



Delegate Agency Solicitation #8039 (RFP)

Expanding Capacity for Street Outreach and Violence Interruption Services

Specification Number:1222767

Required for use by: DEPARTMENT OF HEALTH

Bid/Proposal Submittal Date and Time: 12:00 PM Central Time, 18-JUN-2021

Deadline for Questions: 04:00 PM Central Time, 11-JUN-2021

Buyer: GARCIA, SARAH

Email Address: Sarah.Garcia@cityofchicago.org

Phone Number: 3127479397

Pre-Solicitation Conference Date and Time: 01:00 PM Central Time, 25-MAY-2021

Pre-Solicitation Conference Location:

<https://us02web.zoom.us/j/86132368251?pwd=eDZLVDAxSSStMdlIVSXZjcm11OCsyUT09>

Site Visit Date & Time: N/A

Site Visit Location: N/A

Please submit your response to:

<http://www.cityofchicago.org/eProcurement>
iSupplier vendor portal registration is required.
Allow 3 business days to complete registration.

LORI E. LIGHTFOOT
MAYOR

Dr. Allison Arwady
Commissioner

Specification Number: 1222767

Type of Funding:

Title: Expanding Capacity for Street Outreach and Violence Interruption Services

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1 Header Information

1.1 General Information

Title	Expanding Capacity for Street Outreach and Violence Interruption Services		
Description	Expanding Capacity for Street Outreach and Violence Interruption Services		
Preview Date	18-MAY-2021 11:00:00	Open Date	18-MAY-2021 11:00:00
Close Date	12:00 PM Central Time, 18-JUN-2021	Award Date	Not Specified
Time Zone	Central Time	Buyer	GARCIA, SARAH
Quote Style	Blind	Email	Sarah.Garcia@cityofchicago.org
Event	Delegate Agency	Outcome	Delegate Agency Blanket Agreement

1.2 Terms

Effective Start Date	Not Specified	Effective End Date	Not Specified
Ship-To Address	041- DEPAUL 2FL 333 S. STATE ST. 2ND FLOOR Chicago, IL 60604 United States	Bill-To Address	041- DEPAUL 2FL 333 S. STATE ST. 2ND FLOOR Chicago, IL 60604 United States
Payment Terms	IMMEDIATE	Carrier	
FOB		Freight Terms	
Currency	USD (US Dollar)	Price Precision	Any
Total Agreement Amount (USD)	Not Specified	Minimum Release Amount (USD)	Not Specified

1.3 Requirements

<p>RFP DEADLINE</p> <p>PLEASE NOTE: Please do not wait until the RFP deadline time to submit your proposal. RFPs not submitted due to the system closing at the RFP deadline will not be accepted under any circumstances. Please allow enough time so that any technical issues can be addressed directly with the iSupplier Customer Support help desk. The RFP will automatically close at the deadline regardless if you are working in the system.</p> <p>.....</p> <p>Type No Response Required</p>
<p>CHARACTER LIMIT</p> <p>Responses to questions below are limited to 4,000 characters each. If your response requires more than 4,000 characters, please attach response.</p> <p>.....</p> <p>Type No Response Required</p>
<p>Communication</p> <p>Please submit all communication via the Online Discussion option within iSupplier/eProcurement <u>only</u>. Emailed communication will be directed back to Online Discussion.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Budgets</p>

Budgets
Respondent must submit a budget not to exceed the maximum amount quoted in Section IV. Available Funding of the RFP document. Failure to do so will result in deduction in points given.
Type No Response Required
Contact
What is the First Name of the contact person for this RFP? Provide your answer below
What is the Last Name of the contact person for this RFP? Provide your answer below
What is the Title of the contact person for this RFP? Provide your answer below
What is the Phone Number of the contact person for this RFP? Provide your answer below
What is the Email of the contact person for this RFP? Provide your answer below
Organization Information
What is your Legal Organization Name? Provide your answer below

Organization Information
What is your Legal Organization Address? Provide your answer below
What is your Legal Organization City? Provide your answer below
What is your Legal Organization State? Provide your answer below
What is your Legal Organization Zip Code? Provide your answer below
What is your Legal Organization County? Provide your answer below
What is your Legal Organization Telephone Number? Provide your answer below

Organization Information
<p>Please enter your agency's Federal Employer Identification Number. Your Federal Tax ID number is a 9 digit number that contains only numbers. Acceptable formats for this number are 123456789 or 12-3456789. To find your Federal Tax ID number, try the following options: 1) Call the Internal Revenue Service Call Center at 877-829-5500 or Search for your Tax ID number at the IRS website: https://www.irs.gov/charities-non-profits/tax-exempt-organization-search.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Please enter the DUNS number associated with your organization. All organizations receiving federal financial awards or sub-awards must have a DUNS number. You may search for your DUNS number or request one here - http://fedgov.dnb.com/webform.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Please provide the name of your agency's chief executive.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Please provide the official title for the chief executive of your agency.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Please provide the chief executive's contact telephone number, including area code.</p> <p>.....</p> <p>Provide your answer below</p>

Organization Information
Please provide your chief executive's e-mail address. Provide your answer below
Please provide the name of your agency's chief financial officer. Provide your answer below
Please provide the contact phone number for your agency's chief financial officer. Provide your answer below
Please provide the e-mail address for your agency's chief financial officer. Provide your answer below
Community Reach
Provide the name of the COMMUNITY AREA(s) where the services will be offered. Provide your answer below
Provide the WARD(s) where the services will be offered. Provide your answer below

<p>Alignment with CDPH guiding principals</p> <p>Describe how your agency and/or programming aligns with the CDPH: guiding principles: 1. Deconstructing racist systems – actively working to reframe and dismantle systems that perpetuate privilege. 2. Trauma prevention and trauma-informed services – ensuring services address trauma and healing. 3. Cultural responsiveness – ensuring services are culturally and linguistically appropriate. 4. Health equity in all communities – allocating resources and services to people and areas with the greatest need. Describe your willingness to partner with CDPH to expand this work.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Project Description</p> <p>Describe how your organization will identify and recruit highest risk individuals as defined by the risk characteristics outlined in the RFP.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Describe how your organization will engage and support individuals and groups at highest risk of violence. What strategies will you employ? What activities will you conduct?</p> <p>.....</p> <p>Provide your answer below</p>
<p>Describe how your organization will refer individuals at highest risk of violence to needed social services. What partnerships and relationships will you leverage? Please provide specific organization names and the services they provide.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Describe the unique barriers or challenges that may impede your organization’s ability to provide street outreach/violence interruption services, and how you plan to overcome these challenges.</p> <p>.....</p> <p>Provide your answer below</p>

<p>Project Description</p> <p>Describe your organization’s willingness and ability to partner with the City’s existing street outreach and victim services networks.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Describe how your organization will build trust in the community. What strategies will you employ? What activities will you conduct?</p> <p>.....</p> <p>Provide your answer below</p>
<p>Describe how your organization will provide COVID-related community support, such as distributing public health guidance materials, canvassing to support community education on COVID, distributing masks and hand sanitizer, facilitating socially distant events, and providing other necessary resources.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Evaluation and Data Collection</p> <p>Describe organization’s capacity (staff, data systems, procedures and policies) for performing data collection, program monitoring and evaluation.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Describe how program data will be collected, maintained, and analyzed. How will you measure and evaluate success?</p> <p>.....</p> <p>Provide your answer below</p>
<p>Describe how client level data will be protected, including what releases or agreements your agency will establish with external collaborators.</p> <p>.....</p>

Evaluation and Data Collection
Provide your answer below
Describe how the project will measure and report on the proposed performance measures and deliverables. Provide your answer below
Describe how your performance measures will be used for continuous quality improvement. Provide your answer below
Describe the timeline and methodology for how your organization will share findings and learnings from external evaluations with the City of Chicago, including CDPH and the Mayor's Office. Provide your answer below
Staffing and Training Requirements
Attach your organizations staffing plan in response to this RFP and in accordance with Section VI. Staffing Plan of the RFP document. This should include an overview of the structure of your entire agency and the specific details for the proposed program. Provide your answer below
Describe your organization's staffing plan for the proposed project. Include roles of current and new positions and job descriptions. Provide your answer below

Staffing and Training Requirements

Describe the qualifications and characteristics of the staff that will be providing street outreach services in the community. Describe how you will ensure that street outreach staff have lived, worked, or have significant knowledge of the communities in which they are delivering services.

