

**Please stand by, the webinar will begin shortly.**

# **Department of Family and Support Services**

**THE CHICAGO RESILIENT COMMUNITIES MONTHLY CASH ASSISTANCE PILOT: PROGRAM  
ADMINISTRATOR RFP # 8471**

Release Date: January 31, 2022

Due Date: February 18, 2022

**The Chicago Resilient Communities Monthly Cash Assistance Pilot:  
Program Administrator RFP**



# House Keeping

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

# Agenda

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

CITY OF CHICAGO



**REQUEST FOR PROPOSALS (RFP) FOR  
The Chicago Resilient Communities Monthly Cash Assistance Pilot:  
Program Administrator  
RFQ#8471**

**ISSUED BY:  
CITY OF CHICAGO DEPARTMENT OF FAMILY  
AND SUPPORT SERVICES**

All proposals must be submitted via the eProcurement system.

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

Questions concerning the RFP should be directed to:

Alisa Rodriguez  
Managing Deputy Commissioner  
Department of Family and Support Services  
1615 W. Chicago Ave, 5th Floor  
Chicago, Illinois 60622  
312-746-9639  
[alisa.rodriguez@cityofchicago.org](mailto:alisa.rodriguez@cityofchicago.org)

**LORI E. LIGHTFOOT  
MAYOR**

**BRANDIE V. KNAZZE  
COMMISSIONER**

**The Chicago Resilient Communities Monthly Cash Assistance Pilot:  
Program Administrator RFP**



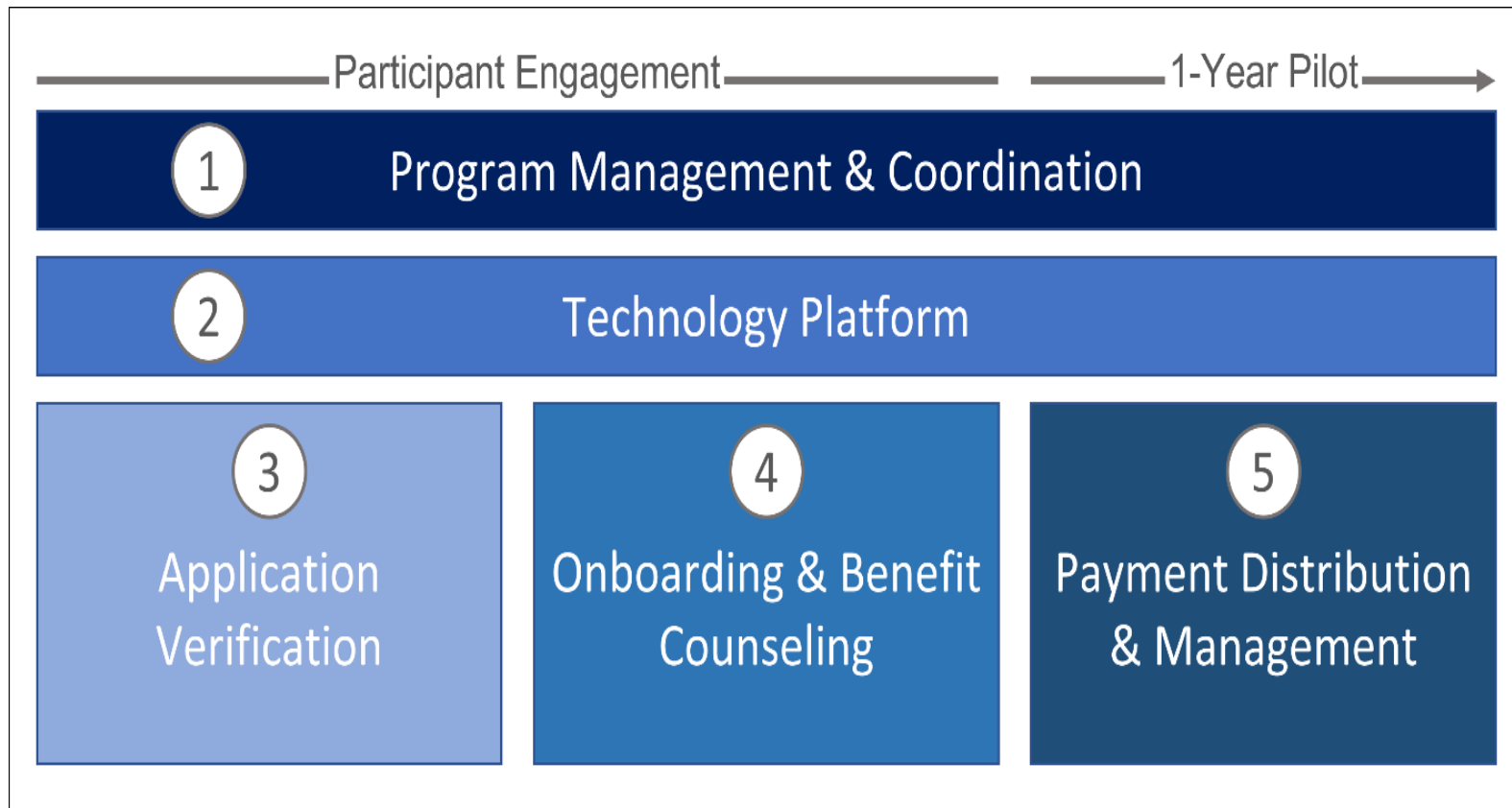
## Purpose of the RFP

- The goal of The Chicago Resilient Communities Monthly Cash Assistance Pilot (“the Pilot”) is to reach 5,000 low-income Chicagoans who have been hard hit by COVID-19, and to support their path to greater economic stability by providing cash assistance (\$500 per month) over a 12-month period.
- The Pilot is also intended to serve as a demonstration of the effectiveness of cash assistance within a broader portfolio of safety net benefits and services, and of City government’s ability to meet residents where they are and support their self-defined path toward financial security.



