

Please stand by, the webinar will begin shortly.

Department of Family and Support Services
SPRING FORWARD:
Reentry and Employment Navigation Program RFP

Release Date: February 17, 2023

Due Date: March 23, 2023



House Keeping

- Due to the volume of participants, everyone has been placed on mute.
- Please submit your questions via the question box and we will respond to them after going through the slides.
- Please use the question box to notify us of any technical issues.
- This webinar is being recorded. A copy of the recording will be posted on the DFSS YouTube channel with a link to the recording. A .pdf of these PowerPoint 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
- DFSS Overview and Commitment to Outcomes
- Review of SPRING Forward RFP: Reentry & Employment Navigation
- Timeline
- Submission of RFP to eProcurement
- Questions

CITY OF CHICAGO



**REQUEST FOR PROPOSALS (RFP) FOR
SPRING Forward: Re-entry, Employment, and Housing Navigation Pilot
Re-Entry and Employment Navigation
RFQ# 9274**

**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:

Trenity Dobbey
Supervisor of Family Support Programs, Workforce Development
Department of Family and Support Services
1615 W. Chicago Ave, 2nd
Chicago, Illinois 60622
(312) 746-8218
trenity.dobbey@cityofchicago.org

LORI E. LIGHTFOOT
MAYOR

BRANDIE V. KNAZZE
COMMISSIONER



DFSS Mission and Priorities

OUR MISSION

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

OUR PRIORITIES

Deliver and support high-quality, innovative, and comprehensive services that empower clients to thrive

Collaborate with community partners, sister agencies, and public officials on programs and policies that improve Chicagoans' lives and advance systemic change

Inform the public of resources available to them through DFSS and its community partners

Steward DFSS' resources responsibly and effectively



Chicago's Equity Statement of Principles

Racial equity focuses on the social construction of race and how it has been used to unjustly distribute opportunity and resources based on a person's skin color, heritage, ethnicity, and/or national origin.

The City of Chicago defines equity as both an outcome and a process.

As an outcome: equity results in fair and just access to opportunity and resources that provide everyone the ability to thrive.

As a process: equity requires a new way of doing business –

- 1) Prioritizes access and opportunities for groups who have the greatest need
- 2) Methodically evaluates benefits and burdens produced by seemingly neutral systems and practices
- 3) Engages those most impacted by the problems we seek to address as experts in their own experiences, strategists in co-creating solutions, and evaluators of success.



Purpose of the RFP

The Reentry, Employment, and Housing Navigation Pilot Programs are to support returning residents from Cook County Jail (CCJ) or the Illinois Department of Corrections (ISOC) to Chicago who are at the highest risk of housing insecurity, homelessness, and recidivism.



Presentation Content

SPRING FORWARD Pilot:

Selected Pre-Release for Intensive Navigation support Going Forward

DFSS has released two separate RFPs to solicit proposals from respondents who can administer the following two program components:

- 1) Reentry and Employment Navigation Program
- 2) Housing Navigation Program

Respondents are eligible to submit proposals for both RFPs. Each RFP will have separate webinars to review its components.

This webinar will be focused on:

REENTRY AND EMPLOYMENT NAVIGATION PROGRAM RFP

Reentry & Employment Navigation Program RFP



Overview

Goal of Program	To annually support up to 150 individuals returning to Chicago from CCJ and IDOC (300 for two years) with wrap-around reentry and employment services that facilitate their access to quality employment opportunities to build their stability, support their well-being, and empower them to thrive.
Service Overview	Identify and facilitate access to wrap-around supportive services, to paid in-demand job skills training and work-based learning programs, and quality employment opportunities.
Target Population	Chicago residents 18 years or older, returning from CCJ or IDOC within the past 18 months to Chicago who are at the highest risk of housing insecurity, homelessness, and recidivism.
Key Performance Metrics (subset)	<ul style="list-style-type: none"> 75% of participants will successfully enroll and complete a workforce training/work-based learning program. 75% of individuals enrolled in training will receive an industry-recognized credential. 75% of participants will be placed in employment. 70% of participants will meet 30-, 90- and 180-day retention benchmarks in unsubsidized employment. 80% of individuals will earn wages at or above the Chicago minimum wage.
Priorities	<ul style="list-style-type: none"> Demonstrate partnership with the following: DFSS, CCJ, IDOC, Chicago-Based Transitional Housing sites, and the DFSS Housing Navigation partner. 150 individuals will receive an intake assessment annually (300 for two years).
Funding	<ul style="list-style-type: none"> Two-year program with an initial contract period of May 2023 through December 2024. Total funding of \$3,652,000 for the duration of two fiscal years. Made available from the U.S Department of Treasury – American Rescue Plan (ARP).



Background: Why employment and housing navigation?

