



Delegate Agency Solicitation #9099 (RFP)

**BACP - Neighborhood Business Development Centers (NBDC) Program**

**Specification Number:1258323**

**Required for use by:** DEPT OF BUSINESS AFFAIRS & CONSUMER PROTECTION

**Bid/Proposal Submittal Date and Time:** 12:00 PM Central Time, 30-NOV-2022

**Deadline for Questions:** 12:00 PM Central Time, 18-NOV-2022

**Buyer:** MCCLARN, GRAYLEN

**Email Address:** Graylen.McClarn@cityofchicago.org

**Phone Number:** 3127449745

**Pre-Solicitation Conference Date and Time:** 03:00 PM Central Time, 09-NOV-2022 ; 03:00 PM Central Time, 10-NOV-2022

**Pre-Solicitation Conference Location:**

<https://us02web.zoom.us/join/tZMoc-ugpzwjHNw4-EH4I9tGuiKwUlevlSeZ> ;

<https://us02web.zoom.us/join/tZ0kdu-qqzwjGteqIBUypy87BF5rqF2EBpQ0>

**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

**Kenneth Meyer**  
Commissioner

**Specification Number:** 1258323

**Type of Funding:**

**Title:** BACP - Neighborhood Business Development Centers (NBDC) Program

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**1 Header Information**

**1.1 General Information**

Title	<b>BACP - Neighborhood Business Development Centers (NBDC) Program</b>		
Description	<b>BACP - Neighborhood Business Development Centers (NBDC) Program</b>		
Preview Date	<b>Not Specified</b>	Open Date	<b>01-NOV-2022 14:20:58</b>
Close Date	<b>12:00 PM Central Time, 30-NOV-2022</b>	Award Date	<b>Not Specified</b>
Time Zone	<b>Central Time</b>	Buyer	<b>MCCLARN, GRAYLEN</b>
Quote Style	<b>Blind</b>	Email	<b>Graylen.McClarn@cityofchicago.org</b>
Event	<b>Delegate Agency</b>	Outcome	<b>Delegate Agency Blanket Agreement</b>

**1.2 Terms**

Effective Start Date	<b>Not Specified</b>	Effective End Date	<b>Not Specified</b>
Ship-To Address	<b>070-2005 BUS AFFAIRS AND CONSUMER PROT 121 N. LaSalle St. Rm. 805 Chicago, IL 60602 United States</b>	Bill-To Address	<b>070-2005 BUS AFFAIRS AND CONSUMER PROT 121 N. LaSalle St. Rm. 805 Chicago, IL 60602 United States</b>
Payment Terms	<b>IMMEDIATE</b>	Carrier	
FOB	<b>CITY OF CHICAGO</b>	Freight Terms	
Currency	<b>USD (US Dollar)</b>	Price Precision	<b>Any</b>
Total Agreement Amount (USD)	<b>Not Specified</b>	Minimum Release Amount (USD)	<b>Not Specified</b>

**1.3 Requirements**

Contact
First Name ..... Provide your answer below  
Last Name ..... Provide your answer below  
Telephone Number ..... Provide your answer below  

<b>Contact</b>
E-mail Address ..... Provide your answer below
Contact Title/Position ..... Provide your answer below
<b>Organization Information</b>
Legal Name of the organization exactly as it appears on your State of Illinois business registration documentation. ..... Provide your answer below
Doing Business As (DBA) Name exactly as it appears on your State of Illinois business registration documentation. ..... Provide your answer below
Address (Physical headquarter address; no P.O. Box allowed) ..... Provide your answer below
City ..... Provide your answer below

Organization Information
State ..... Provide your answer below
Zip ..... Provide your answer below
County ..... Provide your answer below
Organization (Main) Telephone Number ..... Provide your answer below
Federal Employer Identification Number (FEIN) ..... Provide your answer below
Unique Entity Identification (UEI) Number (Official identifier for doing business with the U.S. Government as of April 4, 2022; Replaced the DUNS Number) ..... Provide your answer below

<b>Organization Information</b>
Head of Agency (Executive Director/CEO) Name ..... Provide your answer below
Head of Agency Title ..... Provide your answer below
Head of Agency Telephone Number ..... Provide your answer below
Head of Agency E-mail Address ..... Provide your answer below
Website Address and Social Media Handles (i.e. public username of your organization's social media accounts) ..... Provide your answer below
Organization Establish Date ..... Provide your answer below

<b>Organization Information</b>
Board President Full Name ..... Provide your answer below
Board President Phone Number ..... Provide your answer below
Board President Email Address ..... Provide your answer below
<b>Organization Overview</b>
Briefly describe the mission of your organization and highlight its major accomplishments in the last 12 months? ..... Provide your answer below
Please provide a narrative overview of your organization. The narrative should, at a minimum, address the following items: the organization's philosophy; services or programs provided (if numerous, denote comparable offerings to the specific NBDC Program Category selected in this RFP response); the number of years that the agency has provided these services and current demographics regarding service area(s) including client populations served and geographic delivery area. ..... Provide your answer below

<p><b>Organization Overview</b></p> <p>Did you attach your agency's organizational chart? An organizational chart must be provided that describes the agency's administrative framework and staff positions, indicating where the proposed project will fit into the organizational structure and identify any staff positions of shared responsibility.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Please provide a summary of any pending lawsuits, unsatisfied judgments and/or judgment liens currently filed against the organization or any officer, owner, principal, employee, subsidiary or affiliate of the organization. If not applicable, answer with &amp;quot;N/A&amp;quot;.</p> <p>.....</p> <p>Provide your answer below</p>
<p><b>Monitoring</b></p> <p>Please describe how you will measure the project's performance, collect data and track or verify outcomes? Discuss who will be responsible for monitoring and reporting program progress and their specific qualifications.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Please describe how your organization will monitor program expenditures and ensure that appropriate fiscal controls and records are in place.</p> <p>.....</p> <p>Provide your answer below</p>
<p><b>NBDC Program Category</b></p> <p>Please select one (1) of the listed categories for this Neighborhood Business Development Centers (NBDC) Program RFP response/application; Reminder, only one (1) application may be submitted per User ID.</p> <p>.....</p> <p>Circle one from the response values below:</p> <ul style="list-style-type: none"> <li>Place-Based Generalist (Provides entrepreneurs and business owners support for general business needs as per the RFP)</li> <li>Business Stage Specialist (Provides entrepreneurs and business owners targeted business life cycle strategies per the RFP)</li> <li>Capital Specialist (Provides entrepreneurs and business owners expert assistance with access to capital per the RFP)</li> </ul>