# Purpose of the RFP

The Department of Family and Support Services (“DFSS”) seeks proposals from agencies who can fulfill all five of the program administration functions for the Pilot (a “Program Administrator”).





# Background

- The City of Chicago has authorized a \$31.5 million monthly cash assistance pilot within the Chicago Recovery Plan, providing \$500 per month for one year to 5,000 low-income households.
- The purpose of the program is to reach low-income households who have been hard hit by COVID-19, and to support their path to greater economic stability.
- The Pilot is also intended to serve as a demonstration of the effectiveness of cash assistance within a broader portfolio of safety net benefits and services, and of City government's ability to meet residents where they are and support their self-defined path toward financial security.



## Goals

- The Pilot goals are to:
  - **Provide Financial Relief:** Mitigate economic hardships for low-income households who have been hard hit by COVID-19
  - **Improve Residents' Wellbeing:** Improve the financial stability, health, and wellbeing of program participants and their families
  - **Transform City's Human Services:** Improve and promote the City's capacity to create and deliver impactful, inclusive, people-centered anti-poverty programs that build on the existing safety net
  - **Build Field of Practice:** Enable policymakers and advocates across local, state, and federal levels to learn from our pilot, the largest program by reach in the US



## Current State and Priorities for Improvement

- The Chicago Resilient Communities Monthly Cash Assistance Pilot provides the City of Chicago with a unique opportunity to envision and test a system that reduces barriers to engagement, enrollment, and receipt of benefits, and empowers individuals to use resources to meet their greatest needs. A successful pilot will not only impact Chicago residents and human services, but also advance the national conversation about direct cash assistance as a policy lever.