.....
Provide your answer below

Describe your organization’s training processes. How will you onboard and train street outreach staff? Note that staff will be required to attend trainings delivered by other agencies in the City’s street outreach network.

.....
Provide your answer below

Describe your organization’s supervision processes. How will your organization monitor staff and ensure accountability in delivering effective street outreach services? How often will you meet with staff and review progress?

.....
Provide your answer below

Describe how you will develop self-care and safety plans for all staff.

.....
Provide your answer below

Scheduling

Describe and justify your organization’s proposed schedule of days and hours of operation for the services proposed in this application, including weekends and holidays, as applicable. These hours must reflect late nights and weekends, and other times when violence is most likely to occur.

.....
Provide your answer below

Budget

Specification Number: 1222767

Type of Funding:

Title: Expanding Capacity for Street Outreach and Violence Interruption Services

Budget
Respondent must submit a budget not to exceed the maximum amount quoted in Section IV. Available Funding of the RFP document. Failure to do so will result in deduction in points given. Provide your answer below
Complete and include a program budget with all personnel and not personnel costs itemized and justified. Include all required budget forms. Provide your answer below
Describe how the budget costs will align with the proposed scope of work. Provide your answer below
Fiscal Capacity
Describe your organization's fiscal capacity to ensure the program can be sustained and provide services by the contract start date. Provide your answer below
Describe your organization's ability to implement this program on a reimbursement basis for up to 90-120 days. Do you have sufficient cash on hand? Provide your answer below
Submit your organization's independent audit reports and findings for last the 3 years. Provide your answer below

Fiscal Capacity
Experience and Capacity
Describe your organization’s proven capacity and experience working in the community area in which you are proposing to serve. What other local organizations do you collaborate with, and how does that lead to positive outcomes for community members? Respondents should provide two letters of support: 1. One letter of support from a local community-based organization that currently provides street outreach services in the City of Chicago. 2. One letter of support to demonstrate an existing relationship with an organization located in the community area (referenced in Section I) in which you propose to deliver street outreach services.
..... Provide your answer below
Describe your organization’s experience in providing street outreach and violence interruption services as defined in this RFP. Provide specific examples of your work.
..... Provide your answer below
Describe your organization’s administrative, organizational, programmatic, information technology and fiscal capability to plan, develop, implement, and evaluate the proposed project.
..... Provide your answer below
Statement of Assurance/ Confirmation of Required Documents
Respondent must submit a budget not to exceed the maximum amount quoted in Section IV. Available Funding of the RFP document. Failure to do so will result in deduction in points given. Please acknowledge that you uploaded a completed budget outlining all details for the program in its entirety.
..... Provide your answer below
Please acknowledge that you have read, completed and attached the Conflict of Interest Questionnaire.
..... Provide your answer below

Statement of Assurance/ Confirmation of Required Documents
<p>Please acknowledge that you have read the laws, statutes, ordinances and executive orders section of the RFP.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Please provide your initials signifying that all required documents have been reviewed and submitted as required.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Provide the full name of the signatory.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Please provide the title of the signatory.</p> <p>.....</p> <p>Provide your answer below</p>

1.4 Attachments

Name	Data Type	Description
ATTACHMENT 01: RFP Document	File	RFP Document
ATTACHMENT 02: BUDGET FORM INSTRUCTIONS	File	Budget Form Instructions
ATTACHMENT 03: CONFLICT OF INTEREST	File	Conflict of Interest Questionnaire

Name	Data Type	Description
QUESTIONNAIRE		
ATTACHMENT 04: INSTRUCTIONS FOR SUBMITTING APPLICATION	File	INSTRUCTIONS FORM SUBMITTING APPLICATION
ATTACHMENT 05: Online Customer Support	File	Online Customer Support – please contact for technical support

1.5 Response Rules

- Solicitation is restricted to invited suppliers
- Suppliers are allowed to respond to selected lines
- Suppliers are allowed to provide multiple responses
- Buyer may close the solicitation before the Close Date
- Buyer may manually extend the solicitation while it is open

2 Price Schedule

2.1 Line Information

Display Rank As **No indicator displayed**
 Ranking **Price Only**
 Cost Factors **None**

Line	Item, Rev / Job	Target Quantity	Unit	Unit Price	Amount
1 0005 - Personnel		1	USD		
2 0044 - Fringe Benefits		1	USD		
3 0100 - Operating/Technical		1	USD		
4 0140 - Professional and Technical Services		1	USD		
5 0200 - Travel		1	USD		
6 0300 - Materials and Supplies		1	USD		
7 0400 - Equipment		1	USD		
8 0801 - Indirect		1	USD		
9 0999 - Other		1	USD		

2.2 Line Details

2.2.1 Line 1 0005 - Personnel

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

2.2.2 Line 2 0044 - Fringe Benefits

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

2.2.3 Line 3 0100 - Operating/Technical

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

2.2.4 Line 4 0140 - Professional and Technical Services

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

2.2.5 Line 5 0200 - Travel

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

2.2.6 Line 6 0300 - Materials and Supplies

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

2.2.7 Line 7 0400 - Equipment

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

2.2.8 Line 8 0801 - Indirect

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

2.2.9 Line 9 0999 - Other

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release Amount (USD)	Not Specified		
Estimated Total Amount (USD)	Not Specified		

City of Chicago
REQUEST FOR PROPOSALS (RFP)

Expanding Capacity for Street Outreach and Violence Interruption Services

RFP# 8039

All Proposals must be submitted through eProcurement system
<http://www.cityofchicago.org/eprocurement>

For further information:
Marlita White
Chicago Department of Public Health
312-747-9396
Marlita.White@cityofchicago.org

City of Chicago
Department of Public Health
[Office of Violence Prevention and Behavioral Health]

I. Purpose

Mayor Lori E. Lightfoot is committed to addressing violence in the city of Chicago. Street outreach and violence interruption is a key piece of the city's violence reduction strategy and the City has prioritized the communities facing high levels of violence for this intervention. The following Request for Proposals (RFP) is designed to identify up to ten Chicago-based organizations to contribute toward street outreach efforts in twelve high priority community areas: Greater Grand Crossing, Chatham, Near West Side, South Chicago, Woodlawn, Washington Park, West Pullman, West Town, Washington Heights, Brighton Park, Lower West Side, and Grand Boulevard.

We define Street Outreach as actively working in "the streets" to engage individuals who are at immediate and high risk of being either victims or perpetrators of violence. Street Outreach staff engage with these individuals in a variety of settings, including parks, homes, street corners, community centers, schools, hospitals, or any place these individuals frequent. Street Outreach staff are focused on building relationships with persons at high-risk so that they can promote peace by mediating potential and existing conflicts. The staff also serve as connectors to services and as a support to both the individuals and their families. Street Outreach efforts are typically conducted in the afternoons/evenings and late at night when violence is most prevalent. Some key street outreach activities are to:

- Engage and support individuals and groups at high risk of violence
- Reclaim public spaces for safe activities for the entire community
- Respond to critical incidents such as shootings and homicides to de-escalate tension and rumor control
- Support victims and their families
- Conduct proactive peace building activities
- Mediate and resolve conflicts between street groups
- Make referrals for services and support

Violence interruption programs reduce violence, injury, and lethality by employing street outreach workers to detect, interrupt and de-escalate potentially violent incidents in highly impacted neighborhoods and change the thinking and behaviors of persons at highest risk of violent involvement.¹

CDPH is committed to serving underserved racial/ethnic populations through the fulfillment of Healthy Chicago 2025 strategies, especially noting that public safety is one of the seven priority areas. This RFP is related to Healthy Chicago's themes of strengthening community capacity and youth leadership improving systems of care for populations most affected by inequities, and to the overall goal of creating a city with strong communities and equitable access to resources, opportunities, and environments that maximize health and well-being. Gun related homicide is listed as one of five drivers in the life expectancy gap between black and white Chicagoans.²

II. Background

Street outreach is a key community-based response that has been demonstrated to effectively reduce violence. As such, this RFP prioritizes street outreach and violence interruption services, which are often considered secondary prevention or "in the thick" strategies to reach people who may be at increased risk for involvement in violence.

