

CITY OF CHICAGO



**REQUEST FOR PROPOSALS (RFP) FOR
Chicago Youth Service Corps
RFQ# 8576**

**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>

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Section 1 - Purpose of RFP and Scope of Services

The Chicago Youth Service Corps (CYSC) RFP seeks to fund agencies who have experience with programming for youth ages 16-24 that is focused on leadership development through civic engagement, service-learning projects (refer to *Program Requirements* listed on page 9). This RFP seeks to support youth development in the city of Chicago by developing young Chicagoans ages 16-24 as local leaders through the creation of paid, service-learning opportunities focused on local/civic engagement.

A. Organizational background

Department Mission and Priorities

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

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

DFSS' priorities are to:

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

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

www.cityofchicago.org/fss

Commitment to Outcomes

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

https://www.chicago.gov/content/dam/city/depts/fss/supp_info/CommitmentToOutcomes/DFSSCommitmenttoOutcomesOverview.pdf or https://www.chicago.gov/city/en/depts/fss/supp_info/department-strategic-framework.html

Equity Statement

DFSS views equity as the fair, just distribution of resources, explicitly targeting and prioritizing groups who have the greatest need due to being systematically disenfranchised – particularly based on historic patterns of racial and economic exclusion – and using these resources to address present, past, and

future injustices and their consequential burdens. Equity requires a reimagination of everyday practices to ensure that one's identity does not determine one's life outcomes.¹

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

Youth Division Priorities

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

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

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

1. **The Prevention and Intervention Portfolio** serves youth who may need more support because they are not connected to school or employment, may have been touched by the juvenile or criminal justice system, may have unstable housing, high exposure to violence, or need mental health support.
2. **The Enrichment Portfolio** provides structured, safe, and enriching activities for young people outside of the classroom, during weekends, and while youth are on school breaks. Examples include academic support; career and vocational development; science, technology, engineering, math (STEM) and arts; cultural activities; and sports.
3. **The Youth Employment Portfolio** is releasing the three RFPs listed below. One Summer Chicago (OSC) is the umbrella for the Youth Employment Portfolio, which brings together

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

government institutions, community-based organizations, and employers to offer subsidized employment and internship opportunities annually to over 23,000 youth and young adults ages 14-24. The One Summer Chicago DFSS Youth Employment program consists of three interconnected program models: Chicagobility, Summer Youth Employment Program (SYEP), and the Chicago Youth Service Corps (CYSC).

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

The **Chicago Youth Service Corps** is the focus of this RFP.

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

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

Skill Building	DFSS Designated Platform*	DFSS Designated Platform*	DFSS Designated Platform*
Assessment	OSC Working Impact: Partnership with Praxis	OSC Working Impact: Partnership with Praxis	OSC Working Impact: Partnership with Praxis

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

B. Program description

Goals of this RFP: The Chicago Youth Service Corps

The goal of the CYSC is to support youth development in the city of Chicago by developing young Chicagoans ages 16-24 as local leaders through the creation of paid, service-learning opportunities focused on local/civic engagement. Youth participants will earn money in a diverse service corps while also building transferable leadership skills for workforce development and 21st century skill-building. This model aspires to promote safe and vibrant communities by empowering youth through civic-minded service while dually providing employment.

There is a growing body of research that suggests civic-engagement programs for young people increases their likelihood of becoming healthy, active citizens in the long-term. *Civic engagement* is commonly defined as individual and collective actions, both political and non-political, formal and informal, that are done to identify, address, and protect a public value or concern (American Psychological Association). These programmatic activities often revolve around areas such as civic participation, community service, community problem-solving, and personal/professional development.

The CYSC model integrates the benefits of civic engagement and service-learning programming to benefit both the individual youth and their broader community. According to National Service-Learning Clearing House, service-learning is a *teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities*. In line with this pedagogy, DFSS believes that learning happens through a cycle of preparation, experience, and reflection. A report from Edna McConnell Clark Foundation evaluated various youth civic engagement programs across the United States and found that programs that appeared to have the greatest success were those that involved both a behavioral and a learning component.¹ Providing a theoretical grounding for the community service activities that youth undertake seems to generate greater meaning and impact. As such, the education and training material taught during the program must be grounded in the life experiences found in local communities.²

Service-learning opportunities such as these also create transferrable benefits in line with workforce development and general 21st century skill-building. *Leadership, effective communication, teamwork, problem-solving, and time management* are examples of 21st century skills that are sought after by most employers in today’s job market according to MHA Labs’s “Building Blocks” for “college, career, and life success” (MHA Labs). DFSS aims to create these service-learning jobs focused on local/civic engagement in order to further develop these essential skills for long-term success. Moreover, the CYSC model is intended to provide a dual benefit to participants: employment and service learning. Youth participants will be able to specialize in their strengths, better understand their interests, while still being fulfill the reality of financial responsibilities.

Many similar civic engagement, service-learning programs report these activities correlate with the following successes: improved educational outcomes, growth in verbal communication, increased self-

efficacy and agency, increased belonging in one's community and city, improved ability to relate to others, better understanding of diverse cultures, a more positive future outlook, and a reduction of negative outcomes such as substance abuse and police involvement. Moreover, when youth are constructively engaged in civic life, they experience benefits to their own individual health and safety while also contributing to the collective health and safety of their communities. For more research and information on similar civic engagement programs, refer the *Civic Engagement Literature Review Memorandum* attached as an appendix in the application.

The following provides a high-level overview of the CYSC model for respondent consideration:

Programming is delivered year-round by dividing participants into cohorts of 20 that are led by a youth coordinator and leadership coach. DFSS will subsidize youth wages at \$15 per hour for an allocation of 460 hours of service-learning activities throughout the year that are focused on local/civic engagement projects.

DFSS is looking to support delegate agencies that have:

- ✓ A strong understanding of youth ages 16-24 to provide culturally respectful and developmentally appropriate programming
- ✓ Projects and activities that address topic areas that are relevant to the city of Chicago and their distinctive neighborhoods
- ✓ Experience serving youth with diverse backgrounds and demonstrated success of strong performance outcomes
- ✓ Leverage existing networks with local partners and institutions for needed referrals to ensure youth have access to holistic services
- ✓ Demonstrated ability to recruit, engage and retain youth between the ages of 16-24
- ✓ Utilization of youth-programming best practices. For more information on best practices, see Appendix I: CYSC Best Practices Memorandum

Current state and priorities for improvement

Current State

The CYSC began in the summer of 2020 as a six-week program where young Chicagoans ages 16 to 24 could earn money while supporting their neighborhood and city. The program offered community service opportunities and project-based online learning focused on social justice and/or Covid-19 concerns in hopes of making a positive impact during the pandemic and social unrest. In its inaugural summer 2020 cohort, the CYSC engaged 1,809 youth. With sustained funding, DFSS expanded the initiative through the summer of 2021 with three additional cohorts, which allowed for the extended engagement of approximately 4,875 additional youth.

