any insurance carrier by the City.

No Limitation as to Provider's Liabilities The coverages and limits furnished by Provider in no way limit the Provider's liabilities and responsibilities specified within the Agreement or by law.

No Contribution by City Any insurance or self-insurance programs maintained by the City do not contribute with insurance provided by Provider under this Agreement.

Insurance not Limited by Indemnification The required insurance to be carried is not limited by any limitations expressed in the indemnification language in this Agreement or any limitation placed on the indemnity in this Agreement given as a matter of law.

Insurance and Limits Maintained If Provider maintains higher limits and/or broader coverage than the minimums shown herein, the City requires and shall be entitled the higher limits and/or broader coverage maintained by Provider. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Joint Venture or Limited Liability Company If Provider is a joint venture or limited liability company, the insurance policies must name the joint venture or limited liability company as a named insured.

Other Insurance obtained by Provider If Provider desires additional coverages, the Provider will be responsible for the acquisition and cost.

Insurance required of Subcontractors Provider shall name the Subcontractor(s) as a named insured(s) under Provider's insurance or Provider will require each Subcontractor(s) to provide and maintain Commercial General Liability, Commercial Automobile Liability, Worker's Compensation and Employers Liability Insurance and when applicable Excess/Umbrella Liability Insurance and Professional Liability Insurance with coverage at least as broad as in outlined in Section A, Insurance Required. The limits of coverage will be determined by Provider. Provider shall determine if Subcontractor(s) must also provide any additional coverage or other coverage outlined in Section A, Insurance Required. Provider is responsible for ensuring that each Subcontractor has named the City as an additional insured where required and name the City as an additional insured on an endorsement form at least as broad and acceptable to the City. Provider is also responsible for ensuring that each Subcontractor has complied with the required coverage and terms and conditions outlined in this Section B, Additional Requirements. When requested by the City, Provider must provide to the City certificates of insurance and additional insured endorsements or other evidence of insurance. The City reserves the right to obtain complete, certified copies of any required insurance policies at any time. Failure of the Subcontractor(s) to comply with required coverage and terms and conditions outlined herein will not limit Provider's liability or responsibility.

City's Right to Modify Notwithstanding any provisions in the Agreement to the contrary, the City, Department of Finance, Risk Management Office maintains the right to modify, delete, alter or change these requirements.

## **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**

### **i. 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)

### **ii. 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)

### **iii. 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:

i. 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.

ii. 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.

iii. Successful Respondents shall establish procedures and policies to promote a Drug-free Workplace. The successful 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 successful 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.

iv. Business Relationships with Elected Officials - Pursuant to Section 2-156-030(b) of the Municipal Code of Chicago, as amended (the "Municipal Code") 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.

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.

v. 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); 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); Office of the Inspector General Ordinance (Chapter 2-56 of the Municipal Code); Child Support Arrearage Ordinance (Section 2-92-380 of the Municipal Code); and Landscape Ordinance (Chapters 32 and 194A of the Municipal Code).

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

vii. Prohibition on Certain Contributions, Mayoral Executive Order 2011-4. Neither you nor any person or entity who directly or indirectly has an ownership or beneficial interest in you of more than 7.5% ("Owners"), spouses and domestic partners of such Owners, your Subcontractors, any person or entity who directly or indirectly has an ownership or beneficial interest in any Subcontractor of more than 7.5% ("Sub-owners") and spouses and domestic partners of such Sub-owners (you and all the other preceding classes of persons and entities are together, the "Identified Parties"), shall make a contribution of any amount to the Mayor of the City of Chicago (the "Mayor") or to his political fundraising committee during (i) the bid or other solicitation process for the grant agreement or Other Contract, including while the grant agreement or Other Contract is executory, (ii) the term of the grant agreement or any Other Contract between City and you, and/or (iii) any period in which an extension of the grant agreement or Other Contract with the City is being sought or negotiated.

