



Delegate Agency Solicitation #8043 (RFP)

Capacity Building and Seed Grants for Violence Prevention Organizations

Specification Number:1222823

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: 12:00 PM Central Time, 25-MAY-2021

Pre-Solicitation Conference Location:

<https://us02web.zoom.us/j/86087242835?pwd=OWVXNnBkNHEyVERsN2VGenVGT3N3dz09> Meeting ID:
860 8724 2835 Passcode: 409734 Dial by your location (to listen, only) +1 312 626 6799 US (Chicago)

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: 1222823

Type of Funding:

Title: Capacity Building and Seed Grants for Violence Prevention Organizations

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1 Header Information

1.1 General Information

Title	Capacity Building and Seed Grants for Violence Prevention Organizations		
Description	Capacity Building and Seed Grants for Violence Prevention Organizations		
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 eprocurement 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 eProcurement <u>only</u>. Emailed communication will be directed back to Online Discussion.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Contact</p> <p>What is the First Name of the contact person for this RFP?</p>

Contact
..... 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
What is your Legal Organization Address?

Organization Information
..... 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
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

Organization Information
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 Provide your answer below
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 Provide your answer below
Please provide the name of your agency's chief executive. Provide your answer below
Please provide the official title for the chief executive of your agency. Provide your answer below
Please provide the chief executive's contact telephone number, including area code. Provide your answer below
Please provide your chief executive's e-mail address. Provide your answer below

Organization Information
<p>Please provide the name of your agency's chief financial officer.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Please provide the contact phone number for your agency's chief financial officer.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Please provide the e-mail address for your agency's chief financial officer.</p> <p>.....</p> <p>Provide your answer below</p>
Community Reach
<p>Provide the name of the COMMUNITY AREA(s) where the services will be offered. Indicate the region you are proposing to serve: WEST SIDE (Austin, North Lawndale, East Garfield Park, Humboldt Park, South Lawndale, West Garfield Park) or SOUTH SIDE (Auburn Gresham, Chicago Lawn, Englewood, West Englewood, Greater Grand Crossing, New City, Roseland, South Shore, West Pullman)</p> <p>.....</p> <p>Provide your answer below</p>
<p>Provide the WARD(s) where the services will be offered.</p> <p>.....</p> <p>Provide your answer below</p>
Alignment with CDPH guiding principals
<p>Describe how your agency and/or programming aligns with the CDPH guiding principles:</p>

<p>Alignment with CDPH guiding principals</p> <ul style="list-style-type: none"> - Deconstructing racist systems – actively working to reframe and dismantle systems that perpetuate privilege. <ul style="list-style-type: none"> - Trauma prevention and trauma-informed services – ensuring services address trauma and healing. - Cultural responsiveness – ensuring services are culturally and linguistically appropriate. - Health equity in all communities – allocating resources and services to people and areas with the greatest need. <p>Explain your willingness to partner with CDPH on related efforts to advance this work.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Project Description</p> <p>Describe your organization’s plan for conducting a competitive application process to select 15-30 small community based organizations (CBO) to support with capacity building and seed grants. Include specifics on the application process and how organizations will be chosen on a rolling basis throughout the contract period.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Describe how your organization will advance small CBOs through capacity-building. What is the menu of capacity building supports and options your organization is able to provide to selected CBOs? How will you assess organizational needs and create individualized plans for each CBO?</p> <p>.....</p> <p>Provide your answer below</p>
<p>Describe how your organization will work with selected CBOs to develop and workshop proposals for violence prevention activities.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Describe how your organization will administer and monitor small grants for cohort members to implement violence prevention proposals over the contract period.</p> <p>.....</p> <p>Provide your answer below</p>

Project Description
<p>Describe how your organization will evaluate performance of cohort participants during implementation and upon completion of the program. How will you determine success?</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 data on capacity building activities 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, as the Cluster lead, data on the selected community-based organization violence prevention activities 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> <p>Provide your answer below</p>

Evaluation and Data Collection
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 with the City of Chicago, including CDPH and the Mayor's Office. Provide your answer below
Staffing Plan
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
Describe the qualifications and characteristics of the staff that will be responsible for growing and strengthening the capacity of outreach services in the community. Provide your answer below
Describe your organization's training and supervision processes.