¹ [Chicago.gov/OurCityOurSafety](https://www.chicago.gov/OurCityOurSafety)

² https://www.chicago.gov/content/dam/city/depts/cdph/statistics_and_reports/HC2025_917_FINAL.pdf

Most gun violence in Chicago occurs in public places. In 2018, 60.3 percent of homicides and 42.5 percent of shootings took place on the street or in an alley. Chicago homicides are also disproportionately concentrated in neighborhoods on the south and west sides which have historically been among the city’s most disadvantaged communities. African Americans make up 80 percent of all homicide victims, Latinxs make up 16 percent and whites make up 5 percent, while each of these racial groups each make up about a third of Chicago’s population. Furthermore, among those aged 15 to 34, African Americans made-up over half of the city’s homicide victims, and Latinx in the same age range represent nearly 10 percent. Additionally, data points to a significant association of criminal justice system involvement for the average homicide victim³. Approximately 78 percent of Chicago’s homicide victims in 2018 had at least one prior arrest and an average of more than 9 prior arrests.

In many cases, these engagement focused services are more impactful as complements to traditional law enforcement activities rather than relying on law enforcement, alone. These services provide tandem improvements in community perceptions of police, reductions in crime, and an improved sense of community safety and belonging. Collaboration among residents, businesses, and other local stakeholders to engage in proactive strategies can prevent crime and support healthy and safe communities.⁴

This RFP seeks to fund community-based organizations (CBOs) to engage in street outreach services, specifically aimed at preventing gun violence. The CBOs will provide street-level activities, focusing their efforts on building relationships and understanding the places and circumstances where the gun violence most often occurs. The organizations will be in and serve communities that have experienced high rates of gun violence and homicides, focusing on providing services in primarily African American and Latinx communities that do not currently have street outreach services and will work with the individuals at highest risk, along with law enforcement and other community stakeholders. The goal is for the CBOs to become stable foundations of peace in their neighborhoods.

The community areas of focus for this opportunity have been selected due to high levels of violence currently taking place and where the City does not currently fund street outreach services (per RFP 7213,1); as demonstrated in the Table 1. Previous funding opportunities through the City are currently supporting street outreach in many communities on this list. This funding opportunity seeks to fill in gaps where street outreach services are not currently being funded by the City to further build out the existing citywide street outreach network.

Table 1: Top 25 Chicago Community Areas with Serious Victimizations (homicides and nonfatal shootings), 3-year average, 2018-2020. *Italicized communities* already receive CDPH street outreach funding via RFP 7213,1. **Bolded communities with an asterisk *** are eligible for this funding opportunity.

Rank order	Community Area	Serious Victimizations (Homicides and nonfatal shootings, 3-year average, 2018-2020)
1	<i>AUSTIN</i>	315

³ Chicago Police Department internal reporting to the Mayor’s Office (2019).

⁴ US Department of Justice (DOJ), Community Policing Defined. Community Oriented Policing Services (Washington, DC: DOJ, 2012).

2	<i>NORTH LAWNSDALE</i>	194
3	<i>HUMBOLDT PARK</i>	170
4	<i>WEST GARFIELD PARK</i>	168
5	<i>ENGLEWOOD</i>	143
6	<i>AUBURN GRESHAM</i>	139
7	<i>WEST ENGLEWOOD</i>	133
8	GREATER GRAND CROSSING*	129
9	<i>ROSELAND</i>	128
10	<i>EAST GARFIELD PARK</i>	128
11	<i>SOUTH SHORE</i>	122
12	<i>CHICAGO LAWN</i>	97
13	<i>SOUTH LAWNSDALE</i>	96
14	CHATHAM*	94
15	WEST PULLMAN*	83
16	<i>NEW CITY</i>	83
17	NEAR WEST SIDE*	74
18	SOUTH CHICAGO*	70
19	WOODLAWN*	60
20	WASHINGTON PARK*	50
21	WEST TOWN*	49
22	WASHINGTON HEIGHTS*	48
23	BRIGHTON PARK*	38
24	LOWER WEST SIDE*	38
25	GRAND BOULEVARD*	38

Alignment with CDPH guiding principles

CDPH investments are guided by the following principles. Consequently, CDPH delegates and their sub-recipients will be expected to integrate these strategies and principles into organizational policy and practice. Respondents should describe any current efforts in addressing each principle (if any exists) in their response to this funding opportunity and will be scored on their expressed willingness to partner to CDPH to expand on this work, where possible.

1. Deconstructing racist systems – actively working to reframe and dismantle systems that perpetuate privilege.
2. Trauma prevention and trauma-informed services – ensuring services address trauma and healing.
3. Cultural responsiveness – ensuring services are culturally and linguistically appropriate.
4. Health equity in all communities – allocating resources and services to people and areas with the greatest need.

III. Internet Access to this RFP

Respondents may download the RFP and any future addenda from the City's Department of Procurement Services (DPS) website at the following URL: <https://www.chicago.gov/city/en/depts/dps/isupplier/current-bids.html>. Respondents are required to have Internet access and an email address. The City will not provide hardcopies of this RFP or clarifications and/or addenda. Respondents are required to submit responses via the City's online purchasing system, eProcurement.

The City accepts no responsibility for the timely delivery of materials or for alerting Respondents on posting to the DPS website information related to this RFP.

Under no circumstances shall failure to obtain clarifications and/or addenda relieve a Respondent from being bound by any additional terms and conditions in the clarifications and/or addenda, or from considering additional information contained therein in preparing a submittal. Furthermore, failure to obtain any clarification and/or addendum shall not be valid grounds for a protest against award(s) made under this RFP.

IV. Available Funding

A total of \$5,000,000 will be available through this RFP for the initial contract period with a start date of July 1, 2021 through September 30, 2022, with up to two extensions, each not to exceed one year, at the discretion of the City based on the availability of funds, the need to extend services, and the respondent's performance. It is anticipated that ten contracts will be awarded through this RFP at approximately \$500,000 each. CDPH may reallocate funding across selected respondents during contract extension negotiations based on the availability of funds, each respondent's performance, and programmatic priorities.

This RFP is designed to identify up to ten Chicago-based organizations to contribute toward street outreach efforts in twelve high priority community areas: Greater Grand Crossing, Chatham, Near West Side, South Chicago, Woodlawn, Washington Park, West Pullman, West Town, Washington Heights, Brighton Park, Lower West Side, Grand Boulevard. Organizations may not submit more than one application to this RFP. Each organization may submit only one application to serve only one eligible community area.

The funds available through this funding opportunity are from the City's general fund and Community Development Block Grant (CDBG) funding from the United States Department of Housing and Urban Development (HUD) to support the city's response to the COVID-19 pandemic.

V. Project Description

a. Program Activities

Respondents must demonstrate extensive commitment and willingness to learn in the areas of street outreach, violence interruption, trauma-informed practices, and restorative justice practice. Respondents must be able to verify their administrative capacity to perform these services, i.e., demonstrate that their agency is robust enough to continue its normal operations while launching a new program including

onboarding new staff and participating in appropriate training. Respondent must demonstrate the capacity to initiate program within 30 days of award and operate on a reimbursement basis for up to 90 - 120 days.