# Focus Population

These different focus populations are summarized below:

Populations	Approach
<ul style="list-style-type: none"><li>• Low income (specific level to be determined)</li><li>• Negatively impacted by COVID-19</li></ul>	Basis of overarching eligibility, outreach and engagement strategy; all participants must meet this threshold
<ul style="list-style-type: none"><li>• Parents/caregivers of minors</li><li>• Family/informal caregivers of adults</li><li>• Residents not currently participating in other social safety net benefits</li></ul>	Focused outreach and engagement efforts by respondent(s) to encourage and facilitate participation of these populations
<ul style="list-style-type: none"><li>• Housing insecure</li><li>• Individuals who have experienced gender-based violence</li><li>• Undocumented residents</li><li>• Veterans</li><li>• Disabled</li><li>• Not connected to Broadband</li><li>• Non-native English speakers</li></ul>	Targeted strategies to overcome anticipated barriers to participation for these populations



# Program Requirements

- The role of the Program Administrator is to build and execute processes and infrastructure, and to manage people resources to enable successful delivery of the pilot program.
- The Program Administrator will collaborate closely with DFSS, the Mayor's Office, and the program evaluator to address overall pilot goals.
- The primary objectives of the Program Administrator are to:
  - Design and manage tech-enabled processes for application, selection, onboarding, and ongoing program communications and support that **minimize participant burden and deliver a positive, empowering experience**
  - Manage participant enrollment, on-boarding, and communications; **serve as the primary point of contact** for all participants (including evaluation control group members)
  - **Manage timely and accurate data collection and payment disbursement activities.**



# Performance Goals and Outcomes

- DFSS seeks respondents with evidence of strong past performance against desired outcome goals. Performance indicators include:
  
- DFSS will monitor a set of performance indicators that may include, but are not limited to:
  - Percentage and number of applications successfully submitted (as a proxy for applicant burden)
  - Program uptake (percentage of approved applicants who successfully enroll)
  - Research retention (percentage of research participants who complete all research activities)
  - Percentage and number of participants who successfully remain enrolled and receive all 12 monthly payments
  - Reported participant satisfaction – applicants, selected, non-selected; treatment and control research participants
  - Reported attitude towards government services or aid



## Selection Criteria – Community Involvement

DFSS seeks Respondents that demonstrate:

- The ability to build and execute processes and infrastructure that deliver a seamless, empowering and positive end-to-end user experience, including using client and community feedback to inform service delivery
- The expertise working with the focus populations and has relevant capabilities and/or infrastructure needed to serve these groups
- A commitment to diversity, equity, inclusion, and access
- Leadership that reflects and engages the diverse people of the communities it serves



# Selection Criteria - Organizational Capacity

DFSS seeks Respondents that have:

- Qualified staff responsible for all required service components
- Adequate capacity to hire and manage staff
- Adequate systems and processes to support monitoring program expenditures and fiscal controls
- Demonstrated the ability to meet federal reporting requirements associated with the Pilot



# Selection Criteria – Program Performance, Outcomes and Quality

DFSS seeks Respondents that have:

- Demonstrated evidence of strong past performance against desired outcome goals and performance metrics and/or other notable accomplishments in providing services to the focus populations
- Experience using data to inform/improve its services or practices
- Experience in data-driven performance management



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

DFSS seeks Respondents that demonstrate:

- The fiscal capacity to implement the proposed program
- Reasonable implementation costs and funding requests relative to its financial and human resources. The proposed budget supports the proposed scope of work or work plan



## Selection Criteria - Attachments

- Be sure to attach **reports, studies or other documentation that show performance** toward reaching the program goals, demonstrate results and accomplishments.
- Be sure to attach the **resumes for key staff** that are overseeing the program.
- Be sure to attach job descriptions for key positions overseeing the program.
- Be sure to attach your organization's **budget** and budget narrative





# Budgets or Cost Proposals

- The term of contract executed under this RFP will be from **March 1, 2022 – December 31, 2023.**
- DFSS anticipates funding **one** agency.
- We anticipate one award up to \$31,000,000 for the duration of the term, March 1, 2022 – December 31, 2023.
- Administrative cap for the program: up to \$1,000,000 of this amount is for the selected Respondent's administrative costs.
- No match requirement.
- Please submit a budget for ONE year (12 mos.) of services.
- Be thoughtful and inclusive when developing your budget. Apply for your program's actual costs.
- Use the budget narrative document (that you develop and attach) to outline how and why your proposed costs were determined.
- Use the reasonable costs question on the application to discuss how your proposed costs are realistic.



