



**Please stand by, the webinar will begin shortly.**

**Department of Family and Support Services**  
**Services for Youth Witnessing or Experiencing**  
**Gender-based Violence and Human Trafficking**

Release Date: November 1, 2022

Due Date: December 15, 2022



## House Keeping

- Due to the volume of participants, everyone has been placed on mute.
- Please use the questions box to notify us of any technical issues.
- Please submit questions via the question box and we will respond to questions after going through the slides.
- DDV will address the questions at the midpoint and end of the presentation.
- This webinar is being recorded. A copy of the recording will be posted on the DFSS YouTube channel with a link to the recording and a .pdf of these Power Point slides will be posted to the DFSS webpage at:  
<https://www.chicago.gov/city/en/depts/fss.html> under the ‘Alerts’ and/or ‘Funding Opportunities’ tabs.

# Agenda

- Welcome and introductions
- Strategic plan to address GBV/HT
- GBV funding and services
- Youth services model overview
  - Purpose, goals and target population
  - Program requirements
  - Performance measures
  - Selection criteria
- Timeline
- Technical assistance for applicants and eProcurement
- Questions

CITY OF CHICAGO



**REQUEST FOR PROPOSALS (RFP) FOR  
Services for Youth Witnessing or Experiencing Gender-based Violence  
and Human Trafficking  
RFQ# 9095**

**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:

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Supervisor, Division of Domestic Violence  
Department of Family and Support Services  
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(312) 746-6685  
[adriana.camarda@cityofchicago.org](mailto:adriana.camarda@cityofchicago.org)

LORI E. LIGHTFOOT  
MAYOR

BRANDIE V. KNAZZE  
COMMISSIONER

# Overview of the Chicago Strategic Plan to Address GBV and Human Trafficking



# GBV Funding and Services





# GBV Definition

RFP- Definitions: Page 5

For the purposes of this RFP, GBV refers to ***harmful acts directed at an individual based on their gender***. It is rooted in gender inequality, the abuse of power and harmful norms. GBV is an umbrella term for a range of interpersonal violence including, but not limited to, sexual harassment, sexual assault, domestic violence, sexual exploitation, and stalking. Domestic violence and sexual assault are thought of as subset behaviors of GBV, while human trafficking is not exclusively a GBV behavior.



# More Definitions

RFP- Definitions: Page 5

- **Domestic violence (DV)** - a learned behavior used to gain and maintain control over an intimate partner. An intimate partner can be a boyfriend or girlfriend, dating partner, sexual partner, or spouse, and is not limited to someone with whom the survivor has been sexually intimate.
- **Sexual assault (SA)** - any sexual contact or behavior that occurs without explicit consent of the survivor. Some forms of sexual assault include attempted rape, fondling or unwanted sexual touching, forcing a survivor to perform sexual acts, such as oral sex or penetrating the perpetrator's body, and penetration of the survivor's body, also known as rape.
- **Human Trafficking (HT)** - when an individual is compelled through force, fraud and/or coercion for the purposes of commercial sex and/or forced labor. For minors engaged in commercial sex, force, fraud and/or coercion is not required to be proven. Though HT is often fueled by bias-based harm, it is not exclusively GBV.
- **Stalking behavior** includes following a person, conducting surveillance of the person, appearing at the person's home, work or school, making unwanted phone calls, sending unwanted emails, unwanted messages via social media, or text messages, leaving objects for the person, vandalizing the persons property or injuring a pet.



# Purpose and Goal of RFP

RFP - Program Description:  
Page 5

- Youth that have witnessed or experienced violence in the home or in their household have long-term negative behavioral and physical outcomes absent impactful intervention.
- When the adult household member and/or caregiver is the primary victim of the violence, the children or youth of the household often lack access to comprehensive services for their experiences or trauma.
- DFSS seeks to close this gap in services by funding Respondents that can provide age-appropriate, trauma-informed and culturally appropriate services, outreach, engagement, and case management (or other services) to youth who are currently experiencing or have witnessed GBV/HT in their household.





# Focus Population

RFP - Focus Population:  
Page 8

- This program targets youth between the ages of 14-24, who live in Chicago and who have recently witnessed and/or experienced GBV and/or HT in the home.
- Priority will be given to proposals that meet at least one or more of the following:
  - Demonstrate that the respondent is currently working with youth in High Vulnerability Community Areas per the Chicago Department of Public Health's COVID-19 Community Vulnerability Index (CCVI)
  - Serve young people who identify as LGBTQIA+
  - Young people with disabilities and/or
  - Undocumented young people



# Program Requirements

RFP – Program Requirements:

Page 8

- Respondents must:
  - Offer youth participants trauma-informed, supportive services at a cadence acceptable and necessary for the youth participants or member of the survivor household.
  - Demonstrate that program management and staff have current and ongoing training in GBV/HT.
  - Understand the community, community leadership structure, sources of violence, as well as barriers for youth.
  - Demonstrate an ability to establish quick rapport with youth, their family, and community members.