The inaugural year of the CYSC demonstrated the necessity of an opportunity such as this to support young Chicagoans as they power through the pandemic by serving their neighborhoods and city. With the coordinated partnerships from City partners and DFSS delegate agencies across the city, the CYSC created space for youth to build bonds, celebrate with others from different backgrounds, and collaborate for civic action. About 82% of participants reported they learned how their peers' backgrounds are the same or different from their own through project collaboration and developing new relationships. This model also fostered personal growth with 83% of participants reporting that they were able to strengthen their skills/abilities and even gain new skills as well. These individual successes also contributed to a stronger sense of community identity and responsibility while also positively impacting the City at large. After the six-week program, 83% of the inaugural 1,809 participants reported having a positive impact on their community in the summer of 2020. Even further,

87% reported that they are motivated to continue to making an impact in their community after the program. This RFP aspires to sustain this impact and effort in the long-term. For more information, view the Chicago Youth Service Corps 2020 Impact Report at https://issuu.com/1summerchicago/docs/chicago_20cysc_20report_202020_highresolution

The Covid-19 pandemic posed a variety of opportunities and challenges for the CYSC model. It was because of the pandemic that the City and DFSS developed the CYSC as a virtual option for youth employment through collaboration with existing DFSS delegate agencies. After a ninety-day planning period, the CYSC became a viable option for the dual purposes of community engagement and employment. Programmatic activities were predominantly virtual and followed either a six- or twelve-week program model. Activities and projects were unique to each delegate agency's expertise, but were united by virtual events, weekly reflections/corps conversations, and capstone presentations that were grounded in the following six CYSC guiding principles:

1. **Shape Chicago:** Strengthen our neighborhoods, communities, and our City through civic leadership
2. **Learn to Lead:** Learning and reflecting on what good leadership looks like and is composed of
3. **Elevate Your Voice:** Explore identities, passions, and goals by providing tools for a successful future
4. **Lead to Learn:** Improve programming through continuous feedback and leadership
5. **Build Your Community & City:** Collaborate to accomplish goals and broaden each other's impact
6. **Celebrate Yourself & Others:** Celebrate diverse backgrounds, experiences, and traditions every young person brings

Priorities for Improvement

The CYSC model will continue to be grounded in the six guiding principles to align efforts across awarded Respondents. However, the purpose of this RFP is to catalyze the creativity and innovation of respondents in their proposal. To that end, DFSS hopes to implement the following key improvements. All adjustments and improvements were based on research literature reviews and a case study program analysis in addition to in-depth feedback from front-line and administrative youth programming staff through focus groups, surveys, and one-on-one interviews.

- **Expanded program timeline:** Year-round funding will be able to enhance the impact that Respondents will be able to have with their youth participants. This year-round funding will allow for continuous programming from January to December to provide sufficient time for all programmatic phases including education/training, action, and reflection. This adjustment was made due to feedback received from the 1-1 interviews with youth programming staff and DFSS delegate agency focus groups.
- **In-Person Programming:** The Covid-19 pandemic forced DFSS delegate agencies to transition all activities into a virtual format. DFSS provided the digital platform, My CHI. My Future. (MCMF), to support delegates with this transition. Moving forward, programming is expected to be in-person, but may need to transition to virtual or hybrid format based on CDC guidance and on the data provided by the Chicago Department of Public Health: <https://www.chicago.gov/city/en/sites/covid-19/home.html>.
- **Chicago Health Equity Zones:** As a citywide program, the CYSC aims to engage youth across the City of Chicago; therefore, collaborative applications are strongly encouraged. To ensure citywide access to programming, Respondents must indicate for which Chicago Health Equity zone they will be applying for in alignment with the Chicago Department of Public Health's the

Healthy Chicago Equity Zones: North Central, Northwest, West, Far South, Near South, and South West. At least one Respondent per city zone will be awarded. More information can be found in Section 1-F, Guidance for Respondents, and Section 2-3, Selection Criteria and Basis of Award.

- **Transformative Impact:** In line with extending the program timeline, DFSS' focus groups revealed the need for additional staff to support youth participant needs during the program and in the long-run. This RFP aims to increase staff capacity by providing a youth coordinator and leadership coach for every cohort of 20 participants; a staff to youth ratio of 2:20. These embedded positions will provide a larger staff capacity for Respondents to implement programming in addition to creating warm-hand offs for youth as these coaches will be able to provide referrals for additional support or services after the conclusion of the program.

Target population

Chicago Youth Service Corps intends to serve 880 youth in the City of Chicago ages 16-24 years old. For youth to be eligible to participate for the program, they must show proof of Chicago residency, have a valid Chicago Public School or State of Illinois ID card and have completed the online application.

Respondents will be responsible for the recruiting of youth in their respective programs. 60 percent of enrolled youth will be recruited and chosen by the awarded Respondent. This will allow for delegates to pick the youth they know will most benefit from this program model. The other 40 percent of enrolled youth will be selected randomly through lottery from the citywide application portal.

Out of the total enrolled youth, recruited by either the agency or citywide lottery, at least 40 percent of youth participants per respondent must identify with at least ONE of the following underrepresented populations outlined below:

- Individuals living with disabilities (i.e. physically impaired, visually impaired)
- Individuals who are English as a Second Language (ESL) learners
- Individuals that are experiencing homelessness or unstable housing
- Individuals placed in the foster care system
- Individuals that have been touched by the justice system (i.e.. Parole, probation)
- Opportunity youth as defined as out-of-school and/or out-of-work

C. Program requirements

DFSS is seeking providers with a proven track record in implementing youth development programs, skills training initiatives, workforce development or service-learning opportunities focused on local/ civic engagement in the City of Chicago. DFSS asks agencies to design and deliver a year-round program with a focus on (1) leadership training and education, (2) project design, planning and implementation, (3) critical reflection, and (4) relationship building. For FY2022 (January-December 2022), programming will be implemented from March through December. Programming in subsequent years will be implemented year-round.