Staffing Plan
..... Provide your answer below
Describe your organization’s hiring process, including information on diversity and inclusion efforts, and what specifically will be done to ensure that staff are representative of the community population being served and are from the community in which they will be working. Provide your answer below
Budget
Respondent must submit a budget not to exceed the maximum amount quoted in the Available Funding section 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 non-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 contract start date. Provide your answer below

Fiscal Capacity

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 organizations independent audit reports and findings for last 3 years.

.....
Provide your answer below

Experience and Capacity

Describe your organization’s proven capacity and experience providing capacity building supports for small organizations. Include the types of capacity building supports you were able to provide to small organizations. Include a specific example: How did you evaluate organization need? How did you develop a plan? How did you measure success? What was the end result?

Respondents should provide 2 letters of support from community-based organizations located in the communities to be served that demonstrate capacity building and grantmaking experience along with local connections and history of local work.

.....
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.

Experience and Capacity 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 attach the Conflict of Interest Questionnaire. Provide your answer below
Please acknowledge that you have read the laws, statutes, ordinances and executive orders section of the RFP. Provide your answer below
Please provide your initials signifying that all required documents have been reviewed and submitted as required. Provide your answer below
Provide the full name of the signatory. Provide your answer below

Statement of Assurance/ Confirmation of Required Documents
Please provide the title of the signatory. Provide your answer below

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 QUESTIONNAIRE	File	Conflict of Interest Questionnaire
ATTACHMENT 04: INSTRUCTIONS FOR SUBMITTING APPLICATION	File	INSTRUCTIONS FOR 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)
[Capacity Building and Seed Grants for
Violence Prevention Organizations:]
RFP# 8043

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 reducing violence in Chicago. One strategy identified in the City's comprehensive violence reduction strategy, "Our City, Our Safety"¹ is to build capacity and provide seed grants to growing organizations conducting community-based violence reduction activities. This RFP seeks to fund two lead organizations to administer seed grants and provide capacity building support for emerging organizations to conduct violence prevention activities on an ongoing basis. Each lead organization will administer capacity building services and funds geographically, with one lead serving organizations located in a cluster of communities on the South side and one serving organizations located in a cluster of communities on the West side. One organization may not apply for more than one geographic area.

The goal of this funding opportunity is to empower small organizations, defined as having a budget less than \$750,000 per year and demonstrated by annual budget statements, to support their communities and to build their organizational capabilities. As such, the City expects that this funding opportunity will increase the quality and availability of violence prevention programming and build robust and collaborative organizations that prioritize community safety.

CDPH is committed to serving underserved racial/ethnic populations through the fulfillment of Healthy Chicago 2025 strategies, 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 one of five drivers in the life expectancy gap between black and white Chicagoans.²

II. Background

Community gun violence is a significant and persistent issue in Chicago and disproportionately impacts people of color and communities on the South and West sides of the city. In 2019, two-thirds of the city's shooting victimizations occurred within 15 community areas that comprise 23 percent of the city's population.³ 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 groups made-up about a third of the Chicago's population, respectively.. Furthermore, among those aged 15 to 34, African Americans made up over half of the city's homicide victims and Latinxs in the same age range represent nearly 10 percent.⁴

Additionally, the COVID-19 pandemic has exacerbated violence. Homicides and shootings increased 55% in 2020 in Chicago as compared to 2019. Smaller, neighborhood-based organizations are often well positioned to provide crime and violence prevention activities in their communities. These groups know the community members and leaders, understand community needs, and have ideas for how to address violence. Furthermore, many small organizations have been negatively impacted by COVID. A survey of over 1,300 Illinois nonprofits indicated that small organizations were significantly impacted by the COVID pandemic in areas such as loss of operational revenue, inability

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

³ Mayor's Office calculation of 2019 victimization data from the Chicago Police Department and population estimates from the 2017 American Community Survey.