The applicant must demonstrate a commitment to utilizing designated assessment tools. A risk assessment tool and a trauma screening tool are among the essential assessment tools used to determine an individual's level of involvement in violence and possible victimization.

Street outreach programs and violence interruption service providers must be able to work with highest risk individuals in the neighborhoods they serve. See the risk criteria list below. To qualify as highest risk, participants eligible for street outreach services are required to meet A or B and at least one of C, D, E or F. Either A or B must be verifiable through institutional records or persons familiar with community and ongoing violence dynamics. Participant eligibility is based entirely upon meeting the risk criteria delineated below.

A. Active street involvement

- i. In actively violent group (e.g., gang/group/cliq ue), or
- ii. Reputation or key role in group (influencer), or
- iii. Family history of activity in violent group

B. Historical justice-system involvement

- i. Recently released from jail, prison, or/other detention facility (e.g., Cook County Jail, IDOC, IDJJ facilities, JTDC, and JTDC's Nancy B. Jefferson High School); or
- ii. Multiple prior arrests, charges, or convictions for violent felonies (e.g., homicide, aggravated battery, armed robbery, weapons charges)

C. Previous victimization

- i. Recent victim of violence, or
- ii. Family/friend of recent victim of violence

D. Violent online behavior

- i. Aggressive or violent online behaviors such as instigating or threatening violence or accepting credit for violence

E. Symptoms of trauma

- i. Response to a trauma screening or assessment

F. Disconnected from school (18 years old and younger)

- i. Chronically absent from school and/or in the process of disengaging

Much of the success of a street outreach/violence interruption program is based on the outreach staff being able to detect violent conflicts at the earliest possible time as well as being able to identify priority geographic areas (i.e., blocks) in the community area where violent incidents are likely to occur. This hyper-local level of information requires intensive coordination between existing City-funded street outreach organizations and various systems partners including but not limited to: the Chicago Police Department (CPD), the Cook County Sheriff's Office (CCSO), the Illinois Department of Corrections (IDOC), the Illinois Department of Juvenile Justice (IDJJ), the Cook County Public Defender (CCPD), the Cook County State Attorney's Office (CCSAO), Chicago Public Schools (CPS), Cook County Juvenile Probation, City Colleges of Chicago (CCC), as well as others. These and other collaborations are necessary to ensure access to the granular level information that is often needed for violence interruption services to be effective. Achieving this balance of effective cross-sector collaboration requires skill, credibility, consistency, knowledge, and experience.

b. Scope of Services

The successful respondent will perform the following services:

- a.** Focus on one of the twelve identified community areas which do not currently have street outreach services (via the 7213,1 RFP): Greater Grand Crossing, Chatham, Near West Side, South Chicago, Woodlawn, Washington Park, West Pullman, West Town, Washington Heights, Brighton Park, Lower West Side, Grand Boulevard
- b.** Provide street outreach services including the following (see Street Outreach definition under “Background”):
 - i. Engage and support individuals and groups at high risk of violence
 - ii. Reclaim public spaces for safe activities for the entire community
 - iii. Respond to critical incidents such as shootings and homicides to de-escalate tension and rumor control
 - iv. Support victims and their families through connections with the City’s existing victim services network (where overlapping services exist and through other referrals)
 - v. Conduct proactive peace building activities
 - vi. Mediate and resolve conflicts between street groups
 - vii. Initiative and navigate referrals for services and support
- c.** Participate in convenings, trainings, and cohort-building opportunities convened by other providers in Chicago’s street outreach network, which may focus on violence interruption standards, protocols, techniques, and best practices; trauma informed care; strategies to support program participant’s families; restorative justice practices; and, access to cross-sector collaborators such as city services and law enforcement entities.
- d.** Partner with community organizations and justice institutions to identify, recruit, and engage the intended population. Relevant agencies will partner with law enforcement and criminal justice institutions to support participants and effectively reduce violence dynamics.
- e.** Participate in City regional coordination meetings
- f.** Understand staff safety needs and implement appropriate protocols to ensure safety.
- g.** Ensure that street outreach staff have lived, worked, or have significant knowledge of the communities in which they are delivering services.
- h.** Employ strategies to support and retain staff.
- i.** Establish and maintain a mandatory self-care and safety plan for street outreach staff.
- j.** Establish contractual relationships as needed to meet the program needs.
- k.** Properly monitor staff and agency performance against expected deliverables.
- l.** Provide COVID-related community support, such as distributing public health guidance materials, canvassing to support community education on COVID, distributing masks and hand sanitizer, facilitating socially distant events, and providing other necessary resources.

c. Data Collection

The selected recipient(s) shall collect participant data related to violence involvement. The recipient will be provided with a standard questionnaire for agencies to use with participants. Data collected will be used to improve the capacity of the tool to identify the highest risk participants over time.

Required data to be collected and confidentially shared with an analytical partner, includes but not limited to the following:

- a.** Demographic information including, but not limited to participant name, date of birth,

- gender, address
- b.** Service area boundaries
- c.** Participant referral source (referral, outreach worker connection, etc.)
- d.** Participant interactions (number of solo and group meetings)
- e.** Number of mediations
- f.** Number of mediations by type
- g.** Canvassing numbers
- h.** Number of case management referrals
- i.** Number of case management referral by type
- j.** Number of case management referrals to each organization
- k.** Number of staff employed from community areas served
- l.** Number of staff who attend trauma-informed and other required trainings

d. Evaluation

The description of the program activities should include the respondent’s methodology for evaluating the effectiveness of the proposed program including metrics of successful implementation of this program. The awarded agency will be required to review all performance and quality assurance measures with CDPH and the Mayor’s Office to set appropriate benchmarks.

Evaluation metrics should, at a minimum:

- Describe how respondent will measure and report on the proposed performance measures and deliverables.
- Describe how client level and program performance data will be collected, maintained, and analyzed.
- Describe respondent’s policies and procedures on data privacy and security.
- Describe respondent’s capacity (staff, data systems, policies, and procedures) for performing data collection, and program monitoring and evaluation.
- Describe how respondent will use performance measurement data for continuous quality improvement.

CDPH or the Mayor’s Office will engage analytical partners (to be identified), to conduct ongoing evaluation to understand the best practices and challenges of engaging the intended population. The goal of such analysis will be to understand the effectiveness of public funding in serving the highest risk population. The selected respondent(s) will be required to share individual-level participant data with these analytical partners on a regular basis (as often as monthly). All data sharing must be consistent with applicable law, including but not limited to the State of Illinois Personal Information Protection Act. Individual-level participant data will be linked with additional data sources across city agencies, in order to understand, for example, other characteristics of participants, or whether additional City-funded services are reaching this population. Only de-identified and aggregate data will be shared with the City.

Program and Fiscal Monitoring Standards

Any grantee found to be non-compliant with program requirements at any time, will be held responsible and required by the City of Chicago to restore any damages and/or cost associated with grantee non-compliance. Upon contract approval, invoices submitted by the Respondent must be received for all

services, goods and deliverables provided by Respondent by the 15th of every month for the previous month's activities.

- All invoices must be submitted via eProcurement/supplier.
- Respondent will cooperate with City audits as required
- Respondent will attend required CDPH meetings
- Respondent will provide required reports to CDPH
- Respondent must participate in additional meetings with CDPH if the agency is having challenges meeting their programmatic benchmarks as agreed upon with CDPH.