Key facts about Chicago Youth Service Corps are:

Youth Ages: 16-24

Minimum Number of Youth Served: 40 youth participants per year; with additional increments of 20 participants and 2 staff members (2:20 staff to youth ratio)

Recruitment: 40% of participants identify with at least one of the target populations (refer to the section *Target Population*)

Program Schedule: Year-round programming; view the Appendix II: CYSC Scheduling Calendar for more details

Budget Categories: youth wages, staff wages, transportation, food, materials/supplies, and administration

Youth Wages: \$15 per hour with an allocation of 460 hours per fiscal year

Staff Wages (Youth Coordinator and Leadership Coach): \$23.50 per hour with an allocation of 770 hours per fiscal year (2:20 staff to youth ratio). The CYSC grant will support the following: youth coordinator and leadership coach wages, youth wages, program supplies, public transportation costs and 15 percent administrative costs. Administrative cost allocations can be used for personnel, fringe benefits, operating/technical costs, and/or professional/technical services.

Program Examples (Illustrative to help guide your submission)

The following tables (Tables 2-5) are provided to support Respondents in their submission and program planning. They are provided as a reference to guide proposals and are subject to change.

Table 2 provides a few examples of service-learning projects focused on local/civic engagement:

Table 2: Types of Service-Learning Projects	
Civic Participation	<ul style="list-style-type: none"> - Voting Awareness and Support: Voting Registration, Election Support - Issue-based research and advocacy - Digital advocacy and activism - Census Awareness Campaign - Advisory and Action Councils
Community Problem-Solving and Service	<ul style="list-style-type: none"> - Participatory Action Research (PAR) Project - Volunteering (food banks, event planning, local events, cleanup efforts) - Community Gardening - Beautification Projects
Public Health and Safety	<ul style="list-style-type: none"> - PPE Kit Creation and Distribution - Social Distance Ambassadors - Covid-19 Pandemic and Vaccination Education

The budget provided in Table 3 below provides insight for Respondents on expected budget expenditures for a program of the minimum 40 youth.

- Total youth wages will cost approximately \$307,000 per year (including FICA) for 40 youth.
- The anticipated cost of a program for the minimum number of 40 youth is \$505,427. Should Respondents apply for more than the minimum 40 youth, they can plan to increase their budget in increments of approximately \$247,000 for each additional increment of 20 youth and 2 staff members.

Table 3: Program Budget Breakout				
CYSC Budget Allocation for 40 Youth				
Youth & Staff	Quantity	Wages with FICA/Worker's Comp (rate varies)	Hours Per Year	Total Costs
<i>Youth Participant</i>	40	\$16.65	460	\$306,360
<i>Youth Coordinator</i>	2	\$26.09	770	\$40,171

<i>Leadership Coach</i>	2	\$26.09	770	\$40,171
Miscellaneous	# of Youth	Per Youth	Total Weeks	Total Costs
<i>Food</i>	40	\$12	40	\$19,200
<i>Materials/Supplies</i>	40	\$120		\$4,800
<i>Transportation</i>	40	\$18	40	\$28,800
<i>Administration (15%)</i>				\$65,925.27
TOTAL Cost for a Program for 40 Youth				\$505,427

For FY2022 (January-December 2022), programming will be implemented from March through December. Programming starting in 2023 will be implemented year-round. *Table 4 provides the wage and hour allocation to provide insight for Respondents on the wage and hour allocation throughout a full year.* The calendar below should only function as a guide.

- Selected respondents will have 460 hours to allocate for each youth participant each fiscal year and 770 hours for each youth coordinator and leadership coach.

Table 4: Chicago Youth Service Corps Wage and Hour Allocation					
Fiscal Year	Youth Calendar		Fiscal Year	Staff Calendar	
January	20 weeks at 10 hours per week	200 Hours	January	22 weeks at 15 hours per week	330 Hours
February					
March					
April					
May					
June	6 weeks at 20 hours per week	120 Hours	June	8 weeks at 25 hours per week	200 Hours
July					
August					
September	14 weeks at 10 hours per week	140 Hours	September	16 weeks at 15 hours per week	240 Hours
October					
November					
December					
TOTAL	40 Weeks	460 Hours	TOTAL	46 Weeks	770 Hours

In a full year, all 40 youth participants are recruited, selected, and enrolled into the CYSC beginning in January. From January through May, agencies are provided an allocation of wages for 200 hours per youth participant. It is suggested that agencies schedule their programming for 20 weeks at 10 hours per week for youth participants. From June through August, agencies are provided wages for a total of 120 hours per participant since agencies may elect to increase programmatic hours to 20 hours per week for 6 weeks due to the summer schedule. From September through December, agencies are provided an allocation of wages for 140 hours per youth participant. It is suggested that agencies schedule their programming for 14 weeks at 10 hours per week.

DFSS anticipates youth to participate in the program throughout the entire year, January to December. However, if a youth participant chooses not to complete the full year of programming, agencies may enroll additional youth to fulfill the remaining hours left from the previous participant. For example, if a youth participant chooses to drop out of the program in August due to college, an agency may enroll a different youth participant to fulfill the remaining allocation of wages for the remainder of the fiscal year (ie. 140 hours). Scheduled hours must accommodate the targeted youth population; therefore, hours may be scheduled during work hours, or after-school hours, depending on youth availability and

needs. Therefore, scheduled work hours are up to the agency to decide in order to align with the needs of their youth participants.

Key Respondent Functions

Under Chicago Youth Service Corps, the goal is to promote positive youth development through service-learning opportunities focused on local/civic engagement. Under this model, the Respondents will be responsible for four key functions described further below:

1. Administer and support year-round programming for youth participants
2. Facilitate and implement all programmatic activities in order to promote leadership development and enhance 21st century employment skills of youth participants
3. Recruit, hire, and manage staff personnel to deliver the Chicago Youth Service Corps
4. Administer payroll for youth participants and staff personnel

1. Administer and support year-round programming for youth participants.

Selected respondents will be responsible for the recruiting of youth in their respective programs. **All youth must complete an online application.** 60 percent of the enrolled youth will be recruited, and chosen by the awarded Respondent. 40 percent of youth will be selected randomly through lottery from the citywide application portal. Out of the total enrolled youth, recruited by either the agency or citywide lottery, 40 percent of youth participants per agency must identify with at least ONE of the aforementioned target population categories.