- Having a record hinders the individual's ability to access affordable housing and obtain meaningful employment.
- In addition, since the pandemic, returning residents have had to face a diminished job market with fewer supports and an increased likelihood of mental health problems
- Data obtained from the Homeless Management Information System, The Illinois Department of Public Health, and the Cook County Sheriff's Office shows:
 - 2,648 individuals cycles through all three systems
 - Only 15% accessed permanent housing in the Continuum of Care (CoC).
 - 1 in 3 of those cycling in and out of jail and spent an average of 320 days in jail over a four-year period.
 - Chicagoans in CCJ and IDOC with a stay of longer than 90 days are not considered homeless upon release and there are ineligible to access interim housing under Housing and Urban Development (HUD).
 - Institutional stays (incarceration, inpatient mental health institutions) longer than 90 days constitutes a “break” in homelessness, which resets the clock for the length of homelessness.



Goal of Program

- *To **annually** support up to 150 participants with reentry and employment services to facilitate their access to resources and employment opportunities in order to improve the economic and social outcomes of Chicagoans re-integrating back into their communities.*
- How? By building onto the existing infrastructure for re-entry workforce development that is designed to connect individuals released from CCJ and IDOC to stable employment and wrap-around supportive services.



Service Overview

- Facilitate access to affordable permanent housing, wrap-around supportive services, job training, and quality employment opportunities.

Primary Activities

- Outreach and Recruitment
- Intake Screening and Assessment
- Housing Navigation Pilot Referrals
- Reentry Navigation Services
- Job Training and Placement Services
- Wrap Around Services and Supports



Service Overview

Breakdown of Primary Activities:

- Outreach and Recruitment
 - Robust community outreach & recruitment strategies
 - Collaboration with DFSS Community Reentry Support Centers
 - Utilizing technology and social media platforms
- Intake Screening and Assessment
 - Administration of pre-approved intake and assessment screening tool
 - Focus on the client's needs for housing, employment, mental health resources, etc.
- Housing Navigation Pilot Referrals
 - Mandated referrals to the agency administering the Housing Navigation Program.



Service Overview

Breakdown of Primary Activities (continued):

- Reentry Navigation Services
 - Provide connections to housing, workforce, and supportive services utilizing a strong community-based network of services.
- Job Training and Placement Services
 - Connect participants to temporary, subsidized jobs
 - Transitional jobs may last 12 weeks or longer with a minimum of 25 hours/week at the Chicago minimum wage or higher
- Wrap Around Services and Supports
 - Directly provide or make referrals for services.
 - Documented linkages with various organizations for additional support services (mental health, education, ancillary supports)



Target Population

Participants must meet all three of the criteria:

1. Is a Chicago resident, 18 years or older
2. Released within the ***past*** 18 months from Cook County or the Illinois Department of Corrections
3. Is part of a household in which one or more individuals can demonstrate a risk of experiencing homelessness, housing insecurity, or recidivism



Key Performance Metrics

The following is a set of metrics that will be used by DFSS to track progress toward achieving the outcome goals and assess success:

- 75% of participants will successfully enroll and complete a workforce training/work-based learning program.
- 75% of participants enrolled in training will receive an industry-recognized credential.
- 75% of participants will be placed in employment.
- 70% of participants will meet 30-, 60- and 180-day retention benchmarks in unsubsidized employment.
- 80% of individuals will earn wages at or above the Chicago minimum wage.

In addition, DFSS intends to track additional output metrics.



Additional Performance Metrics

The following output metrics may be used to monitor and recognize intermediate progress toward the original five performance measures:

- 150 individuals will receive an intake annually
*(total of **300** for the duration of the contract)*
- 105 participants enrolled will become employed in high-quality jobs at or above the minimum wage and retain employment +30 days annually
*(total of **210** for the duration of the contract)*
- 85 participants who reach the 30-day benchmark will retain employment at a quality job at or above the minimum wage +90 days annually
*(total of **170** for the duration of the contract)*

DFSS encourages agencies to propose additional indicators and metrics!



Case Management Data Reporting Requirements

Key Requirements

- Periodic check-ins with delegates
- Collect and report client-level demographic data, performance data, and service data
- Submission of reports by the 4th of every month
- Input of participant data into the Enterprise Case Management Version 6 (ECM) System
- Additional reports as needed



Programmatic Funding

\$3,652,000

- Award amount for this RFP is from the U.S. Department of Treasury via the American Rescue Plan (ARP).
- DFSS anticipates one award of up to \$3,652,000 for two fiscal years.
- Contract period begins May 2023 and ends December 2024.
- One-year extension may be available*
- Funding is intended to support participants enrolled in the program for a minimum of one year after enrollment:

Eligible Costs	Award Amount
Intake assessments for 150 participants for one year (300 for two years).	\$3,104,200
Program and administrative costs	Up to \$547,800 (15% or less)

