



**DEPARTMENT OF FAMILY AND SUPPORT SERVICES**

**JULY 1, 2019**

**AMENDMENT No. 3**

**REQUEST FOR PROPOSALS**

**FOR**

**CHICAGO EARLY LEARNING COMMUNITY BASED PROGRAMS**

**RFQ 6944, 3**

THE FOLLOWING REVISIONS/CHANGES WILL BE INCORPORATED IN THE ABOVE REFERENCED RFP DOCUMENT. ALL OTHER PROVISIONS AND REQUIREMENTS AS ORIGINALLY SET FORTH REMAIN IN FULL FORCE AND ARE BINDING.

## SECTION I: Questions and Answers to the RFP

**1. I already submitted my applications for this second RFP, do I have to go back into eProcurement and resubmit with the acknowledgement of this addendum?**

Even if a Respondent submitted their application for the second RFP, in order for that application to be active, the Respondent must go into eProcurement and acknowledge this addendum.

**2. Can Respondents apply to this RFP #2 for only one service delivery model, for example, only for Center Based services, or only for home visiting? Or can Respondents apply for both center based and home visiting models?**

Yes, through this RFP, Respondents can apply for all service delivery models, home visiting, center based, family childcare homes, and all funding streams. In addition, a Respondent has the opportunity to only apply for one funding stream and/or one service delivery model.

**3. Are the service gap areas identified in this RFP #2? Where can we find them?**

A preliminary, high-level analysis of the proposals (for the funding streams, program models and community areas) requested through the initial RFP #6785 released on April 2, 2019 (the “first RFP”), demonstrated that there **may** be service gaps. This second RFP will allow DFSS to quickly address any service gaps, if needed, after the awarding process of RFP 1 is complete.

The service gaps are potential gaps. We won’t know exact gaps until proposals from the first RFP have been reviewed and evaluated.

**4. You mentioned that if you are a charter school and you want to apply for PFA, you need to contact CPS. Who would that person be?**

Contact Chicago Public School, Office of Early Childhood at 773-553-2010 and ask to speak with the Program Director.

**5. If we have already applied for the first RFP, according to the letter we received, we must fill out the specific expansion portion of the RFP. Is that included in iSupplier/eProcurement?**

There is no specific “expansion proposal”. If a Respondent has already applied to the first RFP, they should only apply for any additional slots that they feel they have the capacity to implement by December 1, 2019. The Respondent will have to complete the entire second RFP for only the additional slots.

**6. Our agency experienced significant technical difficulties with the first RFP, getting kicked out of the system multiple times over a two-day period. We were able to navigate and believe we understood the system but repeatedly had to log in again, from different physical locations and internet connections, losing information we had previously saved in the process. What do you recommend we do if we encounter similar problems this time?**

It appears you had technical difficulties on your side. We checked with our vendor and there were no technical glitches on our side.

We recommend that you make sure that you save your responses often. Second, you can request to use a lab here at DFSS. Please contact [earlylearningrfp@cityofchicago.org](mailto:earlylearningrfp@cityofchicago.org) to request an appointment to work in the lab here at DFSS. You must do this early in the process to ensure there is availability and to have time for a successful submission. Finally, we encourage Respondents to submit proposals in advance of the due date and time.

**7. What kind of confirmation can we expect to ensure our application has been submitted? Do we get a confirming email? Something on the screen? What kind of proof do you recommend we retain that shows our applications were submitted and received?**

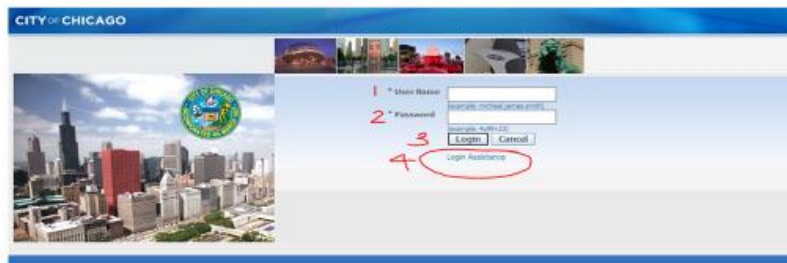
Respondents do not receive a confirmation email after submission. Respondents do get a screen confirmation after completing the full submittal process. Respondents can take a screen shot of the screen confirmation for proof. Instructions on how to confirm that you have submitted the application is on the next page.

Additionally, Respondents can email or call Julia Talbot, and ask her to check in the system. Her contact is listed below:

**Julia Talbot**

**(312)-743-1679**

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



To login into the eProcurement System

1. Type in your user name.
2. Type in your password
3. Click on the Login button
4. If you have forgotten your user name or password, click "login assistance"

If you have forgotten your User Name or Password, clicking on “Login Assistance” from the previous screen shot will bring you to this screen where these two things can be reset.

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Clicking the “Sourcing Home Page” will bring you to this screen. The Response number is the application number. The Response Status indicates the status of your response. Submitted applications will have “Active” response status. Unsubmitted applications will have a “Draft” response status. To double check that your application has indeed been submitted, click on the blue response number of the application in question.

Response Number	Response Status	Supplier Site	Solicitation Number	Title
<a href="#">235157</a>	Draft		6900	Emergency Walk-In Crisis Psychiatric Care
<a href="#">235160</a>	Active		6952	DFSS Youth Services Enrichment Programs - STEM (Science,
<a href="#">235154</a>	Draft		6964	DFSS Youth Services Enrichment Programs - OST Academic
<a href="#">234155</a>	Active		6897.1	Domestic Violence Interim Shelter RFP

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Clicking on the Response Number, will open the application (whether it has been submitted or not). Note that the quote status is "Active". For a submitted application, if you open the Requirements sections, the Quote Value section will contain your submitted answers and no longer be fillable.

Quote: 235168 (RFQ 6952)

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Title: **DESS Youth Services Enrichment Programs - STEM (Science, Tech, Engin. & Math)**  
 Time Left: **26 days 1 hour**  
 Quote Style: **Blind**  
 Quote Currency: **USD**  
 Contact: **Booton-Wilson, Kathy**  
 Suppliers' Quote Number: **235168**  
 Quote Status: **Active**

Bid Opening Date/Supplier Response Due Date: **16-Jul-21**  
 Ranking Price Ord: **DEBORAI**  
 Supplier: **DEBORAI**  
 Supplier Site: **DEBORAI**  
 Quote Valid Until: **DEBORAI**

Attachments: 

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

**Requirements**

Show All Details | Hide All Details

**Details Section**

Hide Contact Information

Requirements	Target Value	Quote Value
First Name		All of my information
Last Name		!
Telephone		!
E-mail Address		!
Contact Type		!