Key activities of Administer and support year-round programming for youth:

- Develop and implement an outreach and recruitment plan to identify and enroll eligible participants (40 youth participants minimum)
- Programming should be in-person, but may need to transition to virtual or hybrid format based on CDC guidance and on the data provided by the Chicago Department of Public Health: <https://www.chicago.gov/city/en/sites/covid-19/home.html>
- Track and enter data into DFSS data management system

2. Facilitate and implement all programmatic activities in order to promote leadership development and enhance 21st century employment skills of youth participants.

The Respondent will design, plan, and implement service-learning activities and projects that are related to community service, civic engagement and/or social justice. All programmatic activities must be grounded in the CYSC guiding principles and lead to a final capstone project. This capstone project must be developed and approved by DFSS staff.

Chicago Youth Service Corps Guiding Principles

1. Shape Chicago - Strengthen our neighborhoods, communities, and our City through civic leadership
2. Learn to Lead - Learning and reflecting on what good leadership looks like and is composed of
3. Elevate Your Voice - Explore identities, passions, and goals by providing tools for a successful future
4. Lead to Learn - Improve programming through continuous feedback and leadership
5. Build Your Community & City- Collaborate to accomplish goals and broaden each other's impact
6. Celebrate Yourself & Others -Celebrate diverse backgrounds, experiences, and traditions every young person brings

Key activities that facilitate and implement all programmatic activities:

- Training and educational activities that encourage participants to reflect on their personal and professional identities and to learn about their local neighborhood and city
- Local/civic engagement projects as defined as *individual and collective action, formal and informal, that are done to identify, address and protect a public value or concern*. Projects could be related to areas such as civic participation, community service, community problem-solving, and personal/professional development. Programming must provide a service to benefit the City of Chicago, its neighborhoods, or its residents.
- Critical reflection through ongoing reflections and/or group discussions, as well as a final capstone presentation
- Relationship-building opportunities to build leadership skills and meaningful relationships with peers, staff members and their local community
- Utilize a My CHI. My Future. (MCMF) as the digital learning platform to monitor participation, expand programmatic activities, and submit capstones.
- *For additional information on programmatic activities, view Appendix III: CYSC Program Calendar*

3. Recruit, hire, and manage staff personnel to deliver the Chicago Youth Services Corps.

The Respondent will hire youth coordinators and leadership coaches who are culturally respectful, culturally competent and/or culturally representative of youth participants as well as have prior youth development experience. Youth coordinators will work directly with youth to implement programmatic activities and build strong, positive relationships with youth. Leadership coaches are distinct from the youth coordinators as they assist youth in identifying personal goals, developing leadership skills, and planning next steps. With one youth coordinator and one leadership coach as staff, the staff to youth ratio is 2:20.

Key Activities of recruit, hire, and manage staff personnel to deliver the Chicago Youth Service Corps

- Youth coordinators will facilitate, direct and supervise all programmatic activities with youth.
- All youth coordinators and leadership coaches working with youth must be properly trained and have a cleared background check on file with their agency and DFSS prior to hire for the program.
- Administer payroll for youth coordinators. Personnel salaries and/or payment will not exceed the budget allocation unless supplemented with administration funds or in-kind match.
- Applicants must submit job descriptions for the youth coordinator and leadership coach positions

Youth Coordinator Roles and Responsibilities Work directly with youth to implement programming

- Build strong, positive relationships with youth participants and facilitate team building between participant cohorts
- Act as the liaison to participants, agency and DFSS personnel
- Implement program activities and service project(s) with youth participants
- Develop and implement creative strategies to retain youth participants throughout the program
- Assist with data collection and entry into Cityspan and other DFSS-designated platforms
- Implement performance measurement tools with youth participants and ensure completion
- Attend mandatory trainings and meetings per request of DFSS; including but not limited to trainings for Cityspan and a DFSS-designated technology platform

Leadership Coach Roles and Responsibilities– including but not limited to:

- Act as the liaison between participants, agency and partners including but not limited to community partners, schools, churches and other entities
- Manage existing partnerships and develop new partnerships with community partners, schools, churches and other entities to provide wraparound services for youth participants
- Develop strong, positive relationships with youth participants to complete the following key components of service matching and referrals (view the Harvard Kennedy School Governance Performance Lab's *Demystifying warm handoffs (2020)* which is included as an attachment in the application)
 1. *Identify*: comprehensively identify priority youth for additional support services
 2. *Assess*: assess participants in a way that prioritizes needed supports for youth-identified goals
 3. *Match*: Match participants to the service(s) or information that best meet identified needs
 4. *Connect*: Connect participants to service(s) or partner(s) quickly and seamlessly
 5. *Enroll*: Successfully launch youth participant into the needed service
 6. *Sustain*: Support participants to maintain involvement in a service to improve outcomes
- Support youth coordinator with program implementation when necessary
- Assist with data entry, collection, and management for Cityspan and other DFSS-designated platforms
- Attend mandatory trainings and meetings per request of DFSS; including but not limited to trainings for Cityspan and a DFSS-designated technology platform

4. Administer payroll for youth participants and staff personnel

Youth participants will receive wages of up to 460 hours at \$15 per hour, not to exceed \$7,659 for the entire program per participant as reimbursed by the City of Chicago. **Youth wages must be directly paid by the Respondent or their fiscal agent. Youth wages must be included as a part of the proposed budget.** Agencies are able to recruit new participants should some participants choose to not complete the entire year of programming. If participants drop out throughout the year, agencies may enroll additional youth to fulfill the remaining hours from the previous participant.

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

Key activities of Payroll Administration:

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

DFSS will award contracts at a rate of \$505,427 wages for 40 youth, 1 youth coordinator and 1 leadership coach with a staff to youth ratio of 2:20. Should Respondents apply for more than the minimum 40 youth, they can plan to increase their budget in increments of approximately \$247,000 for each additional increment of 20 youth and 2 staff members.

D. Performance measures

CYSC strives to develop youth as local leaders through service-learning opportunities focused on local/civic engagement. This model aspires to promote safe and vibrant communities by empowering youth through civic-minded service while dually providing employment.

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

1. Growth in Civic Engagement
 - 75% of youth participants report a growth in civic-minded attitudes and behaviors through a DFSS-designated tool
2. Growth in Leadership/Personal Development
 - 75% of youth report a growth in personal and leadership development through a DFSS-designated survey
 - 90% of youth will complete the Leadership/Personal Development tasks and playlists via My CHI. My Future., the online learning platform
3. Continuity of Support
 - 100% of youth will be connected with additional information, support, or services, if identified and requested during programming

To monitor and recognize intermediate progress toward the above performance indicators, DFSS also intends to track output metrics that may include, but are not limited to:

- 90% of enrolled participants will complete a capstone project
- 100% of participants will be recruited and enrolled in the CYSC
- 75% of youth will complete the entire year-round program
- 80% of participants will sign up for direct deposit
- 100% of youth will be paid on time
- 100% complete their entrance and exit youth survey
- 40% of youth identify with target population criteria

In addition to the performance indicators and output metrics listed above, **DFSS reserves the right to change or update performance measures over the life of this contract.** DFSS encourages respondents to propose additional indicators and metrics, including those that demonstrate early success and are indicative of participants' progress.