# Program Requirements

RFP – Program  
Requirements: Page 8

- Illinois Bill of Rights of Children, effective January 1, 2022
  - Right to have a child's forensic interview conducted by a trained forensic interviewer
  - Conducted by the Chicago Children's Advocacy Center (CCAC)
- Respondents must demonstrate that they:
  - are in compliance with all mandated reporter laws including training requirements and
  - will communicate this right to all young people served



# Program Requirements – Administer and Coordinate Services

## A. Engage and Accept GBV/HT Impacted Youth

- **All Respondents:** Describe outreach and referral plan to engage youth who have witnessed and/or are experiencing GBV/HT into the proposed services
- Below are some examples, but does not constitute an exhaustive list:
  - Existing GBV/HT program that serves adults with children
  - Existing outreach and engagement program, including hotlines
  - Existing youth drop-in center or another program
  - Youth currently in court-ordered Supervised Visitation or Safe Exchange
  - Referrals for young people who demonstrate problematic sexualized behavior
  - All Chicago Public Schools or private schools

RFP – Program  
Requirements: Page 8-9



# Program Requirements – Administer and Coordinate Services

## B. Provide Crisis Youth Services

### All Respondents:

- Respond to youth in crisis by calls or other engagement sessions
- Assist youth to create an emergency safety plan for themselves
- Provide youth with emotional support as needed

RFP – Program  
Requirements: Page 9



# Program Requirements – Administer and Coordinate Services

## C. Ongoing Youth Services

### *Provide One or More Specialized Services*

- **All Respondents:** Must indicate on application the type of specialized service that will be provided.
- Specialized services include:
  - Low-barrier drop-in services
  - Peer-to-peer support services and/or mentoring
  - Ongoing individual or group counseling that may include family therapy, art therapy, etc.
  - Case management services
  - Clinical mental health services
  - Counseling, case management and/or clinical mental health services for youth participating in court ordered Supervised Visitation and Safe Exchange
  - Other – please indicate

RFP – Program  
Requirements: Page 9



# Program Requirements – Administer and Coordinate Services

## C. Ongoing Youth Services *Assessments*

- Conduct an assessment that will be used to develop service plans and determine areas of strength and priorities based on youth's self-established benchmarks and available resources.
  - Assessments should be framed through a trauma-informed and strength-based lens as state above
  - Service plans should occur when a youth has voiced a commitment/interest in services
  - Indicate in the application if a specific assessment tool is developed for certain services

**Respondents that select low-barrier drop-in services are not required to conduct an assessment or provide a service plan.**

**RFP – Program  
Requirements: Page 9**



# Program Requirements – Administer and Coordinate Services

## C. Ongoing Youth Services

### *Ongoing, Individual Interaction Between Trained Staff and Young People*

Interactions should include, *at minimum*:

Service Planning	Ongoing Service Provision	Emotional Support and Guidance	Referrals
<ul style="list-style-type: none"><li>• Assist survivor to create a service plan led by survivor priorities</li><li>• Document youth progress towards goals identified through the service planning process, via case notes</li></ul>	<ul style="list-style-type: none"><li>• Ongoing assessment of youth needs</li><li>• Update service plans as goals are achieved or goals change</li></ul>	<ul style="list-style-type: none"><li>• Provide education and information about the dynamics of GBV/HT</li><li>• Problem solve and discuss options</li></ul>	<ul style="list-style-type: none"><li>• Provide referrals to age-appropriate services such as medical or healthcare, education, workforce, or other services</li></ul>

**Respondents that select low-barrier drop-in services are not required to conduct an assessment or provide a service plan.**





# Program Requirements – Administer and Coordinate Services

## C. Ongoing Youth Services *Service Delivery Model*

### ALL Respondents:

- Must incorporate tenets of harm reduction, trauma-informed care and strengths-based practices
- Must offer services to underserved populations including undocumented youth who do not speak English, male youth, those who are disabled and LGBTQIA
- Services must be made available in-person, unless it is unsafe
- Services to youth *may* occur in a location that provides enhanced safety to the youth.
- Services to youth *may* also be provided in locations that reduce the burden on the youth due to lack of resources, such as transportation.
- Capacity to offer services to youth in-person, virtual, offsite, or a combination thereof.

