



DEPARTMENT OF FAMILY AND SUPPORT SERVICES

**DFSS YOUTH SERVICES: MY CHI. MY FUTURE COMMUNITY ANCHOR
ORGANIZATIONS RE-RELEASE**

WEBINAR QUESTIONS AND ANSWERS FROM INITIAL RFP RELEASE

Questions and Answers to the RFP.

Questions and answers from the webinar for the initial RFP release

Budget and Payment

- 1. How much funding will be awarded per year of the contract? The contract period is less than 24 months, will the first year of funding be pro-rated?**

The term of contract(s) executed under this RFP will be from March 1, 2023 – December 31, 2024, with the first contract year being March 2023 to December 2023 and the second running from January 2024 to December 2024. DFSS anticipates awarding \$250,298 per contract year to 15 delegate agencies for a total of \$3,754,463 per year (\$7,508,940 in total). Each award will be for \$250,298 per contract year (\$250,298 will be awarded for the period between March 1, 2023 to December 31, 2023 and \$250,298 will be awarded for the period between January 1, 2024 to December 31, 2024).

- 2. Will we receive notification of the award before 3/1? Or is 3/1 just the earliest we can allocate budget expenses?**

We hope to send award notifications before but by 3/1. Agencies can begin vouchering for allocated expenses once they have submitted the requested contract documentation and the contract has been executed.

- 3. Could you please go over what expenses are allowed in detail?**

The RFP includes a detailed budget on pages 17-18. Funded delegates will receive a list of allowable expenses.

- 4. You mentioned showing cash flow. You also mentioned advance payment eligibility. How do you determine if you are eligible to qualify for advance payments?**

The RFP asks all Respondents to indicate, for informational purposes only, if they plan to utilize the City's Advance Payment Policy. The process of enrolling in the Policy will not begin until awards have been announced.

- 5. With regard to the sample budget - will there be any flexibility with exact numbers in each of the categories?**

This is a sample budget, so yes, there is flexibility with exact numbers in each category. Amounts can be adjusted or removed/added as needed based on your program.

Application Guidance

2

6. Our site is located outside of the 15 Community Strategy Regions in a low-income community. Are we eligible?

The focus of the MCMF Anchor Organizations initiative is only on the 15 MCMF Community Strategy Regions covering 19 Community Areas (listed in Table 1 in the RFP). These 19 Community Areas were identified because they ranked high on the Chicago Community Vulnerability Index and/or the UIC Chicago Community Area Economic Hardship Index. Delegates for this initiative must be based in one of these 19 Community Areas. There are additional opportunities to apply for funding with varying geographic requirements through DFSS.

7. My agency's administrative address is located downtown, but we have a site where we offer programs several times a week within one of the 15 Community Strategy Regions. Are we eligible to apply?

An agency's administrative address can be elsewhere in the city as long as they have a program site within one of the 15 Community Strategy Regions. So, if you identify the site where you offer programs currently as the program site for the Anchor Organizations program in your application, that would meet the geographic requirement.

8. I do not see my Community Area listed in the RFP. Is it part of one of the Community Strategy Regions?

Table 1 on page 10 of the RFP outlines all 15 MCMF Community Strategy Regions and the Community Areas within those regions. If you do not see your Community Area listed, it does not fall within one of the 15 eligible regions. You can check the physical location address on the city data portal: <https://data.cityofchicago.org/Facilities-Geographic-Boundaries/Boundaries-Community-Areas-current-/caug-8yn6>

9. We've worked with the city in the past but cannot find our iSupplier login credentials. How can we retrieve our iSupplier credentials?

To retrieve your iSupplier credentials, you can reach out via email at CustomerSupport@cityofchicago.org or call 312-744-HELP (4357).

Program Requirements

10. Can a delegate agency be considered even if it can't meet the 15-community stakeholders per meeting quota? Of course, with justification about limitations within the community (i.e. lower number of existing community stakeholders).

The requirement to have 20 non-city stakeholders attend each monthly meeting is the same across all 15 Community Strategy Regions. Respondents must demonstrate what

their plan is to reach program goals.

11. Are the monthly convenings different/distinct from the community plan working group meetings?

Yes. Community convenings (10 yearly) will address higher level conversations and ensure that adults working in community youth spaces are connected to one another. Working group meetings (20 yearly) will bring together stakeholders and youth to develop and implement the community plan.

12. Will stakeholders who overlap geographical service areas be considered toward the count of 15?

There will be one delegate agency per Community Strategy Region. Each address is connected to one Region. Your service area (Community Strategy Region) will be based on your address. Agencies will only be considered for funding in a region in which they have a physical address. If your agency has addresses in multiple Community Strategy Regions, you must submit unique applications for each region for which you wish to apply.

13. Year 1 is the creation of the community plan and all events and convenings aim at that, then year 2 is the implementation of the plan?

The Community Plan timeline can be found on page 13 of the RFP. The Community Plan should be implemented in Fall 2023 and will be evaluated and updated between 2023 and the end of the contract period on December 31, 2024.

14. Does the RFP detail the requirements on data collected on the community stakeholders (non-city)?

Pages 18-21 of the RFP include an overview of the data DFSS will be tracking. More specific details regarding data collection will be outlined in the scope of services once contracts are awarded.

15. The RFP states that 100 households/individuals must be reached at each Community Engagement Event. Do individuals/households need to prove residency in our Community Strategy Region to be able to be counted toward this 100?

Outreach should be targeted within your Community Strategy Region. Agencies will be required to track residency information for event attendees to identify the total number attending from the target region.

16. THE RFP states that 20 non-City stakeholders must attend each monthly Community Convening. Do all stakeholders need to have a physical address in our Community Strategy Region to be counted toward this 20? In the same vein, do these stakeholders have to focus their programs/services solely on our Community Strategy Region or can their organizations serve youth/families in collar community areas as well?

The 20 non-City stakeholders should be committed to serving youth within your Community Strategy Region. You will not be required to collect data about the physical addresses or populations served for the attendees at Community Convenings.

17. Given that awards will be distributed in March 2023, how many Community Convenings and Working Group Meetings do we have to host during the first year of the contract? Is it less in 2023 given the later start date?

The final schedule and program requirements will be outlined in the scope of services provided to awarded agencies and will be amended to reflect the shorter contract year in 2023.

18. Are there specific months the Community Plan Working Group Meetings must be held or is that up to our discretion?

The requirement is to host 2 working group meetings per month. The exact details of when and how these meetings are organized is up to the discretion of the agency if the required number of attendees and outcomes are met.

Program Manager Role

19. For the Program Manager, do you recommend that this comprises that individual's entire workstream, or do you see it as feasible for this to be one major project within a Program Manager's larger workload?

The Program Manager's full-time role should be dedicated to this project only. This is outlined in the RFP on pages 15-16.

General

20. Can I access the Bidder's Conference recording if I missed it?

A pre-proposal webinar was hosted on January 11. You may find the recording of the webinar and a link to the slide deck here:

<https://www.chicago.gov/city/en/depts/fss/provdrs/youth/alerts/2023/december/my-chi--my-future--community-anchor-organizations.html>

21. Is there any possibility that this program will continue after 2 years?

Continued support will be dependent upon the selected Respondent's performance and the continued availability of funding after December 31, 2024.