

Please stand by, the webinar will begin shortly.

Department of Family and Support Services
Youth Intervention Pathways RFP

Release Date: December 1, 2022

Due Date: January 6, 2023



Housekeeping

- Due to the volume of participants, everyone will be muted for this call.
- 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.
- This webinar is being recorded. A copy of the recording will be posted on the DFSS YouTube channel with a link to the recording and a .pdf of these Power Point slides will be posted to the DFSS webpage at:
<https://www.chicago.gov/city/en/depts/fss.html> under the ‘Alerts’ and/or “Funding Opportunities” tabs.

Agenda

- Welcome and Introductions
- Purpose
- Background
- Program Description
- Program Requirements
- Performance Measures
- Selection Criteria
- Timeline
- Technical Assistance for Applicants and eProcurement
- Questions

CITY OF CHICAGO



REQUEST FOR PROPOSALS (RFP) FOR

YOUTH INTERVENTION PATHWAYS
RFQ# 9153

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:

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Department of Family and Support Services
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Lisa.Hampton@cityofchicago.org

LORI E. LIGHTFOOT
MAYOR

BRANDIE V. KNAZZE
COMMISSIONER

A decorative graphic element on the left side of the page, consisting of a blue square and a red star.

About the Department of Family and Support Services

As the City of Chicago's primary social services provider and administrator, the Department of Family and Support Services (DFSS) manages a comprehensive, client-oriented human service delivery system that employs a holistic approach to improving the quality of life for our most vulnerable residents. DFSS administers resources and provides assistance and support to a network of over 360 community-based organizations.

The DFSS mission is:

Working with community partners, we connect Chicago residents and families to resources that build **stability**, support their **well-being**, and empower them to **thrive**.



Purpose of RFP and Scope of Services



Purpose of RFP

- The Chicago Department of Family and Support Services (DFSS) Youth Services Division seeks agencies to coordinate services for youth 10-17 years old that have interactions with the Chicago Police Department (CPD) who need support services to decrease their ongoing interaction with police, decrease their risk factors, increase public safety, and develop accountability for youth that impacts their trajectory further into the legal system.
- The Youth Intervention Pathways RFP seeks organizations who have experience providing restorative, youth-centered, trauma-informed coordinated case management to youth aged 10-17 years old that have had contact with the Chicago Police Department.



Youth Services Division

This RFP is part of a broader effort in Chicago to reduce contact between youth and the legal system.

- Research shows that supportive community services offer an alternative to arrest and incarceration, which is developmentally inappropriate for young people, creates lifelong social and emotional harms, and perpetuate the systemic over-incarceration and surveillance of Black and Brown youth.
- DFSS' Youth Services Division is working to reduce the overrepresentation of youth of color in the juvenile court system and promote the safety, well-being, and prosperity of all youth in the City of Chicago

Background Information



Background

- Audit of the Chicago Police Department and Department of Family and Support Services' Administration of the Juvenile Intervention and Support Center
 - In February 2020, the City of Chicago Office of Inspector General (OIG) completed an audit of the JISC. The objectives of OIG's audit were to determine if JISC is designed according to best practices for law enforcement-based youth diversion and if JISC's administration of diversion programming is consistent with its goal of reducing youth recidivism.



Background

- Some key findings of that report included:
 - Due to poor record-keeping and a lack of collaboration, program partners, CPD and DFSS cannot reliably determine whether JISC is meeting its stated goal.
 - The City cannot determine whether, over the past 14 years, it has created positive or negative outcomes for over 3,000 youth processed each year.
 - JISC's design does not align with best practices for youth diversion programs.
 - CPD and DFSS have different visions for JISC and therefore have been unable to come to a shared understanding of the program's purpose and goals.
 - JISC is likely not leading to more youth arrests (also known as net widening) but does send many youth to case management which would otherwise have been diverted entirely.
 - Inconsistencies concerning which JISC arrestees were diverted from further involvement in the justice system



Current State and Priorities for Improvement

- Youth-centered
- Family-centered
- Wraparound services & case management
- Trauma-informed approaches
- Cultural competency
- Data-driven continuous improvement



