

Please stand by, the webinar will begin shortly.

Department of Family and Support Services
Reentry Kennel Cleaning Transitional Jobs Program

Release Date: September 28, 2021

Due Date: November 4, 2021



House Keeping

- Due to the volume of participants, everyone has been placed on mute.
- Please submit questions via the question box and we will respond to questions after going through the slides.
- Please use the question box to notify us of any technical issues.



Agenda

- Welcome and Introductions
- DFSS Overview and Strategic Plan
- Purpose
- Background
- Information about the scope/program description
- Selection Criteria
- Timeline
- Technical Assistance for Applicants and eProcurement
- Questions

Chicago Department of Family and Support Services: Program Divisions

Children
Services

Division on
Domestic
Violence

Homeless
Services

Human
Services

Senior
Services

**Workforce
Services**

Youth
Services



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

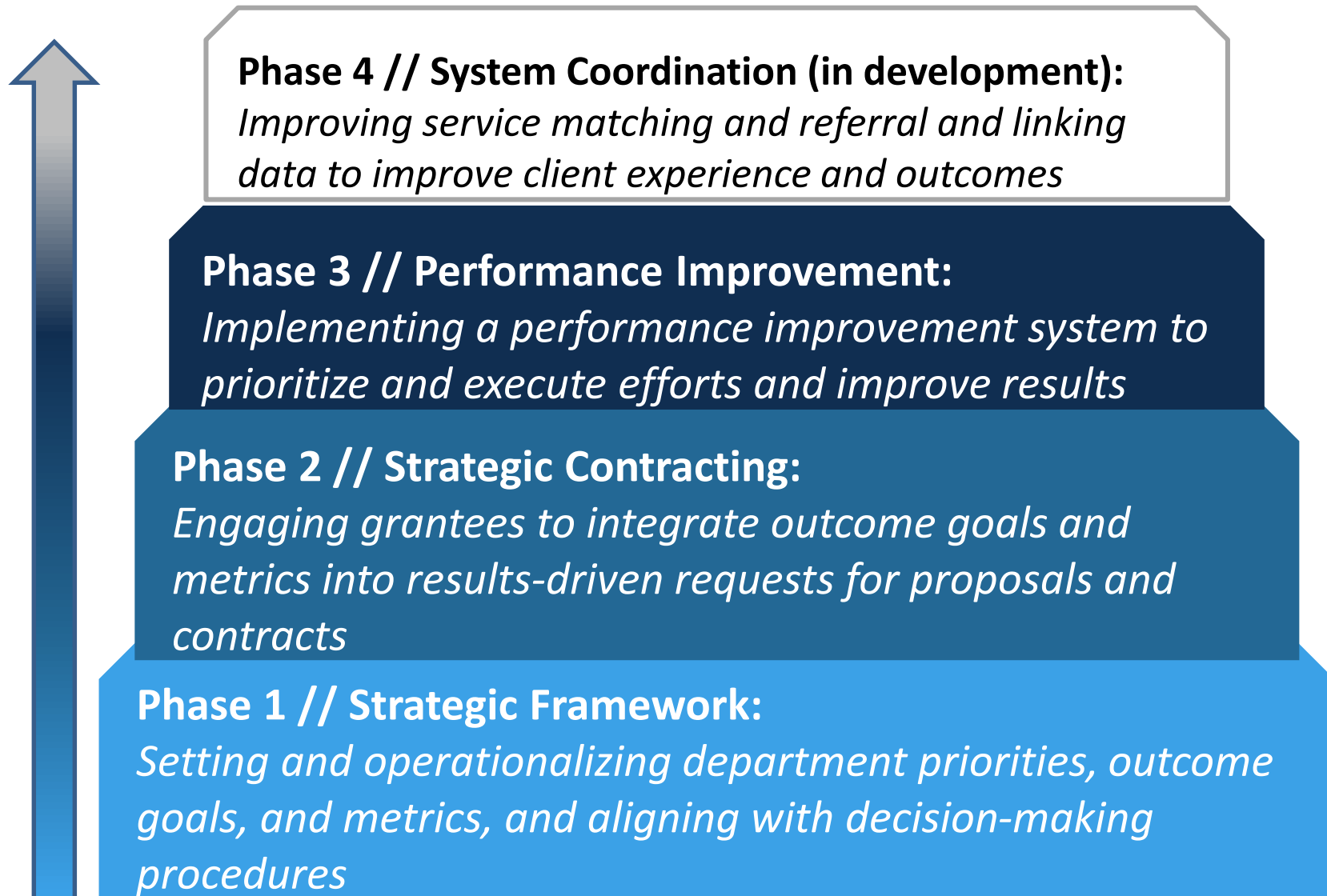
Deliver and support high quality, innovative, and comprehensive services that empower clients to thrive