RFP – Program  
Requirements: Page 9



# Program Requirements – Administer and Coordinate Services

RFP – Program  
Requirements: Page 10

## C. Ongoing Youth Services *Other Program Considerations*

### **ALL Respondents:**

- When applicable, obtain parental consent to serve youth participants
- Maintain confidentiality of youth and youth participant data and files as required by law
- Program must provide any services without charging fees
- DFSS encourages Respondents to provide staff with training opportunities during the contract period intended to enhance and improve youth services

**Note on Consent:** 750 Ill. Comp. Stat, § 30/3-1, 405 Ill. Comp. Stat. § 5/3-501, 405 Ill. Comp. Stat. § 5/3-502, 405 Ill. Comp. Stat. § 5/3-507



# Program Requirements – Community Education and Outreach

## Respondents must:

- Provide community education workshops and/or outreach events to educate community stakeholders about the impacts of GBV/HT on young people and to share available resources to support individuals and families
- Collaborate with and receive referrals from GBV/HT community-based organizations
- Conduct outreach and engagement to young people within the focus populations and High CCVI areas

RFP – Program  
Requirements: Page 10



## Program Requirements - Partnerships

- Respondents may partner or subcontract with trusted community-based organizations that serve GBV/HT survivors
- A partner might serve the role as:
  - A GBV/HT service provider, to partner or subcontract if not the respondent
  - An organization or program with demonstrated experience providing support, enrichment, and/or development programming that focuses on youth experiencing/impacted by GBV/HT, if not the respondent.
  - An organization that meets basic needs for the young person beyond what the respondent provides

RFP – Program  
Requirements: Page 10



# Subcontracting

RFP – Application Guidance  
for Respondents: Page 13

- **DFSS requires Respondents to identify all partners and/or subcontractors at the time of application and apply all application questions to all identified partners/subcontractors and required attachments at the time of application submission.**
- Respondents must provide the following in their eProcurement application:
  - Budget narrative with additional detail on the costs of service included in each category to provide more context for the Respondent's proposed budget
  - Job descriptions, resumes, and/or certifications for key staff positions
  - List of identified partners through subcontracting or formal linkage agreement
  - Letters of support with proposed partners, if applicable



## Program Requirements – Data Collection

In order to safely maintain participant-provided data/documentation and track participant experience, respondents must:

- Enter data into InfoNet and submit quarterly data through DFSS' template on youth demographic and services
- Use youth outcome data from either InfoNet or SurveyMonkey to inform program improvement
- Assist youth to complete a DFSS-issued Evaluation of Services (ESS)
- Participate in regular cohort meetings with DFSS to determine performance measurement outcomes, share best practices, lessons learned and help identify trends

RFP – Data Collection: Page

11



Youth Participant Outcomes	
25%	of low-barrier drop-in and peer-to-peer program participants will enroll into ongoing services
80%	of enrolled youth will receive an assessment for service needs *Not applicable for low-barrier drop-in services
60%	of youth that show progress towards a service plan goal *Not applicable for low-barrier drop-in services
50%	of youth will have a sense of increased safety for person(s), family and community
75%	of youth will report growth in sense of personal agency/self-efficacy
75%	of youth will agree that services that they received have been impactful and that they would recommend the program to other youth experiencing GBV/HT violence

*Respondent will propose additional performance measures for their proposed program and work with DFSS to develop and refine performance measurements throughout the contract period.*



# Performance Measures

DFSS also intends to track output metrics that may include but are not limited to:

**Number** of outreach efforts to reach young people and **percentage** that came into services

**Number** of young people enrolled and served

**Percent** of young people served by direct victimization (e.g., SA, DV, HT)

**Percent** of young people served by exposure to violence/victimization (e.g., SA, DV, HT)

**Percent** of young people connected to services as identified by their assessment

**Percent** of youth that show progress towards on goal in their service plan

**Percent** of youth that achieve all their goals in their service plan

**Number** of coordinated community response activities including, but not limited to, referrals to/from and meetings attended in service of the goals of the proposed program

RFP – Youth Participant Outcomes: Pages 11-12





# Contract Management and Data Reporting

- **Cohort meetings:**
  - actively and regularly collaborate 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**
  - To ensure compliance, inform trends to be monitored, evaluate program results and performance, and adjust program delivery and policy to drive improved results.
- Delegate agencies will be expected to collect and report aggregate-level demographic, performance, and service data. These reports must be submitted in a format specified by DFSS, including but not limited to InfoNet, and by the deadlines established by DFSS.