Timeline

January 2019	City of Chicago enters a Consent Decree
July 2019	City of Chicago trip to Los Angeles Police Department
November 2019	DFSS JISC memo sent to the Deputy Mayor of Public Safety
December 2019	DFSS and the Deputy Mayor of Public Safety launched the JISC Advisory Council (Youth Diversion Advisory Council)
February 2020	Office of Inspector General JISC Audit Report is released
Summer 2021	Intense service provider working group is convened
Fall 2021-Summer 2022	RFP is drafted
Summer 2022	Youth Intervention Pathways RFP is developed

Program Description



Goals

- The Youth Intervention Pathways (YIP) RFP will fund agencies to engage with youth **10-17 years old** that have had contact with law enforcement. YIP aims to do this by offering youth citywide up to 90 days of coordinated community services based on risk and need factors.
- Requires an individualized approach based on a needs assessment and case planning with youth and their families.
- The program targets youth 10-17 who, once referred by the Chicago Police Department (CPD), will be assessed for risk, needs, and strengths and match supervision and intervention strategies with the youth's levels of risk and motivation.
- With the support of DFSS, awarded agencies will facilitate services through comprehensive, hyper-local community networks, and encourage CPD citywide to refer youth to services in lieu of continued action through the legal system.
- In addition, awarded agencies will provide restorative justice opportunities to increase accountability for youth and increase public safety.
- The long-term goal is to limit youth interaction with law enforcement, increase youth access to services, increase youth sense of accountability and safety, and decrease their likelihood of continuing criminal activity.
- Respondents will be required to work in partnership and close collaboration with CPD to implement the Youth Intervention Pathways program effectively.