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

The Department's goal is to achieve better results for vulnerable Chicagoans via its Strategic Framework, which incorporates process improvements scaffolded over time.



At DFSS, RFPs are viewed as critical strategic tools.

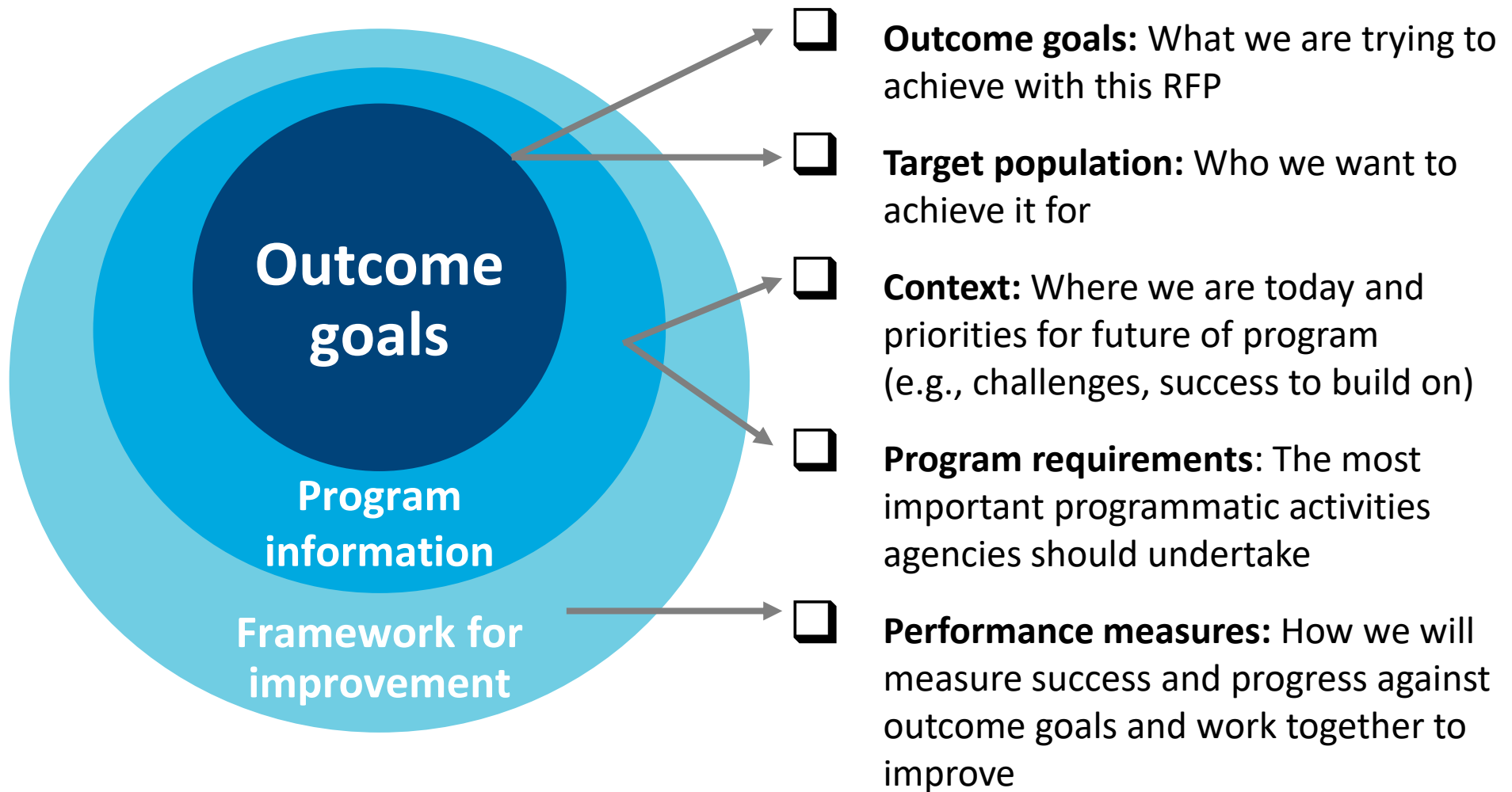
We want to use RFPs/contracts as critical tools to:

- Ensure outcomes continue to be at the center of our work
- Develop a shared understanding of priorities for and how we will track improvement
- Support two-way communication between DFSS and delegates about best practices, high-quality services, and the needs of those we serve

We've adjusted the structure & content of our RFPs and application questions to:

- Shift focus from activities to goals
- Align DFSS priorities with selection criteria and application questions
- Pose questions that provide the most relevant information for decision-making

DFSS RFPs articulate what we want to achieve together for Chicagoans, rather than focusing on activities alone.



DFSS selection criteria reflect our focus on results and best practices.

Selection criteria categories:

1 Strength of proposed program

Applicant proposes to deliver services appropriate to achieving desired outcomes for the target population, in line with an evidence base or field best practices

2 Performance management and outcomes

Applicant has strong past performance and is capable of collecting and using data to manage performance

3 Organizational capacity

Applicant has appropriate staff, systems, processes, and other organizational capabilities to execute the work and reflects diversity of communities it serves

4 Reasonable costs, budget justification, and leverage of funds

Applicant is fiscally sound with reasonable proposed costs, and can leverage non-City funding for program

Key changes:

This year, based on applicant and evaluator survey feedback, we have focused on more clearly describing program expectations and priorities for improvement.

Additionally, given events over the past year, we have reviewed all of our RFPs to integrate a greater focus on equity and lessons learned about service delivery during the COVID-19 pandemic.



A Brief Overview of Program Model

- The Reentry Kennel Cleaning Transitional Job program model in partnership with Chicago Animal Care and Control (CACC) prepares returning residents – individuals who have served prison terms, are transitioning from incarceration, and/or have an arrest or conviction record – for full-time employment at or above the City’s minimum wage.
- The model integrates career navigation, support services, and temporary subsidized work experiences that strengthen the human-animal bond through education, community outreach, and excellence in animal care.
- These unique work experiences help stabilize participants with a source of income. Career navigation services help participants access resources and training to develop skills that are aligned with their long-term career interests.



Purpose of the RFP

- The Reentry Kennel Cleaning Transitional Jobs Program combines elements of a transitional job with intensive support and job readiness training services. The program engages, trains, and employs returning residents who gain work experience and job training at CACC's shelter located in Chicago's Pilsen neighborhood.
- To manage the high volume of animals at the shelter, ACC is always in need of supplemental cleaning power for the health and well-being of the animal population. These assignments will provide deep cleaning and sanitizing services for CACC for the seven dog pavilions and augment CACC's ability to provide a clean and healthy environment for the animals while providing participants with valuable job skills. Job training opportunities depend on the needs at the shelter.



Background

- For this RFP, DFSS has partnered with CASS to identify a partner to manage its job training program for returning residents.
- DFSS seeks to partner with community-based organizations that have:
 - Expertise creating pathways to meaningful careers for returning residents,
 - Experience serving returning residents successfully with strong performance outcomes, and
 - Currently funded workforce programming options for vulnerable residents in the city of Chicago



Goals

- The goal of the DFSS Reentry Kennel Cleaning Program is to support and connect returning residents to career navigation, supportive services, and temporary subsidized jobs that will stabilize participants with a source of income, help them identify and overcome their barriers to employment, and prepare them for full-time permanent job opportunities with wages at or above Chicago's minimum wage.



Target Population

- The DFSS Reentry Kennel Cleaning Program desires to provide workforce services to returning residents with nonviolent criminal offenses who may be unemployed, underemployed, and may have limited work skills. Eligible individuals must be 18 years of age or older, city of Chicago residents, and authorized to work in the United States.
- The program is also open to Veterans and individuals with disabilities who meet the eligibility criteria.