**RFP – Contract Management and Data  
Reporting Requirements: Page 12**

# Anticipated Term of Contract and Funding Source

- This initiative is administered by DFSS through the American Rescue Plan Act (ARP) funds.
  - All guidelines and requirements by DFSS and ARP must be met
- **Term of contract: January 1, 2023 – December 31, 2024**
  - DFSS anticipates funding 3-5 programs
  - \$400,000 - \$650,000 annually per program
  - Awardees will receive an initial budget term of January 1, 2023 – December 31, 2023
- Respondent is required to incur and pay expenses before seeking reimbursement from the City.
  - Advances for costs will be considered according to the City's advance payment policy.
  - Respondents will need to indicate in their application whether they wish to exercise this option.

RFP – Anticipated Term of Contract  
and Funding Source: Page 13-14

# Selection Criteria

RFP – Selection Criteria and  
Basis of Award: Page 15

COMMUNITY INVOLVEMENT	Points
<ul style="list-style-type: none"><li>• The Respondent and subcontractors, if applicable, demonstrate a clear understanding of the impacted youth in the High CCVI Community Area which they are proposing, including their needs and challenges.</li><li>• The Respondent and/or its subcontractors have relevant capabilities and/or infrastructure needed to serve the proposed focus population under the selected purpose area(s)</li><li>• The Respondent conducts outreach, recruitment, and awareness events for GBV education and engagement of GBV/HT impacted youth into accepting services</li><li>• The Respondent demonstrates a commitment to diversity, equity, inclusion, and access within their organization and service provision</li><li>• The Respondent demonstrates ways in which they receive and incorporate client feedback</li><li>• The Respondent's leadership reflects and engages the diverse people of the communities it serves</li></ul>	30



# Selection Criteria

STRENGTH OF PROPOSED PROGRAM	Points
<ul style="list-style-type: none"><li>• The Respondent and/or identified subcontractors demonstrate an ability to provide the required trauma-informed, age-appropriate, service elements to young people impacted by GBV/HT and achieve the outcome goals identified in the RFP</li><li>• The Respondent proposes an evidence-based/best practices design and implementation for the services outlined</li><li>• The Respondent proposes a recruitment and referral plan to successfully communicate, and conduct outreach and engagement to the focus population</li><li>• The Respondent proposes a strong coordinated effort with community partner organizations that are deeply engrained in community and have trusting relationships with youth and their families.</li></ul>	35



# Selection Criteria

ORGANIZATIONAL CAPACITY	Points
<ul style="list-style-type: none"><li>• The Respondent has qualified staff and/or subcontractors responsible for all required service components</li><li>• The Respondent has adequate systems and processes to support monitoring program expenditures and fiscal controls</li><li>• The Respondent has adequate capacity to hire and manner staff in a timely manner</li></ul>	15



# Selection Criteria

PERFORMANCE MANAGEMENT AND OUTCOMES	Points
<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 focus 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 using data to inform and improve its services or practices</li><li>• The Respondent demonstrates experience in collecting, storing, protecting, and analyzing personal identifying information and other sensitive information</li></ul>	15



REASONABLE COSTS, BUDGET JUSTIFICATION AND LEVERAGE OF FUNDS	Points
<ul style="list-style-type: none"><li>• The Respondent has the fiscal capacity to implement the proposed program</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>	5



# Evaluation Process

- Evaluated on the strengths of the proposal and the responsiveness to the selection criteria.
- Failure to submit a complete proposal or respond fully to all requirements - subject to rejection.
- DFSS may consider additional factors in selection to ensure systems-level needs are met, including:
  - Service array
  - Geography (youth are engaged and recruited from the Chicago Community Areas identified as High or Medium on the CCVI)
  - Serving young people between the ages of 15-24
  - Ability to provide direct services in Spanish or other languages for non-English speaking households
  - Serving youth who identify as LGBTQIA+, youth with disabilities and undocumented young people.

**RFP – Evaluation Process:**  
**Page 15-16**





## Deadline



**Applications are  
due December 15, 2022  
at 12PM NOON CT**



## Application Tips

### Start Early!!

- If you have never done business with the City of Chicago, register into iSupplier/eProcurement ASAP.
- Review RFP narratives and application questions closely. Remember they align with the scope and selection criteria. Use the information in the RFP for guidance in formulating your answers.
- Carefully review the selection criteria.
- There is a 4,000-character limit which includes punctuation and spaces. Each response is allotted 4,000 characters.
- Do not use the back button on your browser.

