



Delegate Agency Solicitation #6138 (RFP)

CityKey Community Outreach and Program Enrollment Services

Specification Number:666342

Required for use by: CITY CLERK

Bid/Proposal Submittal Date and Time: 12:00 PM Central Time, 02-MAR-2018

Deadline for Questions: 12:00 PM Central Time, 27-FEB-2018

Buyer: MCCLARN, GRAYLEN

Email Address: Graylen.McClarn@cityofchicago.org

Phone Number:

Pre-Solicitation Conference Date and Time: 10:30 AM Central Time, 14-FEB-2018

Pre-Solicitation Conference Location: City Hall 121 N. LaSalle St. Room 501A

Site Visit Date & Time: N/A

Site Visit Location: N/A

Please submit your response to:

<http://www.cityofchicago.org/eProcurement>
iSupplier vendor portal registration is required.
Allow 3 business days to complete registration.

RAHM EMANUEL
MAYOR

Andrea Valencia
City Clerk

Specification Number: 666342

Type of Funding:

Title: CityKey Community Outreach and Program Enrollment Services

Table of Contents

1 Header Information.....3

 1.1 General Information.....3

 1.2 Terms.....3

 1.3 Requirements.....3

 1.4 Attachments.....12

 1.5 Response Rules.....12

2 Price Schedule.....13

 2.1 Line Information.....13

 2.2 Line Details.....13

 2.2.1 Line 1.....13

 2.2.2 Line 2.....13

 2.2.3 Line 3.....13

 2.2.4 Line 4.....13

 2.2.5 Line 5.....14

 2.2.6 Line 6.....14

 2.2.7 Line 7.....14

 2.2.8 Line 8.....14

 2.2.9 Line 9.....14

1 Header Information

1.1 General Information

Title	CityKey Community Outreach and Program Enrollment Services		
Description	CityKey Community Outreach and Program Enrollment Services		
Preview Date	06-FEB-2018 17:00:00	Open Date	06-FEB-2018 17:00:00
Close Date	12:00 PM Central Time, 02-MAR-2018	Award Date	Not Specified
Time Zone	Central Time	Buyer	MCCLARN, GRAYLEN
Quote Style	Blind	Email	Graylen.McClarn@cityofchicago.org
Event	Delegate Agency	Outcome	Delegate Agency Blanket Agreement

1.2 Terms

Effective Start Date	Not Specified	Effective End Date	Not Specified
Ship-To Address	025-3005 CH 107 121 N. LA SALLE ST. ROOM 107 Chicago, IL 60602 United States	Bill-To Address	025-3005 CH 107 121 N. LA SALLE ST. ROOM 107 Chicago, IL 60602 United States
Payment Terms	IMMEDIATE	Carrier	
FOB	CITY OF CHICAGO	Freight Terms	
Currency	USD (US Dollar)	Price Precision	Any
Total Agreement Amount (USD)	Not Specified	Minimum Release Amount (USD)	Not Specified

1.3 Requirements

Contact Information
First Name Provide your answer below
Last Name Provide your answer below
Telephone Provide your answer below

Contact Information
E-mail Address Provide your answer below
Contact Type Provide your answer below
Organization Information
Legal Organization Name Provide your answer below
Address Provide your answer below
City Provide your answer below
State Provide your answer below

Organization Information
Zip Provide your answer below
Organization Telephone Number Provide your answer below
Please enter your agency's Federal Employer Identification Number. Provide your answer below
Please enter the DUNS number associated with your organization. Type Optional Provide your answer below
Please provide the name of your agency's chief executive. Provide your answer below
Please provide the official title for the chief executive of your agency. Provide your answer below

Organization Information
Please provide the Chief Executive's contact telephone number, including area code. Provide your answer below
Please provide your Chief Executive's e-mail address. Provide your answer below
Please provide the name of your agency's chief financial officer. Provide your answer below
Please provide the official title of your agency's chief financial officer. Provide your answer below
Please provide the contact phone number for your agency's chief financial officer. Provide your answer below
Please provide the contact e-mail address for your agency's chief financial officer. Provide your answer below