⁴ Ibid.

to meet increased demands for services due to employee and volunteer absences, lack of capacity to provide remote services, and increased expenses for cleaning and PPE.⁵

Through this funding opportunity, small organizations will have the opportunity to apply for seed grants to support violence prevention work in their communities in addition to receiving capacity building supports to enhance their organizational capacity and capability to compete for other City funding opportunities in the future. This will be facilitated by a lead organization with at least three years of experience in both grantmaking and capacity building. The lead organization must be able to demonstrate that their grantmaking and capacity building/training has impacted organizations or programs within the cluster they propose to serve. The lead organizations will conduct a rolling application process to solicit proposals from small organizations on an ongoing basis. The awardee will work with small organizations to refine their proposals, provide any needed capacity building supports, administer and monitor the grant, provide fiscal support as appropriate, and provide feedback upon activity/program completion. The small grant recipients are not required to have a business address located within the proposed community area, but they must demonstrate a recent history of service in the proposed community area (from one of the 15 community areas of focus).

The 15 community areas which have been selected for this opportunity due to the high levels of violence currently taking place. The table below lists the community areas by number of serious victimizations over the past 3 years (2018-2020), with the highest prevalence at the top.

Table 1: Top 15 Chicago Community Areas with Largest Number of Serious Victimizations (homicides and nonfatal shootings), 3-year average, 2018-2020.

Rank order	Community Area	Serious Victimizations (Homicides and nonfatal shootings, 3-year average, 2018-2020)
1	AUSTIN	315
2	NORTH LAWNSDALE	194
3	HUMBOLDT PARK	170
4	WEST GARFIELD PARK	168
5	ENGLEWOOD	143
6	AUBURN GRESHAM	139
7	WEST ENGLEWOOD	133
8	GREATER GRAND CROSSING	129
9	ROSELAND	128
10	EAST GARFIELD PARK	128
11	SOUTH SHORE	122

⁵ Forefront. (April 1, 2020). "Nonprofit needs during COVID-19." <https://myforefront.org/wp-content/uploads/2020/04/Forefront-COVID-19-Longform-Report-4.1.2020.pdf>

12	CHICAGO LAWN	97
13	SOUTH LAWNSDALE	96
14	CHATHAM	94
15	WEST PULLMAN	83

South side cluster: Auburn Gresham, Chicago Lawn, Englewood, West Englewood, Greater Grand Crossing, New City, Roseland, South Shore, West Pullman

West side cluster: Austin, North Lawndale, East Garfield Park, Humboldt Park, South Lawndale, West Garfield Park

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 willingness to partner with 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

This RFP is designed to identify two Chicago-based organizations to serve as lead organizations and administer seed grants and provide capacity-building support for small organizations working to prevent

violence in 15 priority community areas: Austin, North Lawndale, Humboldt Park, Englewood, West Englewood, New City, East Garfield Park, West Garfield Park, South Lawndale, Auburn Gresham, Roseland, Greater Grand Crossing, South Shore, Chicago Lawn, and West Pullman.

Each lead organization will administer capacity building services and funds geographically, with one lead covering the South side (Auburn Gresham, Chicago Lawn, Englewood, West Englewood, Greater Grand Crossing, New City, Roseland, South Shore, West Pullman) and one covering the West side (Austin, North Lawndale, East Garfield Park, Humboldt Park, South Lawndale, West Garfield Park). Note: organizations may only submit one application and must select either the South side cluster or the West side cluster. One organization may not apply to serve both geographic regions.