### Save Often!!

## Tips for Working in eProcurement

- Organizations submitting more than one proposal must 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.**
- You can “submit” your application and later amend it up until the due date **December 15, 2022, at 12:00 noon**
- Avoid the rush and possible mishaps by submitting early. Plan on submission taking 30-60 minutes
- Late applications will not be accepted
- Make use of the eProcurement hotline for help at 312-744-4357 (HELP)
- **Please note that the hotline operates during business hours only, Monday-Friday 9-5**

**Save often, submit early!**



# Technical Assistance!

- On the DFSS web page is a link to the RFP of interest and training documents. See “Alerts” Section on our website.
- For Questions on Registration and eProcurement Technical Assistance for Delegate Agencies –

[CustomerSupport@cityofchicago.org](mailto:CustomerSupport@cityofchicago.org)

or

call 312-744-HELP (4357)

- Training Materials (Documents and Videos) –  
<https://www.cityofchicago.org/city/en/depts/dps/isupplier/online-training-materials.html>

# How to Accept an Amendment

# How to accept an amendment – Step 1

- If the RFP you are interested in has been amended. In order to start an application, you will need to acknowledge and accept the amendment first.  
(Please note that the RFP shown in this, and subsequent slides is an example).  
To accept the amendment, click on “View Amendment History”.
- If the RFP has not been amended (yet), select “Create Quote” from the drop-down menu in the “Actions” box and click on “Go”. This will take you to the application page, where you can get started.

Negotiations > Active Solicitations >

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

RFQ: 6459,3

Actions

Title **Community Housing Development Organization (CHDO) Certification**  
Status **Active**  
Time Left **555 days 23 hours**

Supplier Response Start Date **17-Aug-2020 11:01:54**  
Bid Opening Date/Supplier Response Due Date **31-Dec-2023 12:00:00**

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

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

Event **Delegate Agency**  
Amendment Description **Updating Issuing Officers information**

**Terms**

Bill-To Address [021-2819 HOME INVEST](#)  
Ship-To Address [021-2819 HOME INVEST](#)  
FOB

Payment Terms  
Carrier  
Freight Terms

Currency

## How to accept an amendment – Step 2

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

**CITY OF CHICAGO Sourcing**

Home Logout Preferences Help

**Negotiations**

Negotiations > Active Solicitations > RFQ: 6459.1 >

**Amendment History (RFQ 6459)**

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

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

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

[Return to RFQ: 6459.1](#)

[Acknowledge Amendments](#)

Negotiations Home Logout Preferences Help

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# How to accept an amendment – Step 3

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

**Acknowledge Amendment (RFQ 6459,3)**

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

☒ I accept the terms and conditions of the RFQ and also acknowledge the changes made to the RFQ amendment document 6459,3.

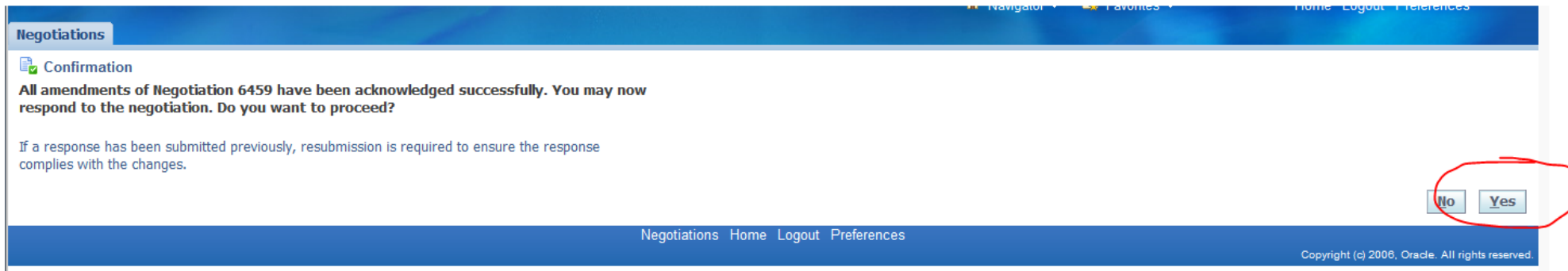
[Cancel](#) [Back](#) Step 3 of 3 [Acknowledge](#)