Program Requirements

- The Reentry Kennel Cleaning Program combines elements of a transitional job with intensive support and job readiness training services.
- These assignments will provide deep cleaning and sanitizing services for CACC for the seven dog pavilions and augment CACC's ability to provide a clean and healthy environment for the animals while providing participants with valuable job skills.

Program Requirements

- Respondents will be required to provide transportation for work crews to each site.
- Respondents must ensure the availability of the required number of participants and crew chiefs/supervisors for each shift.
Participants are expected at work from 7:30 AM to 12 PM, Sunday – Saturday (seven days per week).
- Respondent must ensure participants are in compliance with the CACC dress and safety guidelines as well as the CACC Code of Conduct.
- Participants must come prepared with the mindset that anything they wear will get dirty.



Program Requirements

PARTICIPANT REQUIREMENTS:

- Ability to work well independently and within a team.
- Ability to lift at least 15 pounds and stand for long periods of time.
- A background check for animal abuse or neglect is required for each participant.
- CACC Participants must wear the full uniform issued by their sponsoring agency. It is imperative that all participants be identified as a participant with their organization and are able to be recognized as such by the public.*
- Participant hourly wages must align with the city of Chicago's minimum wage ordinance (\$15.00 per hour).

*For more details about the CACC dress code please refer to RFP.

Program Requirements

Career Navigator Services

Career Navigators will be the primary contact for participants starting at outreach and will facilitate connections and referrals to other workforce and supportive services utilizing a strong community-based network of resources. Navigators ensure that participants are served in a culturally competent, trauma-informed manner to help them define their career aspirations and co-create a plan to achieve their goals.

Outreach and Recruitment

Respondents must have well-targeted community outreach and recruitment strategies that engage returning residents, enrolling them into the NCU Transitional Jobs program. The respondent must demonstrate the capacity to recruit and enroll the minimum number of participants needed to complete the daily work crew assignments for the morning and afternoon shifts (four work crews of ten participants per shift).

Comprehensive Program Orientation, Intake Screening, and Assessment for Case Planning

Orientation should include a formal review of the program's eligibility requirements and an overview of the process for program completion. Intake screenings should consist of career interest and basic skills assessments that identify core needs and assess readiness for programming.

Program Requirements

Permanent Employment Placement Services

Includes outreach and engagement with employers from in-demand industries to connect program participants to unsubsidized employment opportunities and collaboration to address specific industry/occupation workforce needs.

Follow-up and Retention Services

Includes ongoing coaching, case management, and follow-up activities post-employment to ensure retention and career advancement.

Participant Feedback Tools

Delegate agencies will need a tool or system to collect, analyze, and use feedback from their recipients.



Performance Goals and Outcomes

DFSS will monitor and track a set of performance indicators that may include, but are not limited to:

- Number of participants enrolled in the program
- Weekly attendance
- Number of hours worked each week
- Number and type of referrals made for supportive services
- Number and percentage of participants successfully completing the transitional jobs program



Performance Goals and Outcomes


To track progress toward achieving the outcome goals of this program and assess success, DFSS will monitor a set of performance indicators that may include, but is not limited to:

- Percentage and number of participants who enter unsubsidized full-time employment
- Percentage and number of participants who earn a base hourly pay equal to or above Chicago's minimum wage
- Percentage and number of participants who enroll in industry specific, post-secondary, or vocational training to learn new skills and advance their career after completing the program



Selection Criteria – Strength of Proposed Program

- The applicant 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
- The applicant's proposed program is supported by a strong national or local evidence base and/or aligns with best practices for the relevant field
- The applicant demonstrates a clear understanding of the target population and their needs and challenges
- **The applicant has an effective approach to identifying and retaining program participants (incl. rules/regulations that reduce barriers to participation) and gathering feedback in order to finetune program operations**
- The applicant indicates a strategy to engage, involve, and solicit feedback from potential employers.