E. Contract management and data reporting requirements

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

Upon contract award, delegate agencies will be expected to collect and report client-level demographic, performance, and service data as stated in any resulting contract. These reports must be submitted in a format specified by DFSS and by the deadlines established by DFSS. DFSS currently utilizes Cityspan for our data collection to include tracking and reporting enrollment, attendance, work sites and projects

administered. **Delegate agencies will be required to complete weekly data updates and run reports as needed per DFSS.**

Delegate agencies must implement policies and procedures to ensure privacy and confidentiality of client records for both paper files and electronic databases. DFSS currently utilizes Cityspan for our data collection to include tracking and reporting enrollment, attendance, work sites and projects administered. Delegate agencies must have the ability to submit reports electronically to DFSS.

F. Guidance for Respondents

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

Respondents must submit one application for each Healthy Chicago Equity Zone for which they wish to apply. DFSS will make recommendations for contracts awards by Healthy Chicago Equity Zone balancing program location, the target population, and demonstrated collaborations. **Respondents seeking funding for multiple sites in different Healthy Chicago Equity Zones are required to apply for each zone separately.** Respondents can only apply for a Healthy Chicago Equity Zone in which they can demonstrate a physical address. Multiple applications by the same agency for the same Healthy Chicago Equity Zone will NOT be considered.

As a citywide program, the CYSC aims to engage youth across the City of Chicago. To ensure citywide coverage, Respondents must indicate which Healthy Chicago Equity Zone they will be applying for in alignment with the Chicago Department of Public Health’s six Healthy Chicago Equity Zones: *North Central, Northwest, West, Far South, Near South, and Southwest*. The Healthy Chicago Equity Zones are defined in the table below (Table 5).

Table 5: Healthy Chicago Equity Zones			
City Zones	Community Areas		
Far South	Beverly Burnside Calumet Heights East Side Hegewisch	Hegewisch Morgan Park Mount Greenwood Pullman Riverdale	Roseland South Deering Washington Heights West Pullman
Near South	Auburn Gresham Avalon Park Chatham Douglas Englewood Fuller Park	Grand Boulevard Greater Grand Crossing Hyde Park Kenwood Oakland South Chicago	South Shore Washington Park West Englewood Woodlawn
North Central	Edgewater Lakeview Lincoln Park Lincoln Square	Loop Near North Side Near South Side North Center	Rogers Park Uptown West Ridge
Northwest	Albany Park Avondale Belmont Cragin	Forest Glen Hermosa Irving Park	Montclare North Park Norwood Park

	Dunning Edison Park	Jefferson Park Logan Square	Portage Park
Southwest	Archer Heights Armour Square Ashburn Bridgeport Brighton Park	Chicago Lawn Clearing Gage Park Garfield Ridge McKinley Park	New City West Elsdon West Lawn
West	Austin East Garfield Park Humboldt Park	Lower West Side Near West Side North Lawndale	South Lawndale West Garfield Park West Town

To ensure geographic equity, the distribution of funds will be balanced by youth population needs as demonstrated by historical data from the 2021 One Summer Chicago Applicants Ages 16-24.

Table 6 details the anticipated range of awards for each Healthy Chicago Equity Zone:

Table 6: Anticipated Range of Awards			
Healthy Chicago Equity Zone	Percentage of OSC Applicants Ages 16-24 in 2021	Anticipated Number of Youth Served Per Year	Anticipated Number of Selected Agencies
Far South	16%	140	2 to 3 agencies
Near South	27%	240	2 to 6 agencies
North/Central	8%	80	1 to 2 agencies
Northwest	10%	80	1 to 2 agencies
Southwest	16%	140	2 to 3 agencies
West	23%	200	2 to 5 agencies
Total	100%	880	Approximately 22 agencies