VI. Staffing Plan

The Respondent shall maintain a sufficient number of competent and qualified staff to provide all proposed services. This includes a qualified team of at least two full time equivalents (FTE) of qualified street outreach workers and one FTE supervisor position. Respondent is required to submit job descriptions for all positions supported by the grant. Also attach resumes for any current employees that will be supported by the grant, to demonstrate their experience and capacity to meet the job requirements

The Respondent shall maintain an experienced and qualified team with extensive knowledge in the areas of street outreach, violence interruption, trauma-informed practices, restorative justice practices. The Respondent shall describe their current training and supervision processes. The Respondent shall be mindful of issues related to diversity and inclusion. They should hire staff that have lived, worked, or have significant knowledge of the communities in which they are delivering services. Describe how many staff (part time, full time, or hourly) will receive compensation from this grant. If one or more agencies will serve as subcontractors to the respondent, be specific in outlining staffing plans for each agency. Describe the role of all positions supported by this grant. Provide job descriptions and resumes of staff and explain time allocation for each person (full-time, part-time as well as hourly), as well as job descriptions for any vacant positions or new positions that will be created because of this funding opportunity. This MUST match the budget.

Scheduling

Describe and justify your organization's proposed schedule of days and hours of operation for the services proposed in this application, including weekends and holidays, as applicable. These hours must reflect late nights and weekends, and other times when violence is most likely to occur.

Cultural and Linguistic Competency

Describe cultural and linguistic competency policies and procedures for your agency, including any training that staff receives for working with diverse populations.

- a. Describe the extent to which your staff reflects the population that it will serve.
- b. Describe your agency's activities and current plan to improve cultural and linguistic capacity and competence.
- c. Include clear examples of how your agency incorporates cultural and linguistic competency into programmatic efforts.

VII. Budget and Justification

The wages of the staff who are employed by the respondent and any agencies that will serve as subcontractors to the respondent must meet the City's minimum wage requirements found here <https://www.chicago.gov/city/en/depts/bacp/provdrs/enforce/news/2019/july/minimumwage.html>. Staff supported by this grant are NOT City of Chicago employees; they are employed by the agency/agencies. The respondent must list the salary and/or hourly rate of staff assigned to this grant. Staff are not permitted to serve as volunteers; they must be paid for their time worked, skill level, lived experience (if applicable), and their expertise in the field. The job description detailing the duties and responsibilities required will serve as guidance for the workflow and salary/hourly wage. Complete a program budget outlining all detailed expenses in its entirety for this proposal (e.g., salaries, program materials, travel reimbursement). Program budget cannot exceed the available funding amount indicated in Section VI. Available Funding above.

VIII. Fiscal Capacity

Payment for services will be made on a reimbursement basis. Respondents must demonstrate capacity to fund program expenditures from the start date until they are reimbursed by the City. If multiple agencies will be subcontractors of a lead agency, then the application must be submitted by the lead agency as the respondent. The lead agency must obtain all expenses from the agency/agencies and assume all reporting responsibilities for all the expenses for the award. If a lead agent applies, the budget for the total fiscal year must include all expenses for the award from the lead agency and all agencies to receive funds through this RFP.

An organization may use a fiscal agent to administer the grant. If a fiscal agent is used, provide the total budget for the agency that will serve as the fiscal agent. The fiscal agent must designate a staff person who will prepare and review all vouchers for accuracy before making monthly submissions. Please identify who will be responsible for financial reporting. Organizations should provide the last 3 years of independent audit reports and findings.

IX. Eligibility Requirements

Respondents eligible for this funding opportunity must meet the following criteria:

- Be a not-for-profit agency with a 501(c) 3 status
- Have an office located in the City of Chicago from which agency offers services
- Be in good standing with the City of Chicago
- Have the administrative, organizational, programmatic, information technology and fiscal capability to plan, develop, implement, and evaluate the proposed project. Agencies with a limited capacity to administer the fiscal responsibilities associated with their programs may choose to subcontract with a fiscal and reporting agency to provide administrative services.

Respondents that do not meet these eligibility requirements will **NOT** have their applications evaluated; incomplete applications will **NOT** be evaluated for this funding opportunity.

Letters of Support:

Organizations must provide two letters of support per the below requirements; one letter may not satisfy both requirements.

- Provide one letter of support from a local community-based organization that currently provides street outreach services in the City of Chicago. The letter should speak to the respondent's experience in violence prevention and any partnership or collaboration in the field of street outreach.
- Provide one letter of support to demonstrate an existing relationship with an organization located in the community area (referenced in Section I) in which you propose to deliver violence prevention services. The letter should speak to the respondent's history of serving this community area and existing partnership/collaboration with local organizations.

X. RFP and Submission Information

a. 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 CDPH. ***Please allow three days for your registration to be processed. Respondents requiring access to eProcurement are encouraged to register immediately upon receiving the notice of this solicitation; customer support will be available to provide additional assistance as needed. Please see below for additional contact information.***

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.

1. **New Vendors** – Must register at www.cityofchicago.org/eProcurement.
2. **Existing Vendors** – You must request an iSupplier invitation via email if your organization does not have an account in the iSupplier system. Include your **Complete Company Name, City of Chicago Vendor/Supplier Number (found on the front page of your contract)**, and **W-9** in your email to customersupport@cityofchicago.org. You will then receive a response from DPS, which will allow the user to complete the registration process. Please check your junk email folder if you have made a request and have not received a response within 3 days of the request.

For further eProcurement help use the following contacts:

- **Questions on Registration:** CustomerSupport@cityofchicago.org
- **Questions on eProcurement for Delegate Agencies including:** CustomerSupport@cityofchicago.org or contact the [Customer Support Center at 312-744-HELP](#)

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

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.

- b. Organizations may not submit more than one application to this RFP. Each organization may submit only one application to serve only one eligible community area.**

XI. Evaluation of Proposals

- a. Selection/Review Criteria:**

An Evaluation Committee made up of representatives from the Chicago Department of Public Health, other City, County or State Departments, and/or other community members may review and evaluate the proposals in accordance with the evaluation criteria. The Evaluation Committee will review the Respondent's Proposal to determine overall responsiveness and completeness of the Proposal with respect to the components outlined as follows recommend either:

- i. Phase I: Technical and Eligibility Review**

CDPH will assess a Respondent's compliance with and adherence to the stated submission requirements in the RFP. Respondents that do not meet these eligibility requirements will **NOT** have their applications evaluated; incomplete applications will **NOT** be evaluated for this funding opportunity.

In addition, Phase I will include a review of responses to RFP questions, letters of support, budget, and years of experience.

Respondents found to be compliant and adherent to the RFP and without issues that would cause them to be ineligible from entering into an agreement will move to Phase II.

- ii. Phase II: Proposal Evaluation**

Phase II will include a detailed analysis of qualifications, experience, strength of proposed plans for service delivery and other factors based on the Evaluation Criteria and points allocated to sections of the RFP, as well as the eProcurement RFP Requirements/Questions found in Section 1.3. Applications will be ranked according to the highest scores by community area, with only one award being proposed for each community area until funds are exhausted.

The Evaluation Committee will recommend either:

1. A short list of potential awardees from whom it needs clarification of RFP response; or
2. A list indicating recommended awardees. All recommendations are presented for approval to the Commissioner of Public Health.

The City reserves the right to accept or reject any or all proposals; take exception to parts of proposals, request written or oral clarification of proposals and supporting materials or cancel this Request for Proposals process if it is in the City's best interest to do so. A respondent may be asked to clarify their proposal by making a presentation, performing a demonstration, or hosting a site visit. CDPH reserves the right to negotiate separately with competing respondents for all or any part of the services described in this RFP.

b. Evaluation Criteria

Category	Available Points
Alignment with CDPH guiding principals	4
Project Description	27
Evaluation and Data Collection	18
Staffing and Training Requirements	18
Scheduling	2
Budget	10
Fiscal Capacity	5
Experience and Capacity	16
Total Points	100

XII. Reporting and Other Requirements for Successful Respondents

All successful respondents will be required to submit monthly program reports, voucher on a monthly basis, and participate in all CDPH-sponsored site visits, evaluation, and quality assurance activities. Vouchers must be accompanied by appropriate documentation and contain adequate details for all expenses for which reimbursement is requested.