Organization Information
Website Address Provide your answer below
Year Org. Established Provide your answer below
Does your agency have liability insurance coverage? Circle one from the response values below: Yes No
Please describe the amount of liability insurance your agency has. Also identify your insurer. Provide your answer below
Does your agency pay all payroll taxes and worker's compensation as required by Federal and State laws? Circle one from the response values below: Yes No
Program Description/Proposal
Provide the name of the COMMUNITY AREA(s) and WARD(S) where your office(s) is/are located. Provide your answer below
Provide the REGION(S), COMMUNITY AREA(S), and WARD(S) where services will be offered. Provide your answer below

Program Description/Proposal
Provide an abstract that briefly summarizes the proposal. Provide your answer below
Provide your organization's mission, service philosophy and major accomplishments relevant to this RFP and explain involvement working with other organizations in the City. Provide your answer below
Describe your organization's experience working in the following areas: community engagement, community education, case management, experience working with the targeted populations. Provide your answer below
Describe how the lack of proper government-issued identification has caused an impact on the targeted population(s) the organization intends to serve. Provide your answer below
How will your organization's services rendered through this RFP increase the number of Citykey Program applicants/cardholders? Provide your answer below
Describe potential strategies that your organization will develop to engage City residents to enroll in the CityKey Program. Provide your answer below

Program Description/Proposal
<p>Upload your organization’s work plan for the preparation and implementation of services (including any possible hiring, training dates, and tentative timeline of educational opportunities).</p> <p>.....</p> <p>Provide your answer below</p>
<p>Describe your organization’s sustainability plan to support the outreach and education for the CityKey Program.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Describe the process to evaluate your organization’s implementation plan.</p> <p>.....</p> <p>Provide your answer below</p>
Organization Experience
<p>Organization’s MUST have a minimum of two (2) years of experience working with the proposed target population. Describe your organization’s experience working with the target population(s).</p> <p>.....</p> <p>Provide your answer below</p>
<p>Provide program narrative describing your organization’s work history with community education initiatives, and include major accomplishments.</p> <p>.....</p> <p>Provide your answer below</p>

<p>Organization Experience</p> <p>Provide program narrative describing your organization’s work history with case management or similar services, and include any major accomplishments.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Describe any existing institutional relationships that would be instrumental in delivering the services requested in this RFP.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Describe your organization’s previous experience creating public awareness and educational materials for diverse audiences.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Program Staffing Plan</p> <p>Describe how your organization, including your workforce (or staffing plan) lines up with the cultural competency, and language priorities and needs of the CityKey Program.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Describe the hiring practices in your organization, including any policies and procedures, which permit hiring persons with misdemeanors or felonies.</p> <p>.....</p> <p>Provide your answer below</p>
<p>Describe how your organization’s staff are trained on community engagement, and assisting targeted populations (list specific training programs, training facility/organization, indicate how often the training occurs)</p> <p>.....</p>

Program Staffing Plan
Provide your answer below
Describe the role of all positions within your organization supported by this contract (provide job descriptions and resumes of staff, explain time allocation for each person). This must match the budget. Provide your answer below
Budget Justification and Fiscal Capacity
What is your total organizational budget? Provide your answer below
Explain how you will maintain the Program by the contract start date until you are reimbursed by the City. It will take approximately 60 days before your organization is reimbursed. Provide your answer below
Describe how vouchers will be prepared and reviewed for accuracy prior to submission. Who will prepare the vouchers and ensure that they are accurate and timely submitted to the City? Provide your answer below
Upload complete budget outlining all detailed expenses for the Program in its entirety. Provide your answer below

1.4 Attachments

Name	Data Type	Description
ATTACHMENT 01: CityKey Program RFP	File	
ATTACHMENT 02: Conflict of Interest	Web Page	

1.5 Response Rules

- Solicitation is restricted to invited suppliers
- Suppliers are allowed to respond to selected lines
- Suppliers are allowed to provide multiple responses
- Buyer may close the solicitation before the Close Date
- Buyer may manually extend the solicitation while it is open