Selection Criteria – Program Performance, Outcomes and Quality

- The applicant demonstrates evidence of strong past or current performance against desired outcome goals and performance metrics and/or other notable accomplishments in providing services to the target population
- The applicant has the relevant systems and processes needed to track and report performance on program outcomes
- The applicant has a stated approach to use data to inform/improve its services or practices
- The applicant has the relevant systems and processes needed to collect and store key participant and performance data



Selection Criteria - Organizational Capacity

- The applicant has qualified staff responsible for program oversight and management
- The applicant has adequate systems and processes to support monitoring program expenditures and fiscal controls
- The applicant has expertise working with the target population and has relevant capabilities and/or infrastructure needed to serve this group specifically in context of their transitional job experience.
- The applicant demonstrates a commitment to participant's being paid the City's minimum wage during the transitional job experience
- The applicant's organization reflects and engages the diverse people of the communities it serves



Selection Criteria – Reasonable costs, budget justification, and leverage of funds

- The applicant has the fiscal capacity to implement the proposed program
- The applicant conducts an audit
- The applicant leverages other funds and in-kind contributions to support total program and administrative cost (e.g., state, federal, foundation, corporate, individual donations)



Budgets or Cost Proposals

- The term of contract(s) executed under this RFP will be from January 1, 2022 – December 31, 2023.
- The estimated award is \$440,000 per year.
- If a Respondent is requesting to cover indirect costs, the agency is required to include those costs in the base calculation of total direct costs less indirect cost multiplied by the indirect cost rate, as approved by the City department and agency.
- **Priority will be given to respondents that demonstrate within their proposal an ability to leverage other funding to implement the program model.**



Budgets or Cost Proposals

- Please submit a budget for ONE year (12 mos.) of services.
- 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 we see on budgets are:

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



Selection and Transition Timeline

- **Pre-proposal webinar** – October 5, 2021
- **RFP Released** – September 28, 2021, 9:00 a.m.
- **Applications due** – November 4, 2021, 12:00 noon
- **Contracts Start** – January 1, 2022



Application Tips

Start Early!!

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

Save Often!!



Tips for Working in eProcurement

- You can “submit” your application and later amend it up until the due date **November 4, 2021** 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!

How to accept an amendment

How to accept an amendment – Step 1

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

The screenshot displays a procurement system interface. At the top, a warning message states: "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." Below the warning is a link for "View Amendment History". The RFQ number "RFQ: 6459,1" is visible. In the "Actions" box, the "Create Quote" option is selected in the dropdown menu, and the "Go" button is highlighted. The main details section includes:

- Title: Community Housing Development Organization (CHDO) Certification
- Status: Active
- Time Left: 476 days 22 hours
- Supplier Response Start Date: 28-Aug-2018 13:25:01
- Bid Opening Date/Supplier Response Due Date: 14-Aug-2020 14:01:32
- Buyer: MCCLARN, GRAYLEN
- Quote Style: Blind
- Outcome: Delegate Agency
- Event Description: This addendum is to remind applicants that the CHDO certification and recertification process is not a request for funding.
- Description: Community Housing Development Organization (CHDO) Certification

Additional sections include "Terms" with Bill-To and Ship-To addresses, "Currency" (USD), and "Requirements". Navigation links for "Show All Details" and "Hide All Details" are at the bottom.

How to accept an amendment – Step 2

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

CITY OF CHICAGO Sourcing

Home Logout Preferences Help

Negotiations


Negotiations > Active Solicitations > RFQ: 6459,1 >

Amendment History (RFQ 6459)

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

Acknowledge Amendments

Show All Details | Hide All Details

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

Return to RFQ: 6459,1

Negotiations Home Logout Preferences Help

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How to accept an amendment – Step 3

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

negotiations > Active Solicitations > RFQ: 6459,1 > Amendment History (RFQ 6459) > Review Changes (RFQ 6459 RFQ 6459,1) >

Acknowledge Amendment (RFQ 6459,1)

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

I accept the terms and conditions of the RFQ and also acknowledge the changes made to the RFQ amendment document 6459,1.