Service Areas by Police District



Youth Interventions Pathways Service Areas by Police District

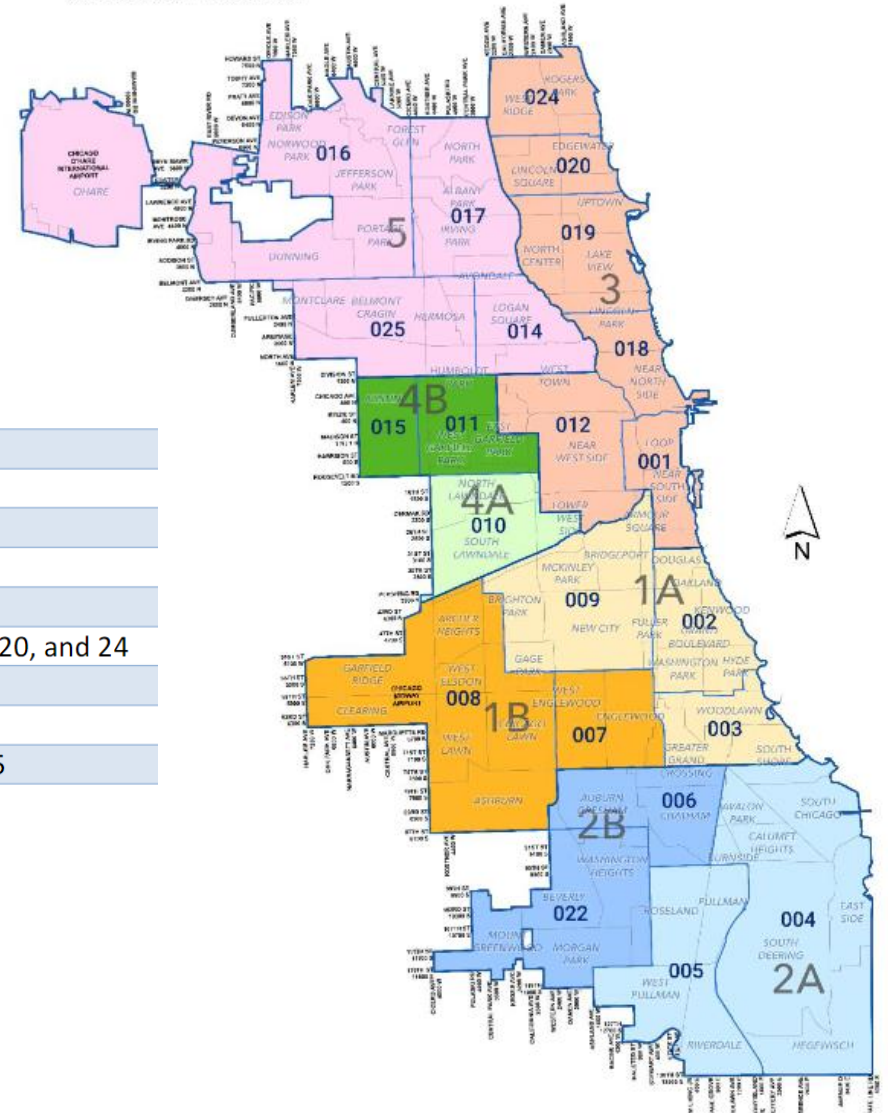


Table 2: Youth Interventions Pathways Geographic Police Areas

Police Area	Police Districts
Police Area 1A	Districts 2, 3, and 9
Police Area 1B	Districts 7 and 8
Police Area 2A	Districts 4, 5
Police Area 2B	Districts 22, 6
Police Area 3	Districts 1, 12 and 18, 19, 20, and 24
Police Area 4A	Districts 10
Police Area 4B	Districts 11, 15
Police Area 5	Districts 14, 16, 17, and 25

Map Created: November 2022 | Miles 0 1.5 3 6 9 12 | Copyright © 2022 City of Chicago

Program Requirements



Program Requirements

Target population	<ul style="list-style-type: none">• Youth who have an in-the field interaction with police• Youth who are referred in lieu of arrest• Youth who are formally or informally station adjusted (arrested)
Service locations and hours	<ul style="list-style-type: none">• Police Areas 3 and 5 will each be served by one delegate, estimated to engage 100 youth each• Police Areas 1, 2, and 4 will each be subdivided based on police district and served by two delegates, with 200 youth anticipated served in each Police Area• Agencies will provide services at their primary location and be flexible to engage with youth in a variety of other locations across their Police Area.• Based on CPD current arrest data, DFSS expects the majority of referrals to occur between 11am and 9pm Monday through Saturday• Agencies will operate an 8-hour day at least 5 days a week, including at least one weekend day in order to maximize their ability to engage in warm handoffs. (Final hours to be agreed upon and listed in contracts)
Staff to youth ratio	<ul style="list-style-type: none">• 1:30 ratio. Roughly 2-3 staff persons



Program Requirements

Initial referral and follow up	<ul style="list-style-type: none"> • Referrals will be received via email/phone from CPD. • Provider will make initial contact within 48 hours. A designated email address will need to be created for CPD to submit referrals (e.g., CPDreferral@awardedagency.org)
Needs assessment and case planning	<ul style="list-style-type: none"> • Awarded agencies will utilize a DFSS the Youth Assessment and Screening Instrument (YASI) that will be administered within 7 days of referral and initial contact made with youth. • Assessment tool, Youth Assessment and Screening Instrument (YASI) will be used to develop a youth-driven plan based on youth/family identified needs. Based on the level of risk and need, service plan developed will span from 30 to 90 days.
Trauma-informed, Culturally Competent Service Coordination	<ul style="list-style-type: none"> • Awarded agencies will provide services internally or make referrals for services in the community. • All service connections will be documented weekly in DFSS’s Cityspan database. • All services should be planned with a sense of safety for the youth and family to ensure attachment to services long term and stronger connections to services.
Delegate Communication	<ul style="list-style-type: none"> • Respond to referrals within 48 hours. Provide follow up to CPD staff of the status of referrals in a timely manner (station adjusted youth only) • Maintain weekly with youth. • Build a communication network with their local CPD staff in every district of their chosen Police Area.
Restorative Justice	<ul style="list-style-type: none"> • Agencies should provide restorative justice services to youth focused on healing and accountability.



Target Population

- Eligibility for this program is restricted to youth who reside in the City of Chicago, between the ages of 10-17, who meet the referral criteria of the CPD youth intervention policy (which is informed by state law), and who have signed consent forms for services.

- Referrals will be based on where youth currently reside. If the youth-police interaction occurs in a police area that is different from where youth reside, the referring CPD officer/staff will refer youth to an awarded agency in the youth's area. Youth referred by CPD may be:
 - Youth who have an in the field interaction with police
 - Youth who are referred in lieu of arrest
 - Youth who are formally/informally station adjusted (arrest)

Performance Measures



Performance Outcomes

A primary outcome of importance is a **reduction in arrests**, convictions and incarcerations.