2 Price Schedule

2.1 Line Information

Display Rank As **No indicator displayed**
 Ranking **Price Only**
 Cost Factors **None**

Line	Item, Rev / Job	Target Quantity	Unit	Unit Price	Amount
1	0005 - Personnel	1	USD		
2	0044 - Fringe Benefits	1	USD		
3	0100 - Operating/Technical	1	USD		
4	0140 - Professional and Technical Services	1	USD		
5	0200 - Travel	1	USD		
6	0300 - Materials and Supplies	1	USD		
7	0400 - Equipment	1	USD		
8	0801 - Indirect	1	USD		
9	0999 - Other	1	USD		

2.2 Line Details

2.2.1 Line 1 0005 - Personnel

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

2.2.2 Line 2 0044 - Fringe Benefits

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

2.2.3 Line 3 0100 - Operating/Technical

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

2.2.4 Line 4 0140 - Professional and Technical Services

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

2.2.5 Line 5 0200 - Travel

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

2.2.6 Line 6 0300 - Materials and Supplies

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

2.2.7 Line 7 0400 - Equipment

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

2.2.8 Line 8 0801 - Indirect

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

2.2.9 Line 9 0999 - Other

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

CITY OF CHICAGO



REQUEST FOR PROPOSALS (RFP) DETAILS FOR CityKey Community Outreach and Program Enrollment Services

**ISSUED BY:
CITY CLERK**

All proposals shall be submitted via the eProcurement system

Contents

Purpose of the RFP	3
Background	3
Eligibility Requirements for Respondents	5
Staffing Plan.....	5
Available Funding.....	5
Budget and Justification.....	5
Fiscal Capacity.....	5
Program Activities	6
Additional Requirements	7
Scope of Services.....	7
Evaluation of Proposals	8
Selection/Review Criteria:	8
Compliance with Laws, Statutes, Ordinances and Executive Orders	10
Conflict of Interest Questionnaire.....	14

CityKey Community Outreach and Program Enrollment Services

Purpose of the RFP

The City of Chicago (the “City”), through the Office of the City Clerk (the “OCC”), seeks delegate agencies (“Organizations”), specifically community-based not-for-profit organizations, to facilitate community outreach and assist with applicant enrollment for the Chicago’s CityKey Program (the “Program”), formerly known as the Municipal ID Program. The organization’s will provide City residents information about the Program, including how the Program works, how to apply for and obtain a CityKey, and how to best utilize the benefits associated with the CityKey. The selected Respondents will conduct outreach in neighborhoods across the City and target hard-to-reach populations, such as homeless individuals, immigrants with language access needs, low-income individuals, members of the re-entry community, seniors, young people, and members of the LGBTQ community. The selected Respondents will also pre-screen applicants, staff mobile sites alongside OCC staff, and verify applicant documents. The tasks will be conducted in coordination with the OCC and its designee, the CityKey Program Director. The OCC will award up to three contracts, and organizations that wish to respond together with a primary fiscal sponsor, will be considered as one application.

The long-term goal of the Program is to provide all Chicago residents a valid government-issued ID that will connect them to vital City agencies and services, as well as access to various institutions, sporting events, and benefits and discounts that will span across all of Chicago’s 77 neighborhoods. The selected Respondents, under the supervision of the CityKey Program Director, will be required to meet the following goals:

- Conduct outreach and educational community events on the Program;
- Assist OCC staff at the mobile CityKey Station with education of the program, and technical support to City residents;
- Assist in the enrollment of applicants in the Program (including pre-screening applicants, verifying applicant documents); and
- Provide the OCC with reports identifying the number of City residents reached and served.

