



Community Development Grant Application Online Workshop

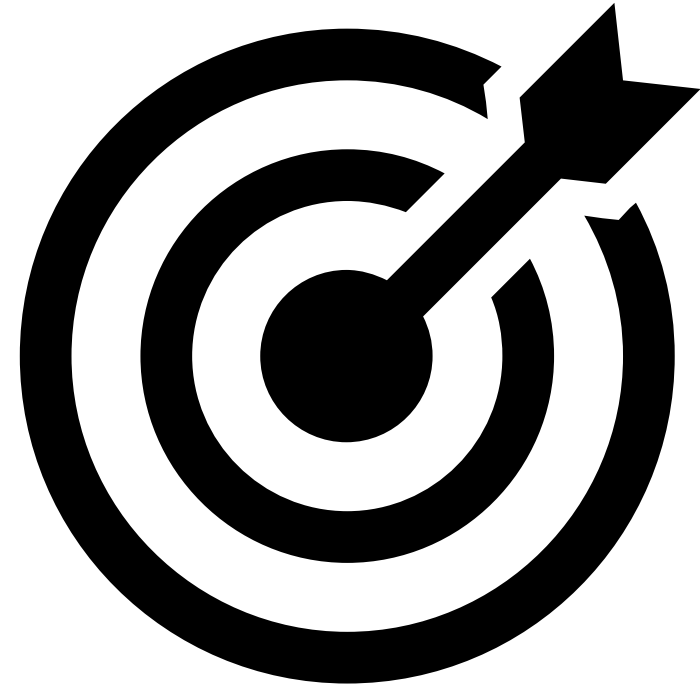
March 26, 2025

Office of Budget and Management

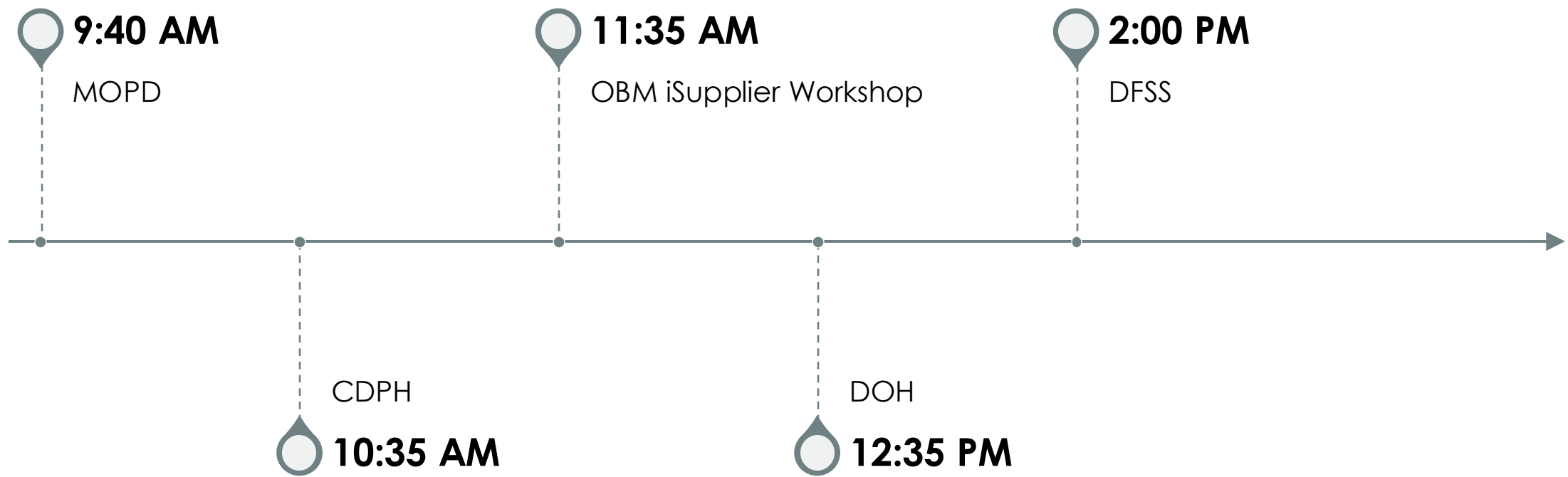
★ Welcome to the Online CDGA Workshop

Workshop Goals

- Provide an overview of 2026 funding opportunities
- Offer technical guidance on RFPs and iSupplier processes
- Foster collaboration between departments and community partners
- Support successful application submissions



★ Today's Timeline





Agenda Overview Morning

Time	Department	Program/Topic
09:30 – 09:35 AM	OBM	Kickoff & Agenda Review
09:40 – 10:30 AM	MOPD	Home Modification Program Independent Living Program Personal Assistance Program
10:35 – 11:30 AM	CDPH	HOPWA: Tenant-Based Rental Assistance HOPWA: Facilities-Based Housing Assistance Child Sexual Assault Prevention and Mental Health Services Violence Prevention: Bullying Prevention Violence Prevention: Restorative Practices
11:35 – 12:30 PM	OBM	iSupplier Workshop



Agenda Overview Afternoon

Time	Department	Program/Topic
12:35 – 02:00 PM	DOH	Housing Services and Technical Assistance (TACIT) Housing Services and Technical Assistance (TACOM) Housing Counseling Services (HCC) Home Investment Partnership Development Organization (CHDO) Right to Counsel Program (RTC)
02:00 – 04:30 PM	DFSS	Breakout Room 1 2:00-3:00 Human Services (1 RFP) Breakout Room 2 2:00-3:30 Senior Services (3 RFPs) Breakout Room 3 2:00-3:30 Workforce (3 RFPs) Breakout Room 4 2:00-4:30 Homeless Services (9 RFPs) Breakout Room 5 2:00-4:30 Gender-Based Violence (5 RFPs)

**Mayor's Office for People
with Disabilities
(MOPD)
2025 Technical Assistance
Community Development Grant
Application
(CDGA)**

**Home Modification (HomeMod)
Independent Living Program (ILP)
Personal Assistant (PA)**

Wednesday, March 26, 2025



Housekeeping



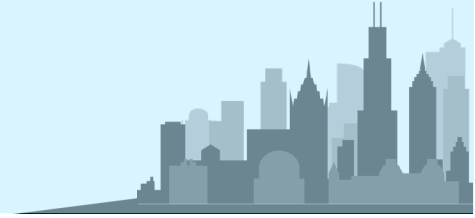
- Presentation is being recorded
- Keep mics muted
- Questions will be taken in the Q&A sections/ box only
- Turn off camera if stepping away
- Recording & Q&A's will be posted on the MOPD website
- All Questions must be sent to: MOPDinfo@cityofchicago.org.

Accessibility Check



- MOPD is recording the presentation and will also share this slide deck with participants.
- We also have ASL interpretation and are enabling the closed captioning.
- If for any reason this meeting is not accessible to you, please reach us at MOPDinfo@cityofchicago.org and we will coordinate internally.

General Abbreviations



Acronym	Full Name
CDBG	Community Development Block Grant
CDGA	Community Development Grant Application
DA	Delegate Agency
HomeMod	Home Modification
ILP	Independent Living Program
MOPD	Mayor's Office for People with Disabilities
PA	Personal Assistant
RFP	Request for Funding Proposal

Today's Agenda

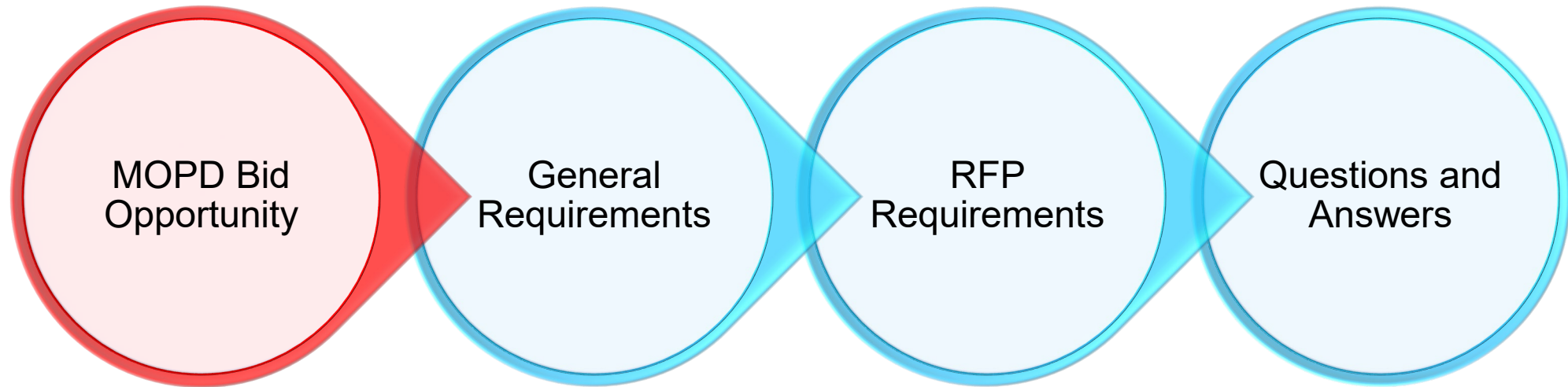


- **Section 1**
 - About MOPD
 - General Requirements
 - RFP Requirements
 - Questions and Answers (Q&A)
- **Section 2**
 - The Home Modification Program (Home Mod)
 - Independent Living Program (ILP)
 - Personal Assistant Program (PA)
 - Questions and Answers (Q&A)

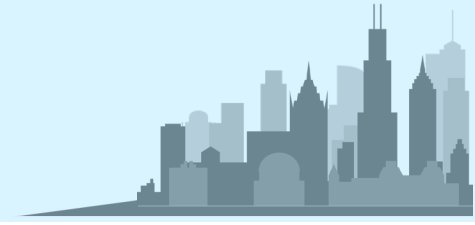
Section 1 : MOPD & General RFP Requirements



Section 1



MOPD Vision & Mission

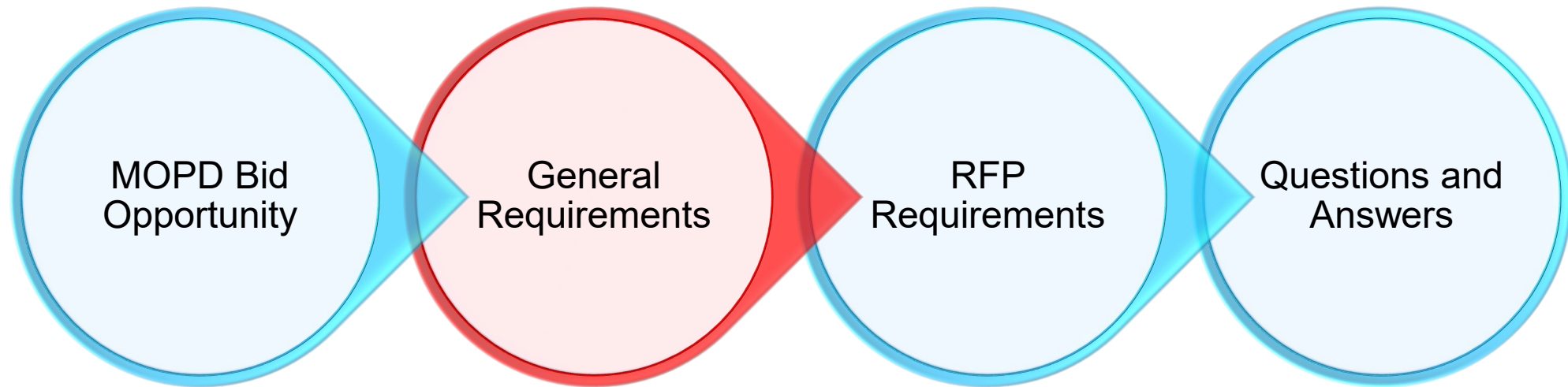


- **Vision:** Make Chicago the most accessible and inclusive city in the world.
- **Mission:** The Mayor's Office for People with Disabilities (MOPD) strives to ensure full participation and equal opportunities in all aspects of life for people with disabilities. We advocate for and directly support programs that improve quality of life and open pathways for innovation and partnership. With a goal of inspiring positive change in Chicago, we work to ensure the rights of the disability community are equitably represented across City services, initiatives, and policies.

Today's Agenda: Section 1 General Requirements



Section 1



General Requirements



- Under MOPD
 - Alignment with MOPD
 - Collaborative Work
 - Process for assisting people with disabilities and those that speak other languages
 - An assigned Program Lead
 - Reporting Requirements
 - Quality Assurance and Quality Control
 - Agency Capacity
 - Program Audits
 - Compliance with Laws, Statutes, Ordinances and Executive Orders
 - National HUD or MOPD Objectives

General Req: MOPD Program Lead



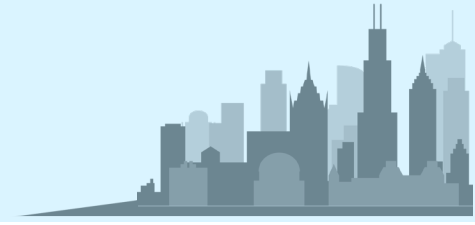
- Responsible for managing the day-to-day functions of the program, including recurring check-ins with delegate agencies, setting the goals and work plan, monitoring agency performance, collecting and reviewing reports, and updating agencies on processes and procedures impacting the program.
- Reserves the right to request information, documents, and files related to the delegate agency program
- Agencies are expected to provide timely responses to MOPD Program Lead requests.

General Req: Reporting



- Submit requested data using city-approved platform (e.g. ECM, Microsoft Forms) or an alternative approved method.
- Qualitative and quantitative data; structure varies by program.
- Must be able to provide report data into a dynamic file type or an online platform (e.g., Excel, Word, Adobe, PowerPoint, etc.)
- Selected organizations will be expected to submit all requested reports by the MOPD due date in the manner requested and ensure reports are accurate.

General Req: Quality Assurance & Control



- Meticulous record keeping
- Accurate, up-to-date records of program, clients, and files.
- Internal procedures to ensure reports, data and information that is provided to the City is complete and accurate, to the best of the organization's knowledge.
- Identify the staff member or members responsible for their organization's Quality Assurance, Quality Control and Program Monitoring.

General Req: Agency Capacity



- Adequate staffing levels to carry out all the required program activities, including program oversight, reporting, and service delivery.
- Adequate systems, internal processes, and procedures, addressing hiring, recruitment, staff training plans and business continuity.
- Work under a reimbursement model; agencies must submit invoices to the City reimbursement using the iSupplier Portal.

General Req: Program Audit



- Selected organizations are subject to annual Program Audits and Financial Audits
 - Program Audits are conducted by the Program Director
 - Financial Audits are conducted by MOPD-Finance
- Program audits monitor the program service delivery and process documents. Financial audits may vary in approach based on total federal funding.
- The delegate agency is expected to provide prompt response to any program audit findings or observations.

Compliance with Laws, Statutes, Ordinances & Executive Orders



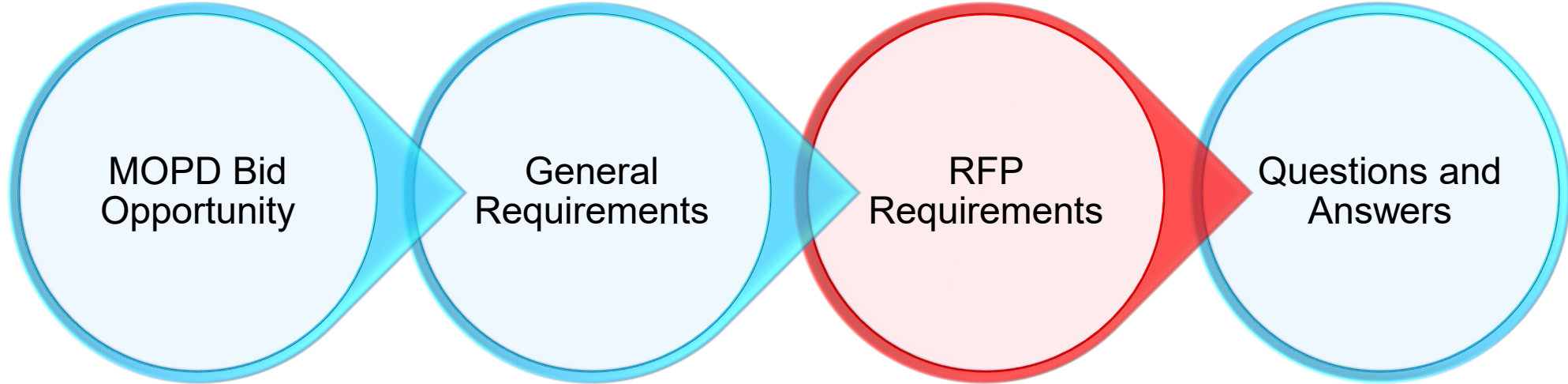
- The City of Chicago leverages a variety of funding sources to fund delegate agency programs.
- The funding source(s) varies by program, and delegate agencies are expected to review their contract, RFP, and their scope of work in its entirety to become familiar with all the applicable local, state, and federal requirements of the funding source or City of Chicago.

Example: The ILP program is funded by the Community Development Block Grant (CDBG) and subject to the Department of Housing and Urban Development (HUD) CDBG requirements with an overlay of State of Illinois and City of Chicago requirements.

Today's Agenda: Section 1 RFP Requirements



Section 1



RFP Req: RFP Sections



- Respondents are advised to read the entire RFP to determine if the program is a good fit for your organization
- Some of the key sections are listed below:
 - General Information
 - Key Dates
 - Evaluation and Selection Criteria
 - Compliance with Laws, Statutes, Ordinances and Executive Orders
 - Insurance Requirements
 - Section 3
 - Sub-Recipient Financial Accountability in Federally Funded Programs
 - Programs in the RFP and Application Questions

RFP Req: General Information



- Submission of an RFP does not ensure that your organization will receive an award.
- The City assumes no liability for costs incurred in submitting this application or for costs incurred in anticipation or receiving an award.
- Any award is conditional until there is an executed contract.
- All payment funds, as well as the terms and conditions of the grant agreement, will be subject to the appropriation and availability of funds as well as the terms and conditions of the grant agreement.
- The City may reduce the compensation or terminate the agreement.

RFP Req: Eligibility Requirements



- Delegate Agency programs are subject to a competitive bid process.
- Review the individual RFP carefully, as each program restricts what type of organization is eligible to apply (e.g., 501(c)(3), nonpartisan research institution, Chicago-based mission-oriented for profit).
- Selected organizations are required to deliver services within the city of Chicago and Chicago residents, (all 50 wards).
- Applicants with existing contracts with the City that are not in good standing will not be considered for new funding.
- Applicants that have had a City contract terminated for default, are currently debarred, or have been issued a final determination by the City, State or Federal agency for performance of a criminal act, or abridgement of human rights, or illegal / fraudulent practices will not be considered.

RFP Req: Anticipated Term of Contract and Funding



- The anticipated the term of the contract is to start January 1, 2026, through December 31, 2028.
- Final awards are contingent on the appropriation and availability of funds from the various sources identified above.
- Potential two one-year contract extensions

RFP Req: Key Dates



Activity	Date
MOPD RFP Release / Publish CDGA RFP Supplemental Program Book	March 17, 2025
CDGA Workshop Kennedy King & CAPER Public Hearing	March 20th
CDGA Online Workshop	March 26th
RFP Application Process Closes	June 2 nd
Award Notifications Sent to Respondents	November 2025
Program Year Begins	January 1, 2026
Sub-grantee Agreements Executed	January 1, 2026, or thereafter*

RFP Req: Evaluation and Criteria



- Technical Review
- Responds must meet all the criteria listed in the RFP, have adequate systems in place, and be able to carry out the required services within the allotted timeframe of one-year
- Responds who are existing delegate agencies or have been a delegate agency in the past five (5) years are subject to additional review and evaluation
 - Review of Year-to-date (YTD) deliverables
 - Review of historical performance and outcomes
 - Review of any performance summary or summaries

RFP Req: Evaluation Committee



- All proposals received by the deadline will be subject to a technical review.
- Only completed applications will be considered by MOPD.
- MOPD Applications will be reviewed by an Evaluation Committee, formed by City of Chicago staff, including staff from other City Departments.
- Evaluation Committee Members will review and score all applications, supporting documents, and responses according to the scoring rubric set.
- Scores will be tabulated, and a list of awardees will be sent to the Commissioner.