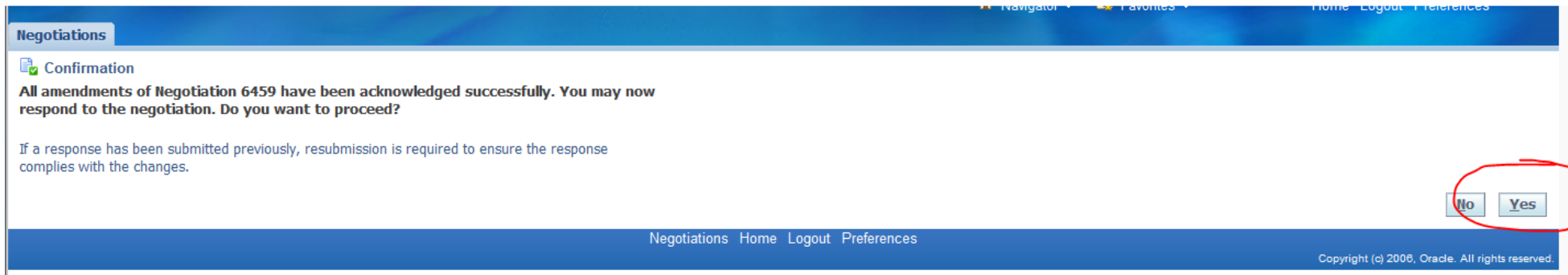
Header		
label	RFQ 6459	RFQ 6459,1
Amendment Description		This addendum is to remind applicants that the CHDO certification and recertification process is not a request for funding.

Notes and Attachments

RFQ 6459

How to accept an amendment – Step 4

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



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

How to accept an amendment – Step 5

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

legotiations

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.

Cancel Accept

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.									
<input checked="" type="checkbox"/> I have read and accepted the terms and conditions									

Cancel Accept

How to submit an application

How to submit an application - Step 1

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

Create Quote: 235163 (RFQ 6952)

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

Title DFSS Youth Services Enrichment Programs - STEM (Science, Tech, Engin. & Math) Time Left **19 days 2 hours**
Bid Opening Date/Supplier Response Due Date **16-Jul-2019 12:00:00**

Header **Lines**

Supplier **DEBORAH'S PLACE** Quote Valid Until
RFQ Currency **USD** (example: 27-Jun-2019)
Quote Currency **USD** Reference Number
Price Precision **Any** Note to Buyer

Attachments

[Add Attachment...](#)

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
budget	File		From Supplier	KBWILSON	20-Jun-2019	One-Time		

Requirements

[Expand All](#) | [Collapse All](#)

Focus Title	Target Value	Quote Value
Requirements		

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

[Negotiations](#) [Home](#) [Logout](#) [Preferences](#) [Help](#)



How to submit an application - Step 2

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

negotiations

Negotiations > Active Solicitations > RFQ: 6952 >

Error
You must quote on at least one line in the RFQ.

Create Quote: 235163 (RFQ 6952)

[Cancel](#) [Revert to Active Quote](#) [View RFQ](#) [Quote By Spreadsheet](#) [Save Draft](#)

Title [DFSS Youth Services Enrichment Programs - STEM \(Science, Tech, Engin. & Math\)](#)

Time Left **19 days 2 hours**
Bid Opening Date/Supplier Response Due Date **16-Jul-2019 12:00:00**

Header **Lines**

Supplier **DEBORAH'S PLACE**
RFQ Currency **USD**
Quote Currency **USD**
Price Precision **Any**

Quote Valid Until
(example: 27-Jun-2019)

Reference Number

Note to Buyer

Attachments

[Add Attachment...](#)

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	De
budget	File		From Supplier	KBWILSON	20-Jun-2019	One-Time		

Requirements

[Expand All](#) | [Collapse All](#)