Background

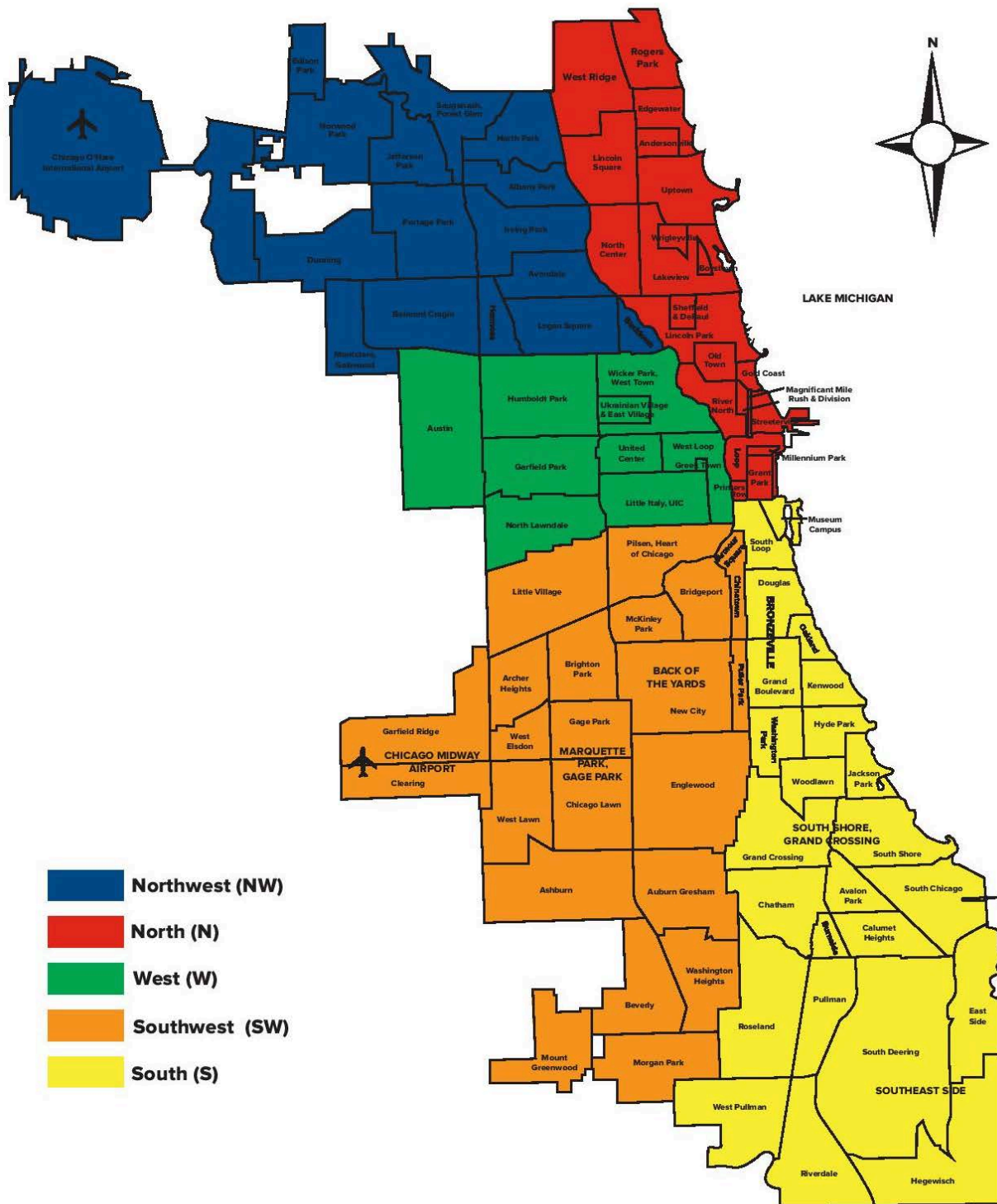
For many Chicagoans, not having government-issued identification (ID) prevents them from being active residents. Since 2015, City officials and community groups have worked together to develop a Municipal ID program. In April 2017, the City Council overwhelmingly passed an ordinance (O2017-1950) to give authority to the OCC to administer and implement the Municipal ID program, the CityKey.

The CityKey is an optional, valid government-issued ID card offered to all Chicago residents. The Program aims to reduce barriers and increase access to opportunities and City services. The Program will target many residents, including communities that often have difficulties obtaining government-issued identification. The Program will give these populations access to various opportunities and the dignity that comes along with having a government-issued ID card.