A total of \$3,500,000 will be available through this RFP for the initial contract period beginning July 1, 2021 through September 30, 2022, with up to one extension, 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 two contracts will be awarded through this RFP. CDPH may reallocate funding across selected respondents during contract extension negotiations based on the availability of funds, each respondent's performance, and programmatic priorities.

- Up to \$1,000,000 (with up to \$500,000 total per awardee) will be available to the applicant agencies to fund administrative costs (grant administration, program monitoring, and capacity building supports).
- Up to \$2,500,000 (up to \$1,250,000 per awardee) will be available to support violence and crime prevention activities conducted by small organizations. These funds will be awarded by the lead agency to the small organizations.

The funds available through this funding opportunity are from a combination of City of Chicago corporate funds and Community Development Block Grant (CDBG) CARES 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

Each respondent will provide capacity building supports for 15-30 small organizations, in addition to administering and monitoring small grants (up to \$100,000) for those organizations to conduct community-based violence prevention activities. Capacity building may include supporting organizations in obtaining 501(c)3 status, building an organizational mission, serving as a fiscal agent, developing fundraising strategies, hiring and personnel development, and more as outlined in the scope.

Respondents must demonstrate extensive experience and a proven track record of at least three years in 1) providing capacity building supports for small organizations, and 2) grant administration and grantee monitoring. 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 begin program and initiate sub-recipient awards within 30 days of award and operating on a reimbursement basis for up to 90 - 120 days.

Respondents will initiate a competitive application process to identify sub-recipients to participate in capacity building cohort. This application process should accept applications on a rolling basis or be open for applications at several points during the contract period. Respondent will 1) provide capacity building services to selected sub-recipients, 2) support sub-recipients in developing and implementing violence prevention activities, and 3) provide funding and management for the violence prevention activities. The capacity building supports and implementation of violence prevention activities may begin immediately or the implementation of violence prevention activities may occur after capacity building supports are provided depending on the sub-recipient's level of readiness, at the discretion of the lead agency. The lead agencies will also coordinate to ensure consistency in program delivery and curriculum across south and west clusters.

Respondents will provide:

1. A workplan including timeline for competitive selection of organizations on a rolling basis throughout the contract period to receive capacity building supports and seed grants,
2. A menu of capacity-building supports available for small organizations working to prevent violence in their communities,
3. A workplan for grant administration and monitoring, and
4. A workplan for performance evaluation during implementation and upon completion of funded activities

b. Scope of Services

The successful respondent will perform the following services:

- Conduct an application process to select sub-recipients to receive capacity building supports and seed grants. This should be conducted on a rolling basis or allow applications at several time points throughout the contract period, and sub-recipients must meet the following criteria:
 - Be currently serving in the community area they intend to serve (from the 15 Chicago community areas with the highest levels of violence (**South side** cluster: Auburn Gresham, Chicago Lawn, Englewood, West Englewood, Greater Grand Crossing, New City, Roseland, South Shore, West Pullman. **West side** cluster: Austin, North Lawndale, East Garfield Park, Humboldt Park, South Lawndale, West Garfield Park)
 - Have a focus on community crime and violence prevention
 - Have operating budgets under \$750,000 per year as evidenced by annual budget statements
 - Demonstrate a need for capacity building support
- Sub-recipients are not required to have 501(c)3 status or but should be officially registered with the State of Illinois.
- Provide tailored capacity-building services, technical assistance, and training to support selected organizations with items like:
 - Obtaining 501(c)3 status
 - Ensuring trauma-informed and healing-centered environments and care
 - Building successful communication and public presence strategies with local stakeholders
 - Developing a mission statement
 - Building a board of directors, advisory council, etc.
 - Grant-writing and fundraising strategy
 - Establishing organizational sustainability
 - Budgeting and accounting
 - Incorporating evidence-based practices into work
 - Program evaluation and continuous program improvement
 - Building community partnerships and relationships
 - Developing a strategic plan
 - Standardizing data collection and data use requirements