XIII. Additional Guidance

a. Bidders' Conference

An online Bidders' Conference has been scheduled for this RFP on **Tuesday, May 25, 2021 from 1 – 2 pm.**

Join the Zoom Meeting (to view the screen)

<https://us02web.zoom.us/j/86132368251?pwd=eDZLVDAxSStMdlIVSXZjcm1lOCsyUT09>

Meeting ID: 861 3236 8251

Passcode: 458744

Dial by your location (to listen, only)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

The purpose of the Bidders' Conference is to provide an overview of this RFP, describe the proposal review process, and answer prospective respondents' questions. Organizations planning to apply for funding are strongly encouraged to participate in a Bidders' Conference.

XIV. Reporting and Other Requirements for Successful Respondents

All successful respondents will be required to submit monthly program reports, voucher on a monthly basis, and participate in all CDPH-sponsored site visits, evaluation, and quality assurance activities. Vouchers must be accompanied by appropriate documentation and contain adequate details for all expenses for which reimbursement is requested.

XV. 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:

- 1. 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.

If any Respondent has provided any services for the City in researching, consulting, advising, drafting, or reviewing of this RFP or any services related to this RFP, such Respondent may be disqualified from further consideration.

- 2. 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.
- 3. Selected respondents:** shall establish procedures and policies to promote a Drug-free Workplace. The selected 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 selected 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.

4. **Business Relationships with Elected Officials:** Pursuant to MCC Sect. 2-156-030(b), it is illegal for any elected official, 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 any business relationship that creates a financial interest on the part of the official, or the domestic partner or spouse of the official, or from whom or which he has derived any income or compensation during the preceding twelve months or from whom or which he reasonably expects to derive any income or compensation in the following twelve months. In addition, no elected official may participate in any discussion in any City Council committee hearing or in any City Council meeting or vote on any matter involving the person with whom the elected official has any business relationship that creates a financial interest on the part of the official, or the domestic partner or spouse of the official, or from whom or which he has derived any income or compensation during the preceding twelve months or from whom or which he reasonably expects to derive any income or compensation in the following twelve months. Violation of MCC Sect. 2-156-030 by any elected official with respect to this contract will be grounds for termination of this contract. The term financial interest is defined as set forth in MCC Chapter 2-156.
5. **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 MCC); 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 MCC); Office of the Inspector General Ordinance (Chapter 2-56 of the MCC); Child Support Arrearage Ordinance (Section 2-92-380 of the MCC); and Landscape Ordinance (Chapters 32 and 194A of the Municipal Code).
6. **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 successful respondents.
7. **Prohibition on Certain Contributions, Mayoral Executive Order 2011-4.** No Contractor or any person or entity who directly or indirectly has an ownership or beneficial interest in Contractor of more than 7.5% ("**Owners**"), spouses and domestic partners of such Owners, Contractors, 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 (Contractor 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 this Contract or Other Contract, including while this Contract or Other Contract is executory, (ii) the term of this Contract or any Other Contract between City and Contractor, and/or (iii) any period in which an extension of this Contract or Other Contract with the City is being sought or negotiated.

Contractor represents and warrants 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 the Contractor or the date the Contractor approached the City, as applicable, regarding the formulation of this Contract, no Identified Parties have made a contribution of any amount to the Mayor or to his political fundraising committee.

Contractor shall not: (a) coerce, compel or intimidate its employees to make a contribution of any amount to the Mayor or to the Mayor's political fundraising committee; (b) reimburse its 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 this Contract, 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 this Contract, under Other Contract, at law and in equity. This provision amends any Other Contract and supersedes any inconsistent provision contained therein.

If Contractor violates this provision or Mayoral Executive Order No. 2011-4 prior to award of the Contract resulting from this specification, the Commissioner may reject Contractor's bid.

For purposes of this provision:

"Other Contract" means any agreement entered into between the Contractor and the City that is (i) formed under the authority of MCC 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 MCC Ch. 2-156, as amended.

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

8. (a) The City is subject to the June 16, 2014 "City of Chicago Hiring Plan" (the "2014 City Hiring Plan") entered in *Shakman v. Democratic Organization of Cook County*, Case No 69 C2145 (United States District Court for the Northern District of Illinois). Among other things, the 2014 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) Contractor is aware that City policy prohibits City employees from directing any individual to apply for a position with Contractor, either as an employee or as a subcontractor, and from directing Contractor to hire an individual as an employee or as a Subcontractor. Accordingly, Contractor must follow its own hiring and contracting procedures, without being influenced by City employees. Any and all personnel provided

by Contractor under this Contract are employees or Subcontractors of Contractor, not employees of the City of Chicago. This Contract is not intended to and does not constitute, create, give rise to, or otherwise recognize an employer-employee relationship of any kind between the City and any personnel provided by Contractor.

(c) Contractor will not condition, base, or knowingly prejudice or affect any term or aspect of the employment of any personnel provided under this Contract, or offer employment to any individual to provide services under this Contract, 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 this Contract, 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 Contractor by a City employee or City official in violation of paragraph (b) above, or advocating a violation of paragraph (c) above, Contractor will, as soon as is reasonably practicable, report such communication to the Hiring Oversight Section of the City's Office of the Inspector General, and also to the head of the relevant City Department utilizing services provided under this Contract. Contractor will also cooperate with any inquiries by the City's Office of the Inspector General Hiring Oversight.

9. False Statements

(a) 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 makes a false statement of material fact to the City in connection with any application, 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; Amend Coun. J. 3-18-09, p. 56013, § 1)

(b) 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)

(c) 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)

Budget Forms Instructions

Budget Summary Form

The attached form should be used to (1) track the expenditures of a program based on the type or category of expenditure (e.g., personnel, materials and supplies, equipment, etc.) and (2) identify all other program costs charged to other funding sources. For (1) please only indicate expenditures charged to the City of Chicago. Please round numbers to the nearest dollar. The following is an explanation of the information sought in the attached excel sheet.

- A1. Department:** Please identify the City department.
- A2. Program:** Please identify the name of the City program.
- B1. Agency Name:** Please identify the name of the Delegate Agency.
- B2. FEIN:** The Internal Revenue Service (IRS) assigns a 9-digit federal employer identification number (FEIN) to every organization employing one or more individuals. Please indicate the delegate agency's FEIN in the space provided. Should an agency have questions concerning its identification number, call the IRS at (800) 829-1040.
- C1. Program Name:** Please identify the Delegate Agency Program name.
- C2. Phone Number:** Please identify the employee contact and phone number for the Program
- C3. E-mail Address:** Please identify the contact email address for the Program.
- D. Program Budget Year: 2019**
- D1. Type of Expenditure** *The necessary information has already been provided for rows 18-24. In exceptional cases, departments may obtain approval to use "other" accounts. If you are unsure how to categorize a specific cost, please contact your department program contact.*
- D2. Account number:** *Please note: For local transportation costs, the automobile allowance for staff is the same as the allowance for City employees, 0.56 cents per mile.*
- D3. City Share:** *This column will be automatically populated by formulas based on the information entered the "City Share" columns in the Personnel & Non-Personnel forms.*
- D4. Other Share** *This column will be automatically populated by formulas based on the information entered the "Other Share" columns in the Personnel & Non-Personnel forms.*
- D5. Total Cost** *This column will be automatically generated by formulas based on the information entered into (D3) and (D4).*
- E. Percentage of Total Program Costs Paid by Other Share:** *This column will be automatically generated by formulas based on the information entered into (D4) and (D5).*

Budget Forms Instructions

Personnel Budget Form

This form should be used to estimate or project a delegate agency's anticipated personnel costs for fiscal year 2019 and provide a brief summary of job responsibilities for each budgeted position.