# Budgets or Cost Proposals – Common Errors

Common mistakes we see on budgets are:

- Fringes – check your calculations.
- Supplies – these are frequently under or over budgeted for.
- Put your budget in the appropriate column.



# Selection and Transition Timeline

- **Pre-proposal webinar – Monday, February 7, 2022 – 10:00a.m.- 12:00p.m**
- **Due date to submit pre-proposal questions – Tuesday, February 8, 2022**
- **Applications due – Friday, February 18, 2022 at Noon**
- **Program period begins – Tuesday, March 1<sup>st</sup>, 2022**



## Deadline



Applications are due  
on **February 18, 2022**  
at **12:00, Noon**



## Application Tips

### Start Early!!

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

### Save Often!!



## Tips for Working in eProcurement

- You can “submit” your application and later amend it up until the due date **February 18, 2022, at 12:00 noon.**
- Avoid the rush and possible mishaps by submitting early. Plan on submission taking 30-60 minutes.
- Late applications will not be accepted.
- Make use of the eProcurement hotline for help at 312-744-4357 (HELP).
- **Please note that the hotline operates during business hours only, Monday-Friday 9-5.**

**Save often, submit early!**



# New Agency Requirements

- 1) Provide Articles of Incorporation and any Amended Articles of Incorporation.
- 2) IRS Affirmation Letter – for not-for-profit agencies only. This letter must be dated within sixty (60) days of submittal. You can obtain this by calling the IRS directly at 1-877-829-5500. If you are a for-profit agency, submit your original letter from the IRS showing your FEIN number.
- 3) DUNS Number.
- 4) Central Contractor Registration (CCR) – Provide a copy of the Entity Overview Page on the [www.sam.gov](http://www.sam.gov) website.
- 5) Certificate of Good Standing Letter with the State of Illinois.



# Technical Assistance!

- On the DFSS web page is a link to the RFP of interest and training documents. See “Alerts” Section on our website.
- For Questions on Registration and eProcurement Technical Assistance for Delegate Agencies –  
[CustomerSupport@cityofchicago.org](mailto:CustomerSupport@cityofchicago.org)  
or  
call 312-744-HELP (4357)
- Training Materials (Documents and Videos) –  
<https://www.cityofchicago.org/city/en/depts/dps/isupplier/online-training-materials.html>



# How to accept an amendment

# How to accept an amendment – Step 1

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

The screenshot displays a procurement system interface. At the top, a warning message is highlighted with a red circle: **Warning** RFQ 6459 has been amended. To be considered for award you must acknowledge each amendment and submit (or resubmit) all your responses to ensure that they comply with the changes. Below the warning is a link for [View Amendment History](#). The RFQ number is 6459,1. In the top right corner, the 'Actions' dropdown menu is set to 'Create Quote', and the 'Go' button is also circled in red. The main content area shows details for 'Community Housing Development Organization (CHDO) Certification'. Key information includes: Buyer: MCCLARN, GRAYLEN; Quote Style: Blind; Outcome: Community Housing Development Organization (CHDO) Certification; Status: Active; Time Left: 476 days 22 hours; Supplier Response Start Date: 28-Aug-2018 13:25:01; Bid Opening Date/Supplier Response Due Date: 14-Aug-2020 14:01:32. The 'Event' section notes: Delegate Agency. This addendum is to remind applicants that the CHDO certification and recertification process is not a request for funding. Other sections include 'Terms' (Bill-To Address: 054-2819 HOME INVESTMENT PARTNERSHIP; Ship-To Address: 054-2819 HOME INVESTMENT PARTNERSHIP; FOB), 'Currency' (RFQ Currency: USD; Price Precision: 0), and 'Requirements'. Navigation links for 'Show All Details' and 'Hide All Details' are at the bottom.