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

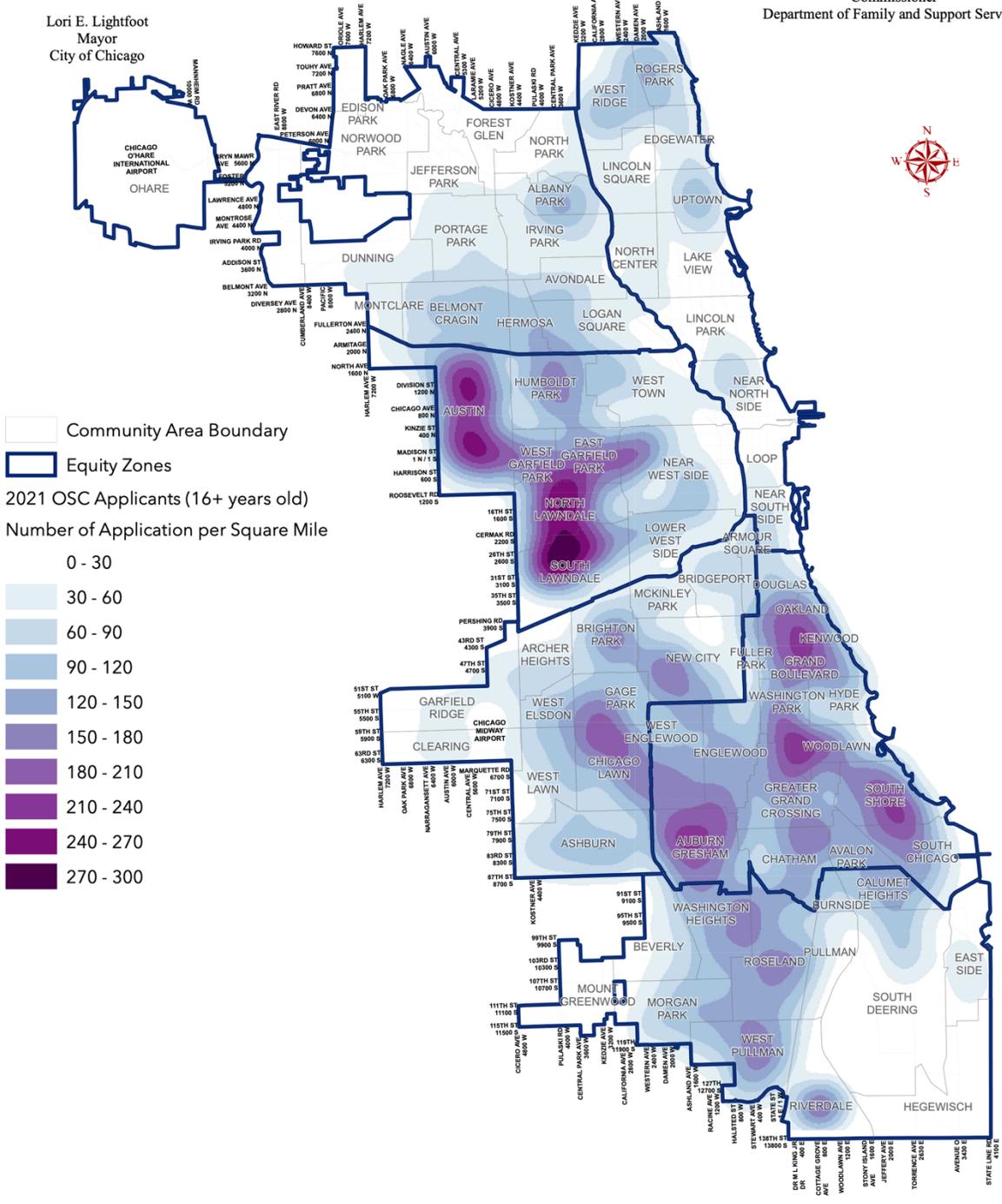


Lori E. Lightfoot
Mayor
City of Chicago

City of Chicago One Summer Chicago 2021 Applicants Ages 16 and Over by Community Area



Brandie Knazze
Commissioner
Department of Family and Support Services



Map Created: November 2021



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G. Anticipated term of contract and funding source

DFSS anticipates funding approximately twenty-two applications within a range of \$505,427 – \$2,527,135 per year. This contract will operate on a reimbursement basis only. No advances will be given.

The term of contract(s) executed under this RFP will be from April 1, 2022-December 31, 2023. Based on need, availability of funds and contractor performance, DFSS may extend this term for up to one additional year. Continued support will be dependent upon the selected Respondent’s performance and the continued availability of funding.

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

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

H. RFP statistics for this program

Anticipated range of funding:	\$505,427 – \$2,527,135
Total funding for this project:	\$11,119,396

Section 2 – Eligibility, Evaluation and Selection Procedures

A. Eligible respondents

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

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

As such, Respondents are required to provide documentation for a Total Revenue of \$250,000 or more for their proposals to be evaluated. This will demonstrate payroll and program costs are covered for a minimum of 6 months. Proposals will not be considered if this criterion is not met.

DFSS will review each respondent’s most recent 2020, but not older than 2018, audited Financial Statement or Federal Form 990 Return of Organization Exempt from Income Tax, 990-EZ, or 990-PF that list the agency's yearly revenue, expenses, and balance sheet for the previous year. Respondents that are required to file Federal 990 are:

- All private foundations, regardless of income. They file Form 990-PF
- Most tax-exempt organizations with gross receipts of \$200,000 or assets worth \$500,000

- Larger nonprofits that have gross receipts of more than \$50,000 may file Form 990 or 990-EZ
- Small nonprofits with gross receipts of \$50,000 or less must file the 990-N (e-Postcard) to maintain their exempt status
- Organizations that are tax-exempt under Sections 501(c), 527, or 4947(a)(1) of the U.S. tax code, and that do not fall into the exemptions listed below

More information about federal forms and filing can be located at <https://www.irs.gov/forms-pubs/about-form-990> or <https://www.guidestar.org/>

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

Respondents who are current DFSS delegates whose existing contract(s) with DFSS are not in good standing will not be considered. Agencies not eligible include those that have had a City contract terminated for default; are currently debarred and/or have been issued a final determination by a City, State or Federal agency for performance of a criminal act, abridgement of human rights or illegal/fraudulent practices.

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

B. Evaluation process

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

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

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

C. Selection criteria and basis of award

SELECTION CRITERIA	POINTS
<p><u>Strength of proposed program</u></p> <ul style="list-style-type: none"> • The Respondent clearly defines activities, projects, and services to be provided (directly or through partnerships/linkage agreements with other agencies) that are appropriate to addressing needs of and achieving desired outcomes for the target population, as well as the needs of the local community, Chicago Healthy Equity zone, and/or city 	<p>45</p>

<ul style="list-style-type: none"> • The Respondent’s proposed program is supported by an evidence base of similar civic engagement service-learning programs and/or aligns with best practices for youth development • The Respondent demonstrates a clear understanding of the target population, their needs and challenges, and the local community and evidences prior experience serving the population • The Respondent has an effective approach to identifying and retaining youth participants ages 16-24 (including rules/regulations that reduce barriers to participation) as well as youth from the target population • The Respondent has an effective approach soliciting and incorporating feedback for the purposes of programmatic improvement 	
<p><u>Performance management and outcomes</u></p> <ul style="list-style-type: none"> • The Respondent demonstrates evidence of strong past performance in similar, relevant youth programs against desired outcome goals and performance metrics and demonstrates successful civic engagement and youth leadership programming • The Respondent has the relevant systems and processes needed to track and report performance on program outcomes • The Respondent has experience using data to inform/improve its services or practices • The Respondent has the relevant systems and processes needed to collect and store key participant and performance data 	20
<p><u>Organizational capacity</u></p> <ul style="list-style-type: none"> • The Respondent has the relevant capabilities and/or infrastructure needed to manage this program • The Respondent has expertise working with the target population and has relevant capabilities and/or infrastructure needed to serve this group • The Respondent has articulated a plan to hire and train qualified line staff and has or can hire qualified staff responsible for program oversight and management • The Respondent has adequate systems and processes to support monitoring program expenditures and fiscal controls • The Respondent’s organization reflects and engages the diverse people of the communities it serves 	20
<p><u>Reasonable costs, budget justification, and leverage of funds</u></p> <ul style="list-style-type: none"> • The Respondent has the fiscal capacity, as demonstrated by its audit to implement the proposed program • The Respondent leverages other funds and in-kind contributions to support total program and administrative cost (e.g., state, federal, foundation, corporate, individual donations) • 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. 	15

Basis of Award

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

zone separately. There are six zones. Respondents can only apply for a Healthy Chicago Equity Zone in which they can demonstrate a physical address. Multiple applications by the same agency for the same Healthy Chicago Equity Zone will NOT be considered.