- Technology support
- Hiring and personnel development
- Building fiscal and administrative capacity
- COVID-related support
- Support organizations in developing and finalizing a grant proposal for violence prevention activities (up to \$100,000) to be conducted in conjunction with capacity building services. Proposed activities may include but are not limited to:
 - Street outreach work (e.g., conflict mediation, violence interruption, etc.) with individuals at highest risk of violence
 - Crisis intervention services
 - Services for victims of crimes
 - Community safety teams
 - Community events and activities in public spaces
 - Youth-led violence prevention work
 - Local violence prevention coalition building
- Administer grants to sub-recipients to support activities outlined in the above-mentioned proposal
- Function as a fiscal agent on behalf of sub-recipients upon request. Fiscal agent support must be funded by the administrative component of the CDPH award as outlined in section IV and therefore should not impose additional costs on the sub-recipient.
- Monitor sub-recipients during the grant period, including collecting data on agency activities, tracking expenses, and ensuring sub-recipient accountability
- Provide ongoing development, support, and/or cohort-building opportunities as sub-recipients execute their violence prevention activity or program
- Provide evaluation and feedback of the sub-recipients' performance during and at the conclusion of the contract term
- Provide support to ensure standardized and regular reporting about program and sub-recipient progress to community stakeholders and the city
- Ensure that any proposed violence prevention activities coordinate with other city funded providers delivering a related service in the same community area
- Coordinate with other the recipient of this award to ensure consistency in program delivery and curriculum across south and west regions

Data Collection

The selected recipient(s) shall collect data related to capacity building supports provided for small organizations and the violence prevention activities conducted by sub-recipient organizations. Data collected will be used to promote accountability for the Lead Organization and ensure effective support is provided. Data will minimally include:

- a. Details on organizations served
 - a. Location of organization
 - b. Community areas served
 - c. Operating budgets
 - d. Organization purpose
 - e. Staffing numbers and responsibilities (supported by this funding)
- b. Individualized capacity-building plans for each organization
 - a. Goals and implementation timeline for organizational capacity building
 - b. Organizational process in meeting those goals
 - c. Assessments of organizations upon completion of training

- c. Violence prevention activities conducted by organizations
 - a. Finalized activity plans submitted by organizations, including budget
 - b. Assessment of agency performance in conducting violence prevention activities
 - c. Performance evaluation of organizations during and at the conclusion of contract term
 - d. Specific metrics depending on type of violence prevention activity conducted, to be developed in partnership with the City, which may include:
 - i. Number of individuals served
 - ii. Demographic information of individuals served
 - iii. Location of activity
 - iv. Other outputs metrics as appropriate to demonstrate success

Evaluation

The respondent must describe their 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 final performance and quality assurance measures with CDPH and the Mayor's Office of Violence Reduction to set appropriate benchmarks.

The application should propose evaluation metrics that, at a minimum:

- Describe how the organization will measure and report on the proposed performance measures and deliverables.
- Describe how program performance data will be collected, maintained, and analyzed, including from all sub-recipients.
- Describe relevant policies and procedures on data privacy and security for Respondent and sub-recipients.
- 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 may engage analytical partners (to be identified), to conduct ongoing evaluation to understand the best practices and challenges of capacity building. The goal of such analysis will be to understand the effectiveness of public funding and this intervention model. 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), if applicable. 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 CDPH and City audits as required
- Respondent will provide program information and data to CDPH as requested for program oversight purposes.
- Respondent will attend required CDPH meetings.
- Respondent will provide required reports to CDPH by the 10th of each month.
- Respondent must participate in additional meetings/oversight 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. Respondent is required to submit job descriptions for all positions supported by the contract. 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 describe their current training and supervision processes.

Please 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. The Respondent (and sub-contractors) 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.

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 (where needed).
- c) Include at least one clear example 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/minumumwage.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 III. 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.

The applicant is not able to use an external fiscal agent to administer this grant. Please identify the staff will be responsible for financial reporting. Organizations should provide the most recent 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.