You represent and warrant that since the date of public advertisement of the specification, request for qualifications, request for proposals or request for information (or any combination of those requests) or, if not competitively procured, from the date the City approached you or the date you approached the City, as applicable, regarding the formulation of the grant agreement, no Identified Parties have made a contribution of any amount to the Mayor or to his political fundraising committee.

You shall not: (a) coerce, compel or intimidate your employees to make a contribution of any amount to the Mayor or to the Mayor's political fundraising committee; (b) reimburse your employees for a contribution of any amount made to the Mayor or to the Mayor's political fundraising committee; or (c) bundle or solicit others to bundle contributions to the Mayor or to his political fundraising committee.

The Identified Parties must not engage in any conduct whatsoever designed to intentionally violate this provision or Mayoral Executive Order No. 2011-4 or to entice, direct or solicit others to intentionally violate this provision or Mayoral Executive Order No. 2011-4.

Violation of, non-compliance with, misrepresentation with respect to, or breach of any covenant or warranty under this provision or violation of Mayoral Executive Order No. 2011-4 constitutes a breach and default under the grant agreement, and under any Other Contract for which no opportunity to cure will be granted. Such breach and default entitles the City to all remedies (including without limitation termination for default) under the grant agreement, under any Other Contract, at law and in equity. This provision amends any Other Contract and supersedes any inconsistent provision contained therein.

If you violate this provision or Mayoral Executive Order No. 2011-4 prior to award of the Agreement resulting from this specification, the Commissioner may reject your bid.

For purposes of this provision:

"Other Contract" means any agreement entered into between you and the City that is (i) formed under the authority of Municipal Code Ch. 2-92; (ii) for the purchase, sale or lease of real or personal property; or (iii) for materials, supplies, equipment or services which are approved and/or authorized by the City Council.

"Contribution" means a "political contribution" as defined in Municipal Code Ch. 2-156, as amended.

"Political fundraising committee" means a "political fundraising committee" as defined in Municipal Code Ch. 2-156, as amended.

viii. (a) The City is subject to the June 24, 2011 "City of Chicago Hiring Plan" (the "2011 City Hiring Plan") entered in *Shakman v. Democratic Organization of Cook County*, Case No 69 C 2145 (United States District Court for the Northern District of Illinois). Among other things, the 2011 City Hiring Plan prohibits the City from hiring persons as governmental employees in non-exempt positions on the basis of political reasons or factors.

(b) You are aware that City policy prohibits City employees from directing any individual to apply for a position with you, either as an employee or as a subcontractor, and from directing you to hire an individual as an employee or as a subcontractor. Accordingly, you must follow your own hiring and contracting procedures, without being influenced by City employees. Any and all personnel provided by you under the grant agreement are employees or subcontractors of you, not employees of the City of Chicago. The grant agreement is not intended to and does not constitute, create, give R.I.S.E to, or otherwise recognize an employer-employee relationship of any kind between the City and any personnel provided by you.

(c) You will not condition, base, or knowingly prejudice or affect any term or aspect of the employment of any personnel provided under the grant agreement, or offer employment to any individual to provide services under the grant agreement, based upon or because of any political reason or factor, including, without limitation, any individual's political affiliation, membership in a political organization or party, political support or activity, political financial contributions, promises of such political support, activity or financial contributions, or such individual's political sponsorship or recommendation. For purposes of the grant agreement, a political organization or party is an identifiable group or entity that has as its primary purpose the support of or opposition to candidates for elected public office. Individual political activities are the activities of individual persons in support of or in opposition to political organizations or parties or candidates for elected public office.

(d) In the event of any communication to you by a City employee or City official in violation of paragraph (b) above, or advocating a violation of paragraph (c) above, you will, as soon as is reasonably practicable, report such communication to the Hiring Oversight Section of the City's Office of the Inspector General ("IGO Hiring Oversight"), and also to the head of the Department. You will also cooperate with any inquiries by IGO Hiring Oversight related to this Agreement.