RFP Req: Scoring Rubric Section - HomeMod



Section	Points
Community Involvement	Maximum 15 Points
Strength of Proposed Program	Maximum 30 Points
Performance Management and Outcomes	Maximum 20 Points
Organizational Capacity	Maximum 20 Points
Reasonable Costs, Budget Justifications, and Leverage of Funds	Maximum 15 Points

RFP Req: Scoring Rubric Section – ILP & PA



Section	Points
Strength of Proposed Program	Maximum 40 Points
Organizational Capacity	Maximum 35 Points
Reasonable Costs, Budget Justifications, and Leverage of Funds	Maximum 15 Points
Performance Management and Outcomes	Maximum 10 Points

RFP Req: Reasons for Rejection



- The City reserves the right to reject proposals for the following reasons:
 - Non-compliant proposal (e.g., missing documents)
 - Respondent has MOPD or City Department performance-related concerns in the past five (5) years.
 - The deadline for submission was missed.
 - The proposal topic was not aligned with the requirements of the RFP.
 - The budget was unrealistic.
 - Respondent has insufficient staffing for the program .
 - Respondents proposed work program does not meet MOPD standards or is unrealistic

RFP Req: Application Questions



- Each RFP contains several short answer and long answer questions, and the respondents are expected to provide thorough responses to each question.
- RFP Application Question Sections include:
 - Contact & Organization Information
 - Organization Overview
 - Program Summary
 - Auditing Requirement
 - Location & Geographic area served
 - Work Program
 - Budget Information
 - Service Provision
 - Organizational Capacity

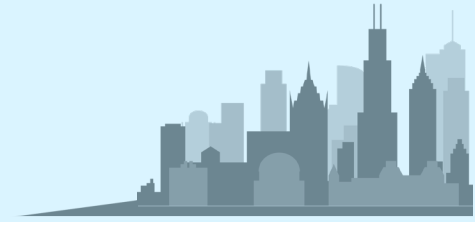
RFP Req: Required Documents



- Review the RFP carefully. Each RFP Application submitted must have its corresponding documents uploaded. Failure to do this will result in a rejection.

Required Documents	
1. Liability Insurance	2. SAM Certificate
3. Audited Financial Statements	4. Quality Assurance & Control Procedures
5. Board Member List	6. IL Certificate of Good Standing
7. Organizational Charts	8. Work Program Form
9. IRS Determination Letter	10. Bylaws and Articles of Incorporation
11. Up to date resumes	12. Program Budget Form

RFP Requirements: Required Documents



- All Request for Funding Proposals for the available bids must be accessed through the City of Chicago's eProcurement Solicitation page.
- Vendor registration is required to engage in the City's eProcurement system

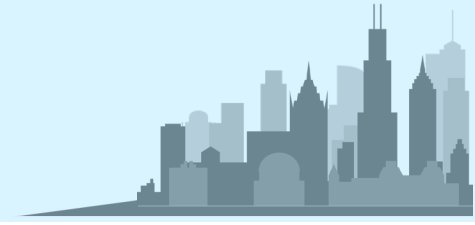
Program Name	Solicitation Number
• The Home Modification program (HomeMod)	53651
• Independent Living Program (ILP)	53650
• Personal Assistance (PA)	53649

RFP Submission: Important Links

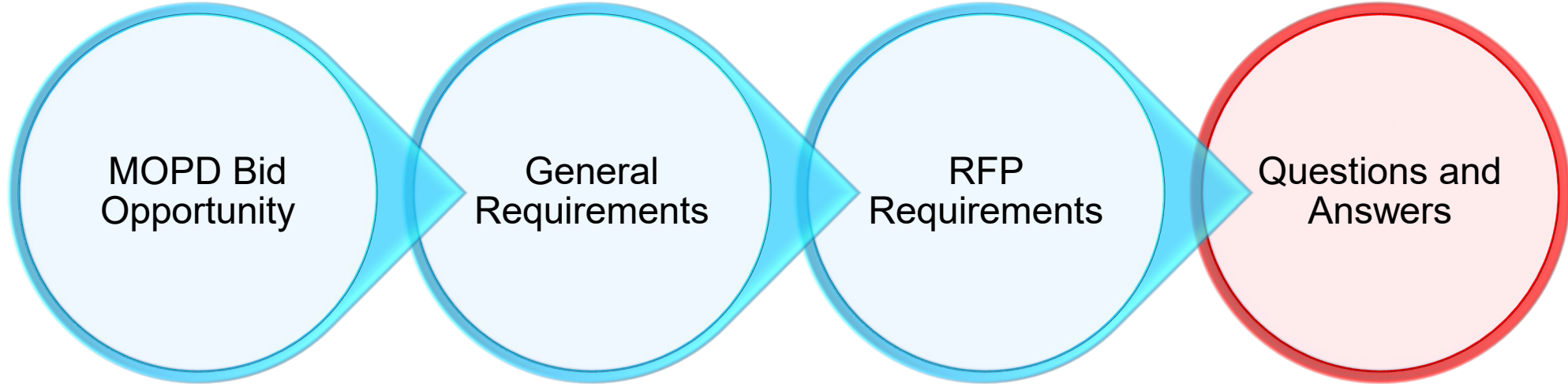


- [Vendor Registration – eProcurement / iSupplier](#)
- [Vendor Login – eProcurement / iSupplier](#)
- [Current Bids and Solicitation Opportunities](#)

Today's Agenda – Section 1 Q&A



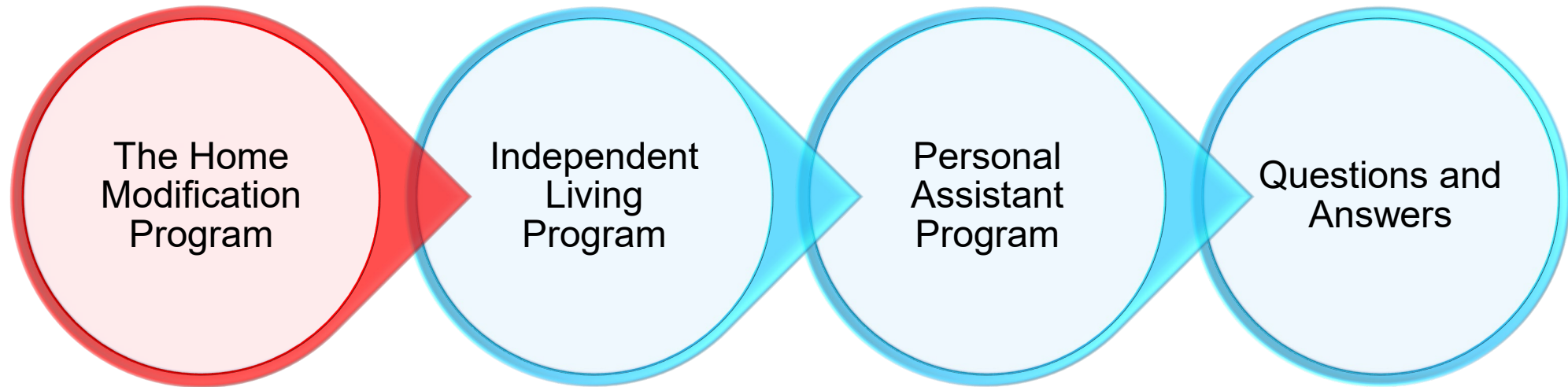
Section 1



Up next: RFP Content



Section II: Program Overviews



HomeMod (Accessible Home Modification Program)



- MOPD is looking to fund multiple HomeMod delegate agencies to offer both minor and major accessible modifications for disabled homeowners and renters in Chicago.
- MOPD is looking to fund multiple HomeMod delegate agencies to provide repairs of mechanical lifts of all kinds.
- Delegate agencies must have or obtain and maintain a Lead Licensing and Abatement license.
- The main goals of HomeMod are to:
 - Provide safe and accessible home modifications.
 - Offer ongoing lift maintenance.
 - Help reduce the need for institutional care.
- The delegate agency must serve all areas within the City of Chicago.

HomeMod – Client Eligibility Criteria



- Available to homeowners, renters, and privately owned residences within the City of Chicago.
- Open to clients of all ages.
- Applicants must provide an application along with documentation to verify income, age, disability status, homeowner's insurance, and property ownership.
- The applicant must own or rent their home as their primary and sole residence.
- Household income must be at or below 80% of the Chicago Area Median Income (AMI).
- Applicants must not have any outstanding debts to the City of Chicago, as verified through a Scofflaw Check.
- Applicants must not be in foreclosure, behind on property taxes, or actively seeking to leave their home.

HomeMod – Program Operating Procedures



- MOPD will provide up to \$26,000 of assistance to approved HomeMod Applicants
- MOPD will maintain a centralized waiting list
- HomeMod agencies must maintain accurate case files, either digitally or in physical format.
- Submitted scopes of work must include all relevant tasks and construction aspects related to accessible modifications and repair services.
- Prevailing wage laws must be adhered to, with periodic reporting required.
- Delegate agencies are prohibited from reducing client assistance in order to avoid additional compliance requirements.
- Scofflaw review, environmental review, and lead abatement requirements must be met and documented.

HomeMod – HUD Reporting



- The HomeMod program meets the National Objective under the CDBG Housing Activities (LMH) low-to-moderate income (low/mod) housing category. According to CDBG guidelines, a Housing Activity includes the construction or improvement of permanent residential structures that will be occupied by low-to-moderate-income households upon completion. For HUD reporting purposes, selected respondents will be required to gather and report specific client and property information as directed by the city.

HomeMod – Eligible Activities/Costs

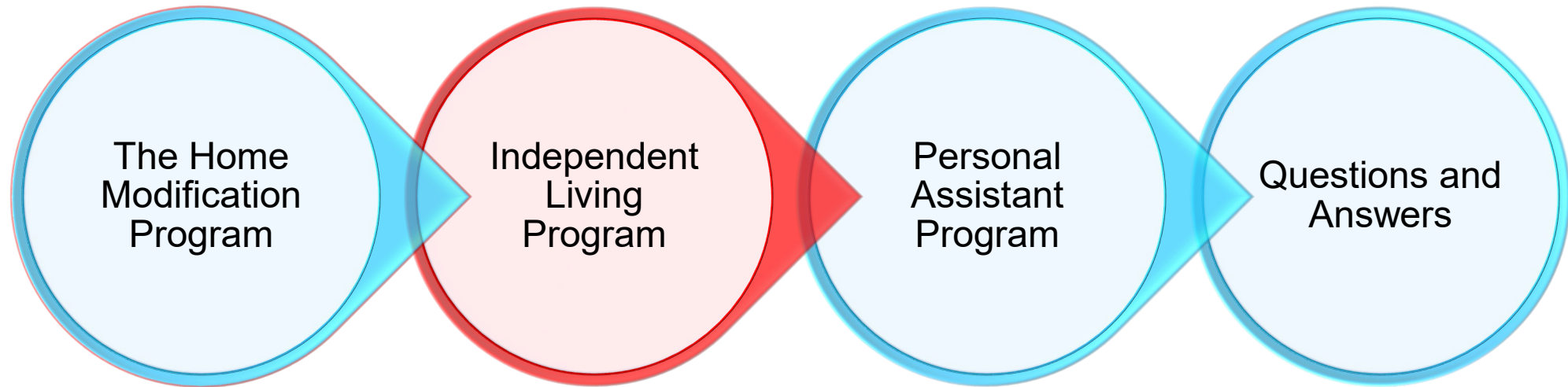


- Costs
 - Labor, materials, supplies, and other costs associated with the accessible rehabilitation of a property, which may include the repair or replacement of structural, electrical, and plumbing components to ensure the existing structure meets code compliance.
- Activities
 - Lifts, ramps, accessible bathrooms and kitchens, associated construction and corrective measures.
 - Visually assessing, reporting, treating and testing for lead-based paint as part of a home modification.
 - Repairing and servicing mechanical lifts.

Today's Agenda: Section II Independent Living Program



Section II



Independent Living Program



Overview: MOPD offers an Independent Living Program (ILP) to empower individuals with disabilities to continue living in their own home.

Clientele: This program is funded by CDBG and as such, must adhere to the National Objective of Low Mod Limited Clientele (LMC), which states that 51% of the beneficiaries of an activity must be LMI persons.

Responsibilities:

- Coordinating and delivering personalized in-home assessments
 - Designed to enhance independence, accessibility, and safety for people with disabilities within their own residence
- All aspects of the program
 - Including screening for eligibility of services and intake
 - Case management
 - Coordinating purchase and delivery of assistive devices
 - Providing other resources and information as identified through the process

Independent Living Program – Eligible Client



- Applied and deemed ineligible for services by the Illinois Department of Human Services (IDHS) - Department of Rehabilitative Services (DRS)
- Be a resident of the city of Chicago who is 59 years or younger
- Person living with a permanent disability or disabilities.
- Permanent disability which substantially limits the person from performing one or more major life activities
 - A permanent disability is defined as a physical or mental impairment that substantially limits one or more of a person's Activities of Daily Living (ADLs) or Instrumental Activities of Daily Living (IADLs)
 - Live without adequate support to meet their daily living needs
- Have an income limit of less than 80% of the Area Median Income (AMI)

Independent Living Program – Expectations



- Provide in-home assessments and services to approximately 450 individuals annually
- Conduct a minimum of 20 in-home assessments per month
 - assign credentialed staff to determine the individual's level of functioning
 - gather necessary documentation to support this evidence
- Track program data and maintain data files
- Monitor all aspects of Service Delivery
- Maintain client confidentiality
- MOPD Participation (city or program-wide events and networking)
 - event attendance and
 - distribution of MOPD information to the existing network

Independent Living Program - Funding



FY26 anticipated award range:

- \$250,000 to \$390,000
- Final awards are contingent on the appropriation and availability of funds from the various sources identified above.
- MOPD aims to select only one qualified applicant to manage the entire program

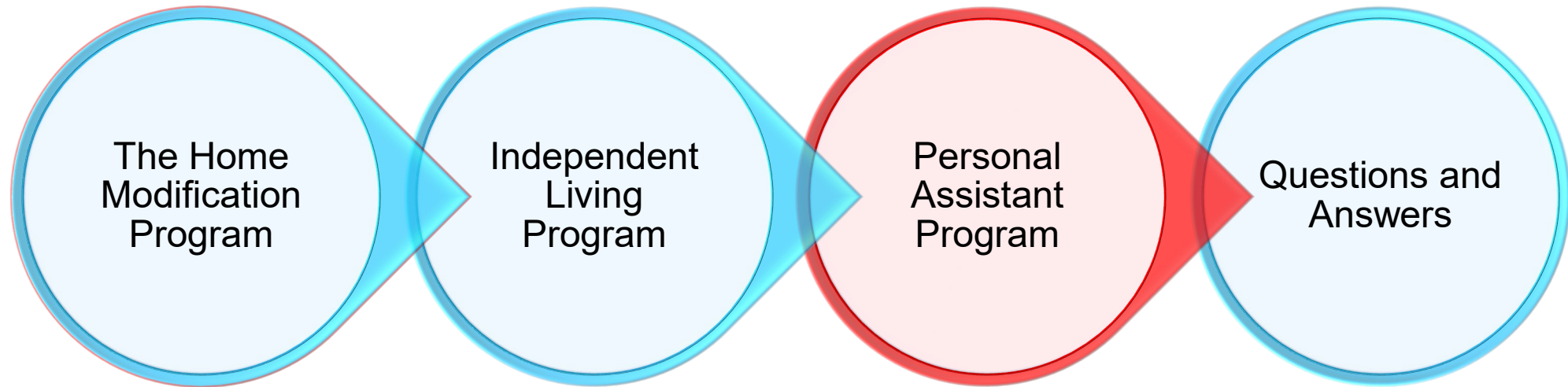
Contract Period:

- January 1, 2026, through December 31, 2028
- Potential two one-year contract extensions

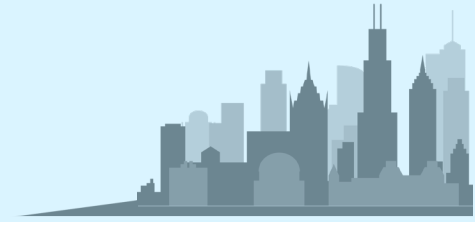
Today's Agenda: Section II Personal Assistant Program



Section II



Personal Assistant Program (PA)



- **Overview**
 - The Personal Assistance (PA) Program is an in-home service that aids an individual in performing daily living activities and completing household tasks through proper training and direct service provision, (at-home visits).
- **Personal Assistance:**
 - Personal assistance, household chores, and training in daily living tasks are services provided to clients who have a disability. Due to their disability, they are unable to execute daily living activities.
- **Work Performed**
 - Hours will vary based on a personalized assessment but not to exceed six hours every week.
 - Keep a record of how current PA hours are utilized
 - Tasks may include:
 - Assistance with bathing and/or dressing
 - Grocery shopping and/or meal preparation
 - Light housekeeping and other household chores (e.g., trash disposal)
 - Laundry

Personal Assistant Program (PA) - Eligible Client



- Eligible clients for this program are Chicago residents with a permanent disability who have been referred to by MOPD's delegate agency under its Independent Living Program.
 - Only individuals referred through MOPD's designated delegate agency will qualify for services.
- A permanent disability is defined as a physical or mental impairment that substantially limits one or more of a person's Activities of Daily Living (ADLs) or Instrumental Activities of Daily Living (IADLs), necessitating external support to maintain independent living.
- To qualify, individuals must meet the following additional criteria:
 - Be 59 years old or younger
 - Be a resident of the City of Chicago
 - Live without adequate support to meet their daily living needs
 - Have an income that is less than 80% of the Area Median Income (AMI)

Personal Assistant Program (PA) - Goals



The Personal Assistance Program is designed to enhance autonomy, foster self-sufficiency, and improve quality of life by promoting:

- **Personal Empowerment & Self-Determination** – Encouraging individuals to make informed choices, advocate for themselves, and develop confidence in decision-making in own self-care.
- **Skills Development for Daily Living** – Aid in navigating assistive devices and/or assistive technology to improve and enhance personal care, household management, budgeting, meal preparation, and other essential life skills.
- **Transportation & Mobility Training** – Teaching navigation to public transportation via, accessible routes to enhance independent mobility skills.
- **Community Integration & Social Engagement** – Encourage individuals toward active participation in community activities, social events, and recreational opportunities to build connections and reduce isolation.

Personal Assistant Program (PA) - Funding



FY26 anticipated award range:

- \$250,000 to \$370,000
- Final awards are contingent on the appropriation and availability of funds from the various sources identified above.

Contract Period:

- January 1, 2026, through December 31, 2028
- Potential two one-year contract extensions

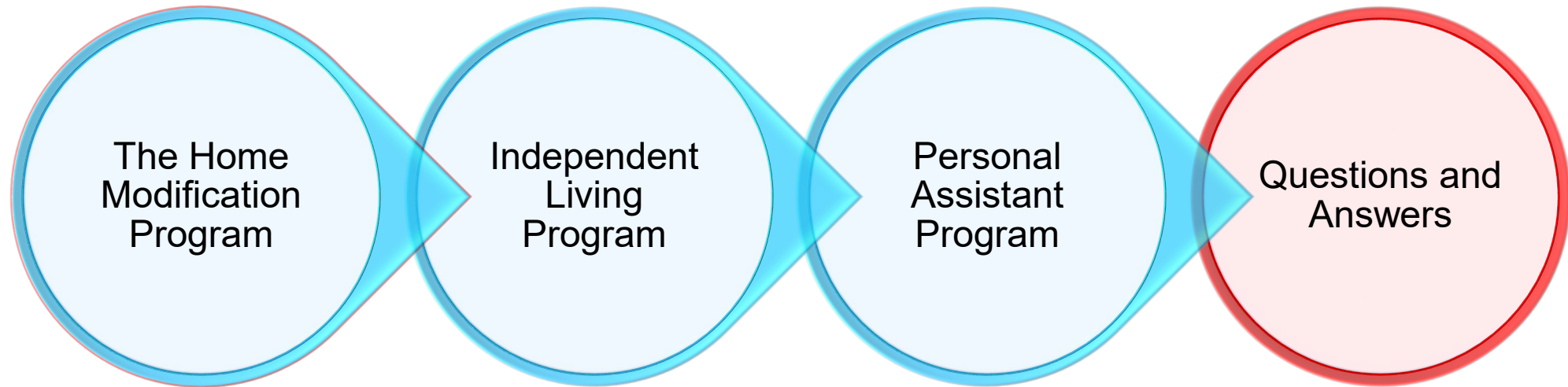
Eligible Respondents:

- Not-for-profit community-based organizations
- Home Care and Personal Assistance Agencies
- Health Care Agencies

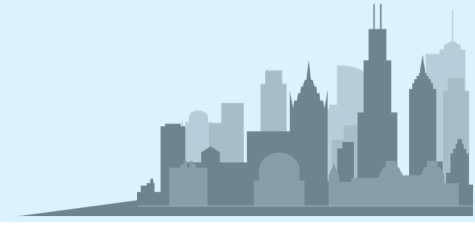
Today's Agenda: Section II Q&A



Section II



Best Practices



- Keep your audience in mind, rather MOPD
- Review MOPD's Mission, Vision, Values.
- Start early, **submit early.**
- Review all the instructions carefully.
- Get to the point.
- Work as a team.
- Ensure documents are legible and not outdated.
- Double check to ensure all questions are answered.
- Double check to ensure all documents are uploaded.
- Save your responses separately

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3. [MOPD All Access Podcast](#)



4. [Check out our Access Calendar](#)

Additional Questions



Additional questions after today should be sent
MOPDinfo@cityofchicago.org.