- 75% of youth will demonstrate increases in social emotional skills
- 85% of youth will engage in and sustain education supports if identified in their assessment as a targeted goal
- 85% of youth will engage in and sustain employment or employment supports if identified in their assessment as a targeted goal
- 75% of youth will be able to identify a positive adult/mentor
- 75% of youth will report feeling more knowledgeable about and confident accessing resources and services available in their community
- 75% of youth will report feeling more optimistic about their future



Output Indicators

To monitor and recognize intermediate progress toward the above performance indicators, DFSS intends to track output metrics that may include, but are not limited to:

- 75% of referred youth are contacted in 48 hours
- 80% of enrolled youth will have completed needs assessment
- 80% of enrolled youth will develop a youth-driven service plan with Service Coordinator
- 70% of enrolled youth will successfully complete service plan (case management is closed, post assessment is complete, transition plan is made) within 90 days
- 75% of enrolled youth will be connected to additional supportive services (lasting beyond YIP engagement)

Selection Criteria

Selection Criteria – Community Involvement

- The Respondent demonstrates a clear understanding of the target population, including their strengths and assets and needs and challenges
- The Respondent demonstrates client and community engagement activities that inform service delivery
- The Respondent has expertise working with the youth and Chicago Police Department and has relevant capabilities and/or infrastructure needed to serve both group
- The Respondent demonstrates a commitment to diversity, equity, inclusion, and access and pay equity
- The Respondent's leadership reflects and engages the diverse people of the communities it serves




Selection Criteria - Organizational Capacity

- The Respondent has qualified staff responsible for program oversight and management and indicates an ability to hire additional, qualified staff in a timely manner
- The Respondent has adequate systems and processes to support monitoring program expenditures and fiscal controls including monthly vouchering and budget revisions
- The Respondent has experience in utilizing a validated youth needs assessment tool to develop short term service plans for youth

Selection Criteria – Strength of Proposed Program

- The Respondent clearly defines services to be provided (directly or through formal and informal partnerships with other agencies) that are appropriate to addressing needs of and achieving desired outcomes for the target population
- The Respondent has partnerships with the Chicago Police Department and other agencies and has the capacity to coordinate services in a client-centered, comprehensive way
- The Respondent has an effective approach for engaging program participants within 48 hours of referral
- The Respondent has an effective approach for retaining program participants



Selection Criteria – Program Performance, Outcomes and Quality

- The Respondent demonstrates evidence of strong past performance against desired outcome goals and performance metrics and/or other notable accomplishments in providing services to the target population
- The Respondent has experience using data to inform/improve its services or practices



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

- The Respondent has the fiscal capacity to implement the proposed program
- The Respondent leverages other funds and in-kind contributions to support total program and administrative cost (e.g., state, federal, foundation, corporate, individual donations)
- The Respondent demonstrates 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

Please upload the following documents:

- Liability Insurance
- Board Member Identification
- SAM Certification
- Certificate of Good Standing
- By Laws and Articles of Incorporation
- Financial Statement
- IRS Determination Letter
- Program Budget Form
- City of Chicago Compliance Acknowledgement
- Conflict of Interest
- Job Descriptions
- Vignette



Budget Proposals

- Contract Term: March 1, 2023, through December 31, 2024
- The amount for this RFP for one year is \$250,000
- 15% administrative cap
 - indirect rates (attach the indirect letter)
 - State the match requirement for the program
- Please submit a budget for ONE year (12 mos.) of services
- Cost category definitions are attached as Budget instructions in every RFP (except RFPs that have cost proposals)
- Be thoughtful and inclusive when developing your budget. Apply for your program's actual costs
- We cannot give you more money than what you ask for- however, we can give you less
- Use the reasonable costs question on the application to discuss how you determined the costs reflected in the budget



Budget – Common Errors

Common mistakes we see on budgets are:

- Fringes – check your calculations.
- Supplies – these are frequently under or over budgeted for.
- Support Services – if this is an appropriate and allowable cost, don't forget to include it.
- Make sure your job description titles and your job description uploads have the same title. Also put a brief description of the job in the budget document itself, if you have not discussed it specifically in your application.
- Put your budget in the appropriate column.
- **Show your match!**
- Read budget instructions carefully!