<p><b>NBDC Program Category</b></p> <p>Cultural Specialist (Provides entrepreneurs and business owners tailored cultural and language business support per the RFP)          Industry Specialist (Provides entrepreneurs and business owners support in four key foundational and growth industries as per the RFP)          Innovation Specialist (Provides entrepreneurs and business owners support for new business models, cooperatives, and incubators as per the RFP)          Peer-to-Peer Trainer (Provides NBDC grantees with organizational, professional and NBDC program requirements support as per the RFP)</p>
<p><b>NBDC Program Summary</b></p> <p>Please provide the title of your proposed program (e.g., &lt;Organization Name&gt; - NBDC &lt;Must Match Category Name Selected&gt; Program).</p> <p>.....</p> <p>Provide your answer below</p>
<p>Please describe the proposed program. The narrative should include the identification of Chicago community, or communities, to be served, and any community need or problem to be addressed. Describe the work to be performed, including the activities to be undertaken or the services to be provided, the goals and the anticipated results and the implementation schedule. <b>Make sure to address the required core elements, of the specific program category for this application, as identified in the NBDC PROGRAM CATEGORIES section of the RFP Supplemental Document.</b></p> <p>.....</p> <p>Provide your answer below</p>
<p>Please provide a description of the organization's experience with executing programs similar in scope to the proposed program (i.e., objectives, size, scale, and budget); if your organization currently receives funding for a similar program model, please include a brief statement on performance history, qualifications and financial capability.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Briefly describe the organization's existing staff positions and qualifications, its capacity to carry out the activity and state whether the agency has a personnel policy manual, affirmative action plan and grievance procedures; please note if you will need to hire additional staff to manage the program.</p> <p>.....</p> <p>Provide your answer below</p>

<p><b>NBDC Program Summary</b></p> <p>Please explain how you propose to coordinate services with other business service organizations (BSO) and/or community agencies in an effort to collaborate and support your NBDC program .</p> <p>.....</p> <p>Provide your answer below</p>
<p><b>Auditing Requirements</b></p> <p>What is your organization's fiscal year?</p> <p>.....</p> <p>Provide your answer below</p>
<p>When do you intend to conduct an audit of this contract?</p> <p>.....</p> <p>Provide your answer below</p>
<p>Will your audit be annual (once a year) or biennial (once every two years)?</p> <p>.....</p> <p>Circle one from the response values below:</p> <p>Annual</p> <p>Biennial</p>
<p>Does your agency anticipate receiving funding from any Federal or State agency for this program during the contract term?</p> <p>.....</p> <p>Circle one from the response values below:</p> <p>No</p> <p>Yes</p>
<p>Please identify the Federal or State sources that will be funding your agency and the associated dollar values.</p> <p>.....</p> <p>Type <b>Optional</b></p> <p>.....</p> <p>Provide your answer below</p>
<p><b>Additional Locations</b></p> <p>Does your organization operate in additional sites outside of your physical headquarter location? If no, only complete the Site 1 questions in the Geographic Area(s) Served section; If yes, please complete the</p>

<b>Additional Locations</b>
Site 2, and Site 3 if necessary, questions in the Geographic Area(s) Served section in addition to the Site 1 headquarter questions. ..... Circle one from the response values below: Yes No
<b>Geographic Area(s) Served</b>
Please provide the name of the building in which your organization's Site 1 (i.e. your organizational headquarters if only one location) is located where you will be conducting the NBDC Program activities, including but not limited to in-person consultations. ..... Provide your answer below
Please provide the street number for your Site 1 (i.e. your organizational headquarters if only one location) address where you will be conducting the NBDC Program activities, including but not limited to in-person consultations. ..... Provide your answer below
Please identify the street direction (i.e., N, S, E, W) associated with your Site 1 street address. ..... Provide your answer below
Please provide the street name for Site 1. ..... Provide your answer below
Please provide the city for Site 1 (must be Chicago). ..... Provide your answer below

<b>Geographic Area(s) Served</b>
Please provide the zip code for Site 1. ..... Provide your answer below
Please provide the service area boundaries (i.e. North, South, East, West street names) for Site 1; if your organization services the entire city, then respond with "Citywide";. ..... Provide your answer below
In which ward is Site 1 located? Additionally, if servicing other wards, please list all wards within the service area of this site; if servicing the entire city, please state 'Citywide'. For a map of Chicago's wards, go to: <a href="https://www.chicago.gov/city/en/depts/dgs/supp_info/citywide_maps.html">https://www.chicago.gov/city/en/depts/dgs/supp_info/citywide_maps.html</a> ..... Provide your answer below
In which community area is Site 1 located? Additionally, if servicing other community areas, please list all community areas within the service area of this site; if servicing the entire city, please state 'All'. For a map of Chicago's community areas, go to: <a href="https://www.chicago.gov/city/en/depts/dgs/supp_info/citywide_maps.html">https://www.chicago.gov/city/en/depts/dgs/supp_info/citywide_maps.html</a> ..... Provide your answer below
Is Site 1 located in one of the 12 commercial corridors within 10 South and West Side community areas in the Mayor's Invest South/West initiative? Please go to the Invest South/West website for additional details: <a href="https://www.chicago.gov/city/en/sites/invest_sw/home.html">https://www.chicago.gov/city/en/sites/invest_sw/home.html</a> ..... Provide your answer below
Please provide the Site 1 in-person/walk-in support hours of operation from Monday to Friday, and

<p><b>Geographic Area(s) Served</b></p> <p>include any weekend hours to be offered as well.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Please provide the Site 1 remote/virtual support hours of operation from Monday to Friday, and include any weekend hours to be offered as well.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Please provide the name of the building in which your organization's Site 2 is located where you will be conducting the NBDC Program activities, including but not limited to in-person consultations; skip this section if you do not have a Site 2.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Please provide the street number for your Site 2 address.</p> <p>.....</p> <p>Type <b>Optional</b></p> <p>.....</p> <p>Provide your answer below</p>
<p>Please identify the street direction (i.e., N, S, E, W) associated with your Site 2 street address.</p> <p>.....</p> <p>Type <b>Optional</b></p> <p>.....</p> <p>Circle one from the response values below:</p> <p>N.</p> <p>S.</p> <p>E.</p> <p>W.</p>
<p>Please provide the street name for Site 2.</p> <p>.....</p> <p>Type <b>Optional</b></p> <p>.....</p> <p>Provide your answer below</p>