Last day for questions is Monday, May 26th at noon CST.
RFP Closes on Monday, June 2nd.



2026

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
Technical Assistance Workshop**

Online Workshop

Wednesday, March 26, 2025

9:00 A.M. – 5:00 P.M.

Chicago Department of Public Health (CDPH) - Office of Violence Prevention

Violence Prevention: Restorative Practices

Violence Prevention: Bullying Prevention

**Mental Health Services and Prevention Education
for Childhood Sexual Assault Prevention initiatives**

Healthy Chicago 2025 Policy Agenda

- Vision: Chicago is a city where all people and communities have power, are free from oppression, and are strengthened by equitable access to resources, environments and opportunities that promote optimal health and well-being.
- CDPH and community partners authored Healthy Chicago 2025 which is a five-year community health improvement plan for the city.
 - Focus on racial and health equity to address the goal of reducing the Black-White life expectancy gap, along with other disparities.
- Our CDBG programs invite respondents to leverage existing community and risk data to target outreach, education and engagement in high need communities, (defined as areas with 51% low to moderate income residences; an area with service gap; and/or serves an under or unserved populations).
- Continues the work that was initiated in the initial Healthy Chicago 2.0 policy agenda namely to decrease incidence of victimization and exposure of violence, strengthen community protective factors, strengthen families to reduce the cycle of violence within families, and support Chicago being a Trauma Informed (TI) city.

https://www.chicago.gov/city/en/depts/cdph/provdrs/healthy_communities/svcs/healthy-chicago-2025.html



Previous Investments: 2023-2025

Crisis Intervention: Bullying and Suicide Prevention

Range of funding: \$50,000 to \$100,000

Total funding: \$100,000 (except 2024*)

Mental Health Services and Prevention Education for Childhood Sexual Assault Prevention

Total funding: \$250,000

Violence Prevention Initiative: Restorative Practices

Range of funding: \$150,000 to \$250,000

Total funding: \$400,000

2026 CDBG Investments



Violence Prevention Initiative: Bullying Prevention Project

RFP# 53652

Anticipated Award amount: \$100,000

Anticipated Award count: One

Violence Prevention Initiative: Restorative Practices

RFP# 53656

Anticipated Award amount: \$200,000

Anticipated Award count: Two

Mental Health Services & Prevention Education for Childhood Sexual Assault

RFP# 53657

Anticipated Award amount: \$300,000

Anticipated Award count: One



Violence Prevention Initiative: Restorative Practices (RP)

CDPH seeks to fund Restorative Practices (RP) initiatives that promote prosocial conflict resolution, emphasizing positive relationships over a win-lose approach that can foster escalating conflict and increase the risk of violent injury. Restorative Practices centers are located in various communities across Chicago to offer access to prosocial restorative resolutions where positive relationships are prioritized over a winning and losing approach to conflict. This program aims to expand RP opportunities in targeted community clusters:

- **WEST:** East Garfield Park, West Garfield Park, Austin, and North and South Lawndale.
- **SOUTH:** East and West Englewood, Roseland, Auburn-Gresham, and Chatham.



Violence Prevention Initiative: Restorative Practices (RP)

By funding RP efforts in these communities, CDPH aims to strengthen partnerships with other city-funded and community-based initiatives, improving care continuity and enhancing provider capacity to deliver restorative interventions. Applicants may apply to serve only one cluster: **WEST** or **SOUTH**. The RP framework includes a set of emerging strategies that hold great promise for promoting community healing and setting the stage for the development of safer, healthier, more resilient communities. Community healing strategies through RP include:

- Restorative justice programs that shift the norms around conflict resolution.
- Encouraging restorative policing where officers are trained to engage community through RP.
- Healing circles that both promote healing from individual trauma and strengthen intergenerational relationships.
- Collaborations that promote community-level strategies while rebuilding community social networks.
- Efforts to change the narrative about a community to reflect its assets and strengths.



Violence Prevention Initiative: Bullying Prevention Project

The Bullying Prevention Initiative Request for Proposal (RFP) seeks to fund a delegate to implement the Bullying Prevention project (BP) which aligns with CDPH Healthy Chicago strategies and principles calling for improved interventions, enhanced access to support, and improved community, public and provider awareness of interventions that make a difference. This program will offer evidence based Bullying Prevention education and will pilot demonstration of services to community facing providers, community leaders, and residents to reduce the incidents of bullying and its impact on youth and adult victims, bystanders, and offenders. This program will also strengthen through cross training and convening, the Chicago Collaborative of Bullying and Suicide Prevention (CCBSP), which is a group of professional, government, community and subject matter experts and other stakeholders who will work together to guide the prevention and promotion activities of the initiative.

The BP program is primarily focused on the following goals:

- To identify and promote best practices and coordinate existing programs to increase bullying prevention and response.
- To increase proven interventions and capacity building supports residents and communities that are vulnerable to bullying and suicide pressures.

Mental Health Services & Prevention Education for Childhood Sexual Assault Prevention

CDPH seeks a delegate agency with a citywide reach that is capable of providing evidence-based, trauma informed mental health services to young victims of childhood sexual assault and their caregivers/parents. The provider should also support prevention education in high need communities by expanding community and professional development on child abuse and neglect, and sexual assault prevention.

Program Goals:

- Expand clinical services, citywide, to child and adolescent victims of sexual assault and their families.
- Reduce service delays for non-English speaking families by ensuring that staff have language skills to serve Spanish speaking families.
 - The program should include at least 3 therapists, with 2 of them being fluent in Spanish.
- Increase CSA prevention education in high-need communities.

This initiative will identify one mental health agency to serve children and adolescents that are victims of sexual assault and their families. The mental health services should include clinically prepared staff who offer brief interventions (6 months or less) to youth victims and their families including individual, family, and group therapeutic modalities; case management; and other supportive services that promote engagement in care. Mental health practices should be currently practiced with demonstrated success within the respondent agency and include evidence-based practices.

Key dates:



Questions about any of the RFPs referenced in this presentation must be submitted by April 21, 2025. Answers will be published soon after.

Applications may only be submitted through the city's iSupplier system between April 1 through June 2 (see the RFP for details).

Note: This is an automated system. Applicants are encouraged to initiate credentials 5-7 days in advance of the deadline to ensure access to the system.



Questions & Answers





Contact

Marlita White

Marlita.White@cityofchicago.org

Rick Ortiz

Rick.Ortiz@cityofchicago.org

Chicago Department of Public Health

(NOTE: Please include both CDPH staff on all correspondence)



Housing Opportunities for People with HIV/AIDS (HOPWA)

Patrick Stonehouse (He/Him/His)
Director of Program Operations
Community Health Services Division
Syndemic Infectious Disease Bureau
3/26/2025

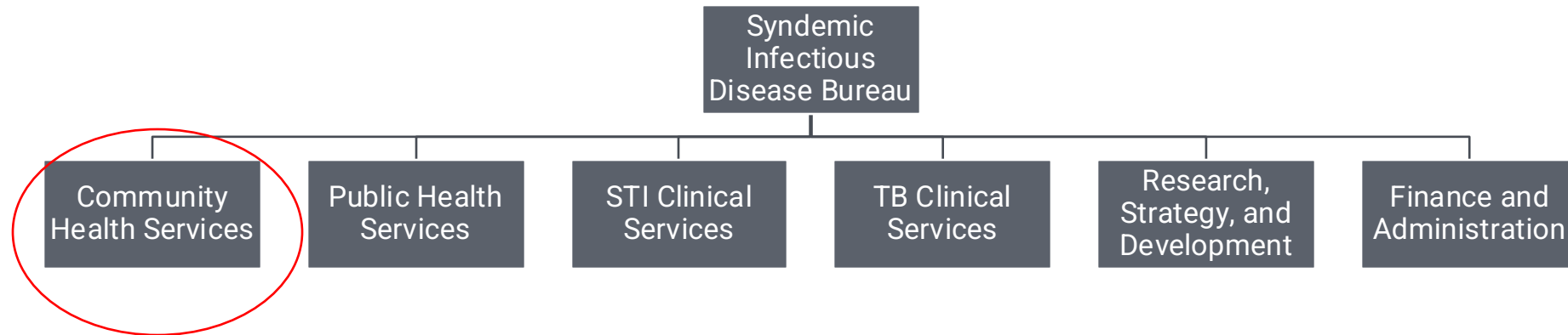
Housing Opportunities for People with HIV/AIDS



- Housing Opportunities for People with HIV/AIDS
 - Housing First model
 - People with HIV and their households
 - Range of housing models split across two Requests For Proposals
 - Covers the Chicago Eligible Metropolitan Statistical Area
 - Cook
 - DuPage
 - Grundy
 - Kendall
 - McHenry
 - Will
 - Part of a continuum of services for people living with and vulnerable to syndemic infectious diseases



Syndemic Infectious Disease Bureau



Syndemic Infectious Disease Bureau



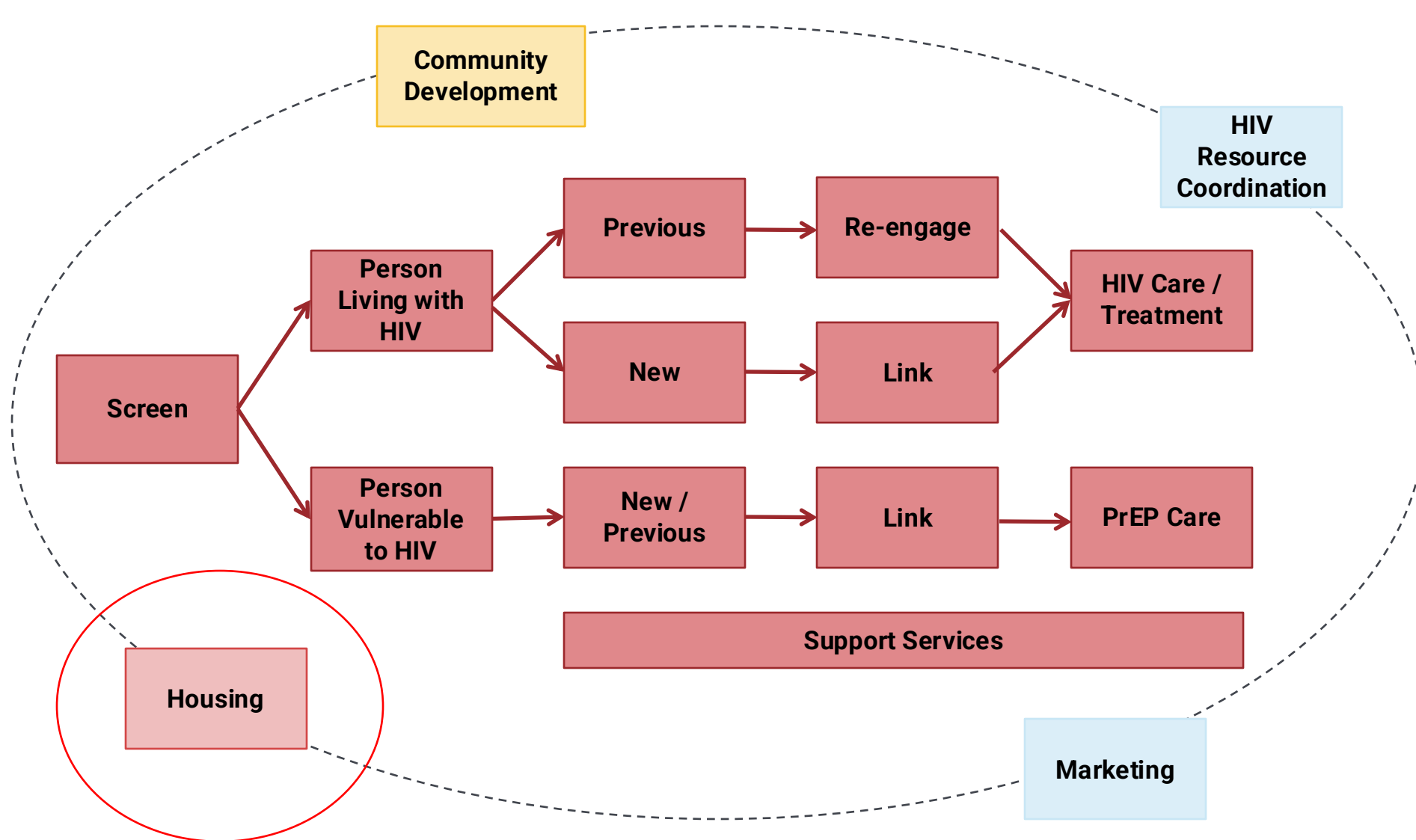
- Areas of focus
 - Tuberculosis
 - Mpox
 - Viral Hepatitis
 - Sexually Transmitted Infections
 - HIV
 - Co-occurring social and health concerns



Syndemic Infectious Disease Bureau

- Tuberculosis
 - Follow up support for people diagnosed with TB
- Mpox
 - Prevention messaging
 - Vaccination
 - Screening
 - Linkage to treatment
- Viral Hepatitis
 - Prevention messaging
 - Screening
 - Follow up
- Sexually Transmitted Infections
 - Prevention messaging
 - Prevention (Doxy PEP)
 - Screening
 - Treatment
- HIV
 - Prevention (PrEP, condoms)
 - Care
 - Housing
 - Follow up

HIV Services Portfolio



HOPWA Programming



- HOPWA Facilities-based Housing Assistance.
 - Facility-Based Housing Assistance (FBHA)– is generally when subsidy assistance is attached to a specific project, property, or facility and does not move with a participant/tenant. HOPWA facility-based housing can be provided in a number of different housing types including community residences, Single Room Occupancy (SRO) dwellings, short-term facilities, project-based rental units, and master leased units. Households served in CPDH-funded FBHA must meet standard HOPWA eligibility requirements and may also need to meet specific target population requirements such as experiencing homelessness or in imminent danger of becoming homeless.
- Tenant-based Rental Assistance.
 - TBRA provides a long-term rental subsidy to HOPWA-eligible households in a unit of their choice, including shared housing arrangements. The design of TBRA fosters community integration while maximizing household choice, independence, and anonymity. HOPWA TBRA is portable, which means that a household may move into a different unit and continue receiving assistance, provided that the new unit is within the Chicago EMSA and meets HOPWA requirements.

HOPWA Programming



- Short-term Rental/Mortgage/Utilities Assistance
 - STRMU is a 'needs-based,' time-limited housing assistance available only to those households already in permanent housing and designed to prevent homelessness/maintain stability for households experiencing a financial crisis as a result of their HIV status or a change in their economic circumstances
- Housing Information Services
 - Housing Information Services (HIS) are dedicated to helping persons living with HIV/AIDS and their families to identify, locate and acquire housing. This may include intake, assessment, and linkage/referral for housing and support services, and fair housing counseling for eligible persons who may encounter discrimination based on race, color, religion, sex, age, national origin, familial status or handicap/disability.
- Support Services
 - Project Sponsors must conduct ongoing assessments of the housing assistance and supportive services required by participant households and must make available adequate supportive services to these households. Project sponsors can provide appropriate supportive services as part of any HOPWA assisted housing (TBRA, FBHA, and STRMU), but HOPWA funds may also be used to provide services independently of any housing activity. Project Sponsors may provide HOPWA-funded or leveraged supportive services directly and connect participant households with other supportive services available in the community.

Other HOPWA Activities

- 
- Submission of client-level data
 - Monthly submission of vouchers for reimbursement
 - Monthly one-on-one support/monitoring
 - Monthly HOPWA Project Sponsor
 - Participation in site visits and programmatic audits
 - Annual performance report including agency-specific information and aggregated service delivery and client demographic and experience data
 - Annual relinquishment of unspent funds

Thank you.
Patrick.stonehouse@cityofchicago
.org



[Chicago.gov/Health](https://chicago.gov/Health)



HealthyChicago@cityofchicago.org



[@ChicagoPublicHealth](https://www.facebook.com/ChicagoPublicHealth)



[@ChiPublicHealth](https://twitter.com/ChiPublicHealth)



CITY OF CHICAGO DELEGATE AGENCY

**iSupplier (eProcurement)
Overview, Grant Writing &
Online Bidding**



Agenda

- ❖ Welcome

- ❖ iSupplier (eProc)
 - ❖ Function & Roles
 - ❖ Registration & Requirements
 - ❖ Homepage
 - ❖ Portal

- ❖ Grant Writing Tips

- ❖ Online Bidding
 - ❖ iSupplier portal
 - ❖ Sourcing
 - ❖ Creating, viewing, revising, unlocking, submitting a Quote
 - ❖ Notifications
 - ❖ Acknowledging Addendums

What is iSupplier (eProcurement)?

- ❖ Full-Service purchasing system that allows agencies to:
 - Manage Delegate Agency information and account details
 - Review & Respond to solicitations & upload required information
 - Submit RFP's
 - Submit invoices/vouchers for payment
 - Communicate with Departments
- ❖ Real-Time online purchasing system with data export functionality
- ❖ **Required** for doing business with City of Chicago



City of Chicago The City of Chicago's Official Site

Procurement Services
iSupplier Portal



General Functions & Roles

Delegate Agency

- Register Organization & Maintain Information in iSupplier
- Research RFP Solicitations & Submit Proposals
- Create & Submit Invoices/Vouchers

DPS

- Register Delegate Agencies in iSupplier

OBM

- Manage Delegate Agency eProcurement Process
- Provide iSupplier Training On Online Bidding and Overview.