Respondents are required to describe and provide documentation of a Total Revenue of \$250,000 or more for their proposals to be evaluated. This will demonstrate payroll and program costs are covered for a minimum of 6 months. Proposals will not be considered if this criterion is not met. **This contract will operate on a reimbursement basis only. No advances will be given.**

DFSS may consider additional factors in selection to ensure systems-level needs are met: geography, service array, language, and ability to serve specific sub-populations as specified in the language above. DFSS reserves the right to seek clarification of information submitted in response to this Application and/or to request additional information during the evaluation process and make site visits and/or require Respondents to make an oral presentation or be interviewed by the review subcommittee, if necessary. Failure to submit a complete proposal and/or to respond fully to all requirements will cause the proposal to be deemed unresponsive, and therefore, subject to rejection.

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

Section 3 – RFP and Submission Information

A. Pre-proposal webinar

A Pre-Proposal Webinar will be held on **January 19, 2021, 10:00 a.m. – 12:00 p.m.** Attendance is not mandatory but is advised.

Please register prior to the webinar’s start using this link:
<https://attendee.gotowebinar.com/register/4859321745973526284>

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

B. The e-Procurement system

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

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

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

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

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

For further eProcurement help use the following contacts:

- **Questions on Registration, eProcurement, and additional technical assistance:**
CustomerSupport@cityofchicago.org or 312-744-4357 (HELP)
- **Online Training Materials (technical assistance materials and handouts):**
<https://www.cityofchicago.org/city/en/depts/dps/isupplier/online-training-materials.html>

If you are having difficulty registering additional people, please refer to this handout https://www.cityofchicago.org/content/dam/city/depts/dps/isupplier/training/Vendor_Create_New_Adress_and_Contact.pdf

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

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

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

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

If you are having difficulty registering additional people, please refer to this handout https://www.cityofchicago.org/content/dam/city/depts/dps/isupplier/training/Vendor_Create_New_Adress_and_Contact.pdf

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

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

Additionally, Respondents may e-mail CustomerSupport@cityofchicago.org to receive more specific advice and troubleshooting.

D. Contact person information

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

Lisa Davis, Director of Youth Employment

Phone: 312-743-1287

Email: lisa.davis@cityofchicago.org

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

Julia Talbot: Julia.Talbot@cityofchicago.org, and

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

Section 4 - Legal and Submittal Requirements

A description of the following required forms has been included for your information. ***Please note that most of these forms will be completed prior to grant agreement execution but are not necessary for the completion of this proposal.*** A complete list of what forms will be required at the time of contracting is listed at the end of this section.

A. City of Chicago Economic Disclosure Statement (EDS)

Respondents are required to execute the **Economic Disclosure Statement** annually through its on-line EDS system. Its completion will be required for those Respondents who are awarded contracts as part of the contracting process.

More information about the on-line EDS system can be found at:
<https://webapps.cityofchicago.org/EDSWeb/appmanager/OnlineEDS/desktop>

B. Disclosure of litigation and economic issues

Legal Actions: Respondent must provide a listing and brief description of all material legal actions, together with any fines and penalties, for the past five (5) years in which (i) Respondent or any division, subsidiary or parent company of Respondent, or (ii) any officer, director, member, partner, etc., of Respondent if Respondent is a business entity other than a corporation, has been:

- A debtor in bankruptcy; or
- A defendant in a legal action for deficient performance under a contract or in violation of a statute or related to service reliability; or
- A Respondent in an administrative action for deficient performance on a project or in violation of a statute or related to service reliability; or
- A defendant in any criminal action; or
- A named insured of an insurance policy for which the insurer has paid a claim related to deficient performance under a contract or in violation of a statute or related to service reliability; or
- A principal of a bond for which a surety has provided contract performance or compensation to an obligee of the bond due to deficient performance under a contract or in violation of a statute or related to service reliability; or
- A defendant or Respondent in a governmental inquiry or action regarding accuracy of preparation of financial statements or disclosure documents.

Any Respondent having any recent, current, or potential litigation, bankruptcy or court action and/or any current or pending investigation, audit, receivership, financial insolvency, merger, acquisition, or any other fiscal or legal circumstance which may affect their ability currently, or in the future, to successfully operate the requested program, must upload a letter to their proposals outlining the circumstances of these issues. Respondent letters should be directed to Commissioner Brandie V. Knazze. Failure to disclose

relevant information may result in a Respondent being determined ineligible or, if after selection, in termination of a contract.

C. Grant agreement obligations

By entering into a grant agreement with the City, the successful respondent is obliged to accept and implement any recommended technical assistance. The grant agreement will describe the payment methodology. DFSS anticipates that payment will be conditioned on the Respondent's performance in accordance with the terms of its grant agreement.

D. Funding authority

This initiative is administered by the Department of Family and Support Services through City of Chicago Corporate fund and the federal American Rescue Plan (ARP). Consequently, all guidelines and requirements of the Department of Family and Support Services, the City of Chicago, American Rescue Plan must be met. Additionally, all delegate agencies must comply with the Single Audit Act if applicable.

E. Insurance requirements

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

- **Workers Compensation and Employers Liability**

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

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

- **Commercial General Liability (Primary and Umbrella)**

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

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

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

- **Directors and Officers Liability**

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

- **Automobile Liability (Primary and Umbrella)**

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

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

- **Excess/Umbrella**

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

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

- **Professional Liability**

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

- **Miscellaneous Medical Professional Liability**

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

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

- **Valuable Papers**

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

- **Property**

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

- **Additional Requirements**

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

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

suspend this Agreement until proper evidence of insurance is provided, or the Agreement may be terminated.

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

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

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

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

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

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

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

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

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

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

Insurance required of Subcontractors Provider shall name the Subcontractor(s) as a named insured(s) under Provider's insurance or Provider will require each Subcontractor(s) to provide and maintain Commercial General Liability, Commercial Automobile Liability, Worker's Compensation and Employers Liability Insurance and when applicable Excess/Umbrella Liability Insurance and Professional Liability Insurance with coverage at least as broad as in outlined in Section A, Insurance Required. The limits of coverage will be determined by Provider. Provider shall determine if Subcontractor(s) must also provide any additional coverage or other coverage outlined in Section

A, Insurance Required. Provider is responsible for ensuring that each Subcontractor has named the City as an additional insured where required and name the City as an additional insured on an endorsement form at least as broad and acceptable to the City. Provider is also responsible for ensuring that each Subcontractor has complied with the required coverage and terms and conditions outlined in this Section B, Additional Requirements. When requested by the City, Provider must provide to the City certificates of insurance and additional insured endorsements or other evidence of insurance. The City reserves the right to obtain complete, certified copies of any required insurance policies at any time. Failure of the Subcontractor(s) to comply with required coverage and terms and conditions outlined herein will not limit Provider's liability or responsibility.