## How to accept an amendment – Step 2

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

CITY OF CHICAGO Sourcing

Home Logout Preferences Help

Negotiations

Negotiations > Active Solicitations > RFQ: 6459,1 >

Amendment History (RFQ 6459)

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

Acknowledge Amendments

Show All Details | Hide All Details

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

Return to RFQ: 6459,1

Negotiations Home Logout Preferences Help

Copyright (c) 2009, Oracle. All rights reserved.



# How to accept an amendment – Step 3

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

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

**Acknowledge Amendment (RFQ 6459,1)**

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

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

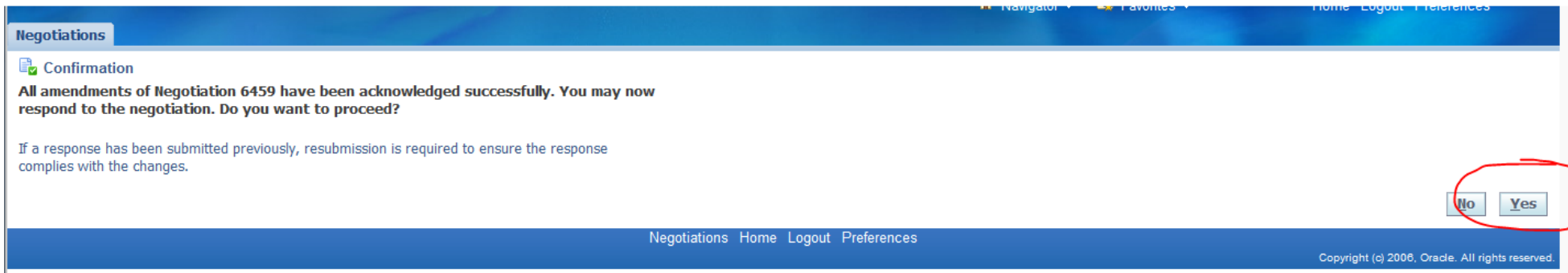
Header		
label	RFQ 6459	RFQ 6459,1
Amendment Description		This addendum is to remind applicants that the CHDO certification and recertification process is not a request for funding.

**Notes and Attachments**

RFQ 6459

## How to accept an amendment – Step 4

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



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

# How to accept an amendment – Step 5

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

legotiations

**Terms and Conditions**  
The following terms and conditions must be accepted before a quote is placed in this RFQ.

City makes no representations or warranties that the electronic procurement system utilized by the City on any procurement will accurately and timely transmit any bidder's bid or proposal or any other information to the City. All bidders use this system at their own risk. The City disclaims all liability that may result or arise from the use by any bidder of the eprocurement system, including claims for lost profits and consequential damages.

2

**Attachments**

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

# How to submit an application

# How to submit an application - Step 1

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

Create Quote: 235163 (RFQ 6952)

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

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

**Header** **Lines**

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

**Attachments**

[Add Attachment...](#)

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
<a href="#">budget</a>	File		From Supplier	KBWILSON	20-Jun-2019	One-Time		