Delegate/Grantee Department

- Develop & Manage RFPs and Programs
- Provide Program-Specific Technical Assistance and Training
- Review Invoices/Vouchers for Processing

Finance

- Audits Invoices/Vouchers for Payment
- Provide iSupplier Training on Invoicing

iSupplier Site



LOGIN/REGISTER



CURRENT BIDS



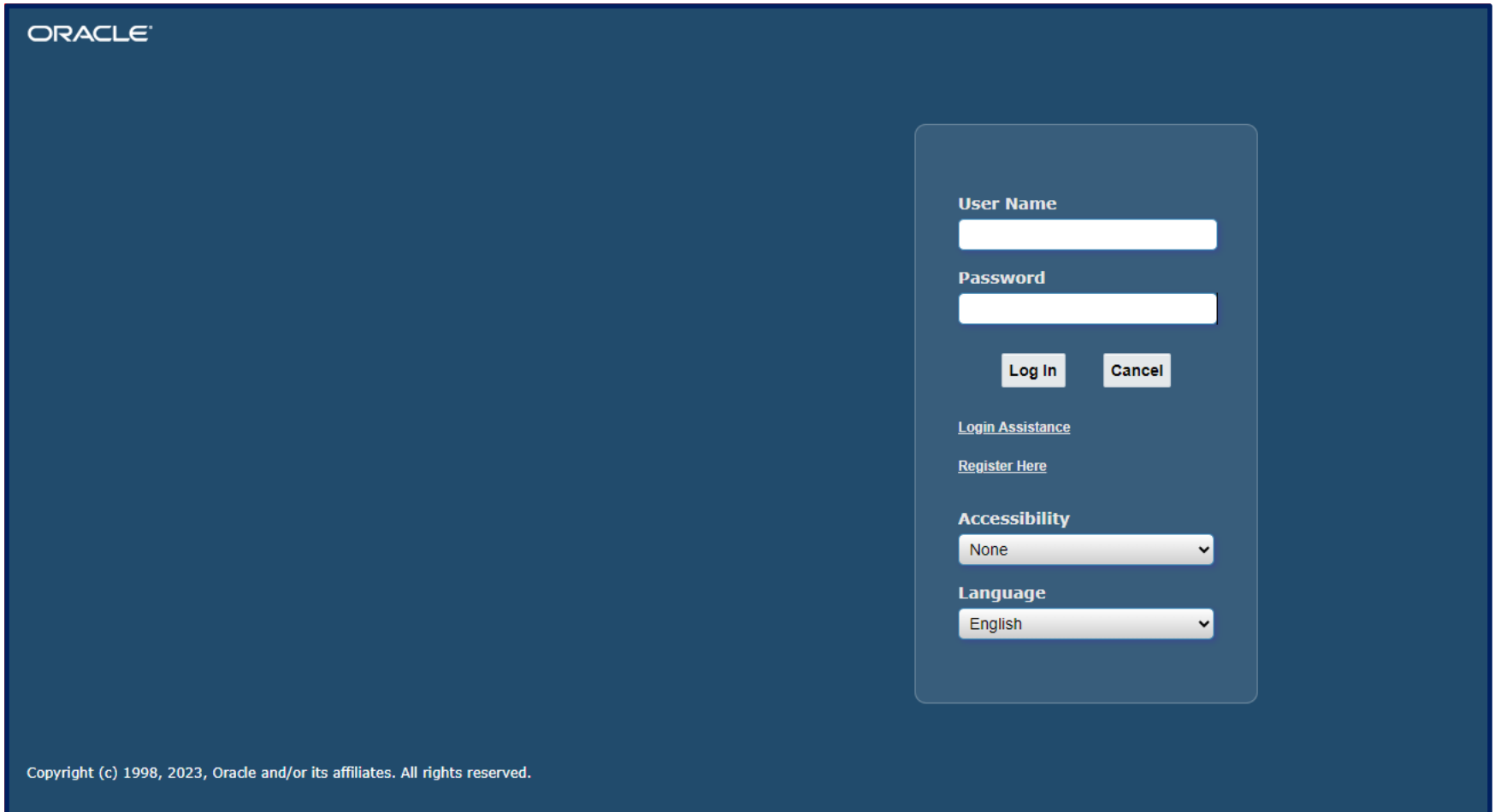
ONLINE TRAINING
MATERIALS



SIGN UP FOR DPS ALERTS

- ❖ iSupplier - Home Page
 - ❖ <https://www.cityofchicago.org/eProcurement>
- ❖ iSupplier - Login & Registration
 - ❖ <https://www.Chicago.gov/city/en/depts/dps/isupplier/login-register.html>
- ❖ Current Bids & Solicitations
 - ❖ <https://www.Chicago.gov/city/en/depts/dps/isupplier/current-bids.html>
- ❖ Training Information and Alert
 - ❖ <https://www.Chicago.gov/city/en/depts/dps/isupplier/online-training-marerials.html>

Oracle - iSupplier Login Page



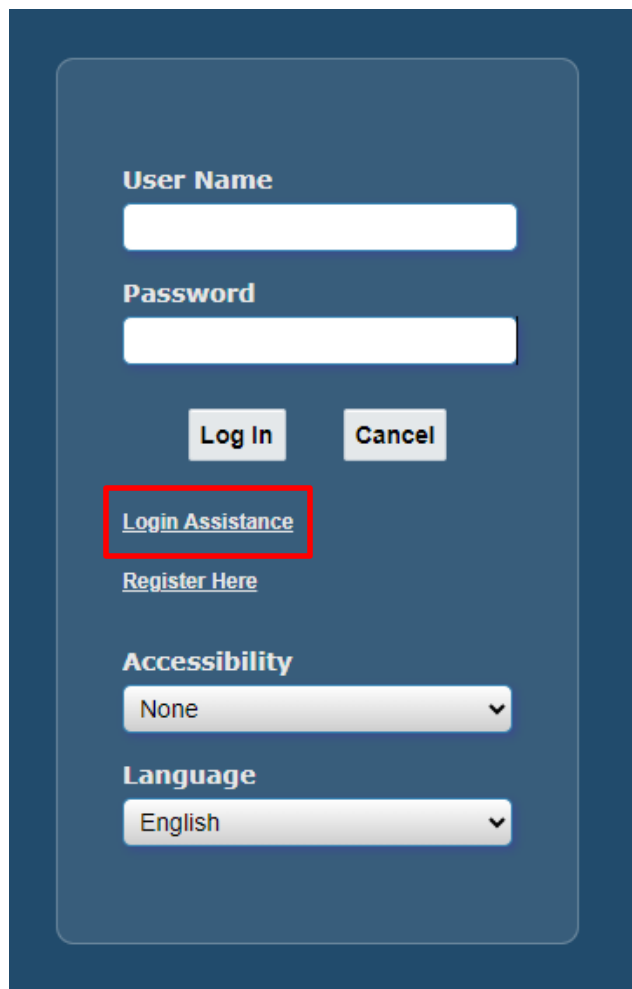
The screenshot shows the Oracle iSupplier login page. The background is a dark blue gradient. In the top left corner, the word "ORACLE" is written in white, uppercase letters. On the right side, there is a white login form with a light blue border. The form contains the following elements:

- User Name**: A white text input field.
- Password**: A white text input field.
- Log In**: A white button with a dark blue border.
- Cancel**: A white button with a dark blue border.
- Login Assistance**: A link with a dark blue underline.
- Register Here**: A link with a dark blue underline.
- Accessibility**: A dropdown menu with "None" selected and a dark blue arrow on the right.
- Language**: A dropdown menu with "English" selected and a dark blue arrow on the right.

At the bottom left of the page, there is a small copyright notice: "Copyright (c) 1998, 2023, Oracle and/or its affiliates. All rights reserved."

Login Assistance

Forgotten Password & Username



User Name

Password

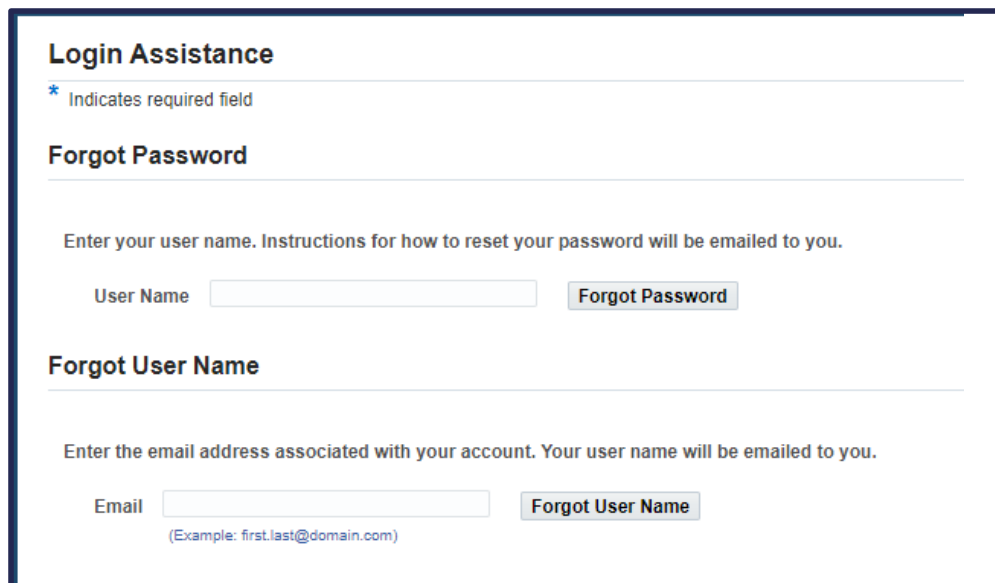
Log In **Cancel**

Login Assistance

[Register Here](#)

Accessibility

Language



Login Assistance

* Indicates required field

Forgot Password

Enter your user name. Instructions for how to reset your password will be emailed to you.

User Name **Forgot Password**

Forgot User Name

Enter the email address associated with your account. Your user name will be emailed to you.

Email **Forgot User Name**
(Example: first.last@domain.com)

iSupplier Portal - Home page

- ❖ Worklist
 - Online Messaging, Updates and Notification
- ❖ Navigator
 - City of Chicago iSupplier Portal with Invoice Creation
 - Manage Administration Information
 - Create Invoice/Voucher
 - View Contracts & Payments
 - City of Chicago Online Bidding
 - Respond to RFP

The screenshot shows the iSupplier Portal Home page for user JADE. The header includes the Chicago logo and the user name. The main content area is divided into two sections: Worklist and Navigator. The Worklist section shows a table with columns for From, Subject, and Sent, and a message indicating no notifications. The Navigator section shows a list of responsibilities with a dropdown menu for selection.

CHICAGO JADE

Home

Worklist

Full List

From	Subject	Sent
There are no notifications in this view.		

TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.

Navigator

Personalize

<input type="checkbox"/> City of Chicago iSupplier Portal with Invoice Creation	Please select a responsibility.
<input type="checkbox"/> City of Chicago Online Bidding	

iSupplier Portal - Invoice Creation

- ❖ **iSupplier Home:** Main Menu
- ❖ **Orders:** All History of Approved Contracts and PO Releases (**Real-time**)
- ❖ **Finance:** Create Invoices, View Invoices/Vouchers & Payments (**Real-time**)
- ❖ **Admin:** Agency Contact Information, Addresses, and Document Uploads

The screenshot shows the iSupplier Home page. The navigation menu includes "Supplier Home", "Orders", "Shipments", "Finance", "Administration", and "Manage Supplier Broker". Below the menu is a search bar with a dropdown menu set to "PO Number", an input field, and a "Go" button. A "Notifications" section is visible, featuring a "Full List" button and a table with columns for "Subject" and "Date". The table currently displays "No results found."

Subject	Date
No results found.	

This screenshot shows the top portion of the iSupplier Home page, including the navigation menu and the search bar. The navigation menu includes "Supplier Home", "Orders", "Shipments", "Finance", "Administration", and "Manage Supplier Broker". The search bar has a dropdown menu set to "PO Number", an input field, and a "Go" button.

Administration Tab

- ❖ Profile Management
 - General organization information
 - Required attachments

Supplier Home Orders Shipments Finance **Administration** Manage Supplier Broker

Profile Management

- General**
- Company Profile
- Organization
- Address Book
- Contact Directory
- Business Classifications
- Banking Details

General

Organization Name PHALANX FAMILY SERVICES DUNS Number 139741651
 Supplier Number 1072562 FEIN 36-4468891
 Alias Country of Tax Registration
 Parent Supplier Name
 Parent Supplier Number

Attachments

Search

Note that the search is case insensitive
 Title
 ▶ Show More Search Options

Add Attachment ***

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
1	Articles of Incorporation	Web Page	Articles of Incorporation	From Supplier	YMOORE@PHALANXGRPSERVICES.ORG	01-Nov-2017	One-Time			
2	Insurance	Web Page	Insurance	From Supplier	YMOORE@PHALANXGRPSERVICES.ORG	01-Nov-2017	One-Time			
3	SAM Registration	Web Page	SAM Registration	From Supplier	YMOORE@PHALANXGRPSERVICES.ORG	01-Nov-2017	One-Time			
4	State Good Standing Letter	Web Page	State Good Standing Letter	From Supplier	YMOORE@PHALANXGRPSERVICES.ORG	01-Nov-2017	One-Time			
5	Board of Directors	Web Page	Board of Directors	From Supplier	YMOORE@PHALANXGRPSERVICES.ORG	01-Nov-2017	One-Time			
6	Financial Statement FY2016	Web Page	Financial Statement FY2016	From Supplier	YMOORE@PHALANXGRPSERVICES.ORG	01-Nov-2017	One-Time			
7	Signature Authorization Form...	Web Page		From Supplier	YMOORE@PHALANXGRPSERVICES.ORG	05-Oct-2018	One-Time			
8	Signature Authorization Form...	Web Page		From Supplier	YMOORE@PHALANXGRPSERVICES.ORG	05-Oct-2018	One-Time			
9	Signature Authorization - MM...	Web Page		From Supplier	YMOORE@PHALANXGRPSERVICES.ORG	06-Nov-2018	One-Time			
10	Signature Authorization Form...	Web Page		From Supplier	YMOORE@PHALANXGRPSERVICES.ORG	07-Mar-2019	One-Time			

◀ Previous 1 - 10 Next 10 ▶

General Requirements

- ❖ All Delegate Agencies are required to upload and maintain an active status for the following documents in the iSupplier portal:
 - Articles of Incorporation
 - Insurance
 - SAM Registration Status
 - State Good Standing Letter
 - Board of Directors
 - Financial Statements (updated annually)
 - Signature Authorizations
 - Cost Allocation Plan (*if indirect cost is included*)

Administration Tab - User Accounts

- ❖ Profile Management
 - Company Profile
 - Contact Directory
 - Create Contact/User Account
 - View/Update Active Contacts

Supplier Home Orders Shipments Finance Administration Manage Supplier Broker

Profile Management

General

Company Profile

Organization

Address Book

Contact Directory

Business Classifications

Banking Details

Contact Directory : Active Contacts

Create ***

First Name ^	Last Name ^	Supplier Name ▲	Phone Number ^	Email ^	Status ^	User Account	Addresses	Update
TINA	SANDERS	PHALANX FAMILY SERVICES	773-291-1086-127	tsanders@phalanxgrpservices.org	Current	✓		
Yvette	Moore	PHALANX FAMILY SERVICES	773-291-1086-122	YMOORE@PHALANXGRPSERVICES.ORG	Current	✓		
Renay	Barnes	PHALANX FAMILY SERVICES	773-291-1086-101	Accountant@phalanxgrpservices.org	Current	✓		
Laura	Erving-Bailey	PHALANX FAMILY SERVICES	773-291-1086-109	lbailey@phalanxgrpservices.org	Current	✓		
Charlene	Mebane	PHALANX FAMILY SERVICES	773-291-1086-130	cmebane@phalanxgrpservices.org	Current	✓		
LaTrice	Davis	PHALANX FAMILY SERVICES	773-291-1086-12	latrice.a.smith@gmail.com	Current	✓		
Vanessa	Taliferro	PHALANX FAMILY SERVICES	773-291-1086-109	vtaliferro@yahoo.com	Current	✓		
Alesia	Anderson	PHALANX FAMILY SERVICES	773-2911086	aanderson@phalanxgrpservices.org	Current	✓		
Sharon	Simmons	PHALANX FAMILY SERVICES	773-291-1086-19	ssimmons@phalanxgrpservices.org	Current	✓		

▶ Contact Directory : Inactive Contacts

Administration Tab – Create User Accounts

- ❖ Enter Contact Information
- ❖ Enter User Account Information
 - Username
 - Responsibilities

Administration: Profile Management: Contact Directory >

Create Contact Cancel | Apply

* Indicates required field

Contact Title

* First Name

Middle Name

* Last Name

Alternate Name

Job Title

Department

Email Address

Url

* Phone Area Code

* Phone Number

Format: XXX-XXXX

Phone Extension

Alternate Phone Area Code

Alternate Phone Number

Fax Area Code

Fax Number

Inactive Date

Contact Purpose

Purpose	Delete
No results found	

User Account

Create User Account for this Contact

* Username

Responsibilities

Responsibility	Application
<input checked="" type="checkbox"/> City of Chicago Online Bidding	Sourcing
<input checked="" type="checkbox"/> City of Chicago iSupplier Portal with Invoice Creation	iSupplier Portal

User Access Restrictions

If no Supplier Sites or Contacts are specified, the user will be able to access all the data for this supplier.

Supplier Restriction

Suppliers

PHALANX FAMILY SERVICES

Site Restriction

Modify Sites | ...

Supplier	Site	Operating Unit
Access not restricted by Supplier Site.		

Contact Restriction

Modify Contacts | ...

Supplier	Contact	Address
Access not restricted by Supplier Contact.		

Administration Tab – Create User Accounts

- ❖ Users must create a unique username for each account created


Administration: Profile Management: Contact Directory >

Create Contact


* Indicates required field

Cancel Apply

Contact Title

* First Name 

Middle Name

* Last Name 


Alternate Name


Job Title

Department

Email Address

Url

* Phone Area Code 

* Phone Number  Format: XXX-XXXX


Phone Extension

Alternate Phone Area Code

Alternate Phone Number

Fax Area Code

Fax Number

Inactive Date 

Contact Purpose

+ ...

Purpose	Delete
No results found.	

User Account

Create User Account for this Contact

* Username

Responsibilities

+ ...

Responsibility	Application
<input checked="" type="checkbox"/> City of Chicago Online Bidding	Sourcing
<input checked="" type="checkbox"/> City of Chicago iSupplier Portal with Invoice Creation	iSupplier Portal

Helpful Reminders & Tips

- ❖ Multiple component RFP's
 - A unique **Username** is required for each component, unless otherwise instructed by the City Department
- ❖ Maintain updated and accurate administrative and organizational information
- ❖ Do not share login information and passwords
- ❖ Updating Agency Information and User Access
 - Remember to enter email address before granting access to users
 - Assign proper responsibilities (Online bidding and/or Invoicing)
 - Create internal controls to assign proper responsibilities
 - Deactivate users when a person leaves the organization
 - Name all attachments properly
 - Update attachments, do not them
- ❖ Review FAQ's for additional information
- ❖ City's email address: WorkflowMailer@cityofchicago.org
 - If Users do not receive email, check spam, blocked emails, or contact your organization's IT person for assistance
 - If issue is not resolved, contact CustomerSupport@cityofchicago.org

GRANT WRITING TIPS



Grant Writing Tips & General Reminders

- ❖ **Start Early/Log In**
- ❖ Organize concepts
- ❖ Write persuasively
- ❖ Follow the RFP & Supplemental Details as instructed
- ❖ Provide strong & concise content
- ❖ Use proper grammar
- ❖ Complete all requirements and fields
- ❖ Double check documentation prior to submission
 - Internal Control and Quality Control Review
- ❖ Review the evaluation criteria and the associated weights/scoring value
- ❖ Be honest/forthright
- ❖ Use a checklist
- ❖ Attend pre-conference



Grant Writing Tips & General Reminders

- ❖ Ensure all required attachments are submitted
 - Letters of Support, Resumes, Graphs/Charts, Previous Results, etc.
 - Name Attachments Properly with Consistent Format/Style Titles and Header References (as Necessary).
 - Leverage calculating software.

- ❖ **Submit Before or On Time**

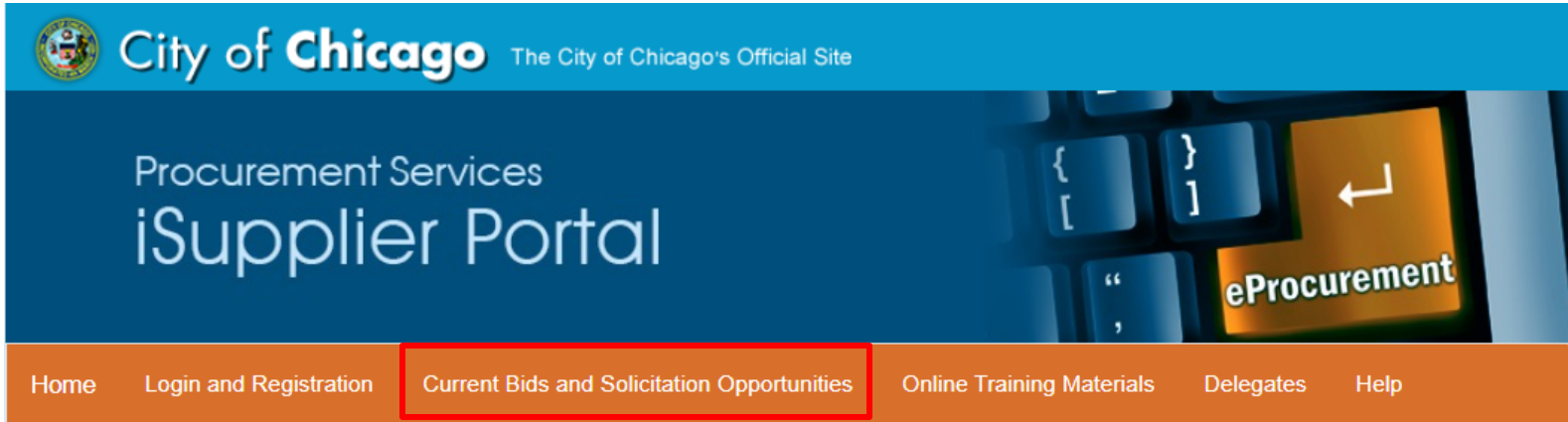




ONLINE BIDDING

eProcurement Bid and Solicitation Opportunities **

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



City of **Chicago** The City of Chicago's Official Site

Procurement Services
iSupplier Portal

Home Login and Registration **Current Bids and Solicitation Opportunities** Online Training Materials Delegates Help

The City of Chicago has implemented the "iSupplier" Portal Online eProcurement System for all purchasing activities.

Announcements

REMINDER: Business Diversity Program and Utilization Report

Executive Order 2021-2 (EO), which requires all contractors with City agreements to submit an annual report about their company's Business Diversity Program. As a result, the Business Diversity Program and Utilization Report (BDPR) is due on July 1st of each calendar year from all contractors, with limited exceptions. A dedicated microsite with reporting forms and FAQs can be found at <http://www.chicago.gov/bdp>. Vendors who have not completed their report should do so without delay. Thank you for your cooperation and assurance that your company is an equal and accountable partner in building a more diverse Chicago.

Introduction to eProcurement Vendor Workshops:

****2023 eProcurement Vendor Workshops are listed below. ****

DPS is using eProcurement for all solicitations. We invite you to attend a demonstration to learn about iSupplier registration, how to submit bids and proposals, and how to view contracts and payments online via the eProcurement system.