Geographic Area(s) Served
<p>Please provide the city for Site 2 (must be Chicago).</p> <p>.....</p> <p><b>Type Optional</b></p> <p>.....</p> <p>Provide your answer below</p>
<p>Please provide the zip code for Site 2.</p> <p>.....</p> <p><b>Type Optional</b></p> <p>.....</p> <p>Provide your answer below</p>
<p>Please provide the service area boundaries (i.e. North, South, East, West street names) for Site 2; if your organization services the entire city, then respond with &amp;quot;Citywide&amp;quot;.</p> <p>.....</p> <p><b>Type Optional</b></p> <p>.....</p> <p>Provide your answer below</p>
<p>In which ward is Site 2 located? Additionally, if servicing other wards, please list all wards within the service area of this site; if servicing the entire city, please state 'Citywide'. For a map of Chicago's wards, go to: <a href="https://www.chicago.gov/city/en/depts/dgs/supp_info/citywide_maps.html">https://www.chicago.gov/city/en/depts/dgs/supp_info/citywide_maps.html</a></p> <p>.....</p> <p><b>Type Optional</b></p> <p>.....</p> <p>Provide your answer below</p>
<p>In which community area is Site 2 located? Additionally, if servicing other community areas, please list all community areas within the service area of this site; if servicing the entire city, please state 'All'. For a</p>

<p><b>Geographic Area(s) Served</b></p> <p>map of Chicago's community areas, go to: <a href="https://www.chicago.gov/city/en/depts/dgs/supp_info/citywide_maps.html">https://www.chicago.gov/city/en/depts/dgs/supp_info/citywide_maps.html</a>.</p> <p>.....</p> <p>Type <b>Optional</b></p> <p>.....</p> <p>Provide your answer below</p>
<p>Is Site 2 located in one of the 12 commercial corridors within 10 South and West Side community areas in the Mayor's Invest South/West initiative? Please go to the Invest South/West website for additional details: <a href="https://www.chicago.gov/city/en/sites/invest_sw/home.html">https://www.chicago.gov/city/en/sites/invest_sw/home.html</a></p> <p>.....</p> <p>Provide your answer below</p>
<p>Please provide the Site 2 in-person/walk-in support hours of operation from Monday to Friday, and include any weekend hours to be offered as well.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Please provide the Site 2 remote/virtual support hours of operation from Monday to Friday, and include any weekend hours to be offered as well.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Please provide the name of the building in which your organization's Site 3 is located where you will be conducting the NBDC Program activities, including but not limited to in-person consultations; skip this section if you do not have a Site 3.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Please provide the street number for your Site 3 address.</p>

<b>Geographic Area(s) Served</b>
..... <b>Type Optional</b> ..... Provide your answer below .....
Please identify the street direction (i.e., N, S, E, W) associated with your Site 3 street address. ..... <b>Type Optional</b> ..... Circle one from the response values below: N. S. E. W.
Please provide the street name for Site 3. ..... <b>Type Optional</b> ..... Provide your answer below .....
Please provide the city for Site 3 (must be Chicago). ..... <b>Type Optional</b> ..... Provide your answer below .....
Please provide the zip code for Site 3. ..... <b>Type Optional</b> ..... Provide your answer below .....
Please provide the service area boundaries (i.e. North, South, East, West street names) for Site 3; if your organization services the entire city, then respond with &quot;Citywide&quot;.



<b>Geographic Area(s) Served</b>
<p>.....</p> <p><b>Type Optional</b></p> <p>.....</p> <p>Provide your answer below</p>
<p>In which ward is Site 3 located? Additionally, if servicing other wards, please list all wards within the service area of this site; if servicing the entire city, please state 'Citywide'. For a map of Chicago's wards, go to: <a href="https://www.chicago.gov/city/en/depts/dgs/supp_info/citywide_maps.html">https://www.chicago.gov/city/en/depts/dgs/supp_info/citywide_maps.html</a></p> <p>.....</p> <p><b>Type Optional</b></p> <p>.....</p> <p>Provide your answer below</p>
<p>In which community area is Site 3 located? Additionally, if servicing other community areas, please list all community areas within the service area of this site; if servicing the entire city, please state 'All'. For a map of Chicago's community areas, go to: <a href="https://www.chicago.gov/city/en/depts/dgs/supp_info/citywide_maps.html">https://www.chicago.gov/city/en/depts/dgs/supp_info/citywide_maps.html</a></p> <p>.....</p> <p><b>Type Optional</b></p> <p>.....</p> <p>Provide your answer below</p>
<p>Is Site 3 located in one of the 12 commercial corridors within 10 South and West Side community areas in the Mayor's Invest South/West initiative? Please go to the Invest South/West website for additional details: <a href="https://www.chicago.gov/city/en/sites/invest_sw/home.html">https://www.chicago.gov/city/en/sites/invest_sw/home.html</a></p> <p>.....</p> <p>Provide your answer below</p>
<p>Please provide the Site 3 in-person/walk-in support hours of operation from Monday to Friday, and include any weekend hours to be offered as well.</p> <p>.....</p> <p>Provide your answer below</p>

<b>Geographic Area(s) Served</b>
<p>Please provide the Site 3 remote/virtual support hours of operation from Monday to Friday, and include any weekend hours to be offered as well.</p> <p>.....</p> <p>Provide your answer below</p>
<b>Service Provision</b>
<p>Is the primary focus of your organization to provide economic development and business support services?</p> <p>.....</p> <p>Provide your answer below</p>
<p>Please describe the business mix in the Chicago community, or target population, you will serve for this program; where applicable include, specific sectors or business stage.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Describe how you plan to promote (i.e. marketing plan) your proposed NBDC program.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Do you have a functioning website, email, social media accounts, and office telephone, as well as the technology and capability to support all of your functions for this program remotely/virtually?</p> <p>.....</p> <p>Provide your answer below</p>
<p>Do you have a full-time paid Executive Director (ED) or CEO whose main focus is economic development? Please provide their job description and the percentage of time spent on economic development.</p>

**Service Provision**

.....  
Provide your answer below

Do you have specific economic data on the proposed service area? Please describe the data you record (i.e., number and type of businesses, labor needs, vacancy data and business needs).

.....  
Provide your answer below

Please list a minimum of three business service organizations (BSO) that you have established partnerships and describe how you collaborate to service your target communities or populations.

.....  
Provide your answer below

**Work Program**

Please complete and attach the Work-Program Form provided. Examples for each NBDC Category type may be found at: [chicago.org/NBDC](http://chicago.org/NBDC)

.....  
Provide your answer below

Please indicate how you will identify clients and retain them in the program, as appropriate. Provide an estimate of the number of clients to be served and describe them in terms of age, gender, ethnicity, income level, and other defining characteristics.

.....  
Provide your answer below

If your agency currently receives funding for this program model, please provide your performance outcomes over the last 12 month period.