**Requirements**

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

Focus Title	Target Value	Quote Value
Requirements		

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

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





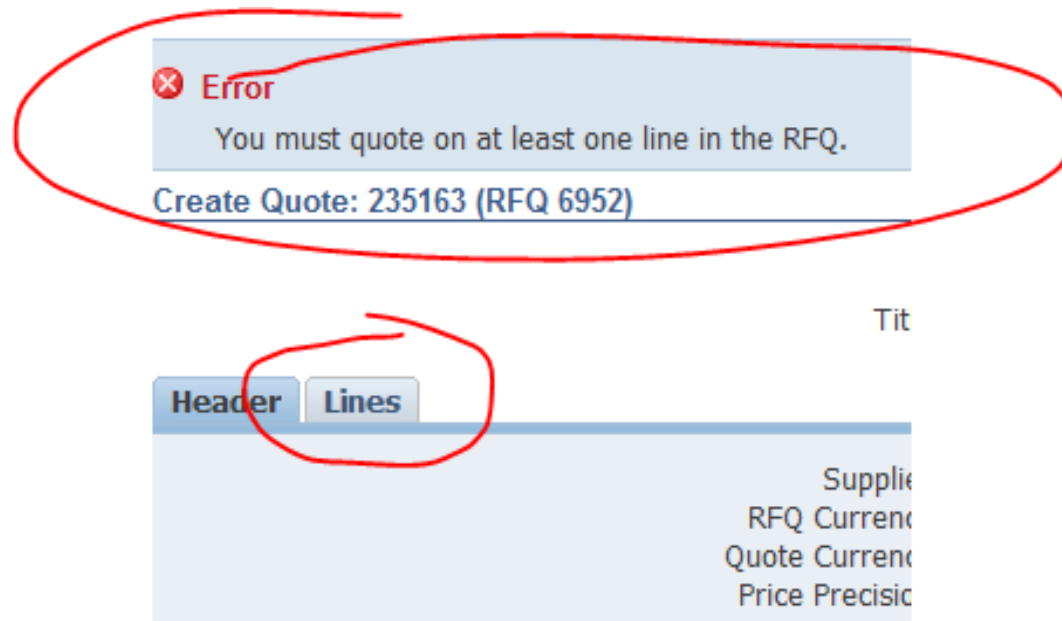
# How to submit an application - Step 2

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

The screenshot shows a web application interface for negotiations. At the top, there is a breadcrumb trail: "Negotiations > Active Solicitations > RFQ: 6952 >". Below this, a red circle highlights an error message: "Error: You must quote on at least one line in the RFQ." Below the error message is a "Create Quote: 235163 (RFQ 6952)" button. The main content area has a title "DFSS Youth Services Enrichment Programs - STEM (Science, Tech, Engin. & Math)" and a "Bid Opening Date/Supplier Response Due Date" of "16-Jul-2019 12:00:00". There are several buttons: "Cancel", "Revert to Active Quote", "View RFQ", "Quote By Spreadsheet", and "Save Draft". The interface is divided into sections: "Header" and "Lines" (with a sub-section for "Supplier" information including "DEBORAH'S PLACE", "USD" currency, and "Any" price precision); "Attachments" (with an "Add Attachment..." button and a table listing an attachment titled "budget"); and "Requirements" (with "Expand All" and "Collapse All" links, and a table with columns for "Focus Title", "Target Value", and "Quote Value"). At the bottom, there are more buttons: "Cancel", "Revert to Active Quote", "View RFQ", "Quote By Spreadsheet", and "Save Draft".

## How to submit an application - Step 3

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



# How to submit an application - Step 4

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

The screenshot shows a web application interface for creating a quote. At the top, there is a blue error banner with a red 'x' icon and the text: "Error A quote value is required for requirement First Name." Below this banner, the text "Create Quote: 236154 (RFQ 6952)" is visible. The main header area includes the title "DFSS Youth Services Enrichment Programs - STEM (Science, Tech, Engin. & Math)", a "Cancel" button, and a "Revert to Active Quote" button. On the right side of the header, it shows "Time Left 19 da" and "Bid Opening Date/Supplier Response Due Date 16-Ju".

The interface is divided into several sections:

- Header**: Contains supplier information: Supplier: DEBORAH'S PLACE, RFQ Currency: USD, Quote Currency: USD, Price Precision: Any. It also includes fields for Quote Valid Until, Reference Number, and Note to Buyer.
- Attachments**: A section with an "Add Attachment..." button and a table with columns: Title, Type, Description, Category, Last Updated By, Last Updated. The table currently shows "No results found."
- Requirements**: A section with "Expand All" and "Collapse All" links. It contains a table with columns: Focus Title, Target Value, and Quote Value. The "Quote Value" column is highlighted with a red circle. Under "Focus Title", there are two items: "Requirements" and "Contact Information".

At the bottom of the requirements table, the text "First Name" is visible and circled in red, indicating the specific requirement that caused the error.



# How to submit an application - Step 5

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

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

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

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

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

The "Details Section" is currently expanded.