*at the discretion of the City based on the availability of funds, the need to extend services, and the respondent's performance



Budgets/Costs

- A total of \$3,652,000 will be made for the duration of two fiscal years
 - \$3,104,200 for 300 total participants (150 annually)
 - 15% max for program and administrative costs
- Please submit a budget for ONE year (12 mos.)
 - The maximum allocated amount for this RFP for one year is: \$1,826,000
- Contract Term: May, 2023 – December, 2024
- Match recommendation for the program: 10%



Budgets/Costs – Things to Keep in Mind

- Cost category definitions are attached as Budget instructions in every RFP (except RFPs that have cost proposals).
- Be thoughtful and inclusive when developing your budget. Apply for your program's actual costs.
- We cannot give you more money than what you ask for however, we can give you less.
- Use the reasonable costs question on the application to discuss how you determined the costs reflected in the budget.



Budgets or Cost Proposals – Common Errors

Common Mistakes

- Fringes – check your calculations.
- Supplies – these are frequently under or over budget.
- Client assistance – if this is an appropriate and allowable cost, don't forget to include it.
- Make sure your job description titles and job description uploads have the same title. Also, put a brief job description in the budget document if you have not discussed it in your application.
- Put your budget in the appropriate column.
- Show your match!



Eligibility, Evaluation & Selection Process

■ Eligible Respondents

- May apply as a single agency or lead agency with multiple agencies serving as subcontractors
- Open to non-for-profits and faith-based organizations

■ Evaluation Process

- Each eligible proposal will be evaluated on the strengths of the proposal and the responsiveness to the selection criteria.

■ Selection Criteria

Selection Criteria	100 points (maximum)
Community Selection	25
Organizational Capacity	15
Strength of Proposed Program	30
Performance Management and Outcomes	15
Reasonable Costs, Budget Justification, and Leverage of Funds	15



Deadline



**Applications are due
on **March 23, 2023**
at 12:00, Noon**



Application Tips

- Start Early
 - Register into iSupplier/eProcurement ASAP
 - Read RFP narratives, selective criteria, and application questions closely. Use the information in the RFP for guidance in formulating your answers.
 - Avoid the rush and possible mishaps by submitting early. Plan on submission taking 30-60 minutes.

- Review application questions and make sure you fully answer all questions
 - Remember there is a 4,000-character limit for all questions
 - Use spell check and don't forget to attach required attachments

- Do not wait until the last moment, submit 24-48 hours in advance of the deadline
 - Late applications will not be accepted (NO EXCEPTIONS)
 - Do not use the back button on your browser while completing the application
 - You can “submit” your application and amend it later up until the due date/time.

Save Often!!

Tips for Working in eProcurement

- All questions concerning program design, etc. must be received through the eProcurement system. To begin the process of sending a question via eProcurement, you will need to log into your iSupplier account via eProcurement and find the RFP you would like to ask about
- All questions relating to accessing and managing eProcurement should be directed to OBM: CustomerSupport@cityofchicago.org
- 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.**
- On the DFSS web page is a link to the RFP of interest and training documents. Look for the “Alerts” Section on the DFSS website.
- Training Materials for iSupplier/eProcurement – <https://www.chicago.gov/city/en/depts/dps/isupplier/online-training-materials.html>

REMEMBER: Save often and submit early!



Selection and Transition Timeline

- **Pre-proposal webinar – February 23, 2023**
- **Applications due – March 23, 2023**
- **Program period begins – May 1, 2023**

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 Create Quote Go

Title	Community Housing Development Organization (CHDO) Certification	Supplier Response Start Date	17-Aug-2020 11:01:54
Status	Active	Bid Opening Date/Supplier Response Due Date	31-Dec-2023 12:00:00
Time Left	555 days 23 hours		

Header	Lines	Controls	Contract Terms
Buyer	MCCLARN, GRAYLEN	Event	Delegate Agency
Quote Style	Blind	Amendment Description	Updating Issuing Officers information
Outcome			
Description	Community Housing Development Organization (CHDO) Certification		

Terms		
Bill-To Address	021-2819 HOME INVEST	Payment Terms
Ship-To Address	021-2819 HOME INVEST	Carrier
FOB		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.

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

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

[Return to RFQ: 6459.1](#)

Negotiations Home Logout Preferences Help

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How to accept an amendment – Step 3

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

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.