Agencies must demonstrate and verify:

- At least three years of experience in providing both capacity building supports and grantmaking
- the applicant should also demonstrate a history of being connected to, working in, and serving organizations (with grantmaking and capacity building) in the proposed cluster of communities

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:

Provide two letters of support from community-based organizations, located in the cluster of communities to be served, that detail the respondent's abilities in providing capacity building supports and grantmaking. Letters should also demonstrate your organization's connection and history of work within the geographical region you are proposing to serve.

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](tel: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, budget, letters of support, 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 deliver 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 by the highest score by cluster with only 2 awards being proposed, one per cluster.

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	24
Evaluation and Data Collection	18
Staffing and Training Requirements	16
Budget	14
Fiscal Capacity	6
Experience and Capacity	18
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 **Tuesday, May 25, 2021, 12:00 PM CST.**

Join Zoom Meeting (to view the screen)

<https://us02web.zoom.us/j/86087242835?pwd=OWVXNnBkNHEyVERsN2VGenVGT3N3dz09>

Meeting ID: 860 8724 2835

Passcode: 409734

Dial by your location (to listen, only)

+1 312 626 6799 US (Chicago)

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 C 2145 (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 Form 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. Follow these instructions to accurately complete the form.

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. Email Address: Please identify the contact email address for the Program.

D. Program Budget Year: 2022

D1. Type of Expenditure
D2. Account number: *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. Please note: For local transportation costs, the automobile allowance for staff is the same as the allowance for City employees. In 2020, the standard mileage rate is 57.5 cents per mile.*

D3. City Share: *This column will be automatically populated by formulas based on the information entered into 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 into 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 Form Instructions

Personnel Budget Form

This form should be used to estimate or project a delegate agency's anticipated personnel costs for fiscal year 2021 and provide a summary of the job responsibilities for each budgeted position.

Personnel Budget Allocation: 2022

- A1. Position Title:** List all positions that will be funded under this program during fiscal year 2019. 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 Form 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 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.

B1a. Social Security: The employer and employee tax rate for social security is 6.2%. The wage base limit is \$128,400. This should be computed every payroll period.

B1b. Medicare: The employer and employee tax rate for Medicare tax is 1.45%. 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 Chicago 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.

¹The 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 Form 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: 2022

- 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](#)

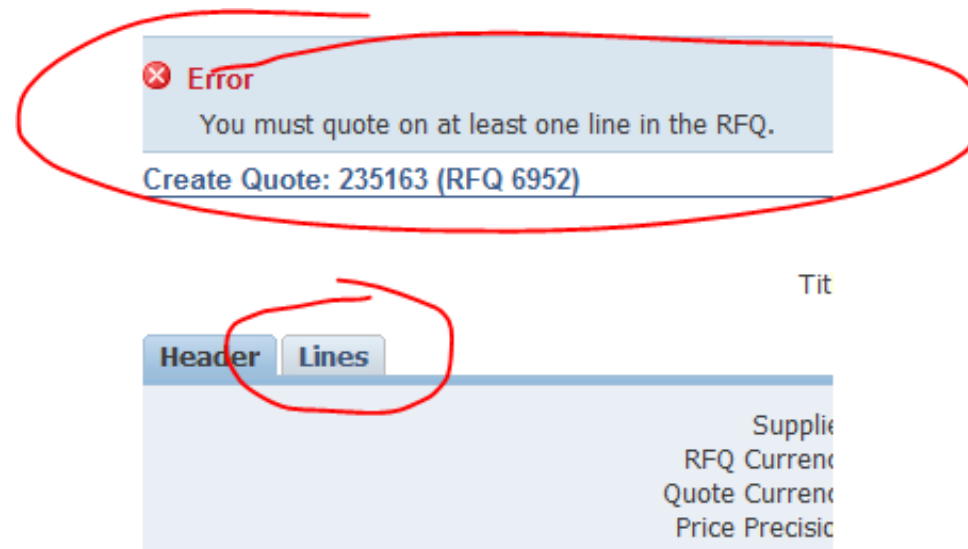
Focus Title	Target Value	Quote Value
Requirements		

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 in the "Focus Title" column, which is circled in red. The "Contact Information" row is empty.