.....  
Provide your answer below

<b>Work Program</b>
<b>Budget Information</b>
Requested Grant Amount (only for the NBDC Program in this application). ..... Value Type <b>Numeric Value only</b> ..... Provide your answer below
Please provide the total amount (including funding from other sources) that you plan to devote to this program. ..... Provide your answer below
Using these instructions, please complete and attach the budget forms provided. ..... Provide your answer below
Please describe your financial capacity (cash-flow) to expend funds prior to reimbursement. ..... Provide your answer below
Please describe your plans to use other funding on this program. In this section, only describe funds that are secured. Provide the sources of funds, amount of funds and how these funds will be used. ..... Provide your answer below

<p><b>Budget Information</b></p> <p>Please describe your plans to seek new funding to supplement City funding. Describe the sources to which you will apply, the amounts sought and the proposed use of those funds.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Please describe your donated goods and services. Estimate the value of these services and describe how you arrive at these amounts.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Please explain why you consider your program costs to be reasonable.</p> <p>.....</p> <p>Provide your answer below</p>
<p><b>Organizational Capacity</b></p> <p>Do you have outstanding issues with the IRS, included but not limited to late filings or unpaid taxes?</p> <p>.....</p> <p>Provide your answer below</p>
<p>Is your agency in compliance with its board-approved bylaws, fiscal policies/procedures, employee handbook?</p> <p>.....</p> <p>Provide your answer below</p>
<p>Please provide a copy of your last three Form 990 submissions, or equivalent, filings. If your nonprofit organization is new, please provide a copy of your Illinois Certificate of Good Standing.</p> <p>.....</p> <p>Provide your answer below</p>

<b>Organizational Capacity</b>
<p>Please provide résumés and job descriptions for all staff that will execute program(s).</p> <p>.....</p> <p>Provide your answer below</p>
<b>Overall Responsiveness</b>
<p>Did you attach the following in your Admin. section? *Liability Insurance *Board Member Identification/Listing *IRS Determination Letter *Bylaws and Articles of Incorporation *Financial Statement</p> <p>.....</p> <p>Circle one from the response values below:</p> <p>Yes</p> <p>No</p>
<b>Conflict of Interest</b>
<p>Did you complete and attach the Conflict of Interest Questionnaire?</p> <p>.....</p> <p>Circle one from the response values below:</p> <p>Yes</p> <p>No</p>

**1.4 Attachments**

Name	Data Type	Description
ATTACHMENT 01: RFP Supplemental Document	File	

**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	<b>94855.DA.</b>	Start Price (USD)	<b>Not Specified</b>
Shopping Category	<b>Not Specified</b>	Target Price (USD)	<b>Not Specified</b>
Minimum Release Amount (USD)	<b>Not Specified</b>		
Estimated Total Amount (USD)	<b>Not Specified</b>		

**2.2.2 Line 2 0044 - Fringe Benefits**

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

**2.2.3 Line 3 0100 - Operating/Technical**

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

**2.2.4 Line 4 0140 - Professional and Technical Services**

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

**2.2.5 Line 5 0200 - Travel**

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

**2.2.6 Line 6 0300 - Materials and Supplies**

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

**2.2.7 Line 7 0400 - Equipment**

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

**2.2.8 Line 8 0801 - Indirect**

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

**2.2.9 Line 9 0999 - Other**

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



# CITY OF CHICAGO



## REQUEST FOR PROPOSALS (RFP) FOR NEIGHBORHOOD BUSINESS DEVELOPMENT CENTERS (NBDC) PROGRAM

RFP # 9099

ISSUED BY: CITY OF CHICAGO DEPARTMENT OF  
BUSINESS AFFAIRS AND CONSUMER PROTECTION

All proposals must be submitted via the eProcurement system.

<http://www.cityofchicago.org/eprocurement>

Questions concerning the RFP should be directed to

Edwin Tumlos

Assistant Commissioner

Department of Business Affairs and Consumer Protection  
121 N. LaSalle, Room 805

Chicago, Illinois 60602

Email: [nbdc@cityofchicago.org](mailto:nbdc@cityofchicago.org)

Website: [www.chicago.gov/nbdc](http://www.chicago.gov/nbdc)

LORI E. LIGHTFOOT  
MAYOR

KENNETH J. MEYER  
COMMISSIONER

## OVERVIEW OF DEPARTMENT

The City of Chicago (City), Department of Business Affairs and Consumer Protection (BACP) empowers and educates entrepreneurs to start, grow, or sustain their business. BACP supports the small business ecosystem of the City through grant programs which funds nearly 70 local nonprofit business service organizations (BSO) that provide business support, education, and administration of resources at no cost to business owners and start-up entrepreneurs. Additionally, BACP issues licenses to businesses and public vehicles, supports consumers, as well as promote and enforce the labor laws of the Chicago.

## OBTAINING THE RFP SOLICITATION DOCUMENTS

RFP documents may be viewed, and downloaded, in the “iSupplier” Portal Online eProcurement System, of the Department of Procurement Services, at [Chicago.gov/eprocurement](http://Chicago.gov/eprocurement). Click on “Current Bids and Solicitation Opportunities”, then “eProcurement Bid and RFP solicitation Opportunities”. Find and select the program noted in this RFP. Respondents are solely responsible for obtaining all RFP Solicitation Documents including Clarifications and Addenda’s. In order to receive Notice of Clarifications and Addenda, Respondents must log-in to iSupplier, search for the RFP solicitation number, review, and accept the disclaimer.

If applying to more than one program category, respondents must submit **separate** responses in “iSupplier” for each respective category. As a reminder, *each response requires a different iSupplier User ID*. Using the same User ID per response will overwrite the previous submittal.

The City accepts no responsibility for the timely delivery of materials or failure of the Respondent to submit required information, as identified in this RFP. The City will not accept Proposals that are not received via “iSupplier” by the deadline of this RFP.

## PROGRAM DESCRIPTION:

The City of Chicago, Department of Business Affairs and Consumer Protection (BACP) will provide funding to nonprofit (i.e., 501(c)(3) or 501(c)(6)) BSOs to deliver no-cost business development assistance to start-up entrepreneurs and business owners in Chicago, and/or professional/program development for their peers, through its Neighborhood Business Development Centers (NBDC) program. Participants of the NBDC program, also known as NBDC “grantees”, will deliver highly specialized business programs/services that help entrepreneurs start, and business owners grow or sustain their small businesses, as well as assist their NBDC Program peers to build their respective capacities.

NBDC grantees will work in partnership with BACP to improve the small business ecosystem in Chicago by providing entrepreneurs, business owners, and NBDC peers, with expert consultation, training and resources to help address common challenges and support key City priorities – most notably the closing of the racial and ethnic wealth gap in Chicago. NBDCs will also serve as conduits for sharing business-related information to their clients/members that the City/BACP provides. Grantees will periodically be asked to complete surveys issued by BACP to help inform the City of the specific needs of their communities. Qualified NBDC program applicants may apply to any, or all, of the program categories listed in this RFP.

The goals of this RFP are to strengthen the small business ecosystem while also addressing the racial and ethnic wealth gap in Chicago. The program design is based on research, surveys, and focus groups to ensure alignment with the ever-evolving needs of the diverse business community of the city.