# How to submit an application - Step 6

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

**Header**

Title Chicago Early Learning Community-Based Programs RFP #2  
 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



# How to submit an application - Step 7

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

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

Line 1: 0005 - Program - Personnel

Notes

Note to Buyer

Attachments

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

**Electronic Signature**

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

\* Name:

\* Title:

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

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



# How to submit an application - Step 8

➤ Then click **“Submit”**.

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

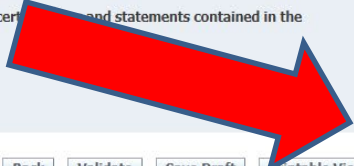
Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete

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

Test

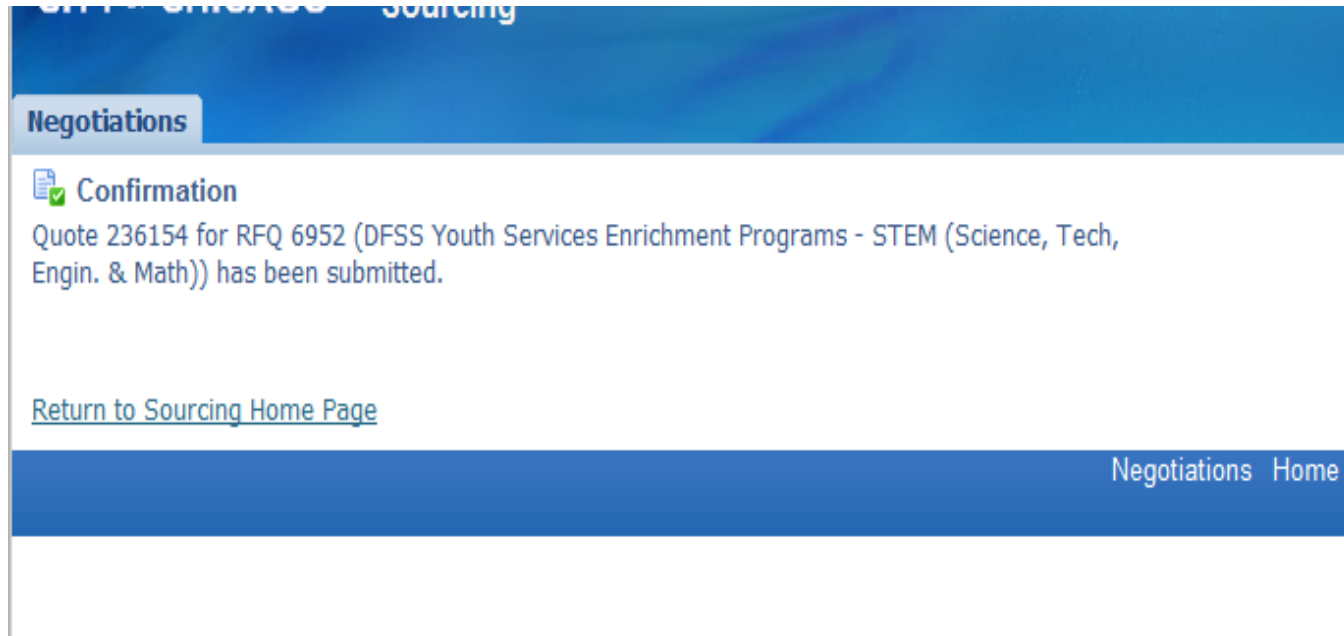
Before submitting the response please enter Name and Title and accept the disclaimer by checking the box above.

Cancel Back Validate Save Draft Printable View **Submit**



# How to submit an application - Step 9

- Make sure that you see this submittal confirmation screen. The eProcurement system will send a confirmation email within 24 hours of your submission. Please call or email me if you desire confirmation prior to then.





**Questions?**

## **Program Questions?**

**Alisa Rodriguez**

**312-746-9639**

**[Alisa.rodriguez@cityofchicago.org](mailto:Alisa.rodriguez@cityofchicago.org)**

## **For non-programmatic questions contact:**

**Julia Talbot**

**(312)-743-1679**

**[Julia.Talbot@cityofchicago.org](mailto:Julia.Talbot@cityofchicago.org)**