The OCC aims to work with organizations to assist with the administration and implementation of the Program. Organizations will function as a hub for coordination of the Program in different regions of the City.

Respondents will specify the region(s) in which they will provide services. These organizations will increase accessibility, provide information on the Program, and provide technical assistance to residents

seeking the CityKey. The delegate agencies will work under the supervision of the CityKey Program Director.



(Regions for CityKey Delegate Agency Services)

Eligibility Requirements for Respondents

In order to be eligible, Respondents must meet the following criteria:

- Be a not-for-profit organization with a 501(c)3 tax-exempt status;
- Maintain its principal place of business in the City;
- Be in good standing with the City, and the State of Illinois;
- Have a history incorporating cultural competency into its public outreach work;
- Have the administrative, programmatic, information technology infrastructure, community relations, and fiscal capability to plan, develop, implement and evaluate the proposed program. Community based organizations with a limited capacity to administer the fiscal responsibilities associated with this project are encouraged to use a third-party fiscal agent that will sub-contract with them to provide administrative services; and
- Have at least two (2) years of experience working with one or more of the outlined hard-to-reach targeted populations within the City.

Staffing Plan

Describe how the Respondent has worked on public outreach efforts and enrollment processes in the past. If Respondent has not worked on public outreach or enrollment processes in the past, please provide a plan on how this will be executed. Provide staffing plans and describe how Respondent program(s) ensures cultural and linguistic competences that align with the proposed target population(s); and specify the region(s) in which Respondent will deliver services

Please describe how many staff (part-time, full-time, or hourly) will receive compensation from this contract. If multiple organizations are applying as part of a single application, be specific in outlining staffing plans for each organization. Describe the role of all positions supported by the contract (provide job descriptions and explain time allocation for each person, full-time, part-time, as well as hourly), as well as any new positions that will become available as a result of this contract award. This information MUST match the budget (template included upon login in iSupplier (eProcurement)). Explain how the Respondent will employ people with lived or shared experiences with the target populations. Describe Respondent's hiring policies and procedures that relate to hiring individuals with prior convictions (misdemeanor or felony) who will be, or is being, considered for employment.

Available Funding

A total of \$443,470 is available for this RFP for up to three (3) awards for the contract period beginning April 1, 2018 through December 31, 2018. The City will have the option to renew the contract for a second year (January 1, 2019 – December 31, 2019), contingent upon funding availability and satisfactory performance evaluation.

Budget and Justification

The wages of the staff who are employed by the selected Respondents must be compliant with the minimum wage for the City. Staff, under the terms of the contract, are NOT City employees; they are employed by the selected Respondent. The selected Respondents must list the salary and/or hourly rate of staff assigned to the contract.

Respondents must complete a budget outlining all detailed expenses in its entirety for this proposal (salaries, program materials, travel reimbursement, etc.). No more than 10% of the total contract award can go towards administrative costs.

Fiscal Capacity

Respondents must prove fiscal capacity to ensure that the Program can be sustained and provide services as of the start date, in an event that reimbursement/payment could be delayed by the City. In the case that

multiple organizations are applying under a single application, one organization will be the lead and must be designated as the fiscal agent. The lead organization must obtain all expenses from the organization(s) and assume all reporting responsibilities for all the expenses of the award. Respondent's budget for the total fiscal year must include the organization(s) awarded. The total budget for the organization that will service as the fiscal agent is required. The organization must designate a staff person who will prepare and review all vouchers for accuracy prior to making monthly submissions. The organization must identify who will be responsible for financial reporting.

Program Activities

A total of \$443, 470 is available for this RFP for one (1), or up to three (3) awards for the contract period beginning April 1, 2018 through December 31, 2018. Organizations can apply for a specific region(s) in the City to deliver services. Organizations have the opportunity to apply together, but will be considered as a single Respondent. The delegate agencies will deliver educational opportunities to City residents on the Program, and help residents ensure they have the necessary and valid documents before applying for the CityKey.