### **ABOUT THE SMALL BUSINESS ECOSYSTEM IN CHICAGO**

An extensive Next Street and Community Reinvestment Fund, USA (CRF USA) report published in January 2019, *Assessing Chicago's Small Business Ecosystem*, concluded the following:

- There are significant disparities in the number of business establishments, relative performance and growth, and access to critical supports across racial, ethnic, gender and geographic lines.
- Access to capital (debt, equity, and grants) continues to be a barrier for entrepreneurs, specifically for businesses owned by women and people of color.
- Business support programs need to be more specialized by industry, business stage, and geography. There is a prevalence of highly generalized business services.
- Funders need to shift success metrics to be based on outcomes (e.g., change in business revenue over time), rather than solely focus on outputs (e.g., number of workshop attendees).

### **ADDRESSING THE RACIAL AND ETHNIC WEALTH GAP IN CHICAGO**

To address the noted disparities, the City of Chicago promotes community wealth building, a systems approach to economic development that creates an inclusive, sustainable economy built on locally-rooted and broadly-held ownership (Democracy Collaborative). Community wealth building is both a product and a process. It is about investing not just in the businesses and the buildings, but also in the people.

The racial and ethnic wealth gap is the difference in wealth (what you own minus what you owe) between White households and Black and Latinx households. Chicago has a widening racial and ethnic wealth gap, and the COVID-19 pandemic has only exacerbated this disparity. Though the impacts of the pandemic have been felt widely, the health and economic devastation is not shared equally and often sits on top of historical inequities and damage left from earlier devastations.

Throughout the small business journey, entrepreneurs confront the legacy of racist policies and practices intentionally designed to enable economic prosperity for White families while excluding Black and Latinx families from those very same opportunities. These policies include discriminatory zoning, taxation, and subsidies as well as the explicit practice of redlining that labeled Black neighborhoods as high risk and systematically denied them of insurance-backed mortgage loans.

According to the Urban Institute November 2019 research report, “State and Local Approaches to the Chicago Region’s Racial and Ethnic Wealth Inequity”, and the Corporation for Enterprise Development (CFED) January 2017 data profile, “The Racial Wealth Divide in Chicago”, Black and Latinx residents of Chicago are far less well off than White residents when it comes to business ownership, debt and credit, homeownership, and asset poverty:

- The average White-owned business value is more than 12x the value of an average Black-owned business.
- Predominantly White neighborhoods have a higher average credit score (732) than neighborhoods that are predominantly home to people of color (586).
- The homeownership rate for Black families (35%) and Latinx families (43%) is lower than the rate for White families (54%).
- The median home value for White homeowners is \$275,000, considerably higher than the median home value for Black homeowners (\$145,000) and Latinx homeowners (\$180,000).
- An estimated 67% of Black households and 71% of Latinx households do not have enough saved to live above the poverty level for three months, compared with 49% of all households.

Business assistance programs play a critical role in enabling community wealth building by supporting residents in exercising ownership, acquiring assets, getting access to fair capital, creating inclusive, living wage jobs; and being empowered and equipped to play a critical role in the revitalization of their neighborhood. As such, the NBDC program will align its resources to

promote equitable and inclusive growth and recovery across the entire city of Chicago, with a focus on the most underserved and underinvested communities.

## PROGRAM DESIGN

The NBDC program is designed to drive collaboration and coordination among BSOs, with fellow grantees as well as non-NBDCs, in order to reach small business owners and entrepreneurs, especially Black, Latinx, women, immigrants and refugee entrepreneurs.

To ensure that the aforementioned small business owners and entrepreneurs receive the expert guidance and support they need, the NBDC program encourages grantees to identify and hone their core competency and focus on a narrow set of unique skills and service offerings. In doing so, the NBDC program promotes localization, specialization, and segmentation of grantee BSOs.

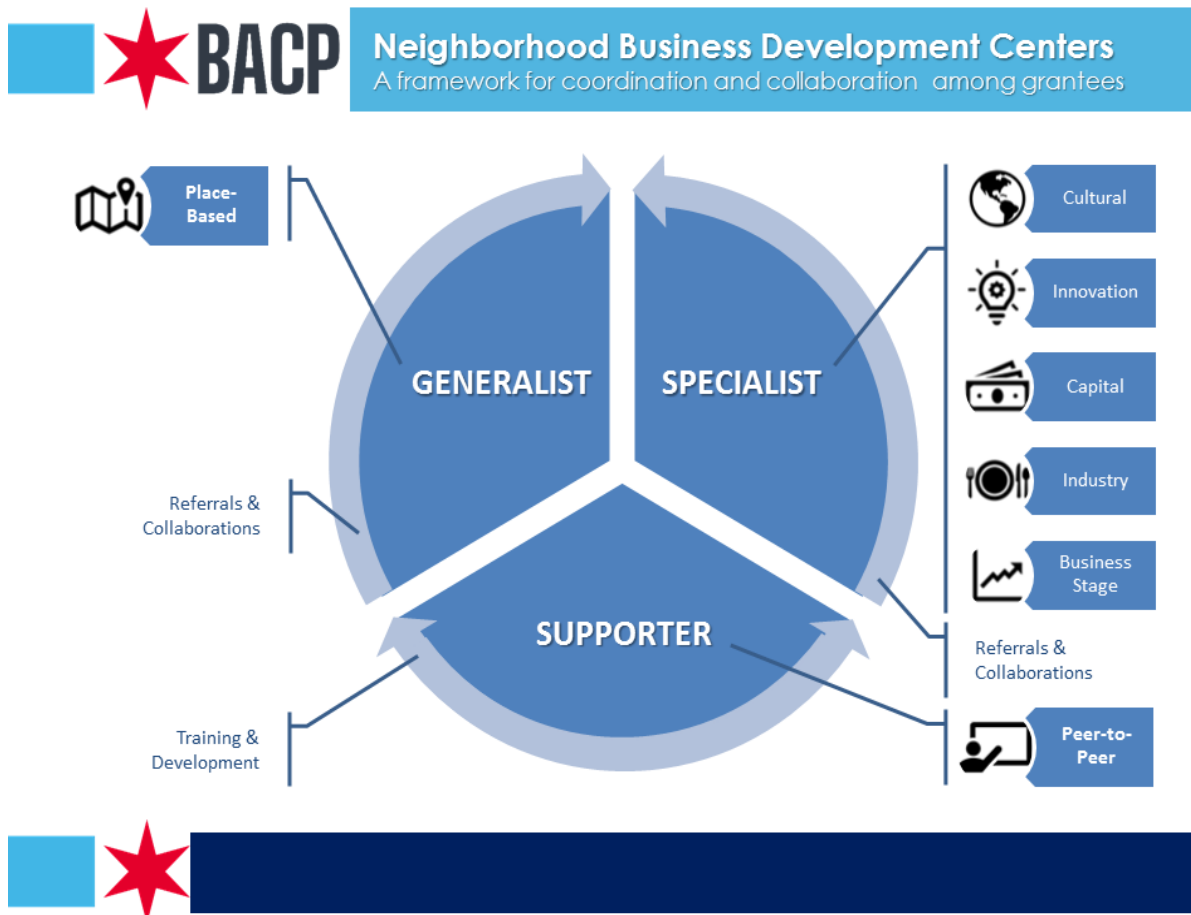


Figure 1. NBDC Program Framework Diagram

The City is seeking NBDC Program participants to provide services that fall into the following **seven (7) program categories**. Applicant *BSOs can apply individually to one or more of the program categories*, and must list the community areas in Chicago they intend to service in their proposal(s):