Timeline



Selection and Transition Timeline

- **Pre-proposal webinar** – December 9, 2022
- **Applications due** – January 6, 2023, 12:00Pm CST
- **Program period begins** – March 1, 2023



Deadline



**Applications are due
on **January 6, 2023, at
12:00pm CST****

Technical Assistance for Applicants and eProcurement



Application Tips

Start Early!

- 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.
- Do not use the back button on your browser.

Save Often!

Tips for Working in eProcurement

- To submit multiple applications for a single RFP applicants will need to set up a unique user account in iSupplier but all the user accounts can use the same email address.
- You can “submit” your application and later amend it up until the due date **JANUARY 6, 2023**, 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!



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

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

- If 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. (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.

Negotiations > Active Solicitations >

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.
[View Amendment History](#)

RFQ: 6459,3

Actions:

Title: **Community Housing Development Organization (CHDO) Certification**
Status: **Active**
Time Left: **555 days 23 hours**

Supplier Response Start Date: **17-Aug-2020 11:01:54**
Bid Opening Date/Supplier Response Due Date: **31-Dec-2023 12:00:00**

Header | Lines | Controls | Contract Terms

Buyer: **MCCLARN, GRAYLEN**
Quote Style: **Blind**
Outcome Description: **Community Housing Development Organization (CHDO) Certification**

Event: **Delegate Agency**
Amendment Description: **Updating Issuing Officers information**

Terms

Bill-To Address: [021-2819 HOME INVEST](#)
Ship-To Address: [021-2819 HOME INVEST](#)
FOB

Payment Terms
Carrier
Freight Terms

Currency

How to accept an amendment – Step 2

- To begin the acceptance and acknowledgment process, to open the RFP in view only: (1) click on the Document number. (2) To review the amended changes to the RFP, click on the infinity or eyeglass icon. (3) To acknowledge receipt and understanding of these changes and proceed, click on the “Acknowledge Amendments” button.
- 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 > 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
Hide	6459.1	Community Housing Development Organization (CHDO) Certification	Active		
Amendment Description This addendum is to remind applicants that the CHDO certification and recertification process is not a request for funding.					
Published Date 28-Aug-2018 13:25:01			Close Date 14-Aug-2020 14:01:32		
Show	6459	Community Housing Development Organization (CHDO) Certification	Amended		

[Return to RFQ: 6459.1](#)

[Acknowledge Amendments](#)

Negotiations Home Logout Preferences Help

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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”

Acknowledge Amendment (RFQ 6459,3)

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

Cancel

Back

Step 3 of 3

Acknowledge

I accept the terms and conditions of the RFQ and also acknowledge the changes made to the RFQ amendment document 6459,3.

Header

Label	RFQ 6459,2	RFQ 6459,3
Amendment Description	This amendment was created to extend the closing date.	Updating Issuing Officers information

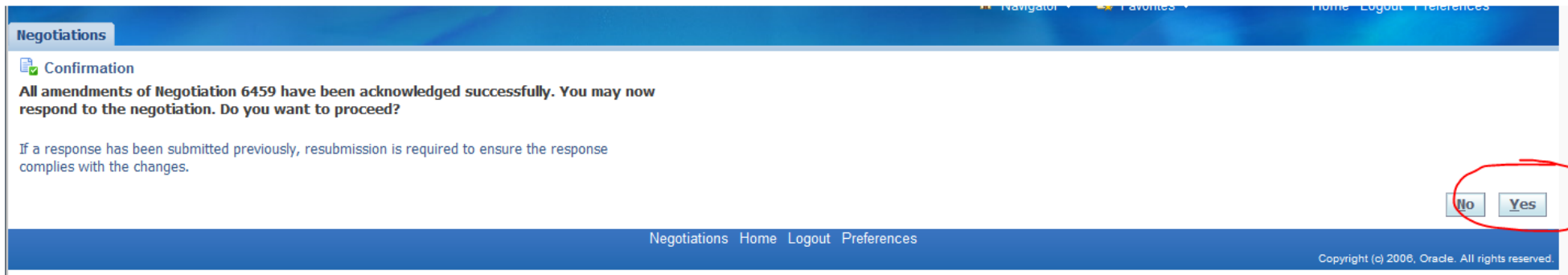
Terms

Label	RFQ 6459,2	RFQ 6459,3
Bill-To Address	054-2819 HOME INVESTMENT PARTNERSHIP	021-2819 HOME INVEST
Ship-To Address	054-2819 HOME INVESTMENT PARTNERSHIP	021-2819 HOME INVEST