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.

Negotiations

Create Quote 236154: Review and Submit (RFQ 6952)

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.								

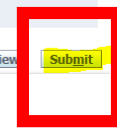
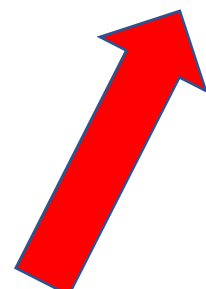
Electronic Signature

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.

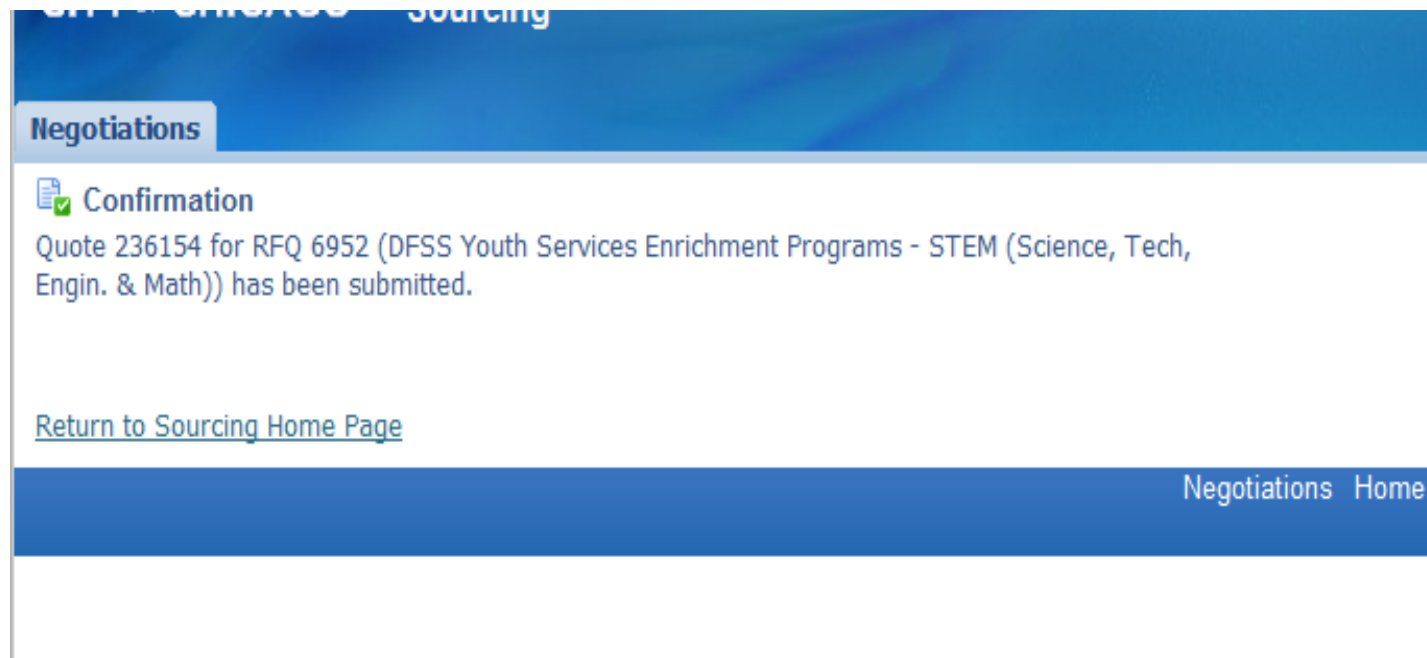
* Name:

* 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).