Services to be provided by the CityKey Delegate Agencies: Delegate agencies will be required to meet these performance expectations. The delegate agencies will have to meet specific monthly goals, set by the OCC, in order for the City to process vouchers. Please note that the required performance goals for evaluation may be prorated by the amount of the award to a selected delegate agency based on the region(s):

	Activities	Performance Expectations
Outreach & Educational opportunities	<p>Organizations shall organize educational opportunities with community members to educate City residents about the Program - this may include tabling at community events, presentations, workshops, and social media.</p> <p>Example of Activities:</p> <ul style="list-style-type: none"> • Integrate the Program into the organization's current programming, including promotion to all existing clients • Promote the Program at themed engagement fairs (including Back to School, Health and Wellness, and Senior events) • Execute email announcements to all current clients and collect information to advertise to new interests • Program advertisement (in various languages) on the organization's website and to other integral partners (the OCC will provide content and materials in languages other than English) <p>**These responsibilities could be merged into existing community outreach and engagement programs, as long as they are available to all City residents.</p>	<ul style="list-style-type: none"> • Program Public Education Events (agencies are required to host a minimum of one per month for the public); • Organizations will have a goal of 30,000 Citywide participants who will apply for a CityKey.
Pre-screen Applicants	Organizations shall provide initial eligibility determination support for City residents. Staff will work with residents to ensure they have the	25,000 residents supported with eligibility determination by the end of December 2018.

	<p>necessary and valid documents before they apply for the CityKey. This includes an overview of the CityKey application, the rules, and assistance with the collection of the proper documents to meet the CityKey Proof of Identity and Proof of Residency requirements.</p> <p>** These responsibilities could be incorporated into existing case management services, or other similar services, to ensure that residents are prepared to apply for a CityKey.</p>	
Support Mobile CityKey Stations	<p>Under the supervision of the CityKey Program Director, at least one organization’s staff member must assist the OCC staff at the CityKey mobile stations. Organization staff will help pre-screen applicants, provide language support for individuals with limited English (such as translation), and provide other supportive tasks.</p> <p>The OCC is currently determining the schedule for the CityKey mobile stations. CityKey mobile station printing will take place during traditional business hours, evenings and weekends. The OCC will work with delegate agencies to plan the CityKey mobile station activities. The OCC will provide specific dates and times for CityKey mobile station printing in advance.</p>	<p>Based on need, delegate agency staff must attend the mobile station and provide technical assistance to CityKey applicants.</p> <p>The OCC will provide specific requests.</p>

Additional Requirements

- Data Collection – all delegate agencies will be required to submit reports and invoices on a monthly basis and participate in all OCC site visits, evaluations, and quality assurance activities. The reports will outline progress on contract metrics, including but not limited to, number of workshops or other educational activities held, number of City residents participating in educational opportunities, and number of Program pre-screening sessions. The OCC will provide a template for monthly reports; and
- Final report – at the end of the contract period, all delegate agencies will be required to submit a final report to the OCC outlining lessons learned during the contract period, and will provide feedback for improvements for future projects and recommendations to the OCC on how to structure future Program outreach initiatives.

Scope of Services

- Display proven capacity working with the target populations (immigrants, re-entry, people experiencing homelessness, LGBTQ, seniors, and young people);
- Proven capacity working with community members and key stakeholders within the target populations;
- Capacity to train, and or hire, staff to deliver services (initial training will be provided by the OCC);
- Demonstrate history of providing community outreach and educational opportunities and screening services;
- Demonstrate cultural and linguistic capacity to service the target populations;

- Provide detailed plan to implement proposed services;
- Explain current or expected ability to collect data, in conjunction with the Program’s security measures; and
- Provide an evaluation plan that describes how goals and objectives will be measured and reported through the use of metrics that will include: number of staff working on the Program (including new hires), total outreach number, number of materials distributed (Program Guide, application, and other educational information).

Evaluation of Proposals

Selection/Review Criteria:

An Evaluation Committee made up of representatives from the OCC will review and evaluate the proposals in accordance with the Evaluation Criteria. The Evaluation Committee will recommend either:

- A short list of potential awardees which it wishes to review further; or
- A final list indicating potential awardees. In either case, the recommendation is presented to the City Clerk who must approve the selection(s).