Personnel Budget Allocation: 2019

- A1. Position Title:** List all positions that will be funded under this program during FY2019. This should include salaries that will be paid exclusively by funding sources other than the City.
- A2. Number of Employees:** For each position listed in column (A1), indicate the number of employees to be funded.
- A3. Salary Rate:** For each position listed in column (A1), indicate the corresponding salary rate(s) (either annually or hourly) for each employee. If there are different rates for the same position, list the rates one under another.
- A4. Time Spent on Program:** Please indicate the percentage (%) of time that this employee is anticipated to spend on this program.
- A5. Pay Periods:** List the number of pay periods per year.
- A6. City Share:** For each position listed, please indicate what amount of salary will be paid with City funds.
- A7. Other Share** *This information will be automatically generated by formulas.*
Other Share is generated by subtracting column (A6) from column (A8).
- A8. Total Cost:** *This information will be automatically generated by formulas.*
Total Cost is generated by multiplying columns (A2), (A3), and (A4).
- A9. Summary of Job Responsibilities:** Describe briefly the duties and responsibilities associated with each position listed in column (A1).
- A10. Personnel Totals:** *This information will be automatically generated by formulas.*
Personnel Totals indicates subtotals for columns (A2), (A6), (A7), and (A8).

Budget Forms Instructions

B. Fringe Benefits and Total Personnel Costs:

Both the federal government and the State of Illinois require employers to pay various employee taxes and contributions¹. These taxes and contributions, along with certain fringe benefits that a delegate may wish to offer its employees, are City eligible expenses. The City's share of fringe costs must be reasonably proportional to the City's share of salary costs. Please estimate these various costs on the form where indicated. You must have written organizational policies to support those costs.

- B1a. Social Security:** The employee tax rate for social security is 4.2% (amount withheld). The employer tax rate for social security is 6.2% (12.4% total). The wage base limit is \$117,000. This should be computed every payroll period.
- B1b. Medicare:** The employee tax rate for Medicare tax is 1.45% (amount withheld). The employer tax rate for Medicare tax is also 1.45% (2.9% total). There is no wage base limit for Medicare tax; all covered wages are subject to Medicare tax. This should be computed every payroll period.
- B2. State Unemployment Insurance²:** Identify the City's Share and Total Cost of State Unemployment Insurance in columns G and I, respectively. It is likely that your organization is liable for State Unemployment Insurance. For further information contact the Illinois Department of Employment Security hotline at (800)247-4984.
- B3. State Worker's Compensation:** Identify the City's Share and Total Cost of State Worker's Compensation Insurance in columns G and I, respectively. This insurance is computed at a rate determined by the employee's type of business or organization. How often an employer must pay worker's compensation is based on the size of the insurance premium. All applicants are encouraged to call the National Council of Compensation Insurance (NCCI) at (800) 622-4123 for technical assistance in this matter.
- B4-B5. Other:** Please list any other employer expenses or benefits the agency will or must offer its employees. Please identify the City Share and the Total Cost in columns G and I.
- B6. Fringe Benefits Total:** *This information will be automatically generated by formulas.*
Fringe Benefits Totals indicates subtotals for Fringe Benefits columns G-I.
- B7. Personnel Costs Total:** *This information will be automatically generated by formulas.*
Personnel Costs Totals are generated by adding Personnel Totals (A10) and Fringe Benefits Totals (B6).

Please Note: Regarding Insurance

The Department of Finance (Finance) has established minimum insurance requirements for applicants awarded federal or state funds. The types of insurance required include worker's compensation; general liability; a fidelity bond (if applicable); automobile liability; and professional liability. Finance reserves the right to require additional types of insurance.

¹ The Federal Insurance Contributions Act (FICA) tax includes two separate taxes. One is social security tax and the other is Medicare tax. Different rates apply for each of these taxes. www.irs.gov.

² Most non-profit agencies do not have to pay the Federal Unemployment Tax. Check with the IRS at (800) 829-1040 to determine if your agency is exempt. An agency should also check with the lead City department to determine whether additional benefit(s) it wishes to offer are City eligible expenses.

Budget Forms Instructions

Non-Personnel Budget Form

This form should be used to estimate and justify the non-personnel line item amounts shown on the Budget Summary.

Non-Personnel Budget Allocation: 2019

- A1. Type of Expenditure:** *The necessary information has already been provided for Rows 9-13. Delegate budgets are limited to the accounts listed on the Non-Personnel Budget.*
- A2. Account Number:** *For any "Other" approved type(s) of expenditure, list the account description(s) and the corresponding account number(s) which are applicable to this program. Do not include the personnel account.*
- A3. City Share:** *For each type of expenditure and account number, please indicate how much will be paid with City funds.*
- A4. Other Share:** *This information will be automatically generated by formulas. Other Share is generated by subtracting (A3) from (A5).*
- A5. Total Cost:** *Indicate the total amount budgeted for each expenditure type and account number.*
- A6. Description and Justification:** *All funds listed in (A5) must be justified for City Share and Total Cost. Please show all calculations. Include quantities and unit costs wherever possible.*
- A7. Non-Personnel Totals:** *This information will be automatically generated by formulas. Non-Personnel Totals indicates totals for (A3), (A4), and (A5).*

CONFLICT OF INTEREST QUESTIONNAIRE

Federal, State and City law prohibits employees and public officials of the City of Chicago from participating on behalf of the City in any transaction in which they have a financial interest. This questionnaire must be completed and submitted by each applicant. The purpose of this questionnaire is to determine if the applicant, or any of the applicant's staff, or any of the applicant's Board of Directors would be in conflict of interest.

1. Is there any member(s) of the applicant's staff or any member(s) of the applicant's Board of Directors or governing body who currently is or has/have been within one year of the date of this questionnaire (a) a City employee or consultant, or (b) a City Councilperson?

Yes ___ No___

If yes, please list the names(s) below:

On a separate sheet of paper, please indicate the job title or role each person listed above has with respect to the applicant; state whether each person listed above is a City employee, consultant, or City Councilperson; and identify the City Department in which he/she is employed.

2. Will the funds requested by the applicant be used to award a subcontract to any individual(s) or business affiliate(s) who is/are currently or has/have been within one year of the date of this questionnaire a City employee, consultant, or a City Councilperson?

Yes ___ No___

If yes, please list the name(s) below:

On a separate sheet of paper, please state whether each person listed above is a City employee, consultant, or City Councilperson,; and identify the City Department in which he/she is employed.

3. Is there any member(s) of the applicant's staff or member(s) of the applicant's Board of Directors or other governing body who are business partners or family members of a City employee, consultant, or City Councilperson,?

Yes ___ No ___

If yes, please identify on a separate sheet of paper, the City employee, consultant, or Councilperson with whom each individual has family or business ties.

Name of Applicant: _____

Signature of Applicant's Representative

Title

Date: _____

How to Submit an Application in the eProcurement System

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

Create Quote: 235163 (RFQ 6952)

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

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

Time Left **19 days 2 hours**

Bid Opening Date/Supplier Response Due Date **16-Jul-2019 12:00:00**

Header [Lines](#)

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

Quote Valid Until

(example: 27-Jun-2019)

Reference Number

Note to Buyer

Attachments

[Add Attachment...](#)

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

Requirements

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



Focus Title	Target Value	Quote Value
Requirements		

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

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

negotiations

Negotiations > Active Solicitations > RFQ: 6952 >

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

Create Quote: 235163 (RFQ 6952)

Cancel Revert to Active Quote View RFQ Quote By Spreadsheet Save Draft

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

Header Lines

Supplier **DEBORAH'S PLACE** Quote Valid Until 31-Jul-2019
RFQ Currency **USD** Reference Number
Quote Currency **USD** Note to Buyer
Price Precision **Any**

Attachments

Add Attachment...