Header		
<b>Label</b>	<b>RFQ 6459,2</b>	<b>RFQ 6459,3</b>
Amendment Description	This amendment was created to extend the closing date.	Updating Issuing Officers information
<b>Terms</b>		
<b>Label</b>	<b>RFQ 6459,2</b>	<b>RFQ 6459,3</b>
Bill-To Address	054-2819 HOME INVESTMENT PARTNERSHIP	021-2819 HOME INVEST
Ship-To Address	054-2819 HOME INVESTMENT PARTNERSHIP	021-2819 HOME INVEST
<b>Requirements</b>		



## How to accept an amendment – Step 4

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



The screenshot shows a web application interface with a blue header and footer. The header contains links for "Navigator", "Favorites", "Home", "Logout", and "Preferences". The main content area has a "Negotiations" tab selected. Below the tab, there is a "Confirmation" section with a green checkmark icon. The text reads: "All amendments of Negotiation 6459 have been acknowledged successfully. You may now respond to the negotiation. Do you want to proceed?". Below this text, a note states: "If a response has been submitted previously, resubmission is required to ensure the response complies with the changes." At the bottom right of the main content area, there are two buttons: "No" and "Yes". The "Yes" button is circled in red. The footer contains links for "Negotiations", "Home", "Logout", and "Preferences", along with a copyright notice: "Copyright (c) 2006, Oracle. All rights reserved."

**Negotiations**

Confirmation

All amendments of Negotiation 6459 have been acknowledged successfully. You may now respond to the negotiation. Do you want to proceed?

If a response has been submitted previously, resubmission is required to ensure the response complies with the changes.

No Yes

Negotiations Home Logout Preferences

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## How to accept an amendment – Step 5

- Finally, (1) click on the checkbox that you accept the terms and conditions and then (2) click on “Accept” to accept them.
- This is the final step in acknowledging and accepting the amendment.

**Negotiations**

**Terms and Conditions**

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

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

**Attachments**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									

☒ I have read and accepted the terms and conditions

# How to Submit an Application



# How to submit an application – Step 1

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

Negotiations > RFQ: 6459,3 >  
Create Quote: 427990 (RFQ 6459,3)

Cancel View RFQ Quote By Spreadsheet **Save Draft** **Continue**

Title Community Housing Development Organization (CHDO) Certification

Time Left **555 days 19 hours**  
Bid Opening Date/Supplier Response Due Date **31-Dec-2023 12:00:00**

**Header** **Lines**

Supplier **PHALANX FAMILY SERVICES**  
RFQ Currency **USD**  
Quote Currency **USD**  
Price Precision **0 decimals maximum**

Quote Valid Until    
(example: 23-Jun-2022)

Reference Number

Note to Buyer

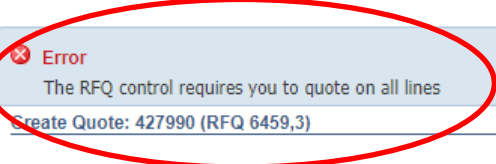
**Attachments**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								




# How to submit an application – Step 2

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

 **Error**  
The RFQ control requires you to quote on all lines  
Create Quote: 427990 (RFQ 6459,3)

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

Title [Community Housing Development Organization \(CHDO\) Certification](#) Time Left **555 days 19 hours**  
Bid Opening Date/Supplier Response Due Date **31-Dec-2023 12:00:00**

Header	Lines
Supplier	<b>PHALANX FAMILY SERVICES</b>
RFQ Currency	<b>USD</b>
Quote Currency	<b>USD</b>
Price Precision	<b>0 decimals maximum</b>
Quote Valid Until	<input type="text"/>  (example: 23-Jun-2022)
Reference Number	<input type="text"/>
Note to Buyer	<input type="text"/>

**Attachments**

[Add Attachment](#)

## How to submit an application – Step 3

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

The screenshot displays a web application interface. At the top, a light blue error box with a red 'X' icon contains the text: "Error The RFQ control requires you to quote on all lines". Below this, a link reads "Create Quote: 427990 (RFQ 6459,3)". The main form area has two tabs: "Header" and "Lines". The "Lines" tab is selected and circled in red. To the right of the tabs, a table lists fields: "Supplier" (PHA), "RFQ Currency" (USD), "Quote Currency" (USD), and "Price Precision" (0 de). Below the tabs is an "Attachments" section with an "Add Attachment" button.