Requirements

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 navigation links: "Negotiations Home Logout Preferences" and a copyright notice: "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.

Negotiations

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.

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									

1

2

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.

Negotiations > RFQ: 6459,3 >
Create Quote: 427990 (RFQ 6459,3)

Title Community Housing Development Organization (CHDO) Certification

Time Left **555 days 19 hours**
Bid Opening Date/Supplier Response Due Date **31-Dec-2023 12:00:00**

Supplier **PHALANX FAMILY SERVICES**
RFQ Currency **USD**
Quote Currency **USD**
Price Precision **0 decimals maximum**

Quote Valid Until
(example: 23-Jun-2022)

Reference Number

Note to Buyer

Attachments

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



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 displays a web application interface for submitting a quote. At the top, a light blue banner contains an error message: "Error: The RFQ control requires you to quote on all lines". This message is circled in red. Below the banner, the text "Create Quote: 427990 (RFQ 6459,3)" is visible. The main form area includes a title "Community Housing Development Organization (CHDO) Certification" and a "Bid Opening Date/Supplier Response Due Date" of "31-Dec-2023 12:00:00". On the right side, there are buttons for "Cancel", "View RFQ", "Quote By Spreadsheet", "Save Draft", and "Continue". The "Time Left" is indicated as "555 days 19 hours". The form is divided into sections: "Header" and "Lines". Under "Header", the "Supplier" is "PHALANX FAMILY SERVICES", "RFQ Currency" is "USD", "Quote Currency" is "USD", and "Price Precision" is "0 decimals maximum". There are input fields for "Quote Valid Until" (with a calendar icon and example "23-Jun-2022"), "Reference Number", and "Note to Buyer". At the bottom, there is an "Attachments" section with an "Add Attachment" button.

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.

The screenshot displays a software interface with an error message at the top, circled in red. The error message reads: "Error: The RFQ control requires you to quote on all lines". Below the error message is a link: "Create Quote: 427990 (RFQ 6459,3)".

Below the error message is a table with columns "Title" and "Com". The "Lines" tab is circled in red. The table content is as follows:

Title	Com
Supplier	PHA
RFQ Currency	USD
Quote Currency	USD
Price Precision	0 de

Below the table is an "Attachments" section with an "Add Attachment" button.

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 displays a procurement system interface for RFQ 6459.3. At the top, a navigation breadcrumb shows 'Negotiations > RFQ: 6459.3 >'. Below this, a red error message is highlighted with a red circle: 'Error: A quote value is required for requirement First Name.' Below the error message is a 'Create Quote: 427990 (RFQ 6459,3)' button. The main header area includes the title 'Community Housing Development Organization (CHDO) Certification', 'Time Left: 555 days 19 hours', and 'Bid Opening Date/Supplier Response Due Date: 31-Dec-2023 12:00:00'. There are buttons for 'Cancel', 'View RFQ', 'Quote By Spreadsheet', 'Save Draft', and 'Continue'. The 'Header' section shows 'Supplier: PHALANX FAMILY SERVICES', 'RFQ Currency: USD', 'Quote Currency: USD', and 'Price Precision: 0 decimals maximum'. It also includes fields for 'Quote Valid Until', 'Reference Number', and 'Note to Buyer'. Below the header is an 'Attachments' section with an 'Add Attachment...' button and a table with columns: Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, and Delete. The table contains the text 'No results found.'. The 'Requirements' section is highlighted with a red circle and contains an 'Expand All' and 'Collapse All' link. Below this is a table with columns 'Focus Title', 'Target Value', and 'Quote Value'. The 'Quote Value' column is highlighted with a red circle. The table has two rows: 'Requirements' and 'Contact Information'. The 'First Name' field in the 'Requirements' row is highlighted with a red circle.