Please be advised that eProcurement Training sessions are virtual. The training sessions will resume on March 6 at 2 pm. For more information and to register visit www.cityofchicago.org/dpsevents

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



The screenshot shows the City of Chicago's official website header. On the left is the City of Chicago seal. To its right, the text reads "City of Chicago" in a large, bold font, followed by "The City of Chicago's Official Site" in a smaller font. Below this, the text "Procurement Services" and "iSupplier Portal" is displayed in a large, white font against a dark blue background. To the right of the text is a close-up image of a computer keyboard with a prominent orange key labeled "eProcurement". Below the main header is a navigation bar with several orange buttons: "Home", "Login and Registration", "Current Bids and Solicitation Opportunities", "Online Training Materials", "Delegates", and "Help".

Current Bids and Solicitation Opportunities

[eProcurement Bid and Solicitation Opportunities **](#)

Suppliers/Vendors who would like to respond to a solicitation / bid opportunity must be registered with the City of Chicago, Department of Procurement Services. If you have not registered with the City of Chicago, please refer back to the [Registration Page](#).

***Note: When viewing the eProcurement Bid Opportunities on-line (abstract), please make sure to click on details, then the PDF.**

To View PreBid Attendee List click link below:

[PreBid and PreSubmittal Conference Attendees](#)

Login

City of Chicago eProcurement Solicitations



Details

Document PDF File

To view or download solicitations without logging in, click the icon at the Online Bid link; then click to open. To sort the listing by a specific column, click on the desired column header. For registration to bid and more information, visit www.cityofchicago.org/eProcurement. For non-eProcurement bids, visit www.cityofchicago.org/bids

Abstracts

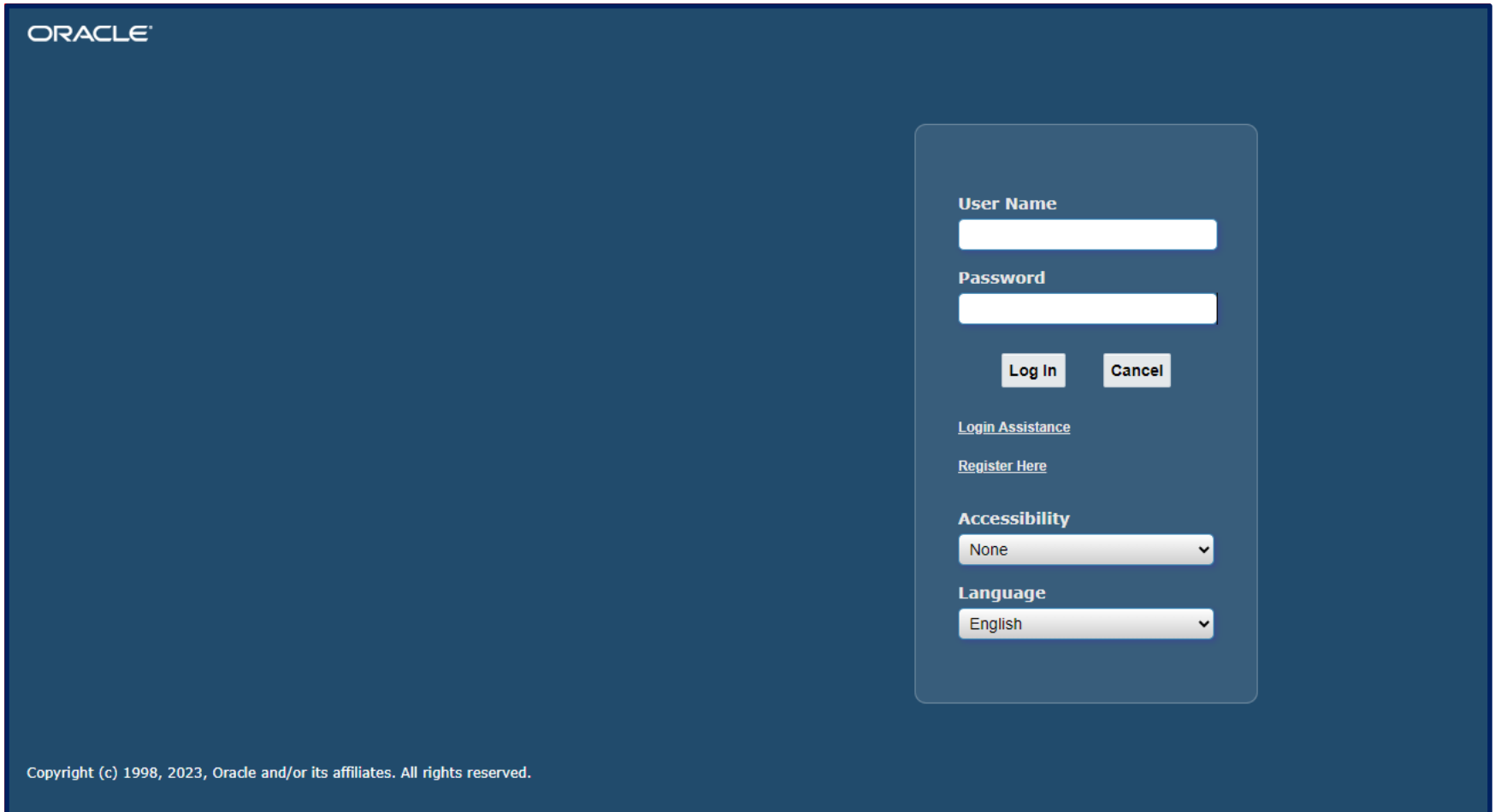
Status Active Go

Rows 1 to 27

Department Name	Event	Program/Model	Solicitation Number	Specification Number	Solicitation Title	Advertisement Date	Supplier Response Start Date	Supplier Response Due Date	Protected Markets	Deadline for Questions	Details
DEPARTMENT OF WATER MANAGEMENT	Construction		10420,2	1258364	1258364: Term Agreement Ancillary Sewer Construction Program-South PN 7599C	02-AUG-2024 10:00:00	02-AUG-2024 10:00:00	23-OCT-2024 11:00:00		07-OCT-2024 16:00:00	∞
DEPARTMENT OF FAMILY AND SUPPORT SERVICES	Delegate Agency		17558,1	1307138	DFSS: Homeless Services: Hotel/Motel Shelter Program RFP	16-OCT-2024 11:22:27	16-OCT-2024 11:22:27	07-NOV-2024 12:00:00		23-OCT-2024 17:00:00	∞
DEPARTMENT OF FAMILY AND SUPPORT SERVICES	Delegate Agency		10559	1306485	DFSS: GBV Services: Hotel Program for Survivors of Gender-Based Violence RFP	09-OCT-2024 09:00:00	09-OCT-2024 09:00:00	06-NOV-2024 12:00:00		17-OCT-2024 17:00:00	∞
DEPARTMENT OF FAMILY AND SUPPORT SERVICES	Delegate Agency		14559	1306657	DFSS: Human Services: Legal Protection Fund - Community Outreach Navigation RFP	02-OCT-2024 09:00:00	02-OCT-2024 09:00:00	30-OCT-2024 12:00:00		11-OCT-2024 17:00:00	∞
DEPARTMENT OF FAMILY AND SUPPORT SERVICES	Delegate Agency		14564	1306705	DFSS: Human Services: Legal Protection Fund - Legal Services for Immigrants RFP	02-OCT-2024 09:00:00	02-OCT-2024 09:00:00	30-OCT-2024 12:00:00		11-OCT-2024 17:00:00	∞
DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION	Delegate Agency	BACP-CORP-NBDC	10553	1308879	BACP - Neighborhood Business Development Centers (NBDC) Program	08-OCT-2024 14:39:58	08-OCT-2024 14:39:58	28-OCT-2024 12:00:00		11-OCT-2024 09:25:53	∞
CHICAGO DEPARTMENT OF PUBLIC HEALTH	Delegate Agency		10556,1	1306887	Community Health Response Corps	11-OCT-2024 12:26:50	11-OCT-2024 12:26:50	25-OCT-2024 12:00:00		07-OCT-2024 17:00:00	∞
DEPARTMENT OF PLANNING AND DEVELOPMENT	Delegate Agency	DPD-ARP-CWEB	10509,1	1305328	DPD - Shared Ownership of Commercial Real Estate Program Administrator		11-OCT-2024 10:27:57	22-OCT-2024 12:00:00		30-SEP-2024 17:00:00	∞
DEPARTMENT OF LAW	Request for Proposal		11560	1276371	1276371: TITLE SERVICES, PROPERTY OWNERSHIP AND REAL ESTATE TRANSACTIONS	13-SEP-2024 12:04:45	13-SEP-2024 12:04:45	18-NOV-2024 15:00:47		30-SEP-2024 15:00:35	∞

Event	Program/Model	Solicitation Number	Supplier Response Start Date	Supplier Response Due Date	Deadline for Questions	Details
Construction		10420,2	02-AUG-2024 10:00:00	23-OCT-2024 11:00:00	07-OCT-2024 16:00:00	∞
Delegate Agency		17558,1	16-OCT-2024 11:22:27	07-NOV-2024 12:00:00	23-OCT-2024 17:00:00	∞
Delegate Agency		10559	09-OCT-2024 09:00:00	06-NOV-2024 12:00:00	17-OCT-2024 17:00:00	∞
Delegate Agency		14559	02-OCT-2024 09:00:00	30-OCT-2024 12:00:00	11-OCT-2024 17:00:00	∞
Delegate Agency		14564	02-OCT-2024 09:00:00	30-OCT-2024 12:00:00	11-OCT-2024 17:00:00	∞
Delegate Agency	BACP-CORP-NBDC	10553	08-OCT-2024 14:39:58	28-OCT-2024 12:00:00	11-OCT-2024 09:25:53	∞
Delegate Agency		10556,1	11-OCT-2024 12:26:50	25-OCT-2024 12:00:00	07-OCT-2024 17:00:00	∞
Delegate Agency	DPD-ARP-CWEB	10509,1	11-OCT-2024 10:27:57	22-OCT-2024 12:00:00	30-SEP-2024 17:00:00	∞
Request for Proposal		11560	13-SEP-2024 12:04:45	18-NOV-2024 15:00:47	30-SEP-2024 15:00:35	∞

Oracle - iSupplier Login Page



The screenshot shows the Oracle iSupplier login page. The background is a dark blue gradient. In the top left corner, the word "ORACLE" is written in white, all-caps, sans-serif font. On the right side, there is a white login form with rounded corners. The form contains the following elements: a "User Name" label above a white text input field; a "Password" label above a white password input field; two buttons labeled "Log In" and "Cancel" below the password field; a link labeled "Login Assistance" below the buttons; a link labeled "Register Here" below the assistance link; an "Accessibility" label above a dropdown menu currently showing "None"; and a "Language" label above a dropdown menu currently showing "English".

ORACLE

User Name

Password

Log In Cancel

[Login Assistance](#)

[Register Here](#)

Accessibility
None

Language
English

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iSupplier Portal – Home page

CHICAGO
JADE

★
⚙️
🔔
Logged In As: GRAYLEN.MCCLARN@CITYOFCHICAGO.ORG
Last Login 13-Aug-2024 15:09
?
🔌

Home

Worklist

Full List

From	Subject	Sent
There are no notifications in this view.		

🔗 [TIP Vacation Rules](#) - Redirect or auto-respond to notifications.

Navigator

Personalize

<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 5px;">📁</div> City of Chicago iSupplier Portal with Invoice Creation </div>	Please select a responsibility.
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 5px;">📁</div> City of Chicago Online Bidding </div>	

Favorites

Manage Favorites

You have not selected any favorites. Please use the "Personalize" button to set up your favorites.

Home

Worklist

Full List

From	Subject	Sent
There are no notifications in this view.		

🔗 [TIP Vacation Rules](#) - Redirect or auto-respond to notifications.

Navigator

Personalize

<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 5px;">📁</div> City of Chicago iSupplier Portal with Invoice Creation </div>	Please select a responsibility.
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 5px;">📁</div> City of Chicago Online Bidding </div>	

Online Bidding

- ❖ Select:
 - City of Chicago Online Bidding
 - Sourcing Home Page

The screenshot displays the user interface of the City of Chicago iSupplier Portal. It is divided into several sections:

- Home**: A simple header section.
- Worklist**: A section containing a table with columns for 'From', 'Subject', and 'Sent'. The table is currently empty, with the text 'There are no notifications in this view.' displayed. A 'Full List' button is located in the top right corner of this section. Below the table, there is a checkbox for 'TIP Vacation Rules' with the text 'Redirect or auto-respond to notifications.'
- Navigator**: A navigation pane on the left side. It contains two main items:
 - City of Chicago iSupplier Portal with Invoice Creation
 - City of Chicago Online Bidding (highlighted in blue)Two red arrows point to these items: one to 'City of Chicago Online Bidding' and another to the 'Sourcing' sub-section below it.

The 'Sourcing' sub-section is expanded, showing the following items:

- Sourcing Home Page
- Worklist

A 'Personalize' button is located in the top right corner of the Navigator section.

Sourcing Home Page

CHICAGO JADE Sourcing

Negotiations

Search Open Solicitations Title Go

Welcome, TINA SANDERS.

Your Active and Draft Responses

Press Full List to view all your company's responses.

...

Response Number	Response Status	Supplier Site	Solicitation Number	Title	Type	Time Left
No results found.						

Your Company's Open Invitations

...

Supplier Site	Solicitation Number	Title	Type
No results found.			

Quick Links

Manage	View Responses
<ul style="list-style-type: none">• Drafts• Deliverables• Personal Information	<ul style="list-style-type: none">• Active• Disqualified and Withdrawn• Awarded• Rejected

Option 1: View & Respond to RFP

❖ Search by RFP Number

The screenshot shows the top navigation bar with the CHICAGO logo and 'JADE Sourcing'. Below the navigation bar, there is a 'Negotiations' tab. A search bar is present with the text 'Search Open Solicitations', a dropdown menu set to 'Number', and the input field containing '19565'. A red box highlights the 'Go' button next to the search bar. Below the search bar, it says 'Welcome, TINA SANDERS.' and 'Your Active and Draft Responses'.

❖ 2 options for responding to a quote

The screenshot shows the search results page. At the top, it says 'Negotiations > Active Solicitations'. Below that is a 'Search' section with a note: 'Note that the search is case insensitive'. There are three search criteria: 'Number' (19565), 'Title', and 'Category'. A red arrow points to the 'Number' field, and another red arrow points to the 'Go' button. Below the search criteria, there is a 'Select Negotiation:' dropdown menu with 'Respond' selected, highlighted with a red box. At the bottom, there is a table with the following data:

Select Number	Title	Contact	Time Left	Close Date
<input type="radio"/> 19565	CDGA MOPD Personal Assistance Program	FREEMAN, KOURTNEY	23 hours 50 minutes	18-Oct-2024 16:08:43

Respond and Terms & Conditions

- ❖ Enter: RFP number
- ❖ Select: Respond
- ❖ Read and Accept Terms & Conditions

Negotiations




Negotiations >






Active Solicitations

Search

Note that the search is case insensitive

→ Number
 Title
 Category

Select Negotiation: **Respond**   

Select Number 	Title 	Contact 	Time Left 	Close Date 
<input type="radio"/> 19565	CDGA MOPD Personal Assistance Program	FREEMAN, KOURTNEY	23 hours 50 minutes	18-Oct-2024 16:08:43

Negotiations

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.

Create a Quote & Complete Requirements

Negotiations

Negotiations > Active Solicitations >
Create Quote: 618689 (RFQ 19565)

Title [CDGA MOPD Personal Assistance Program](#) Time Left **23:39:48**
Bid Opening Date/Supplier Response Due Date 18-Oct-2024 16:08:43

Cancel **View RFQ** Quote By Spreadsheet Save Draft Continue

Header Lines

Supplier PHALANX FAMILY SERVICES
RFQ Currency USD
Quote Currency USD
Price Precision Any

Quote Valid Until (17-Oct-2024 19:45:00)
Reference Number
Note to Buyer

Attachments

Add Attachment

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

Requirements

Focus Title	Target Value	Quote Value
Requirements		
RFP Deadline and Character Limit		

NOTE: Do not wait until the RFP deadline time to submit your proposal. RFPs not submitted due to the system closing at the RFP deadline may not be reviewed. Please allow enough time so that all technical issues can be addressed directly with the eprocurement help desk. The RFP will automatically close at the deadline regardless if you are working in the system. All requested documents must be attached to the RFP application in order to be considered complete.

4,000 - character limitation (includes spaces)

Complete Lines

- ❖ Enter Requested Budget in Appropriate Lines
- ❖ Do Not Enter a Zero
- ❖ Do Not Enter Punctuation (Periods or Commas, etc.)

Negotiations > Active Solicitations > Create Quote: 618689 (RFQ 19565)

Title: CDGA MOPD Personal Assistance Program

Time Left: 23:11:46

Bid Opening Date/Supplier Response Due Date: 18-Oct-2024 16:08:43

Buttons: Cancel | View RFQ | Quote By Spreadsheet | **Save Draft** | Continue

Header | Lines

RFQ Currency: USD
Price Precision: Any

Line	Quote Price	Unit
1 0005 - Personnel		USD
2 0044 - Fringe Ben...		USD
3 0100 - Operating/...		USD
4 0140 - Profession...		USD
5 0200 - Travel		USD
6 0300 - Materials ...		USD
7 0400 - Equipment		USD
8 0801 - Indirect		USD
9 0999 - Other		USD

Negotiations > Active Solicitations > Create Quote: 618689 (RFQ 19565)

Title: CDGA MOPD Personal Assistance Program

Header | Lines

RFQ Currency: USD
Price Precision: Any

Line	Quote Price	Unit	Estimated Quantity
1 0005 - Personnel	500000	USD	1
2 0044 - Fringe Ben ...	100000	USD	1
3 0100 - Operating/...		USD	1
4 0140 - Profession...	1000000	USD	1
5 0200 - Travel		USD	1
6 0300 - Materials ...	500000	USD	1
7 0400 - Equipment		USD	1
8 0801 - Indirect		USD	1
9 0999 - Other	500000	USD	1

Quote	Update
No	
No	
No	
No	
No	
No	
No	
No	

Save Draft or Continue to Submit Stage

Electronic Signature

- ❖ Enter First and Last Name
- ❖ Read and Acknowledge the Disclosure Statement
- ❖ Submit Button is Available to Select

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](#) [Submit](#)

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](#) [Submit](#)

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](#) [Submit](#)

Option 2: View Attachments & Respond

- ❖ Enter: RFP number
- ❖ Click: Hyperlink RFP number
- ❖ Read and Accept Terms & Conditions

Negotiations

Negotiations >

Active Solicitations

Search

Note that the search is case insensitive

Number

Title

Category

Select Negotiation: Respond

Select Number <input type="checkbox"/>	Title <input type="checkbox"/>	Contact <input type="checkbox"/>	Time Left <input type="checkbox"/>	Close Date <input type="checkbox"/>
<input type="radio"/> 19565	CDGA MOPD Personal Assistance Program	FREEMAN, KOURTNEY	23 hours 50 minutes	18-Oct-2024 16:08:43

Negotiations

Negotiations >

Terms and Conditions

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

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View Attachments & Respond

Requisitions Negotiations

Negotiations > Simple Search > **RFQ: 19565**

Actions | Award by Quote |

Title CDGA MOPD Personal Assistance Program
 Status Closed
 Time Left 0 seconds

Supplier Response Start Date 17-Oct-2024 16:09:51
 Bid Opening Date/Supplier Response Due Date 18-Oct-2024 16:08:43

Header | Lines | Controls | Contract Terms | Suppliers

Buyer FREEMAN, KOURTNEY
 Negotiation Style Standard Negotiation
 Quote Style Blind
 Security Level Public
 Sourcing Project
 Description CDGA MOPD Personal Assistance Program

Approval Status Approved
 Operating Unit CITY OF CHICAGO - GRE
 Outcome Delegate Agency Blanket Agreement
 Event Delegate Agency

Terms

Global Agreement Yes
 Effective Start Date
 Effective End Date
 Bill-To Address 048-2510 INDEPENDENT LIVING FOR DISABLE
 Ship-To Address 048-2510 INDEPENDENT LIVING FOR DISABLE
 FOB CITY OF CHICAGO

Total Agreement Amount
 Minimum Release Amount
 Payment Terms IMMEDIATE
 Carrier United Parcel Service
 Freight Terms Paid

Currency
 RFQ Currency USD
 Price Precision Any

Requirements

Notes and Attachments

Note to Suppliers

Seq [△]	Title [△]	Type [△]	Description [△]	Category [△]	Last Updated By [△]	Last Updated [△]	Usage [△]	Update	Delete
1	Budget Form Instructions	File		To Supplier	274526	17-Oct-2024	One-Time		
2	Budget Form	File		To Supplier	274526	17-Oct-2024	One-Time		
3	Work Program Instructions	File		To Supplier	274526	17-Oct-2024	One-Time		
4	Work Program	File		To Supplier	274526	17-Oct-2024	One-Time		
5	Conflict of Interest Questionnaire	File		To Supplier	274526	17-Oct-2024	One-Time		
6	HUD's National Objective	File		To Supplier	274526	17-Oct-2024	One-Time		
7	Customer Support Information	File	iSupplier Technical Assistance	To Supplier	274526	17-Oct-2024	One-Time		
8	ATTACHMENT 01: RFP Supplemental Do...	File		To Supplier	274526	17-Oct-2024	One-Time		

Finding an RFP & Manage Drafts

Negotiations

Search Open Solicitations Number Go

Welcome, Yvette Moore.