Title	Com
Supplier	PHA
RFQ Currency	USD
Quote Currency	USD
Price Precision	0 de

# How to submit an application – Step 4

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

Negotiations > RFQ: 6459.3 >

**Error**  
A quote value is required for requirement First Name.  
Create Quote: 427990 (RFQ 6459,3)

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Time Left 555 days 19 hours  
Bid Opening Date/Supplier Response Due Date 31-Dec-2023 12:00:00

Header Lines

Supplier PHALANX FAMILY SERVICES  
RFQ Currency USD  
Quote Currency USD  
Price Precision 0 decimals maximum

Quote Valid Until   
(example: 23-Jun-2022)

Reference Number   
Note to Buyer

Attachments

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Requirements

Expand All Collapse All

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

First Name



# How to submit an application – Step 5

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

The screenshot displays a web application interface for managing RFQs. The top navigation bar includes a 'Negotiations' tab. Below it, a breadcrumb trail shows 'Negotiations > RFQ: 6459,3 >'. The main content area has a header section with a 'Create Quote' link, which is circled in red. To the right of the header are buttons for 'Cancel', 'Back', 'Validate', 'Save Draft', 'Printable View', and 'Submit'. Below the header, there is a table of details for the RFQ. The table has two columns: 'Title' and 'Supplier'. The 'Title' column contains 'Community Housing Development Organization (CHDO)' and 'Certification'. The 'Supplier' column contains 'PHALANX FAMILY SERVICES'. Other details include 'RFQ Currency: USD', 'Quote Currency: USD', 'Price Precision: 0 decimals maximum', 'Time Left: 555 days 19 hours', 'Close Date: 31-Dec-2023 12:00:00', 'Quote Valid Until', 'Reference Number', and 'Note to Buyer'.

Header	
Title	Community Housing Development Organization (CHDO)
Certification	
Supplier	PHALANX FAMILY SERVICES
RFQ Currency	USD
Quote Currency	USD
Price Precision	0 decimals maximum

Attachments	
Time Left	555 days 19 hours
Close Date	31-Dec-2023 12:00:00
Quote Valid Until	
Reference Number	
Note to Buyer	





# How to submit an application – Step 6

- This is your last chance to review all your data and confirm that it is accurate. Check your attachments and scroll to the bottom of the screen to see all your responses.

Header

TitleChicago Early Learning Community-Based Programs RFP #2

SupplierClaridigm Inc

RFCurrencyUSD

Quote CurrencyUSD

Price PrecisionAny

Time Left20 days 3 hours

Close Date15-Jul-2019 12:00:00

Quote Valid Until

Reference Number

Note to Buyer

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Requirements

Show All Details

Hide All Details

Details Section

Hide

Contact Information

Requirement	Target Value	Quote Value
First Name		John
Last Name		Chicago
Telephone		864-855-9999
E-mail Address		TheBestAgency@childcare.com
Contact Type		Email Applicant

Hide

Organization Information

Requirement	Target Value	Quote Value
Legal Organization Name		Super Leaders Academy Nation
Address		18555 E. 32nd St
City		Chicago
State		IL
Zip		60699
Telephone Number		845-251-XXXX
Federal Employer Identification Number		84-992289
DUNS Number		92-8992-5110
Head of Agency Name		Jane Doe
Head of Agency Title		Executive Director
Head of Agency Contact Telephone		845-251-XXXX
Head of Agency E-mail Contact		JaneDoe@superLeadersAcademy.com
Chief Finance Officer Name		Terry Doe Jr.
Chief Finance Officer Title		Finance Officer
Chief Finance Officer Telephone		845-251-XXXX
Chief Finance Officer E-mail		terrdoe@superLeadersAcademy.com
Website Address		NA
Year Org. Established		2008
Did you attach the following in your Admin. section? *Liability Insurance *Board Member Identification *IRS Determination Letter *SAM Certificate *Certificate of Good Standing *Bylaws and Articles of Incorporation *Financial Statement		Yes

Show

Geographic Area(s) Served



# How to submit an application – Step 7

- At the bottom of the screen, you will be asked to provide an electronic signature. Be sure to fill in the signature before checking the box!

<input type="radio"/>	110100 - Admin - Op...			7,400.00	USD	1	7,400.00		
<input type="radio"/>	120140 - Admin - Pr...			25,000.00	USD	1	25,000.00		
<input type="radio"/>	130200 - Admin - Tr...			1,500.00	USD	1	1,500.00		
<input type="radio"/>	140300 - Admin - Ma...			6,000.00	USD	1	6,000.00		
<input type="radio"/>	150400 - Admin - Eq...			1.00	USD	1	1.00		
<input type="radio"/>	160801 - Admin - In...			1.00	USD	1	1.00		
<input type="radio"/>	170999 - Admin - Ot...			2,500.00	USD	1	2,500.00		
<input type="radio"/>	181240 - Program - ...			19,500.00	USD	1	19,500.00		

Line 1: 0005 - Program - Personnel

Notes

Note to Buyer

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update
0 results found.							