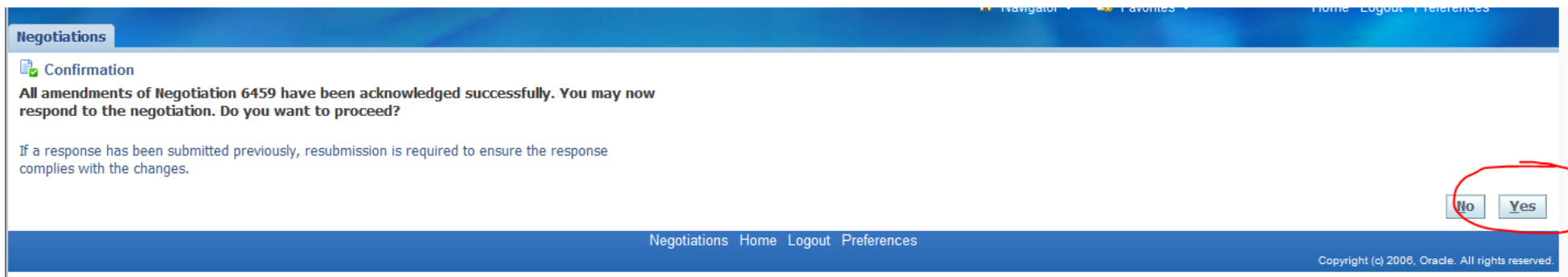
☒ I accept the terms and conditions of the RFQ and also acknowledge the changes made to the RFQ amendment document 6459,3.

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

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


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 confirmation 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.

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	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](#)

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 message 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.

Error

The RFQ control requires you to quote on all lines

Create Quote: 427990 (RFQ 6459,3)

Title Com

Header Lines

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

Attachments

Add Attachment

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

Title Community Housing Development Organization (CHDO) Certification

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		
<input type="checkbox"/> 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.

Negotiations

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

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

Header

Title	Community Housing Development Organization (CHDO)	Time Left	555 days 19 hours
Certification		Close Date	31-Dec-2023 12:00:00
Supplier	PHALANX FAMILY SERVICES	Quote Valid Until	
RFQ Currency	USD	Reference Number	
Quote Currency	USD	Note to Buyer	
Price Precision	0 decimals maximum		

Attachments



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

RFQ CurrencyUSD

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

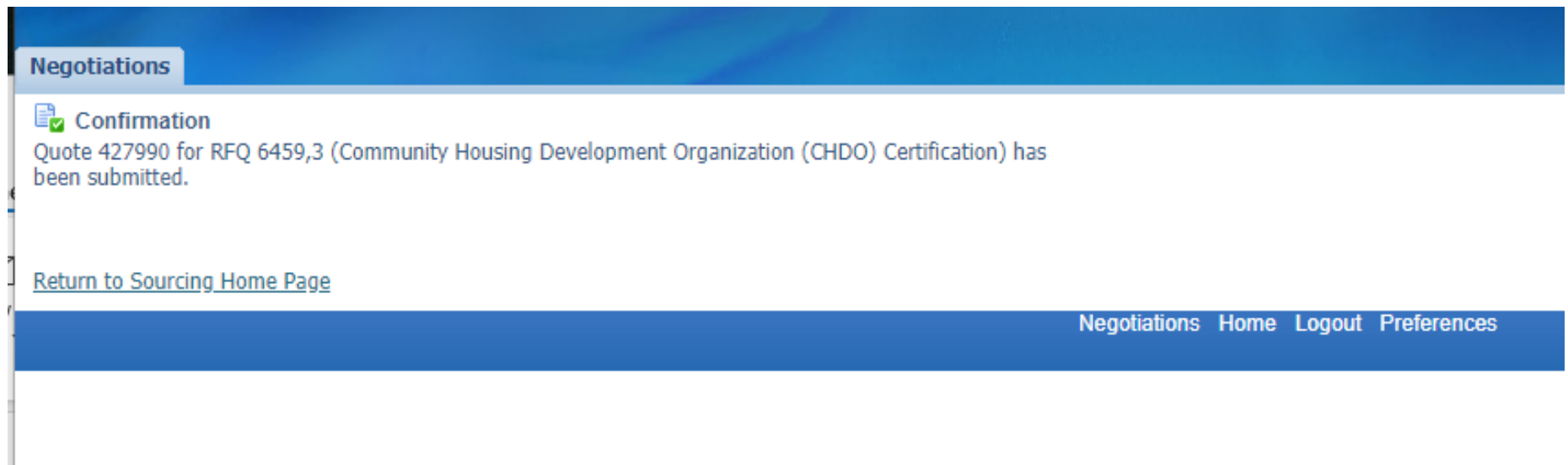
Test

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 **Submit**

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?

Cyndi Rivera

312-746-8858

Trenity.Dobbey@cityofchicago.org

For non-programmatic questions contact:

Julia Talbot

(312)-743-1679

Julia.Talbot@cityofchicago.org

eProcurement Hotline:

(312)-744-4357 (HELP)

CustomerSupport@cityofchicago.org

*Please note that the hotline operates during business hours only
Monday – Friday (9 am to 5 pm)*