Focus Title	Target Value	Quote Value
Requirements		
Contact Information		



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.

Negotiations

Negotiations > RFQ: 6459,3 >
Create Quote 427990: Review and Submit (RFQ 6459,3)

Header

Title	Community Housing Development Organization (CHDO)	Time Left	555 days 19 hours
Certification		Close Date	31-Dec-2023 12:00:00
Supplier	PHALANX FAMILY SERVICES	Quote Valid Until	
RFQ Currency	USD	Reference Number	
Quote Currency	USD	Note to Buyer	
Price Precision	0 decimals maximum		

Attachments



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

Line 1: 0005 - Program - Personnel

Notes

Note to Buyer

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update
0 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 View](#)



How to submit an application – Step 8

➤ Then click **“Submit”**.

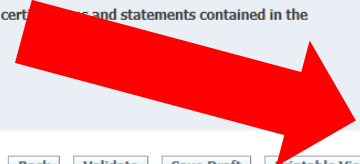
Op...			7,400.00	USD	1	7,400.00		
Pr...			25,000.00	USD	1	25,000.00		
Tr...			1,500.00	USD	1	1,500.00		
Ma...			6,000.00	USD	1	6,000.00		
Eq...			1.00	USD	1	1.00		
In...			1.00	USD	1	1.00		
Ot...			2,500.00	USD	1	2,500.00		
- ...			19,500.00	USD	1	19,500.00		

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.

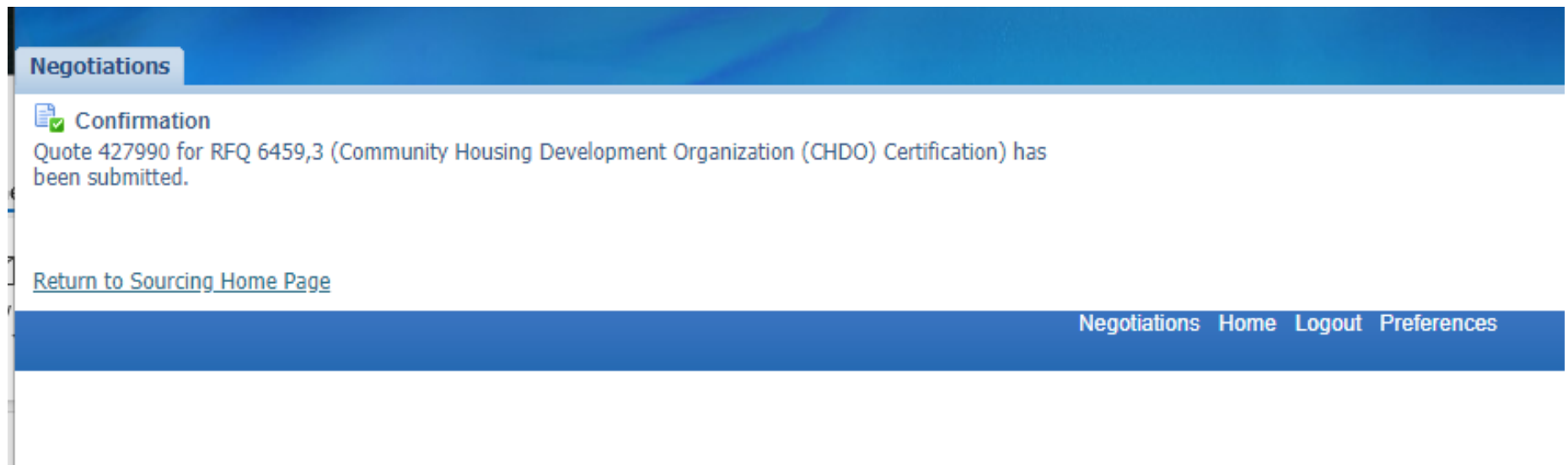
: Test

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



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?

Lisa R. Hampton

312-743-0938

Lisa.Hampton@cityofchicago.org

For non-programmatic questions contact:

Julia Talbot

(312)-743-1679

Julia.Talbot@cityofchicago.org