Your Active and Draft Responses

Press Full List to view all your company's responses. [Full List](#)

Response Number	Response Status	Supplier Site	Solicitation Number	Title	Type	Time Left	Monitor	Unread Messages
618692	Active		19565	CDGA MOPD Personal Assistance Program	RFQ	0 seconds		0

Your Company's Open Invitations

[Full List](#)

Supplier Site	Solicitation Number	Title	Type	Time Left
No results found.				

Quick Links

Manage	View Responses
<ul style="list-style-type: none"> Drafts Deliverables Personal Information 	<ul style="list-style-type: none"> Active Disqualified and Withdrawn Awarded Rejected

❖ Full List: Allows users to view all responses

Negotiations

Negotiations >

Active and Draft Responses

These are your company's responses that have not been awarded, rejected or disqualified.

Negotiation has been amended and requires your action to be considered for award.

Negotiation has been paused. Only draft response can be created.

Select Response: [Revise](#) [Withdraw](#)

Rows 1 to 32

Select	Response Number	Your Response Number	Response Status	Created By	Supplier Site	Negotiation Number	Title	Type	Event Title	Time Left	Monitor	Unread Messages
<input type="radio"/>	618692		Active	Moore, Yvette		19565	CDGA MOPD Personal Assistance Program	RFQ	Delegate Agency	0 seconds		0
<input type="radio"/>	Blind		Active	Talferro, Vanessa		10321,1	Hospital-Based Violence Intervention Programs	RFQ	Delegate Agency	0 seconds		0
<input type="radio"/>	Blind		Active	Talferro, Vanessa		9755,2	DFSS: Youth Services: Service Coordination and Navigation (SCaN)	RFQ	Delegate Agency	0 seconds		5

Revise an Active Quote

Negotiations

Active and Draft Responses

These are your company's responses that have not been awarded, rejected or disqualified.

- ⚠ Negotiation has been amended and requires your action to be considered for award.
- ⏸ Negotiation has been paused. Only draft response can be created.

Select Response **Revise** Withdraw | 🗨️ ✎️ ⋮

Select	Response Number	Your Response Number	Response Status	Created By	Supplier Site	Negotiation Number	Title	Type	Event
<input checked="" type="radio"/>	618692		Active	Moore, Yvette		19565	CDGA MOPD Personal Assistance Program	RFQ	Del
<input type="radio"/>	Blind		Active	Taliferro, Vanessa		10321,1	Hospital-Based Violence Intervention Programs	RFQ	Del
<input type="radio"/>	Blind		Active	Taliferro, Vanessa		9755,2	DFSS: Youth Services: Service Coordination and Navigation (SCaN)	RFQ	Del
<input type="radio"/>	Blind		Active	Taliferro, Vanessa		9215,4	DFSS: Youth Services: My CHI, My Future. Community Anchor Organizations RFP	RFQ	Del

Options for Revising Quotes

CITY OF CHICAGO Sourcing

Navigator Favorites Home Logout Preferences Help

Negotiations

Negotiations > Active and Draft Responses >

Create Quote: 236162 (RFQ 6952)

Option 1 **Option 2**

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 13 days Bid Opening Date/Supplier Response Due Date 16-Jul-2019 12:00:00

Header Lines

Manage Draft Responses

Search Open Solicitations

Welcome, Kathy Booton-Wilson.

Your Active and Draft Responses

Press Full List to view all your company's responses.

[Full List](#)

Response Number	Response Status	Supplier Site	Solicitation Number	Title	Type	Time Left	Monitor	Unread Messages
236159	Active		6952	DFSS Youth Services Enrichment Programs - STEM (Science, Tech, Engin. & Math)	RFQ	12 days 22 hours		0
235154	Draft		6964	DFSS Youth Services Enrichment Programs - OST Academic	RFQ	12 days 22 hours		0
236162	Draft		6952	DFSS Youth Services Enrichment Programs - STEM (Science, Tech, Engin. & Math)	RFQ	12 days 22 hours		0
236163	Draft		6965	DFSS Youth Services Enrichment Programs - OST Career Exploration and Vocation	RFQ	12 days 22 hours		0
236157	Active		6930	DFSS Prevention and Intervention Mentoring Program	RFQ	14 days 22 hours		0

Your Company's Open Invitations

[Full List](#)

Supplier Site	Solicitation Number	Title	Type	Time Left
No results found.				

Quick Links

Manage	View Responses
<ul style="list-style-type: none"> Drafts Deliverables Personal Information 	<ul style="list-style-type: none"> Active Disqualified Awarded Rejected

Manage Drafts and Unlock Responses

- Users can Unlock Drafts for Other Users to Access
- Users can also Review and Submit or Update the Existing Response

Manage Draft Responses

If you press Respond by Spreadsheet, Review & Submit, Update or Delete button, the system will automatically lock the response for you.

■ Negotiation has been paused. Only draft response can be created.

Search

Note that the search is case insensitive

Response Number

Negotiation Number

Response Created By

Reference Number

Title

Close in the Next X Days

Users can Unlock and Share Responses with Members of the Organization or Update Current Response

Select a Draft Response:

Select	Response Number	Reference Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Locked By	Date Locked	Response Created By	Negotiation Close Date	Event Title	Time Left	Request Status
<input checked="" type="radio"/>	236163		Draft		6965	DFSS Youth Services Enrichment Programs - OST Career Exploration and Vocation	RFQ	Booton-Wilson, Kathy	03-Jul-2019 12:29:36	Booton-Wilson, Kathy	16-Jul-2019 12:00:00	Delegate Agency	12 days 22 hours	

Notifications

Home

Worklist

Full List



From	Subject	Sent
There are no notifications in this view.		

[TIP Vacation Rules](#) - Redirect or auto-respond to notifications.

Navigator

Personalize

<ul style="list-style-type: none">City of Chicago iSupplier Portal with Invoice CreationCity of Chicago Online Bidding	Please select a responsibility.
---	---------------------------------

Addendums & Notifications

- Addendum - Solicitation Number will be amended with a (zzzz,1)

Oracle Applications Home Page > Worklist >

Information
This notification has been closed and did not require a response.

Acknowledgement Required: Amendment 1 to RFQ 58 (SMOKING CESSATION SERVICES FOR ADULTS)

From	McGaughy, Ryan	Company	The City of Chicago
To	JANE DOE	Title	SMOKING CESSATION SERVICES FOR ADULTS
Sent	25-Jul-2017 13:42:15	Number	58,1
Closed	25-Jul-2017 13:43:06		
ID	97018347		

Responder

Negotiation Open **July 25, 2017 12:44 pm Central Time**
Negotiation Close **October 31, 2017 10:00 am Central Time**
Supplier **CITY OF CHICAGO TEST SUPPLIER**
Supplier Site

This Negotiation has been amended. To be considered for award you must acknowledge each amendment and resubmit your responses.

Please go to [Review Changes](#) page to review the changes for this amendment.

[Return to Worklist](#)

Display next notification after my response

Helpful Reminders

- Online Discussion Sent to Buyer Only
- Save Draft Often
- Check Attachment Submissions Prior to Submitting RFP
- Click Validate Prior to Submission - To Identify Missing Requirement
- Prior to Submitting – **Enter Name First THEN Click Certify**
- Avoid clicking the Back/Forth browser buttons – Navigate through iSupplier site

Who to Contact & Useful Links

- ❖ **Vendor/Delegate Agency Registration**
 - <https://www.cityofchicago.org/city/en/depts/dps/isupplier/vendor-registration.html>
- ❖ **City of Chicago Search Online**
 - <http://webapps.cityofchicago.org/VCSearchWeb/org/cityofchicago/vcsearch/controller/agencySelection/begin.do>
- ❖ **Funding Opportunities**
 - <https://www.cityofchicago.org/city/en/depts/dps/isupplier/current-bids.html>
- ❖ **iSupplier Technical Assistance Helpline**
 - CustomerSupport@cityofchicago.org or (312)744-4357
- ❖ **Registration Assistance Only**
 - CustomerSupport@cityofchicago.org or (312)744-4357
- ❖ **To receive remittance when payments are made, send your supplier number to:**
 - electronicenrollment@cityofchicago.org
- ❖ **Training Materials (Documents and Videos):**
 - <https://www.cityofchicago.org/city/en/depts/dps/isupplier/online-training-materials.html>



DOH

**WELCOME TO
HOUSING DELEGATE
AGENCIES
WORKSHOP**

Department of Housing
Bureau of Homeownership

Agenda

3/26/2025

1. Housing Services and Technical Assistance - Citywide (TACIT)
2. Housing Services and Technical Assistance - Community (TACOM)
3. Housing Counseling Services (HCC)
4. Home Investment Partnership - Community Housing Development Organization (CHDO)
5. Right to Counsel Program (RTC)

Housing Services and Technical Assistance – Citywide (TACIT)

- TACIT Provides funding to nonprofit organizations, nonpartisan research institutions (i.e., universities), or Chicago-based for-profits providing expert-level training, technical assistance, education or services in a housing-related topic within the City of Chicago.
- TACIT funding is reserved for activities otherwise not covered through other DOH RFPs (i.e., housing counseling activity is not a TACIT activity).

TACIT continue

- DOH seeks to fund organizations with experience providing culturally and linguistically competent services that are responsive to the community they serve to carry out one or more of the programs listed under the RFP.
- Respondents must submit one (1) completed application per program, including all attachments, for each program.

TACIT - PROGRAMS

1. Supportive Housing Services and Advocacy for Marginalized People
2. User-centered Design & Data Strategy Technical Assistance
3. Legal Eviction or foreclosure defense services
4. Tenant Rights and Responsibilities
5. Landlord Rights and Responsibilities
6. Tenant & Landlord Matters

TACIT - PROGRAMS *continue*

7. Estate Planning
8. Climate Change, Environmental Justice, and Housing
9. Equitable Transit-Oriented Development (ETOD)
10. Affordable Requirement Ordinance (ARO)
11. Trouble Building Initiative (TBI) Supportive Services

TACIT Questions & Answers

HOUSING TECHNICAL ASSISTANCE COMMUNITY (TACOM)

- Provides funding to Chicago-based nonprofit organizations to support their existing client-facing, community-based housing programs and resource distribution efforts to underserved Chicagoans and low-income communities.
- Respondents are expected to have an existing program or service that deeply engages with low-income and underserved communities.
- The respondents proposed program cannot be a Housing Counseling Program or an activity regulated by HUD's Housing Counseling Program.

HOUSING TECHNICAL ASSISTANCE COMMUNITY (TACOM)

- Services in this category will be community focused and target low-to moderate-income census tracts.
 - At least 51% or more of the people served under TACOM must be low-to-moderate income (i.e., 80% or less of the area median income (AMI)).
- Services will identify and address the needs of the community by providing education and access to resources and information.
- Funding source requires organizations to provide client-facing housing services.
- Agencies selected will engage in community outreach, workshops to promote programs, overall services and resources of the City and DOH.

TACOM Questions & Answers

HOUSING COUNSELING CENTERS (HCC)

- Seeks **HUD-Certified Housing Counseling Agencies** to apply for the HCC RFP.
- Selected Agencies must provide comprehensive counseling and education services delivered by HUD-Certified Counselors.
- HUD-Certified means that they have passed the HUD Certification exam and verified their employment through FHA Connection.

HOUSING COUNSELING CENTERS (HCC)

HCC includes **6 categories** of activities. All activities/categories are available to City of Chicago residents only, except for Pre-purchase Counseling/Education.

- 1. Financial Management:** Helping Chicagoans improve their financial health
 - Group Education Workshops – minimum of four (4) with 90-minute curriculum each
 - Counseling – ensure 75% of counseling clients achieve their goal outlined in the action plan set by the housing counselor.

Please refer to the RFP on-line for additional requirements.

HOUSING COUNSELING CENTERS (HCC)

- 2. Pre-Purchase:** Counseling and Education (i.e., First-Time Homebuyer Education) to assist with the entire homebuying process
- Homebuyer Education Workshops – provided in a group setting covering the entire cycle of the home buying process.
 - Counseling – Housing Counselor analyzes client's budget and conducts a financial assessment, develops a personalized plan to guide them through their home purchase.

Minimum of 8 hours of group homebuyer education, or 6 hours of homebuyer education plus 2 hours of individualized pre-purchase counseling.

Please refer to the RFP on-line for additional requirements.

HOUSING COUNSELING CENTERS (HCC)

- 3. Post-Purchase:** Assisting Chicago homeowners in non-delinquency counseling and education, in topics such as Refinancing Options, Tax Exemptions, Homeowners Insurance, Home Maintenance and Repairs
- Education – provided in a group setting including a variety of homeownership related topics including refinancing options, predatory lending, tax exemptions, homeowners insurance, home maintenance & repairs, etc.
 - Counseling – Housing Counselor analyzes non delinquent client's budget and financial situation to determine available options as it relates to their homeownership related goal.

Please refer to the RFP on-line for additional requirements.

HOUSING COUNSELING CENTERS (HCC)

- 4. Foreclosure Avoidance:** Helping Chicago homeowners at risk of foreclosure navigate the loss mitigation process.
- Education – provided in a group setting an overview of the loss mitigation process, different mortgage relief options, available resources in the area, and/or budgeting and credit to avoid delinquency.
 - Counseling – Housing Counselor analyzes delinquent client's budget and financial situation to determine available options and develops a personalized action plan.

Please refer to the RFP on-line for additional requirements.

HOUSING COUNSELING CENTERS (HCC)

- 5. Tenancy (Rental Counseling):** Counseling and education can include helping clients identify an affordable unit, understand renter's rights and responsibilities, and sustain their current rental unit.
- Education – provided in a group setting an overview of their rights and responsibilities. Counseling agency can also create specialized rental topics as new rental programs become available.
 - Counseling – Housing Counselor analyzes client's budget and financial situation to determine available rental options.

Please refer to the RFP on-line for additional requirements.

HOUSING COUNSELING CENTERS (HCC)

- 6. Condo Purchase** - Counseling and Education tailored for individuals seeking to purchase in Chicago, assisting prospective buyers navigate the additional complexities of buying a condominium.
- Education – provided in a group setting tailored for individuals seeking to purchase a condo in Chicago by providing an overview of their rights and responsibilities of a condo owner.
 - Counseling – Housing Counselor analyzes client's budget and financial situation to determine feasibility of purchasing a condo and provides personalized guidance on additional requirements.

Please refer to the RFP on-line for additional requirements.

HCC Questions & Answers

COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)

DOH seeks certified nonprofit Community Housing Development Organizations (CHDO's) to apply for funding that supports capacity building and affordable housing development.

Applicants must meet HUD requirements for CHDO certification and adhere to all City and federal program, reporting and compliance standards, including community outreach and engagement.

Please refer to the RFP on-line for additional requirements.

COMMUNITY HOUSING DEVELOPMENT ORGANIZATION (CHDO)

Existing CHDO-certified organizations may apply for up to **\$50,000** in funding for capacity-building activities.

Applicants must demonstrate the capacity of their key staff to carry out the activities they are planning. Applications will include:

- A program description detailing the activity/project to be provided to staff for the enhancement of skills
- A budget for skill building activities
- A plan describing recent development, planned activities and/or projects which indicate the low-and moderate-income community being served/to be served and tenant involvement plan.

Please refer to the RFP on-line for additional requirements.

CHDO Questions & Answers

RIGHT TO COUNSEL (RTC)

DOH seeks to expand on the success of the pilot program re-launching RTC as a CDBG-funded program to continue providing vital legal support for tenants facing eviction.

RTC program provides free legal support to low-income tenants facing eviction. It aims to help tenants navigate eviction proceedings by providing them with legal representation and guidance.

Please refer to the RFP on-line for additional requirements.

RTC Questions & Answers



CDGA Workshop

DFSS Division on

Gender-Based Violence

March 26, 2025



Key things to know about Division on Gender-Based Violence RFPs

- Total of five (5) RFPs
- RFPs seek to fund a portion of programs as part of our approach to promote survivor well-being, enhance their safety and seek legal protections and/or remedies.
- All current delegates providing these services in 2025 are required to re-apply.
- RFPs are programs that we anticipate will be at least partially funded with federal funds. DFSS is currently evaluating use of remaining funding and may issue additional RFPs this year. Not included in this RFP round:
 - GBV Emergency Financial Assistance
 - GBV Prevention
 - GBV Rapid Rehousing Coordinator
- RFPs that are currently in their contract period or have already had an RFP issued include:
 - DV Coordinated Response in Healthcare Setting
 - GBV Hotel Program
 - GBV Training Program



DFSS Division on Gender-Based Violence RFPs

Request for Proposal (RFP Name and RFP #)	DFSS is seeking applicants to...
Legal Services for Survivors of GBV (RFP # 10118)	Provide legal representation and services to survivors of gender-based violence and human trafficking, focusing on enhancing survivor safety through legal remedies such as protective orders, child custody, immigration relief, and family law.
Multi-Disciplinary Team Services (RFP # 53659)	Provide risk assessment of Chicago Police Department (CPD) referring domestic violence incidents and conduct immediate, proactive outreach to survivors in CPD Districts 003, 004, and 014, connecting them to support services.
Supervised Visitation and Safe Exchange Services (RFP # 10116)	Provide court-ordered supervised visits and exchanges for custodial and non-custodial parents and caregivers ensuring safety through secure facilities and monitored interactions as a part of the Order of Protection.
Resource and Information Advocacy Services (RFP # 10113)	Engage survivors at the Cook County Domestic Violence Courthouse, at 555 West Harrison, seeking a protective order to explain legal options and processes, assist survivors with filing, connect them with an advocate if needed, and refer the survivor to other services.
Counseling and Advocacy Services for Survivors of GBV (RFP # 10119)	Provide safety planning, ongoing counseling, legal advocacy to survivors of domestic violence, sexual assault, human trafficking and stalking in a survivor-centered and trauma-informed approach.



Key things to know about these funding awards

- Again, all current delegates providing these services in 2025 are ***required to re-apply***.
- Applications may be submitted from **9AM April 1, 2025, through 12PM (NOON) June 2, 2025**. Central Time.
 - Failure to submit any application will make your program ineligible for funding.
- Award notifications will be made once the City of Chicago 2026 Annual Budget is passed.
- **Programs will begin January 1, 2026.**
- **Contract periods will be for three (3) years, January 1, 2026, through December 31, 2028.**
 - The contract includes two (2) one-year options for renewal.
 - DFSS may not issue another application for these programs no sooner than 2028 for 2029 awards.