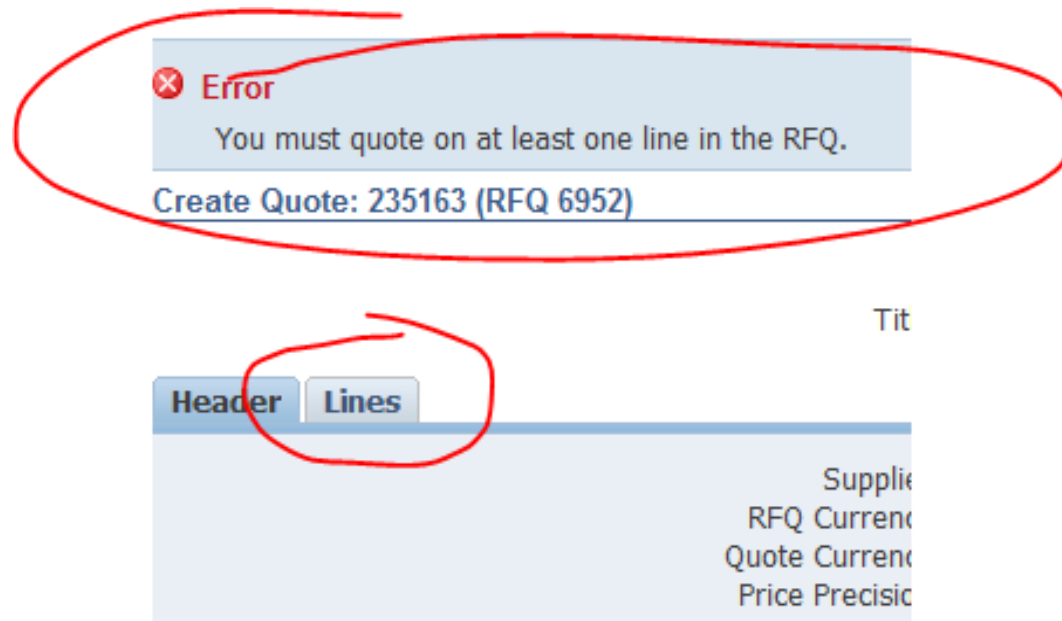
Focus Title	Target Value	Quote Value
<input type="checkbox"/> Requirements		

[Cancel](#) [Revert to Active Quote](#) [View RFQ](#) [Quote By Spreadsheet](#) [Save Draft](#)

[Negotiations](#) [Home](#) [Logout](#) [Preferences](#) [Help](#)

How to submit an application - Step 3

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



How to submit an application - Step 4

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

The screenshot shows a quote creation interface. At the top, there is an error message: "Error: A quote value is required for requirement First Name." Below this, the title of the quote is "DFSS Youth Services Enrichment Programs - STEM (Science, Tech, Engin. & Math)". The supplier is listed as "DEBORAH'S PLACE". The quote currency is "USD" and the price precision is "Any". The quote valid until date is empty, and the reference number and note to buyer are also empty. The "Requirements" section is expanded, showing a table with columns for "Focus Title", "Target Value", and "Quote Value". The "Quote Value" column is highlighted with a red circle. The "First Name" requirement is also highlighted with a red circle.

Focus Title	Target Value	Quote Value
Requirements		
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 shows a web application interface for reviewing and submitting a quote. The top navigation bar includes "Negotiations", "Home", "Logout", "Preferences", and "Help". The main content area is titled "Create Quote 236154: Review and Submit (RFQ 6952)". Below the title are buttons for "Cancel", "Back", "Validate", "Save Draft", "Printable View", and "Submit". The "Header" section displays the following information:

Title	DFSS Youth Services Enrichment Programs - STEM (Science, Tech, Engin. & Math)	Time Left	19 days 2 hours
Supplier	DEBORAH'S PLACE	Close Date	16-Jul-2019 12:00:00
RFQ Currency	USD	Quote Valid Until	
Quote Currency	USD	Reference Number	
Price Precision	Any	Note to Buyer	

The "Attachments" section is a table with the following columns: Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, and Delete. The table contains one row with the text "No results found." in the Title column.

The "Requirements" section includes links for "Show All Details" and "Hide All Details".

The "Details Section" is currently expanded.



How to submit an application - Step 6

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

Header

Title	Chicago Early Learning Community-Based Programs RFP #2	Time Left	20 days 3 hours
Supplier	Claridigm Inc	Close Date	15-Jul-2019 12:00:00
RFQ Currency	USD	Quote Valid Until	
Quote Currency	USD	Reference Number	
Price Precision	Any	Note to Buyer	

Attachments

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

Requirements

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

Details Section

Hide Contact Information

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

Hide Organization Information

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

Show Geographic Area(s) Served



How to submit an application - Step 7

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

<input type="radio"/>	10000 - Admin - Tr...			20,000.00	USD		1	20,000.00		
<input type="radio"/>	11 0100 - Admin - Op...			7,400.00	USD		1	7,400.00		
<input type="radio"/>	12 0140 - Admin - Pr...			25,000.00	USD		1	25,000.00		
<input type="radio"/>	13 0200 - Admin - Tr...			1,500.00	USD		1	1,500.00		
<input type="radio"/>	14 0300 - Admin - Ma...			6,000.00	USD		1	6,000.00		
<input type="radio"/>	15 0400 - Admin - Eq...			1.00	USD		1	1.00		
<input type="radio"/>	16 0801 - Admin - In...			1.00	USD		1	1.00		
<input type="radio"/>	17 0999 - Admin - Ot...			2,500.00	USD		1	2,500.00		
<input type="radio"/>	18 1240 - Program - ...			19,500.00	USD		1	19,500.00		