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

Requirements

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

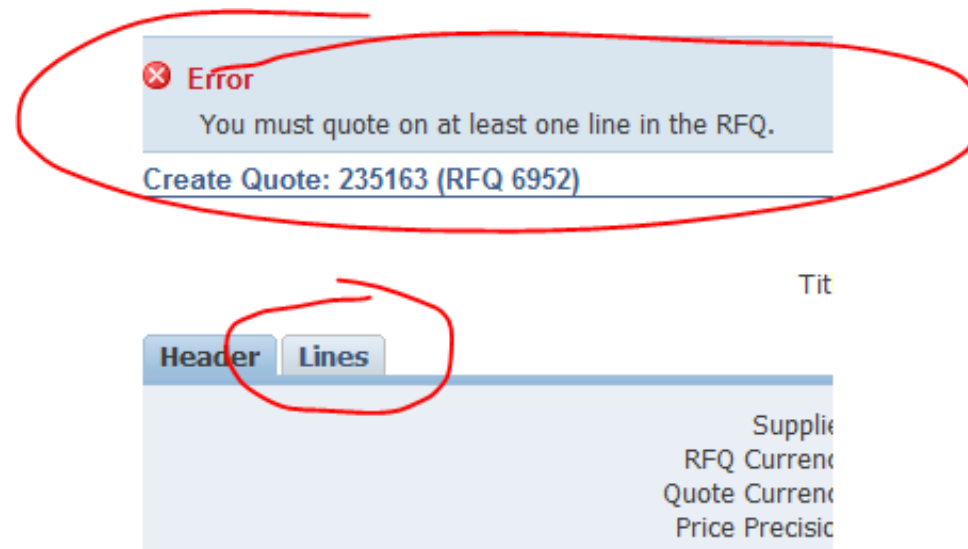
Focus Title	Target Value	Quote Value
Requirements		

Cancel Revert to Active Quote View RFQ Quote By Spreadsheet Save Draft

Negotiations Home Logout Preferences Help

Usually the error messages direct to something left undone in the application.

In the last example, the error message indicated that the lines (found under the lines tab) had not been filled out.



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

The screenshot displays a software interface with an error message at the top: "Error: A quote value is required for requirement First Name." Below the error is a link "Create Quote: 236154 (RFQ 6952)". The main header shows the title "DFSS Youth Services Enrichment Programs - STEM (Science, Tech, Engin. & Math)" and buttons for "Cancel" and "Revert to Active Qu".

The "Header" section includes fields for "Supplier" (DEBORAH'S PLACE), "RFQ Currency" (USD), "Quote Currency" (USD), and "Price Precision" (Any). On the right, there are fields for "Quote Valid Until", "Reference Number", and "Note to Buyer".

The "Attachments" section has an "Add Attachment..." button and a table with columns: Title, Type, Description, Category, Last Updated By, and Last Updated. The table content is "No results found."

The "Requirements" section is highlighted with a red circle. It contains a table with columns: Focus Title, Target Value, and Quote Value. The "Quote Value" column is also circled in red. The table has two rows: "Requirements" and "Contact Information". The "Requirements" row has a "First Name" field circled in red, which is the source of the error.

Focus Title	Target Value	Quote Value
Requirements		
Contact Information		

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

Home Logout Preferences Help

Negotiations

Create Quote 236154: Review and Submit (RFQ 6952)

Cancel Back Validate Save Draft Printable View Submit

Header

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

Attachments

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

Requirements

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

Details Section

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

Header

Title: Chicago Early Learning Community-Based Programs RFP #2
 Supplier: Claridigm Inc
 RFQ Currency: USD
 Quote Currency: USD
 Price Precision: Any

Time Left: 20 days 3 hours
 Close Date: 15-Jul-2019 12:00:00
 Quote Valid Until:
 Reference Number:
 Note to Buyer:

Attachments

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

Requirements

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

Details Section

Hide Contact Information

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

Hide Organization Information

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

Show Geographic Area(s) Served

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

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

Line 1: 0005 - Program - Personnel

Notes

Note to Buyer

Attachments

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

Electronic Signature

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

* Name:
* Title:

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

Then click "Submit".

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

Line 1: 0005 - Program - Personnel

Notes

Note to Buyer

Attachments

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

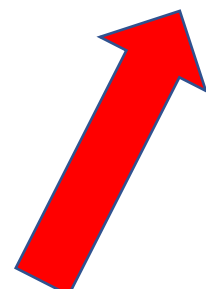
Electronic Signature

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

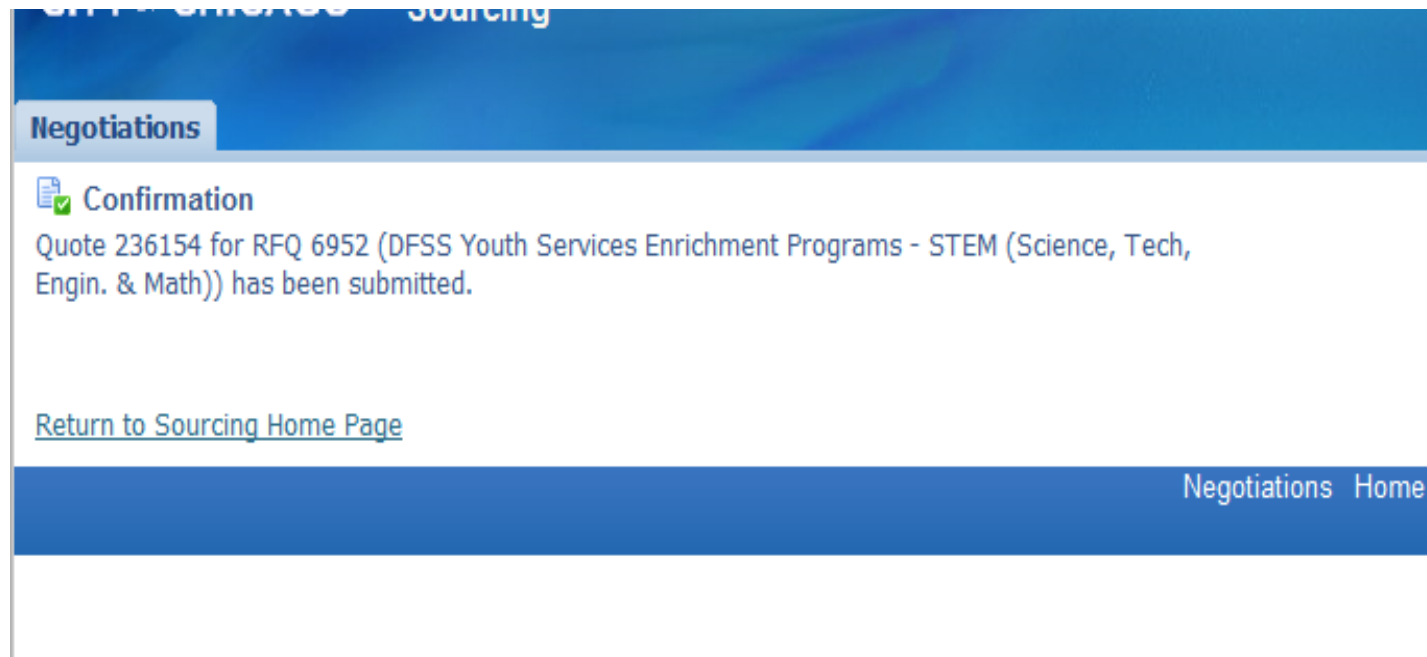
* Name:

* Title:

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



Make sure that you see this submittal confirmation screen. The eProcurement system will not send a confirmation email so it is critical that you see this screen.





NEW ONLINE ISUPPLIER CUSTOMER SUPPORT CENTER

EFFECTIVE: DECEMBER 1, 2019

Office Days/Hours: Monday – Friday from 8:30am to
4:30pm

Customer Support Center Telephone Number:

(312) 744-HELP (4357)

Customer Support Center Email Address:

CustomerSupport@cityofchicago.org

The New iSupplier Customer Service Support Center (**Help Desk**) will provide assistance in the following areas:

- * **Registration and Login Assistance**
- * **Contact and Address Update Assistance**
 - * **Solicitation Assistance**
 - * **Invoicing Assistance**
- * **Training Dates and Training Material**

All previous contact information will be forwarded to the new Help Desk at CustomerSupport@cityofchicago.org or (312) 744-HELP (4357).