Legal Services for Survivors of GBV (RFP # 10118)

Pages 97-111

- Previously, DFSS had two simultaneous programs serving domestic violence and all survivors of gender-based violence
 - This RFP consolidates both programs
 - Applicants must provide which type of GBV survivors they will serve
- Applicants must be able to provide or subcontract for survivor legal representation by a licensed attorney and/or Bureau of Justice Assistance (BJA) accredited professionals
- Applicant staff and/or subcontractors must meet the certification criteria to serve GBV survivors
- Awardees will be required to enter survivor data into InfoNet, measure outcomes with other reporting processes, and collect survivor feedback surveys



Multi-Disciplinary Team (MDT) for Survivors of Domestic Violence

Pages 112-122

- Applicants may apply for one or both Zones:
 - Zone 1 - CPD Districts 003 and 004
 - Zone 2 - CPD District 014
- Staff must engage with consenting survivors to connect to their own organization's services or be referred to supportive services
 - Preference will be given to applicants that offer direct services
- Program must collaborate and work with the selected CPD District and Cook County States Attorney's Office
- Applicants must be able to receive referrals from CPD and conduct risk assessment
- Applicant staff and/or subcontractors must meet the certification criteria to serve DV survivors



Supervised Visitation and Safe Exchange Services

Pages 123-134

- Applicant must have or acquire a facility that meets best practice standards for safety and include a floor plan indicating traffic flow with application
- Applicant must work with the court or Court Expediter to receive referrals for services
- Must have or develop and keep current security policies and protocols
- Applicant staff and/or subcontractors must meet the certification criteria to serve GBV survivors
- Awardees will be required to enter survivor data into InfoNet, measure outcomes with other reporting processes, and collect custodial and non-custodial parent/caregiver feedback surveys



Resource Information Advocacy (RIA) Services

Pages 135-145

- Must submit a proposal including on-site services at the Cook County Domestic Violence Courthouse, at 555 West Harrison Street.
- Must collaborate with other RIA providers or Legal Advocacy providers for English and Spanish speaking RIA coverage daily
- Offer survivors connection to Legal Advocate or Legal Services if applicable as well as other support services outside of Courthouse
- Applicant staff or subcontractors must meet the certification criteria to serve GBV survivors



Counseling and Advocacy Services for Survivors of GBV

Pages 146-158

- Previously, this program served only survivors of intimate partner violence.
 - This RFP now includes the following types of GBV regardless of relationship intimacy: domestic violence, sexual violence or assault, human trafficking including labor trafficking and stalking
 - This RFP also includes serving youth 24 or younger than have witnessed or experienced GBV
 - Applicants must state what target population and type of GBV they plan to serve
- Programs must offer ongoing counseling or case management and/or legal advocacy
 - If a program is not able to offer one of these types of services, they may subcontract or provide a formal MOU or linkage agreement instead.
 - If a program is offering a drop-in center, they must offer one of the above directly or subcontract.
- Applicant staff or subcontractors must meet the certification criteria to serve GBV survivors
- Awardees will be required to enter survivor data into InfoNet, measure outcomes with other reporting processes, and collect survivor feedback surveys



Questions and Answer – Contact Information

For questions regarding the RFP regarding program requirements or other questions, please email:

- Adriana Camarda adriana.camarda@cityofchicago.org or
- Division on Gender-Based Violence DFSS-DGBV@cityofchicago.org



CDGA Workshop

DFSS Homeless Services Division

March 26, 2025



Agenda

- Welcome
- Topline things to know about Homeless Services Division RFPs
- Brief overview of each RFP
- Questions



Key things to know about Homeless Services Division RFPs

- **9 total RFPs.** RFPs seek to fund an array of programs as part of our **three-pronged approach** to addressing homelessness:
 - Preventing households from experiencing homelessness when possible
 - Maintaining a safe and accessible crisis response system for households who do experience homelessness
 - Supporting permanent housing pathways for households to rapidly exit homelessness
- **All current delegates are required to re-apply**
- RFPs included in CDGA are programs that we anticipate will be partially funded with federal funds. DFSS is evaluating use of remaining funding and may issue additional RFPs this year. The following program models are **not included in this RFP round**:
 - Homeless Prevention Assistance Program
 - Coordinated Entry System Facilitator
 - Housing System Navigators (previously under Engagement Services)



Key things to know about Homeless Services Division RFPs (cont'd)

- Most program models will have a three-year initial **contract term**, from 1/1/2026 through 12/31/2028, with 2 options to extend, each for no more than 1 year
- The **application window** will be open from April 1, 2025 to June 2, 2025
- **Evaluation of applications**
 - The maximum points an application can receive is 100
 - Selection criteria:
 - Community involvement
 - Organizational capacity
 - Strength of proposed program
 - Performance management and outcomes
 - Reasonable costs, budget justification, and leverage of funds
- Programs may be funded with a combination of federal, state, or local funds with each **funding source** representing a separate contract.



DFSS Homeless Services RFPs

RFP	Contact Person
Centralized Shelter Intake, Transportation, and Crisis Response	Jeremy Nichols, Jeremy.Nichols@cityofchicago.org
Drop-In Centers	Zuri Soughat, Zuri.Soughat@cityofchicago.org
Frequent Users Service Engagement (FUSE)	Patricia Robles, Patricia.Robles@cityofchicago.org
Homeless Street Outreach	Jeremy Nichols, Jeremy.Nichols@cityofchicago.org
Permanent Supportive Housing Supportive Services, including Safe Havens	Nastasha Flowers, Nastasha.Flowers@cityofchicago.org
Rapid Re-Housing Program Coordinator	Cameron Kinch, Cameron.Kinch@cityofchicago.org
Rental Assistance Program Manager	Cameron Kinch, Cameron.Kinch@cityofchicago.org
Shelter	Lucy Morales, Lucy.Morales@cityofchicago.org
Youth Transitional Housing	Angel Ajani, Angel.Ajani@cityofchicago.org





Centralized Shelter Intake, Transportation, and Crisis Response

DFSS – Homeless Division – Centralized Shelter Intake, Transportation, and Crisis Response RFP 10126

The CSITCR Program seeks one agency to manage Chicago’s citywide shelter intake and crisis response system, operating 24/7/365. The selected agency will coordinate real-time shelter bed tracking, respond to 311 shelter and crisis requests, provide transportation and referrals to shelters and other safe locations, and conduct well-being checks for at-risk seniors and displaced residents. The agency must demonstrate strong logistics and data management capacity, build relationships with shelter providers, support diversion strategies, and ensure timely, person-centered crisis response.

Funding Sources: ESG Funds, CDBG Funds, and City Funds. **Award Range:** \$4,950,000 annually. (reimbursement only).

Contract Period: January 1, 2026, through December 31, 2026, with the option to extend up to four additional years based on need, performance, and funding availability



Drop-In Centers

DFSS – Homeless Division – Drop-In Centers RFP 53654
The Drop-in Center Program provides daytime support for people experiencing homelessness, offering access to basic needs, case management, and referrals to housing and health services. Providers must engage diverse populations using trauma-informed, person-centered approaches and participate in citywide homeless response efforts. Ideal applicants have experience in homeless services, can operate in under-resourced areas, and manage coordinated care and community engagement.
Funding Source: City, State, and federal sources, including CDBG. Award range: 8–10 agencies, with awards ranging from \$60,000 to \$350,000. Contracts will operate on a reimbursement basis only.
Contract Period: January 1, 2026, through December 31, 2028, with two optional one-year extensions



Frequent Users Service Engagement (FUSE)

DFSS – Homeless Division – FUSE: Frequent Users Services Engagement RFP 10127
The FUSE Program provides intensive case management and clinical services to homeless families, especially those at risk of shelter discharge, to support stability and transition to permanent housing. The selected agency must serve families citywide, conduct outreach and training, and offer supportive services like childcare, transportation, and job readiness, along with follow-up after shelter exit. Ideal applicants have experience working with vulnerable families, mental health and housing services, and can deliver both in-person and virtual, trauma-informed care.
Funding Source: City Corporate. Award range: One agency, \$350,000 annually. Contracts will operate on a reimbursement basis only.
Contract Period: January 1, 2026, through December 31, 2028, with two possible one-year extensions



Homeless Street Outreach

DFSS – Homeless Division – Outreach RFP 53655
The Homeless Street Outreach Program funds agencies to engage unsheltered individuals through intensive, case management-driven outreach that connects them to shelter and permanent housing. Providers must build trust with vulnerable populations, support stable transitions, and guide participants through the homeless response system. Ideal applicants have experience in street outreach, homelessness services, and housing-focused engagement.
Funding Source: City, State, and federal sources, including CDBG. Award range: \$57,000–\$1,311,000 based on program size. DFSS anticipates funding 13–15 projects. (reimbursement only).
Contract Period: January 1, 2026, through December 31, 2028, with two possible one-year extensions



Permanent Supportive Housing Supportive Services, including Safe Havens

DFSS – Homeless Division – Permanent Support Housing with Support Services including Safe Havens RFP 10125
The PSHSS and Safe Haven programs fund supportive services to help formerly homeless individuals and families maintain housing stability or receive care in service-enriched environments. Providers offer tailored case management, health and employment support, and crisis services for high-need clients, including those with mental illness or chronic conditions. Ideal applicants have experience in supportive housing or health services and can deliver ongoing, individualized support to vulnerable populations.
Funding Sources: City, State, and Federal sources, including CDBG. Award range: \$30,500–\$620,000, depending on program size. DFSS anticipates funding 17 programs. (reimbursement only).
Contract Period: January 1, 2026, through December 31, 2028, with two optional one-year extensions



Rapid Re-Housing Program Coordinator

DFSS – Homeless Division – Rapid Rehousing (Program Coordinator) RFP 10122
DFSS is seeking one agency to manage citywide Rapid Re-Housing (RRH) services, helping homeless households quickly secure and maintain permanent housing through rental assistance, case management, and supportive services. The selected agency will administer \$24M–\$30M annually, support Accelerated Moving Events (AMEs), and connect clients to employment and benefits, ensuring compliance with ESG and City fund guidelines. Ideal applicants have experience managing large-scale housing programs, public funding, and landlord engagement, with the capacity to serve households referred through Chicago’s Coordinated Entry System (CES).
Funding Sources: ESG Funds and City Funds. Award Range: \$24,000,000–\$30,000,000 annually (reimbursement only).
Contract Period: January 1, 2026, through December 31, 2028, with two possible one-year extensions



Rental Assistance Program Manager

DFSS – Homeless Division – Rental Assistance Program Manager RFP 10130

DFSS is seeking one agency to manage the Rental Assistance Program (RAP), which provides short-term financial aid (rent, utilities, deposits) to prevent homelessness. While clients apply at six DFSS Community Service Centers (CSC), the selected agency will handle backend operations—conducting timely housing inspections, managing payments to property owners, and tracking financial data in real time. Applicants must process high payment volumes efficiently, collaborate with CSCs, ensure compliance with audit and grant requirements, and streamline operations to support program goals. From 2020–2024, RAP disbursed \$17 million to aid 3,300 households; current priorities include improving financial reporting and operational efficiency.

Funding Sources: ESG Funds, City Funds and State Funds. **Award Range:** \$400,000 - \$800,000 annually.

(reimbursement only).

Contract Period: January 1, 2026, through December 31, 2028, with two possible one-year extensions



DFSS – Homeless Division – Shelter RFP 10121
DFSS is seeking proposals for shelter programs to support individuals and families experiencing homelessness, including single individuals, couples, families, youth, and those fleeing domestic violence. The goal is to provide safe, accessible shelter while helping clients transition to permanent housing. Providers must use a Housing First approach, harm reduction strategies, and trauma-informed care, and ensure client self-determination in accessing housing services. The RFP aims to expand access to shelter, reduce the length of stay, improve rehousing outcomes, and ensure equitable access to services.
Funding Sources: City, State, and Federal sources, including CDBG. Award Range: \$100,000-\$4,100,000 depending on size and scope of program. DFSS will fund about 30 agencies.
Contract Period: January 1, 2026, through December 31, 2028, with two possible one-year extensions



Youth Transitional Housing

DFSS – Homeless Division – Youth Transitional Housing Supports RFP 10129
The Youth Transitional Housing (YTH) program funds medium-term housing for unaccompanied or parenting youth (ages 14–24) experiencing housing instability, with the goal of helping them transition to stable housing and long-term success. Programs must provide supportive services including case management, education/employment support, health/mental health access, and life skills development, tailored to youth needs. Housing types can vary, and services must be developmentally appropriate and low-barrier. DFSS seeks programs with flexible eligibility, strong community connections, and systems for quick housing placements.
Funding Sources: City, State, and Federal Funds. Award Range: \$40,270–\$150,000 annually. DFSS expects to fund 6 projects (reimbursement only).
Contract Period: January 1, 2026, through December 31, 2028, with two possible one-year extensions



CDGA Workshop

DFSS Human Services Division

March 26, 2025



Emergency Food Assistance for At-Risk Populations

The **Emergency Food Assistance for At-Risk Populations Program** aims to reduce food insecurity by ensuring access to nutritious and culturally appropriate food for underserved populations.

The program will **source** and **distribute** fresh produce, dairy, meats, and non-perishable items to **community food pantries**, at least **53 homeless shelters**, **5 domestic violence shelters**, and **6 DFSS Community Service Centers**

Program Activities and Requirements





Program Activities and Requirements

Food Pantries

- Source and distribute at least 1.2 million pounds of food per year
- Both non-perishable and perishable items
- Underserved Populations
- Bi-weekly distribution

Homeless and DV Shelters

- Source and distribute half million pounds of food per year
- Distribute every two weeks

Diverse population needs

- Nutritional needs and dietary constraints due to age, allergies or medical conditions, religious practices, vegetarian and veganism

Staff & Facilities

- Adequate space to store up to three months of food
- Maintain a staff of qualified food handlers
- Maintain and monitor locations to ensure city of Chicago and Federal sanitation standards
- Maintain adequate labor force to perform necessary tasks



Other Requirements

Conduct site visits to ensure sanitary storage of food for distribution

Post written pest control plan and contract with professional exterminator

Work closely with DFSS team to redesign the program if needed to respond to populations shifts or diverse population groups

Conduct surveys at the food pantry network sites to secure patron feedback to be incorporated into the service delivery program model

Provide food pantry networks with referral information to other resources such as other pantries, soup kitchens, etc.



Performance Measures

Pantry Distribution

- # of pantries and the hours of operation (minimum 99 pantries)
- # of pounds of food delivered to selected food pantries (minimum 1.2 million pounds annually)
- # of people served (minimum 350k annually)

Shelter Distribution

- # of pounds of food distributed to shelters (minimum .5 million pounds)
- # of shelters participating in the program (minimum 50)
- # of deliveries to shelters (every two weeks)
- Shelter satisfaction with delivery and quality of food products (as determined by surveys completed by shelters)



Guidance for Respondents

- ❑ Documentation demonstrating adequate warehouse and storage capacity to meet facility requirements in section C. Program Activities and Requirements section of the RFP.
- ❑ Food safety and handling plan outlining protocols for the proper storage, handling, and distribution of food items to ensure compliance with all local, state, and federal health regulations.
- ❑ Provide current or proposed policy and criteria for accepting donated foods for use in the program.
- ❑ Provide current or proposed pest control plan and contract with professional exterminator.

The anticipated term of the contract is January 1, 2026- December 31, 2028. Based on need, availability of funds, and contractor performance, DFSS reserves the right to extend the term for up to two additional years with each extension not to exceed one year. We anticipate making one award of up to \$1M per year. The contract will operate on a reimbursement basis only.



**For additional questions, please contact
Lauren Doss
Lauren.doss@cityofchicago.org**



CDGA Workshop

DFSS Senior Services Division

March 26, 2025



Key things to know about Senior Services Division RFPs

- 3 total RFPs
- RFPs cover:
 - Case Advocacy and Support
 - Intensive Case Advocacy Support [ICAS]
 - Home Delivered Meals
- Most program models will have a three-year initial contract term, from 1/1/2026 through 12/31/2028, with 2 options to extend, each for no more than 1 year
- All current delegates are required to re-apply
- The application window will be open from April 1, 2025 to June 2, 2025



Home Delivered Meals RFP

- The Home Delivered (HDM) Program provides nutritious meals to frail, homebound, or isolated Chicago seniors (60+) to support health and independence. Agencies must prepare and deliver culturally appropriate meals, offer wellness checks, and provide nutrition education. Ideal applicants have experience in large-scale meal delivery, can serve diverse populations, and meet federal and state grant requirements.
- **Application Period:** April 1, 2025- June 2, 2025
- **Contract Period:** October 1, 2025-December 31, 2028, with two possible one- year extensions.
- **Award Range:** Approx. \$17 million
- **Number of Program Awards:** 1



Home Delivered Meals Program

- DFSS is seeking proposals from licensed food service establishments in good standing with applicable City of Chicago departments, who have demonstrated experience operating large scale, home delivered meal programs within the City of Chicago and/or cities of similar size.
- Funding will be awarded to the agency that demonstrates the capacity to:
 - Administer and operate the program citywide;
 - Prepare and deliver various meal types and diets into the clients' homes;
 - Coordinate and manage client information, enrollment, status changes, and other activity;
 - Provide the associated equipment and supplies for implementing the program; and
 - Demonstrate their ability to provide home delivered meals that are responsive to consumer needs and preferences, are culturally appropriate, as well as cost effective.



Background

- In FY24, the HDM program served over 4 million meals to over 12,000 distinct older adults.
- As of FY2025, over 1 million meals have already been served to HDM clients.
 - **85%** of clients are enrolled in the frozen meal/cold meal program receiving their meals once a week for three, five, or seven meal units.
 - **15%** of clients are enrolled in the hot meal/cold meal programs, receiving their delivery daily, Monday through Friday.
- The DFSS Senior Services Division is committed to maintaining the meals services for our most vulnerable older adults while meeting the increasing demand for HDM while avoiding a client waiting list.
- To help accomplish this aim, the selected respondent is expected to apply cost effective strategies and approaches to food purchasing to help sustain and meet the service delivery needs of the program.



HDM Program Requirements

- DFSS will award one provider for Home Delivered Meals (HDM) in the City of Chicago.
- Home Delivered Meal respondents must be able to meet all requirements as set forth in this RFP including but not limited to:
 - Provide home delivered meal services to all areas of the City of Chicago
 - Provide all meal types and diets as specified.
 - Work with applicable referring agencies to collect, track, implement, and manage client enrollment information and activity changes.
 - Must provide in-person deliveries to clients' home. UPS/USPS/FedEx/Uber are not acceptable delivery methods.
 - Must utilize temperature-controlled vehicles (Refrigerated/Oven/Freezer Equipped) for home delivered meal deliveries.
 - Obtain and/or utilize a meal delivery tracking and confirmation system for managing route operations and verifying deliveries.
 - Meet all other requirements as set forth in the Home Delivered Meals Supplemental Information document.
 - Subcontracting may be utilized for specific meal diets and/or cuisines. Prior notification to DFSS is required.
 - All meal branding must be consistent regardless of approved utilization of subcontractors for specific meal diets and/or cuisines.
 - Must have office staff available to answer DFSS and client calls throughout home delivered meal program hours.



HDM Program Eligibility

- **Individuals eligible to receive home delivered meals include:**
 - Individuals 60 years of age or over who are frail and/or homebound by reason of illness, incapacitating disability, impaired cognition, or are otherwise isolated;
 - The spouse of the older adult, regardless of age or condition, may receive home delivered meals if determined that the receipt of the meal is in the best interest of the frail and/or homebound individual. Individuals of the same sex who are legally married may also receive a meal;
 - Individuals with disabilities who are under 60, but who reside in housing facilities occupied primarily by the elderly at which congregate nutrition services are provided;
 - Individuals with disabilities that reside at home with an Older Americans Act (OAA) eligible client;
 - Additional eligibility criteria may be applied as defined by DFSS.
- There are no income thresholds or costs to eligible recipients for the home delivered meal service. However, HDM clients are invited to make a voluntary contribution toward the cost of their meals.



Referrals for Home Delivered Meal Services

- HDM referrals are received from external agencies, individuals, and DFSS.
- Standard and emergency referrals for HDM are received through DFSS' Information and Assistance Unit (I &A) and then directed to the appropriate Care Coordination Units (CCU) or Managed Care Organizations (MCO) to conduct an in-home assessment.

Referral Types: Standard and Emergency

- **Standard Referral:** A standard referral does not involve a level of urgency or emergency.
 - Client enrollment must take effect the next business day or the next delivery day for the route assigned.
- **Emergency Referral:** An emergency referral is completed for clients that are at imminent risk if meals are not provided.
 - These clients are presumed to be eligible before an in-home assessment is conducted and must receive their meals within 24 hours of the referral being made regardless of the meal type or diet, as long as the request is submitted before 3:00PM Monday-Thursday.
 - If the emergency HDM referral is received on Friday and the client has no access to food over the weekend, the meals must be delivered the same day or Monday of the next immediate week.
- The HDM provider must review the information as submitted on the client referral forms to ensure the information is complete and work directly with the referring agency to conduct any follow-up as needed.



Meal Requirements, Preparation, and Cycle Menus

- All meal types must follow the meal pattern developed by IDoA and must conform to the current Dietary Guidelines for Americans. The meal types and diets that must be offered are listed below:
 - **General Diet (frozen, cold, and hot):** Offers a variety of regular cuisine meals that include culturally and ethnically diverse meals.
 - **Vegetarian Diet (frozen, cold, and hot):** Offers meatless meals that include eggs, dairy, and fish/seafood.
 - **Kosher Diet (frozen):** Follows a Jewish dietary framework for food processing, preparation, and consumption.
 - **Pureed (frozen):** Offers option for adults who have trouble swallowing. The food is blended or put through a food processor and modified to a smooth, pudding-like consistency.
 - **Shelf Stable:** Meals that can be safely stored at room temperature in a sealed container or package that follows the diets listed.
 - **Southern Asian Diet (frozen):** Offers Indian and Pakistani meal options.
 - **Eastern Asian Diet (frozen):** Offers a blended menu that includes Chinese, Korean, and Vietnamese meal options.