**1. Generalist**

- a. **Place-Based Generalist**– provide support for general business needs at the hyper-local level

**2. Specialist**

- a. **Business Stage Specialist** – provide targeted strategies for at least one of the following stages: (a) pre-start-up and start-up, (b) growth and establishment and (c) maturity and exit/conversion
- b. **Capital Specialist** – provide expertise on access to capital; recommending funding options, mentorship, financial coaching, and credit building
- c. **Cultural Specialist** – provide tailored business support to meet cultural and language needs
- d. **Industry Specialist** – provide industry-specific support for start-up and mature businesses in four key foundational and growth industries
- e. **Innovation Specialist** – provide support for new and emerging business models, worker cooperatives, and business incubators

**3. Supporter**

- a. **Peer-to-Peer Trainer** – provide and share best practices to support and strengthen the entire small business support ecosystem

*Qualified applicants must identify and apply for each appropriate category, or categories, separately, and be able to comply with the following minimum requirements for each category:*

- NBDC grantees must implement the activities, achieve measurable outcomes, and fulfill the target outputs within the contract year, as per the approved work plan;
- For program compliance, all NBDC grantees will be required to submit reports, also known as “deliverables”, and documentation to validate completion of program activities and plans towards achieving planned outputs and outcomes;

- For fiscal compliance, all NBDC grantees will be required to submit vouchers/invoices in a monthly, or quarterly at the latest, basis; as a reminder, since the NBDC Program funding is via a reimbursable grant after expenses have been incurred, grantees must be able to cover the costs of the program until the voucher/invoice has been paid.

NBDC grantees must participate in all City and BACP-sponsored audits, site visits, evaluation, and quality assurance activities.

## **NBDC PROGRAM CATEGORIES**

### **1. Place-Based Generalist**

Place-Based Generalists will provide hyper-local business development assistance to small business owners and entrepreneurs in Chicago, and may apply to provide services in any specific area identified in their response. Place-Based Generalists will support the development of general business acumen and assistance with (i.e., directly or via a referral partner) fundamental operational activities, including but not limited to applying for business license(s) and public way use permit(s), developing a business plan, marketing assistance, contract assistance, and product/service/workforce development. Place-Based Generalists will support early-stage business owners in collecting business data to enable business owners to identify needs then route and connect them to relevant supports, such as a Chicago Business Center, NBDC program grantee Specialists and/or qualified non-NBDC BSO referral partners. Place-Based Generalist will also provide support to economic development activities.

### **2. Business Stage Specialist:**

Business-stage specialists will provide targeted supports for businesses at different stages of growth and expansion. BSOs should be skilled at identifying barriers to growth and utilizing the organization's networks and relationships to introduce clients to new markets. Supports are encouraged to have a mix of low-touch group workshops and high-touch one-on-one counseling to affect deep impact.

- Priority Stages: Early and late start-up, growth/expansion

### **3. Capital Specialist**

Capital Specialists provide support, counseling and coaching assistance to business owners and entrepreneurs requiring access to capital. Access to capital is consistently reported to be one of the biggest challenges of small businesses, especially start-up businesses looking

to scale, and businesses owned by women and people of color with limited access to funding networks. Capital Specialists are expected to maintain relationships with institutions and programs that provide debt and non-debt (i.e., equity and grant) capital. BSOs will provide relevant services to business owners who are ready to apply for small business loans (e.g., recommending options for financing, enhancing applicant's loan activity; assembling business loans application documents) and for business that are not (e.g., mentorship; financial coaching; credit building; capacity building resources).

- Priority Communities: Historically underserved areas including but not limited to the 12 commercial corridors within 10 South and West Side community areas in the Mayor's Invest South/West initiative.

#### **4. Cultural Specialist**

Cultural Specialists provide business support services for business owners and entrepreneurs who often face cultural and language barriers to accessing mainstream business services and support. BACP recognizes the unique obstacles racial and ethnic minorities as well as foreign-born business owners and entrepreneurs face, especially during the COVID-19 pandemic. Cultural Specialists are expected to have extensive networks and act as cultural hubs for their respective target population. BSOs will provide culturally-specific mentorship and assistance, as well as be a conduit for specific/targeted, and general/applicable, resources and opportunities to business owners and entrepreneurs of the target population.

- Priority Communities: Historically underserved areas, as identified in the Mayor's Invest South/West initiative, including but not limited to community areas with high density of limited English proficiency populations as identified in the latest U.S. Census.

#### **5. Industry Specialist**

Industry Specialists will offer sector-specific programming for business owners and entrepreneurs looking for expert guidance on how to start or scale their business and overcome hurdles unique to their industry. The NBDC program will prioritize four key industries based on current market size; business growth potential; high workforce participation and business ownership by people of color; employment potential (job creation, high earnings); and low barriers to entry.

- Priority Industries (listed below):



- I. **Arts, Entertainment and Media Production:** Support could include branding and marketing; integration into broader tourism and hospitality industry; workforce development and mentorship; business development and financials; cultivation of a community of small business owners
- II. **Construction, Building Trades and Engineering Design:** Support could include business attraction; managing credit and capital; contracting bids; workforce development trainings on bidding and estimation
- III. **Food & Beverage (Manufacturing and Retail):** Support could include business model guidance (e.g., food carts, catering, shared kitchens, cafe/restaurant, etc.); counseling on business regulation, compliance for building/fire codes and permits, and mandatory licenses, certifications; workforce development focused on soft skills; mentorship programs
- IV. **Transportation and Logistics:** Support could include training on credit management for business financials; acquiring contracts; workforce development

## **6. Innovation Specialist:**

Innovation Specialists will support the pilot or expansion of new business models, micro businesses, and businesses in new economies. BACP is particularly interested in supporting new and existing worker cooperatives – businesses owned and controlled by its employees. Worker cooperatives offer many benefits including the ability for workers to acquire short and long-term wealth (through higher wages, annual dividends, and co-ownership in a business asset) as well as participate in management decisions. Supports would include coordinating education and training resources and providing technical, legal, and financial assistance for cooperatives.