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

F. Indemnity

The successful Respondent will be required to indemnify City of Chicago for any losses or damages arising from the delivery of services under the grant agreement that will be awarded. The City may require the successful Respondent to provide assurances of performance, including, but not limited to, performance bonds or letters of credit on which the City may draw in the event of default or other loss incurred by the City by reason of the Respondent's delivery or non-delivery of services under the grant agreement.

G. False statements

i. 1-21-010 False Statements.

Any person who knowingly makes a false statement of material fact to the city in violation of any statute, ordinance or regulation, or who knowingly falsifies any statement of material fact made in connection with an proposal, report, affidavit, oath, or attestation, including a statement of material fact made in connection with a bid, proposal, contract or economic disclosure statement or affidavit, is liable to the city for a civil penalty of not less than \$500.00 and not more than \$1,000.00, plus up to three times the amount of damages which the city sustains because of the person's violation of this section. A person who violates this section shall also be liable for the city's litigation and collection costs and attorney's fees.

The penalties imposed by this section shall be in addition to any other penalty provided for in the municipal code. (Added Coun. J. 12-15-04, p. 39915, § 1)

ii. 1-21-020 Aiding and Abetting.

Any person who aids, abets, incites, compels or coerces the doing of any act prohibited by this chapter shall be liable to the city for the same penalties for the violation. (Added Coun. J. 12-15-04, p. 39915, § 1)

iii. 1-21-030 Enforcement.

In addition to any other means authorized by law, the corporation counsel may enforce this chapter by instituting an action with the department of administrative hearings. (Added Coun. J. 12-15-04, p. 39915, § 1)

H. Compliance with laws, statutes, ordinances and executive orders

Grant awards will not be final until the City and the respondent have fully negotiated and executed a grant agreement. All payments under grant agreements are subject to annual appropriation and availability of funds. The City assumes no liability for costs incurred in responding to this RFP or for costs incurred by the

respondent in anticipation of a grant agreement. As a condition of a grant award, Respondents must comply with the following and with each provision of the grant agreement:

i. Conflict of Interest Clause: No member of the governing body of the City of Chicago or other unit of government and no other officer, employee, or agent of the City of Chicago or other government unit who exercises any functions or responsibilities in connection with the carrying out of the project shall have any personal interest, direct or indirect, in the grant agreement.

The respondent covenants that he/she presently has no interest, and shall not acquire any interest, direct, or indirect, in the project to which the grant agreement pertains which would conflict in any manner or degree with the performance of his/her work hereunder. The respondent further covenants that in the performance of the grant agreement no person having any such interest shall be employed.

ii. Governmental Ethics Ordinance, Chapter 2-156: All Respondents agree to comply with the Governmental Ethics Ordinance, Chapter 2-156 which includes the following provisions: a) a representation by the respondent that he/she has not procured the grant agreement in violation of this order; and b) a provision that any grant agreement which the respondent has negotiated, entered into, or performed in violation of any of the provisions of this Ordinance shall be voidable by the City.

iii. Successful Respondents shall establish procedures and policies to promote a Drug-free Workplace. The successful respondent shall notify employees of its policy for maintaining a drug-free workplace, and the penalties that may be imposed for drug abuse violations occurring in the workplace. The successful respondent shall notify the City if any of its employees are convicted of a criminal offense in the workplace no later than ten days after such conviction.

iv. Business Relationships with Elected Officials - Pursuant to Section 2-156-030(b) of the Municipal Code of Chicago, as amended (the "Municipal Code") it is illegal for any elected official of the City, or any person acting at the direction of such official, to contact, either orally or in writing, any other City official or employee with respect to any matter involving any person with whom the elected official has a business relationship, or to participate in any discussion in any City Council committee hearing or in any City Council meeting or to vote on any matter involving the person with whom an elected official has a business relationship. Violation of Section 2-156-030(b) by any elected official with respect to the grant agreement shall be grounds for termination of the grant agreement. The term business relationship is defined as set forth in Section 2-156-080 of the Municipal Code.

Section 2-156-080 defines a "business relationship" as any contractual or other private business dealing of an official, or his or her spouse or domestic partner, or of any entity in which an official or his or her spouse or domestic partner has a financial interest, with a person or entity which entitles an official to compensation or payment in the amount of \$2,500 or more in a calendar year; provided, however, a financial interest shall not include: (i) any ownership through purchase at fair market value or inheritance of less than one percent of the share of a corporation, or any corporate subsidiary, parent or affiliate thereof, regardless of the value of or dividends on such shares, if such shares are registered on a securities exchange pursuant to the Securities Exchange Act of 1934, as amended; (ii) the authorized compensation paid to an official or employee for his office or employment; (iii) any economic benefit provided equally to all residents of the City; (iv) a time or demand deposit in a financial institution; or (v) an endowment or insurance policy or annuity contract purchased from an insurance company. A "contractual or other private business dealing" shall not include any employment relationship of an official's spouse or domestic

partner with an entity when such spouse or domestic partner has no discretion concerning or input relating to the relationship between that entity and the City.

v. Compliance with Federal, State of Illinois and City of Chicago regulations, ordinances, policies, procedures, rules, executive orders and requirements, including Disclosure of Ownership Interests Ordinance (Chapter 2-154 of the Municipal Code); the State of Illinois - Certification Affidavit Statute (Illinois Criminal Code); State Tax Delinquencies (65ILCS 5/11-42.1-1); Governmental Ethics Ordinance (Chapter 2-156 of the Municipal Code); Office of the Inspector General Ordinance (Chapter 2-56 of the Municipal Code); Child Support Arrearage Ordinance (Section 2-92-380 of the Municipal Code); and Landscape Ordinance (Chapters 32 and 194A of the Municipal Code).

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

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

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

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

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

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

termination for default) under the grant agreement, under any Other Contract, at law and in equity. This provision amends any Other Contract and supersedes any inconsistent provision contained therein.

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

For purposes of this provision:

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

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

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

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

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

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

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