## Electronic Signature

☒ By submitting a bid/proposal/application and inputting his/her name and title, the person signing below certifies that he/she is authorized to submit this bid/proposal/application on behalf of the submitting party and warrants that all certifications and statements contained in the bid/proposal/application are true, accurate and complete as of the date furnished to the City. The person signing below understands that this submission will be binding on the submitting party.

\* Name:   
\* Title:

\* Indicates required fields. Before submitting the response please enter Name and Title and accept the disclaimer by checking the box above.

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



# How to submit an application – Step 8

➤ Then click **“Submit”**.

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

**n - Personnel**

Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
------	-------------	----------	-----------------	--------------	-------	--------	--------

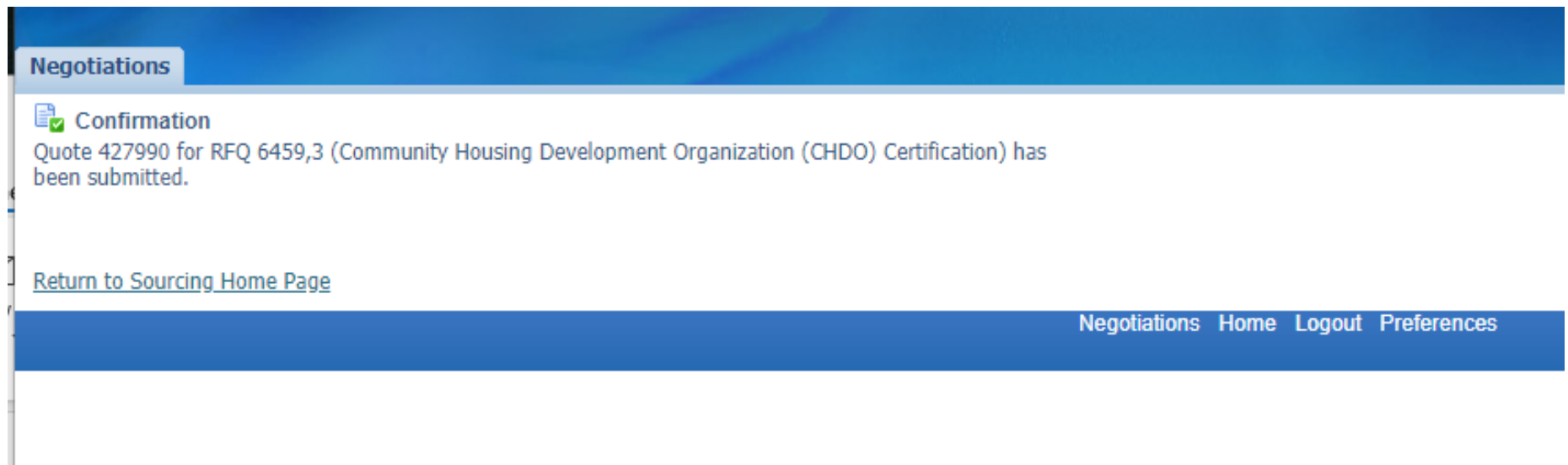
bid/proposal/application and inputting his/her name and title, the person signing below certifies that he/she is authorized to submit this bid/proposal/application on behalf of the submitting party and warrants that all cert... and statements contained in the application are true, accurate and complete as of the date furnished to the City. The person signing below understands that this submission will be binding on the submitting party.

Test

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

# How to submit an application – Step 9

- Make sure that you see this submittal confirmation screen. The eProcurement system will send a confirmation email within 24 hours of your submission. Please call or email me if you desire confirmation prior to then.





# Questions?



## **Program Questions?**

**Adriana D. Camarda**

**312-746-6685**

**Adriana.Camarda@cityofchicago.org**

## **For non-programmatic questions contact:**

**Julia Talbot**

**(312)-743-1679**

**[Julia.Talbot@cityofchicago.org](mailto:Julia.Talbot@cityofchicago.org)**



**or**

**The eProcurement hotline**

**312-744-4357 (HELP)**

**[CustomerSupport@cityofchicago.org](mailto:CustomerSupport@cityofchicago.org)**

Please note that the hotline operates during business hours only, Monday-Friday 9-5.