Innovation Specialists can also create or develop neighborhood-based shared work environments for micro/small businesses and new economy entrepreneurs through an incubator, accelerator, and/or co-working facility.

- Priority Models: Worker cooperatives; incubators/accelerators; new economies

## **7. Peer-to-Peer Trainer:**

Peer-to-peer trainers will work directly with other NBDC grantees to build the capacity of the BSO and strengthen the collective capacity of the NBDC grantee ecosystem. Trainers will identify and share best practices, provide training, professional development, technical assistance, NBDC Program reporting, systems, and invoicing/vouchering support, and create a platform for connection and collaboration.

- Priority Topics: Business/Economic Development; Business/Internet Technology and Platforms; BSO Operations, NBDC Program Administrative Support

## **REPORTING REQUIREMENTS**

NBDC grantees will be required to track a range of metrics using BACP-mandated platforms and reporting tools and will report on planned output and outcomes agreed upon by the applicant and BACP. A portion of these will be measured against preset grantee targets as part of their contractual obligation, while others will be collected for information-gathering purposes for BACP. Proposed metrics for the 2023/2024 NBDC Program vary depending on the NBDC Category, however the range of deliverables and outcomes include, but are not limited to:

### **Applicable to all NBDC Program Categories:**

- Business consultations, trainings and workshops evidenced by an increase in the fundamental business knowledge of the business owner/entrepreneur
- New business outreach and attraction; evidenced by outreach to start-ups, new licenses; neighborhood marketing strategy, knowledge of commercial space offerings
- Business retention; evidenced by viable businesses that are prepared to financially sustain, recover, or transition in response to changing economic conditions;
- Connection and collaboration with Chicago Business Centers and NBDC network of partners; evidenced by the number of referrals
- Marketing assistance; evidenced by events, campaigns or programs that drive support to local businesses resulting in an increase in customers
- Participation in BACP-related events, initiatives, and meetings
- Success stories (i.e., Stories/photos about helping businesses start and/or grow, successful implementation of a neighborhood engagement project, and media coverage)

### **For Business Stage Specialists:**

- Businesses consultations for entrepreneurs in the growth stage; evidenced by assistance with job creation, expansion into multiple locations and/or capacity of business

**For Capital Specialists:**

- Access to capital; evidenced by the number of entrepreneurs receiving counseling, accessing traditional and unconventional capital;

**For Cultural Specialists:**

- Culturally specific support; evidenced by multilingual program offerings and culturally tailored program offerings

**For Industry Specialists:**

- Industry-specific support for start-up and mature businesses in key foundational and growth industries.
- Expert guidance on how to start or scale and overcome hurdles unique to the industry/ies.
- Assist in Identifying barriers and introduce clients to new markets.

**For Innovation Specialists**

- Support to entrepreneurs with new and emerging economies; evidenced by new program offerings and counseling to educate and inform on rules and regulations of new economies

**For Peer-to-Peer Trainers:**

- Training, professional development, program administrative support, and/or technical assistance to fellow NBDCs and other business service organizations.
- Serve as a platform for connection and collaboration to share best practices with the entire NBDC Grantee Ecosystem.

**PROGRAM REQUIREMENTS:**

***All program specific questions, requirements, forms, or templates that applicants must answer or complete will be available on the online application for this program.***

**SELECTION CRITERIA:**

All proposals that are received by the deadline will undergo a technical review to determine whether all required components have been addressed and included. Proposals that are determined by BACP to be incomplete may not be considered. BACP reserves the right to waive

irregularities that, within its sole discretion, BACP determines to be minor. If such irregularities are waived, similar irregularities in all proposals will be waived. Proposals that are determined to be complete will be forwarded to a Review Panel. The Review Panel will evaluate and rate all remaining proposals based on the following evaluation criteria:

- Applicant demonstrates they have the following key existing capacities for the NBDC program section of this RFP:
  - Ability to provide assistance to entrepreneurs, business owners, and/or NBDCs per the NBDC Program category requirements.
  - Experience, or verifiable ability, in performing contractual obligations to execute on expected commitments of NBDCs.
  - Filling a noted program gap and why/how the NBDC funding is required to achieve goals. The applicant must identify any 2021/2022 NBDCs currently servicing the proposed geographic area and describe how their services are distinctive from the services provided by aforementioned grantees.
- Applicant demonstrates how they will be successful in performing activities listed in this RFP.
- Number of years the agency is financially solvent as evidenced by IRS Form 990.
- Ability to cover the costs of the program while reimbursable grant funds are being processed.
- Overall quality and completeness of the application.
- Not responding to any question in the application (e.g., stating the agency is “not a City grantee” etc.) will be considered an incomplete application and will disqualify the application.

BACP reserves the right to recommend qualified funding proposals out of rank to ensure adequate geographic distribution of services throughout the city, minimize duplication of similar service offerings within the same service area, and prevent a disproportionate number of service providers within a service area that does not have the corresponding amount of business support needs. Qualified proposals will be scored against proposals in the same modality or type of service

**City funding for the NBDC program is meant to be a minor supplement to an applicant’s fundraising efforts, member dues, or revenue from events or other sources, and should NOT be the sole source of BSO funding.**

## **SCORING CRITERIA**

Proposals will be scored on the basis of the following, with 100 being the maximum score.

- Monitoring – 15 points
- Program Summary – 30 points
- Work Program – 10 points
- Budget Information – 15 points
- Organizational Capacity – 20 points
- Overall Responsiveness – 10 points

## **PROPOSED CONTRACT TERM**

The anticipated start date of the contract is January 1, 2023, for a one-year term ending on December 31, 2023, with up to one extension not to exceed one year, at the discretion of the City, based on available funds, the need to extend services, and the Respondent's performance. This initiative is funded by the City of Chicago's Corporate Fund.

All Proposals submitted to the City are subject to the Freedom of Information Act. The City will make the final determination as to whether information, even if marked "confidential", will be disclosed pursuant to a request under the Freedom of Information Act or valid subpoena. Respondent agrees not to pursue any cause of action against the City with regard to disclosure of information.

## **REQUIRED PROPOSAL CONTENT**

Respondents are advised to adhere to the submittal requirements of the RFP and in particular this section. Failure to comply may be cause for rejection of the non-compliant Proposal. Respondent must provide information in the appropriate areas throughout the RFP. By submitting a response to this RFP, you are acknowledging that if your Proposal is accepted by the city, the Proposal and related submittals may become part of the contract.