Line 1: 0005 - Program - Personnel

Notes

Note to Buyer

Attachments

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

Electronic Signature

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

* Name:

* Title:

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

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



How to submit an application - Step 8

➤ Then click **“Submit”**.

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

n - Personnel

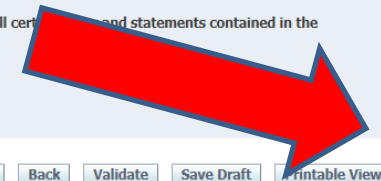
Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete

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

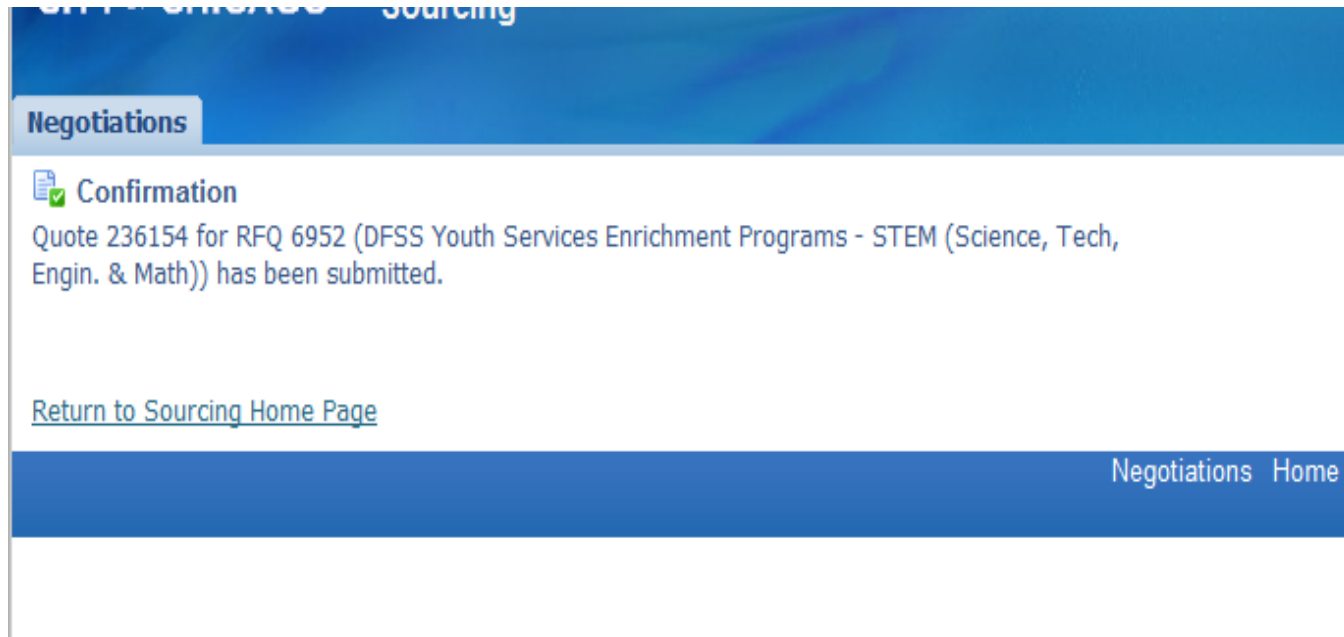
Before submitting the response please enter Name and Title and accept the disclaimer by checking the box above.

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?

Mark Sanders

312-743-1524

Mark.SandersII@cityofchicago.org

For non-programmatic questions contact:

Julia Talbot

(312)-743-1679

Julia.Talbot@cityofchicago.org

or

The eProcurement hotline

312-744-4357 (HELP)

CustomerSupport@cityofchicago.org

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