★ Hot, Frozen, and Cold Meal Types

- The majority of HDM program clients are provided two meals a day for either 3,5, or 7 days a week through the General and Vegetarian diets.
- **One meal unit = 1 hot meal and 1 cold meal or 1 frozen meal and 1 cold meal**
- A “**hot meal**” is a daily pre-packaged meal delivered hot and ready to eat.
- A “**frozen meal**” is a pre-packaged hot meal delivered in a frozen state to be reheated in the client’s home.
 - Specialty diets such as Kosher, Pureed, South Asian, and East Asian Diet provide one frozen meal for five days a week.
- The “**cold meals**” are refrigerated and ready to eat.
- Reimbursements for meals will be made at the negotiated unit for each meal provided.



Meal Delivery Protocols

- All food must be pre-packaged according to the regulations approved by CDPH.
- The HDM provider must deliver meals to all HDM clients regardless of the address, location, or neighborhood within the City of Chicago.
- The meal preparation and delivery to client's homes and all required meal components is the responsibility of the HDM meal provider.
- Meal deliveries are made between the hours of 8:00AM and 4:00PM, Monday through Friday, and may include weekends as deemed necessary to keep pace with program growth.
- All meals must be delivered into the client's home. No food is to be left outside the door and must be given directly to the client.

Meal Delivery Protocols

- HDM vehicles must be delivered in oven, freezer, and refrigerator-equipped vehicles. The oven, freezer, and refrigerator units in each vehicle must have continuous temperature monitoring in view of the driver to assure proper temperature control throughout the delivery.
- HDM delivery vehicles must be inspected, cleaned, and sanitized daily to ensure optimal food safety sanitation and temperature adherence.
- The HDM provider must have and utilize a delivery tracking and confirmation system for managing route operations and delivery verifications.

Emergency Plans:

- The HDM provider must have emergency back-up plans for maintaining services and ensuring client well-being during weather-related and other emergency situations (equipment failure, power outages, staff shortages, flood, etc.).
- The provider will have a continuity of operations plan. At minimum, this will include a plan for back up operations should the provider's main business locations become unavailable or the ability to prepare and provide meals is interrupted.
- The HDM provider must also have an active client notification plan to communicate any significant service interruptions directly with affected HDM clients.



Program Requirements

Client Activity Changes, Status, and Tracking:

- Any changes to the status of existing clients- emergency; temporary suspension in service (skip), restarting services (resume), and terminations- received by the HDM provider on a daily basis, regardless if they are submitted by CCUs, MCOs, and DFSS, will be entered into the client tracking system and the requested changes will take effect the next business day or the next scheduled delivery day for the client, unless otherwise specified.
- Follow up with the CCUs and MCOs is required for proper disposition of clients enrolled in the program for both standard and emergency referrals.
 - Standard HDM referrals require participants to be reassessed annually by CCUs and MCOs.
 - Clients enrolled in the emergency, short term program require a full assessment by the applicable CCU/MCO prior to the 6-week term to determine continued eligibility.
- Status and enrollment changes pursuant to this follow-up must be entered into the client tracking system.



Program Requirements

- **Client Engagement & Well-Being:**

- Each delivery presents an opportunity to engage and verify the well-being of clients enrolled in the program.
- To support older adults enrolled in the program to age in place, the HDM provider must have procedures for making referrals to other programs (e.g., heavy-duty chore services, respite care, or caregiver counseling services based on client needs observed during deliveries.
- The driver must contact the HDM provider's central office to inform the agency staff of the nature of the referral needed. The HDM provider must make the referral directly to DFSS I & A and update the client record with regards to the referral made on behalf of the client in the designated client tracking system.

- **Nutrition Education:**

- The HDM Provider is responsible for the distribution of DFSS provided nutrition education and other informational material on a semiannual basis, at minimum.
- Drivers must be informed about the content of the information being provided to clients so they can appropriately review this information with clients.



Program Requirements

Voluntary Contributions:

- As required by federal funding, all clients must be given the opportunity to voluntarily contribute toward the cost of their meal.
- The HDM provider must provide each client with an envelope for their contribution that must be collected by the HDM drivers on a weekly basis.
- The contributions must be counted, reconciled, and recorded by the HDM provider and reported to DFSS on a weekly basis as part of the supporting documentation submitted with the weekly billing.

Client Satisfaction Surveys:

- The HDM provider must have procedures for obtaining the views of clients about the services they receive and involve clients in the planning and operation of the nutrition services provided.
- The HDM provider is responsible for copying and distributing surveys to all active clients on an annual basis, minimally.

Quarterly HDM Meal Sample Evaluation:

- To monitor the quality, taste, texture, and appearance of the HDM menu provided, DFSS will require the HDM provider to submit HDM meal samples from each diet provided, on a quarterly basis, to DFSS Central Office for evaluation.
 - The feedback received will be reported back to the HDM provider to make any necessary changes to the specified menu(s) and/or service delivery.



Program Requirements

Complaints or Grievances:

- The HDM provider must have a written procedure for reviewing, handling, and resolving any complaints from clients or other individuals. Additionally, a complaint log must be kept, recording the name of the client, date, reason for dissatisfaction, and steps taken to rectify the situation by the HDM provider.
- The client complaint log must be submitted to DFSS monthly or as otherwise directed.

Staffing:

- The HDM provider must have sufficient staff for the preparation, delivery, and administration functions as outlined in this RFP.
- Staff must possess the appropriate food service sanitation certificates in accordance with state and local public health codes.
- Delivery drivers are required to receive food handler training as they are responsible for temperature control and cross-contamination.
- The HDM provider must have a supervisory structure in place to oversee all aspects of the program. The HDM provider must have a program manager for the day-to-day management and administrative functions of the program with a minimum of three years of demonstrated management and supervisory experience.
- HDM drivers must have the appropriate driver's license class, insurance, and a clean driving record.
- Drivers must be assigned to routes in a manner that maintains consistency for clients the use of rideshare companies (e.g. Lyft, Uber) to deliver meals is not allowed.



Program Requirements

Background Check Requirements:

- The respondent will comply with all applicable Federal, State, and local laws, ordinances, policies, procedures, regulations, rules, requirements, and executive orders relating to background checks, fingerprinting, and screening procedures to ensure children and seniors safety.
- In connection with the services, the selected HDM respondent will not permit any adult, whether a member of the respondent's staff or otherwise, to be involved with the services or to have direct contact with seniors if any applicable legal requirements would prohibit such adult from having such involvement or contact.
- Adults 18 and older, whether they are staff, volunteers, consultants, subcontractors, operators, individuals in family homes, or individuals used to replace or supplement staff who may have direct or indirect contact with seniors to access to their confidential information will need to complete a background check. Delegate agencies are required to administer the following types of background checks for the individuals listed above:
 - A fingerprint criminal background check that searches both FBI and state databases.
 - A search of the Illinois Sex Offender Registry.
 - A search of the Adult Protective Services (APS) Registry



Health & Safety Compliance

- The HDM provider must comply with applicable provisions of federal, state, and local laws regarding the safety and sanitary handling of food, equipment, vehicles, and supplies used in the storage, preparation, service, and delivery of meals to older adults.
- The HDM provider must have a written quality control system which assures that the highest possible standards of cleanliness will be maintained in compliance with CDPH codes relative to the facility as well as the handling, processing, packaging, sorting, and delivery of the food.
- The facility must meet health and safety regulations and submit current health inspection reports for review, including any follow up reports to indicate compliance with food safety requirements.
- The HDM provider must secure the services of an independent licensed laboratory to perform pathogenic organism analyses on at least four different frozen meal diets, two different cold meals, and two different hot meals on a quarterly basis, or as requested by DFSS.



Performance Measures

- To track progress toward achieving the outcome goals of this program and assess success, DFSS will monitor a set of outcome metrics that may include, but are not limited to:
 - 100% of clients will experience reduced hunger and food insecurity due to participation in the program;
 - 95% of clients will experience less isolation by interacting with the delivery driver;
 - 90% of clients will report their overall health and well-being has improved.
 - 90% of clients will report learning health tips from nutrition education and health promotion materials provided.
 - 85% or more of clients surveyed report they are pleased with quality of the meals provided.
 - 95% of the client demographic and assessment data is entered into the client tracking system (Audit Report).

Performance Measures

- To monitor and recognize intermediate progress toward the above performance indicators, DFSS also intends to track output metrics that may include, but are now limited to:

Quarterly Menu:

- Number of culturally specific meals included in quarterly menu (Target=9)
- Number of locally grown fruit or vegetables included in quarterly menu (Target=3)
- Number of times the quarterly menus are submitted beyond the submission deadline (Target=0)

Food Safety:

- Number of incidents of food borne illnesses (Target=0)
- Number of quarterly pathogenic organism analyses of food samples reporting positive for Shigella, Salmonella, and Listeria (Target =0)
- Number of critical violations cited by CDPH during routine health inspections (Target=0)



Performance Measures

Food Service Quality:

- Number of HDM Entrée Substitutions (Target= less than 3 times per month)
- Number of reported instances where client(s) receives incorrect meal diet delivery (Target=0)
- Number of reported instances where client(s) receive alternate meal from listed menu item (Target = less than 25% of total monthly reported issues)
- Number of reported instances where client(s) receive HDM meals without proper meal labels (Target= less than 25% of total monthly reported issues)
- Number of reported instances where client(s) receives HDM meals with inadequate meal sealing (Target- less than 25% of total monthly reported issues)
- Number of on time quarterly HDM meal diet samples submitted to DFSS for taste tests(4).

Food Delivery:

- Number of reported meals left outside of client's home by the driver (Target=0)
- Number of reported deliveries made outside of the scheduled delivery day/time, unless previously authorized by DFSS (Target=0)
- 100% of the clients enrolled to the program as "Emergency Meals" clients receive their meal delivery within 24 hours of the request.
- Number of instances where clients report not receiving quarterly menu (Target= less than 25% of total monthly reported issues).



Application Guidance to Respondents

- **Respondents are strongly encouraged to read the following attachments listed below:**
 - Attachment #1: Distribution of HDM Clients Served by Zip Code
 - Attachment#2: IDoA Nutrition Program Standards
 - Attachment #3: Breakdown of Meals Provided by Diet
 - Attachment #4: Food Specifications for Cycle Menus
 - Attachment#5: Menu Planning Standards for Nutrition Providers
 - Attachment#6: Samples Menu General Diet
 - Attachment#7: HDM Referral Form
 - Attachment#8a: Good Food Purchasing Program Standards
 - Attachment#8b: Good Food Policy Commitment
 - Attachment#8c: Good Food Purchasing Program Tracking Form Sample
 - Attachment #9: Home Delivered Meals Supplemental Information
- **All RFP respondents MUST complete and submit the following attachments with their application:**
 - Attachment #10: Home Delivered Meals Cost Proposal
 - Resumes, Certifications, and any special licenses for staff involved in the Home Delivered Meals Program
 - Staffing Chart that provides the number of line staff, supervisors, and other staff assigned to the project.
 - Copy of the most current full Public Health Inspection Report for agencies.



CDGA Workshop

DFSS Workforce Services Division

March 26, 2025



House Keeping

- Due to the high volume of participants, please remain **on mute** throughout the presentation.
- Submit all **questions using the chat box**; we will address them during the Q&A at the end.
- Use the chat to report any **technical issues** you may experience.
- This **webinar is being recorded** for reference.
- Please note: Information shared during this webinar is for **informational purposes only** and does **not alter the content of the solicitation**. Any official changes will be issued in writing via an **addendum** from the Department of Family & Support Services.



Key Things to Know

- A total of 3 RFPs will be released.
- RFPs seek to fund an array of programs as part of our commitment to delivering workforce development and comprehensive wraparound services to the following priority populations:
 - **Returning Residents**
 - **Individuals Experiencing Homelessness**
 - **English as a Second Language (ESL) Learners**
- Eligible individuals must be 18 or older, city of Chicago residents, low-to-moderate income, and authorized to work in the United States.
- Most program models will have a three-year initial contract term, from 1/1/2026 through 12/31/2028, with 2 options to extend, each for no more than 1 year.
- All **current delegate agencies** are welcome and encouraged to apply.
- The application window will be open from April 1, 2025, to June 2, 2025.
- RFPs are programs that we anticipate will be at least partially funded with federal funds. DFSS is currently evaluating use of remaining funding and may issue additional RFPs this year. Not included in this RFP round:
 - Community Reentry Support Center

DFSS Workforce Services RFPs



DFSS – Workforce Services Division – Employment Preparation and Placement Program RFP 10102

The EPP Program helps low-to-moderate-income Chicagoans, including returning residents, those with limited English proficiency, and individuals at risk of homelessness, secure full-time, permanent employment. Agencies provide career navigation, job readiness training, placement, and retention support tailored to priority populations. Ideal applicants have workforce development experience, strong employer partnerships, and the ability to deliver personalized, trauma-informed services.

Funding Sources: CDBG Funds and City Funds. **Award Range:** \$37,860–\$750,000. DFSS expects to fund up to 50 agencies (reimbursement only).

Application Period: April 1, 2025 – June 2, 2025. **Contract Period:** January 1, 2026, through December 31, 2028, with two possible one-year extensions

Minimum Application Requirements:

- **Enrollments:** 20
- **Placements:** 12
- Respondents may propose serving more than the minimum. For every additional 10 enrollments, at least 6 participants must be placed in employment to qualify for corresponding reimbursement structure.

Budget Submission:

- Align performance budget with the total from the Award Calculator, justifying expenditures.
- Submit Both the Award Calculator and performance budget with proposal.

Reimbursement Rates:

- **Enrollment:** \$1350.
- **Placement:** \$ 905.



DFSS Workforce Services RFPs



Employment Preparation & Placement RFP – DFSS is seeking applicants to...

Connect unemployed and/or underemployed residents to career navigation and supportive services to help them identify and overcome barriers to employment.

Prepare Chicago residents for full-time (defined as at least 35 hours per week) permanent job opportunities with wages at or above the City of Chicago's minimum wage.

Engage highly vulnerable residents; returning residents, jobseekers with limited English proficiency and those at risk of homelessness, utilizing comprehensive services, including job readiness training, soft-skills development, career navigation, job placement, and retention support.

Provide expertise in using career navigation to create pathways to meaningful careers for vulnerable Chicagoans.

Utilize strong employment partner networks to ensure quality experiences for participants.



DFSS Workforce Services RFPs



DFSS – Workforce Services Division – Industry-Specific Job Training and Placement (ISJT) Program RFP 10103

The ISJT Program provides industry-specific job training, career navigation, and support services to help vulnerable, low-to-moderate-income Chicagoans secure full-time, permanent employment. Agencies offer job readiness, credentialed training, placement, and retention support, with a focus on high-demand sectors like construction, healthcare, IT, and logistics. Ideal applicants have experience in workforce development, strong employer partnerships, and the ability to serve priority populations with tailored, trauma-informed services.

Funding Sources: CDBG Funds and City Funds. **Award Range:** \$63,096–\$189,288. DFSS anticipates funding up to 20 agencies (reimbursement only).

Application Period: April 1, 2025 – June 2, 2025. **Contract Period:** January 1, 2026, through December 31, 2028, with two possible one-year extensions

Minimum Application Requirements:

- **Enrollments:** 20
- **Placements:** 12
- Respondents may propose serving more than the minimum. For every additional 10 enrollments, at least 6 participants must be placed in employment to qualify for corresponding reimbursement structure.

Budget Submission:

- Align line-item budget with the total from the Award Calculator, justifying expenditures.
- Submit Both the Award Calculator and line-item budget with proposal.

Reimbursement Rates:

- **Enrollment:** \$2,250
- **Placement:** \$1,508

DFSS Workforce Services RFPs



Industry Specific Training Program RFP – DFSS is seeking applicants to...

Connect Chicago's most vulnerable residents to industry-specific job training integrated with career navigation and supportive services to help them identify and overcome their barriers to employment and prepare them for full-time (defined as at least 35 hours per week), permanent job opportunities with wages at or above the City of Chicago's minimum wage.

Demonstrate deep knowledge of priority population's strengths, assets, needs, and challenges.

Provide job training and skill development programs tailored to the needs of the participants, administered within a trauma-informed and supportive environment, and created in partnership with industry stakeholders.

Work closely with employers to ensure participants receive at least an interview, with the ultimate goal of securing and retaining employment. Develop partnerships to shape training and connect job seekers to opportunities.

Review program performance, learn what works, and develop strategies to improve program quality.

Implement policies and procedures to ensure privacy and confidentiality of client records for both paper and electronic data bases.

Have a robust capability to disaggregate data. Showcase a track record of job placements, using performance data to improve results and address disparities.



DFSS Workforce Services RFPs



DFSS – Workforce Services Division – Transitional Jobs Program (TJP) RFP 10104

TJP program aims to help individuals facing significant employment barriers—such as low income, limited work history, or criminal backgrounds—gain work readiness skills and recent job experience through time-limited, subsidized employment. The program includes participant recruitment, assessment, job readiness training, support services, transitional job placement, and assistance with securing unsubsidized employment. Providers also offer follow-up support to help participants retain employment, with performance measured by enrollment, job placements, and retention outcomes. Applicants must have at least three years of demonstrated experience providing workforce development services, including job readiness training, subsidized employment, and job placement for individuals with barriers to employment.

Funding Sources: CDBG Funds. **Award Range:** \$77,166-\$192,790. DFSS anticipates funding up to 25 agencies (reimbursement only).

Application Period: April 1, 2025 – June 2, 2025. **Contract Period:** January 1, 2026, through December 31, 2026, with two possible one-year extensions

Minimum Application Requirements:

- **Enrollments:** 20
- **Placements:** 12
- Respondents may propose serving more than the minimum. For every additional 10 enrollments, at least 6 participants must be placed in employment to qualify for corresponding reimbursement structure.

Budget Submission:

- Align line-item budget with the total from the Award Calculator, justifying expenditures.
- Submit Both the Award Calculator and line-item budget with proposal.

Reimbursement Rates:

- **Enrollment:** \$2,750
- **Placement:** \$1,843

DFSS Workforce Services RFPs



Transitional Jobs Program RFP – DFSS is seeking applicants to...

Connect Chicago’s most vulnerable residents to transitional jobs, time-limited, wage-subsidized work experiences within the context of a career navigator-employee-employer relationship, to develop important workplace skills and behaviors, establish an employment record, enhance a participant’s competitiveness in the job market, and prepare them for full-time (defined as at least 35 hours per week) permanent job opportunities with wages at or above the City of Chicago’s minimum wage.

Provide TJ opportunities up to 12 weeks in duration, offering subsidized work experiences through strategic partnerships with employers are required. A minimum of 30% of the awarded funding must be allocated to subsidized wages or work-based learning stipends. TJs must include opportunities for the participant to develop transferable skills they can utilize in subsequent employment opportunities.

To fund TJ programs that integrate career navigation with wage-subsidized work-based learning experiences and prioritize services to low-income individuals who are at risk of homelessness, residents whose limited English proficiency restricts their access to employment opportunities, system-impacted individuals, returning residents, and other vulnerable Chicagoans with significant barriers to employment.

Provide Employer Engagement which includes outreach to employers interested in leveraging the TJ program to meet their hiring goals, implementing a strategy to address a specific industry’s workforce needs, and administering employer resources such as assistance in applying for tax credits. Employer engagement also includes collaboration with employers to support and guide participants while enrolled in the TJ program to ensure success. Respondents must include evidence of TJ employer partnerships (MOUs, MOAs, letters of support, etc.) in their application.



Key Takeaways

- **Application Period:** April 1, 2025 – June 2, 2025
- **Contract Start Date:** January 1, 2026
- **All Programs Are Performance-Based & Reimbursement-Based:** Funding is tied to meeting enrollment and placement benchmarks; costs are reimbursed based on documented outcomes.
- **Questions?** Contact the Program Coordinator assigned to your program area for assistance.



Program Questions

- Rhonda Anderson – Employment Preparation and Placement
 - Email: Rhonda.Anderson@cityofchicago.org
 - Phone Number: 312 743-3638
- Jasmina Marquez – Industry Specific Training Program
 - Email: Jasmina.Marquez@cityofchicago.org
 - Phone Number: 312 743-1608
- Juan Cruz – Transitional Jobs Program
 - Email: Juan.Cruz@cityofchicago.org
 - Phone Number: 312 746-7760

Non-Programmatic Questions

- The eProcurement hotline (M-F, 9-5)
 - Email: CustomerSupport@cityofchicago.org
 - 312-744-4357
- Jillian Black
 - Email: Jillian.black@cityofchicago.org



Thank you for participating in our online CDGA Workshop!

- Slides and recordings from today's workshop will be shared online next week
- All CDGA RFPs will be published on April 1, 2025, and close on June 2, 2025
- In person Workshop 9:00AM at Malcom X College on April 7, 2025

Post-event feedback survey for the
2025 CDGA Workshop