## **RFP DUE DATE/SUBMISSION LOCATION**

November 30, 2022

12:00 PM, NOON CST

Proposals must be submitted via online application in the [eProcurement/iSupplier](#) system. *Emailed or faxed proposals will **not** be accepted.*

## **E-PROCUREMENT SYSTEM**

To complete an application for this RFP, RESPONDENTS will need to set up an account in the

eProcurement/iSupplier system.

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

The Department of Procurement Services (DPS) manages the iSupplier registration process. All delegate agencies are required to register in the iSupplier portal at [www.cityofchicago.org/eProcurement](http://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](http://www.cityofchicago.org/eProcurement)
2. Existing Vendors – Must request an iSupplier invitation via email. Include your Complete Company Name and City of Chicago Vendor/Supplier Number (found on the front page of your contract) in your email to [customersupport@cityofchicago.org](mailto:customersupport@cityofchicago.org). You will then receive a response from DPS so you can complete the registration process. Please check your junk email folder if you have made a request and not heard back as many agencies have reported responses going their junk folder.

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

For further eProcurement help use the following contacts:

- Questions on Registration: [customersupport@cityofchicago.org](mailto:customersupport@cityofchicago.org)
- Questions on eProcurement for Delegate Agencies including: [CustomerSupport@cityofchicago.org](mailto:CustomerSupport@cityofchicago.org) or contact the eProcurement hotline at 312-744-4357 (HELP)
- Online Training Materials: <https://www.cityofchicago.org/city/en/depts/dps/isupplier/online-training-materials.html>

If you are having difficulty registering additional people, please refer to this handout [https://www.cityofchicago.org/content/dam/city/depts/dps/isupplier/training/Vendor\\_Create\\_New\\_Address\\_and\\_Contact.pdf](https://www.cityofchicago.org/content/dam/city/depts/dps/isupplier/training/Vendor_Create_New_Address_and_Contact.pdf)

Here is a link to all additional technical assistance videos and handouts. <https://www.cityofchicago.org/city/en/depts/dps/isupplier/online-training-materials.html>

Additionally, Respondents may e-mail [CustomerSupport@cityofchicago.org](mailto:CustomerSupport@cityofchicago.org) to receive more specific advice and troubleshooting.

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.

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

### **PRE-SUBMITTAL CONFERENCE**

A virtual pre-submittal conference will be held on the following dates:

- November 9, 2022; from 3:00 PM – 4:00 PM. [Register for 11/09 Conference](#).
- November 10, 2022; from 3:00 PM – 4:00 PM. [Register for 11/10 Conference](#).

The purpose of the pre-submittal conference is to clarify the RFP process and the score of the required services. Attendance is not mandatory, but it is strongly suggested the interested applicants attend. Questions can be emailed to [nbdc@cityofchicago.org](mailto:nbdc@cityofchicago.org)

### **PRIOR PROGRAM CYCLE (2021/2022) STATISTICS**

Applications received in 2021: 155

Projects funded in 2021: 86

Total funding: \$3,316,910

Range of funding per category (per annum):

- Place-Based Generalist | \$25,000 to \$64,227
- Business Stage Specialist | \$25,000 to \$50,000
- Capital Specialist | \$25,000 to \$30,000
- Cultural Specialist | \$20,000 to 37,500
- Industry Specialist | \$20,000 to \$25,000
- Innovation Specialist | \$25,000 to \$25,000
- Peer-to-Peer Trainer | \$25,000 to \$37,500

### **PROGRAM CONTACT**

Edwin Tumlos, Assistant Commissioner

Email: [NBDC@cityofchicago.org](mailto:NBDC@cityofchicago.org)

Phone: 312-744-5366

Website: [chicago.gov/NBDC](http://chicago.gov/NBDC)

## \_\_\_\_\_. 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.

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

Section 2-156-080 defines a "business relationship" as any contractual or other private business dealing of an official, or his or her spouse or domestic partner, or of any entity in which an official or his or her spouse or domestic partner has a financial interest, with a person or entity which entitles an official to compensation or payment in the amount of \$2,500 or more in a calendar year; provided, however, a financial interest shall not include: (i) any ownership through purchase at fair market value or inheritance of less than one percent of the share of a corporation, or any corporate subsidiary, parent or affiliate thereof, regardless of the value of or dividends on such shares, if such shares are registered on a securities exchange pursuant to the Securities Exchange Act of 1934, as amended; (ii) the authorized compensation paid to an official or employee for his office or employment; (iii) any economic benefit provided equally to all residents of the City; (iv) a time or demand deposit in a financial institution; or (v) an endowment or insurance policy or annuity contract purchased from an insurance company. A "contractual or other private business dealing" shall not include any employment relationship of an official's spouse or domestic partner with an entity when such spouse or domestic partner has no discretion concerning or input relating to the relationship between that entity and the City.

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 Municipal Code); the State of Illinois - Certification Affidavit Statute (Illinois Criminal Code); State Tax Delinquencies

(65ILCS 5/11-42.1-1); Governmental Ethics Ordinance (Chapter 2-156 of the Municipal Code); Office of the Inspector General Ordinance (Chapter 2-56 of the Municipal Code); Child Support Arrearage Ordinance (Section 2-92-380 of the Municipal Code); and Landscape Ordinance (Chapters 32 and 194A of the Municipal Code).

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

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

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

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

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

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

For purposes of this provision:

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

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

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

8. (a) The City is subject to the June 24, 2011 "City of Chicago Hiring Plan" (the "2011 City Hiring Plan") entered in *Shakman v. Democratic Organization of Cook County*, Case No 69 C 2145 (United States District Court for the Northern District of Illinois). Among other things, the 2011 City Hiring Plan prohibits the City from hiring persons as governmental employees in non-exempt positions on the basis of political reasons or factors.
- (b) You are aware that City policy prohibits City employees from directing any individual to apply for a position with you, either as an employee or as a subcontractor, and from directing you to hire an individual as an employee or as a subcontractor. Accordingly, you must follow your own hiring and contracting procedures, without being influenced by City employees. Any and all personnel provided by you under the grant agreement are employees or subcontractors of you, not employees of the City of Chicago. The grant agreement is not intended to and does not constitute, create, give rise to, or otherwise recognize an employer-employee relationship of any kind between the City and any personnel provided by you.
- (c) You will not condition, base, or knowingly prejudice or affect any term or aspect of the employment of any personnel provided under the grant agreement, or offer employment to any individual to provide services under the grant agreement, based

upon or because of any political reason or factor, including, without limitation, any individual's political affiliation, membership in a political organization or party, political support or activity, political financial contributions, promises of such political support, activity or financial contributions, or such individual's political sponsorship or recommendation. For purposes of the grant agreement, a political organization or party is an identifiable group or entity that has as its primary purpose the support of or opposition to candidates for elected public office. Individual political activities are the activities of individual persons in support of or in opposition to political organizations or parties or candidates for elected public office.

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