The City reserves the right to: accept or reject any or all proposals; to take exception to parts of proposals; to request written or oral clarification of proposals and supporting materials; or to cancel this RFP process if it is in the City’s best interest to do so. The Respondents may be asked to clarify their proposals by making a presentation, performing a demonstration, or hosting a site visit. The OCC reserves the right to negotiate separately with competing Respondents for all or any part of the services described in this RFP.

Evaluation Criteria - Score	Available Points
Program Description/Proposal	
Provide the name of the COMMUNITY AREA(s) and WARD(S) where your office(s) is/are located.	No points
Provide the REGION(S), COMMUNITY AREA(S), and WARD(S) where the services will be offered.	No points
Provide an abstract that briefly summarizes the proposal.	5
Provide your organization’s mission, service philosophy and major accomplishments relevant to this RFP and explain involvement working with other organizations in the City.	5
Describe your organization’s experience working in the following areas: community engagement, community education, case management, experience working with the targeted populations.	7
Describe how the lack of proper government-issued identification has caused an impact on the targeted population(s) the organization intends to serve.	3
How will your organization’s services rendered through this RFP increase the number of Program applicants/cardholders?	7
Describe potential strategies that your organization will develop to engage City residents to enroll in the Program.	7
Upload your organization’s work plan for the preparation and implementation of services (including any possible hiring, training dates, and tentative timeline of educational opportunities.	10
Describe your organization’s sustainability plan to support the outreach and education for the CityKey Program.	5
Describe the process to evaluate your organization’s plan.	10
Organization Experience	
Organization’s MUST have a minimum of two (2) years of experience working with the proposed target population. Describe your organization’s experience working with	10

the target population(s).	
Provide program narrative describing your organization's work history with community education initiatives, and include major accomplishments.	5
Provide program narrative describing your organization's work history with case management or similar services, and include any major accomplishments.	3
Describe any existing institutional relationships that would be instrumental in delivering the services requested in this RFP.	3
Describe your organization's previous experience creating public awareness and educational materials for diverse audiences.	3
Program Staffing Plan	
Describe how your organization, including your workforce (or staffing plan) lines up with the cultural competency and language priorities and needs of the CityKey Program.	5
Describe the hiring practices in your organization, including any policies and procedures, which permit hiring persons with misdemeanors or felonies.	2
Describe how your organization's staff are trained on community engagement and assisting targeted populations (list specific training programs, training facility/organization, indicate how often the training occurs)	3
Describe the role of all positions within your organization supported by this contract (provide job descriptions and resumes of staff, explain time allocation for each person). This must match the budget.	2
Budget Justification and Fiscal Capacity	
What is your total organizational budget?	No points
Explain how you will maintain the Program by the contract start date until you are reimbursed by the City. It will take approximately 60 days before your organization is reimbursed.	No points
Describe how vouchers will be prepared and reviewed for accuracy prior to submission. Who will prepare the vouchers and ensure that they are accurate and timely submitted to the City?	No points
Upload complete budget outlining all detailed expenses for the Program in its entirety.	5
Total Points	100

Compliance with Laws, Statutes, Ordinances and Executive Orders

Contract awards will not be final until the City and the Respondent have fully negotiated and executed a contract. All payments under contracts are subject to annual appropriation and availability of funds. The City assumes no liability for costs incurred in responding to this RFP or for costs incurred by the Respondent in anticipation of a contract. As a condition of a contract, Respondents must comply with the following and with each provision of the contract:

1. Conflict of Interest Clause: No member of the governing body of the City of Chicago or other unit of government and no other officer, employee, or agent of the City of Chicago or other government unit who exercises any functions or responsibilities in connection with the carrying out of the project shall have any personal interest, direct or indirect, in the contract.

The Respondent covenants that it presently has no interest, and shall not acquire any interest, direct, or indirect, in the project to which the contract pertains which would conflict in any manner or degree with the performance of its work hereunder. The Respondent further covenants that in the performance of the contract no person having any such interest shall be employed.

2. Governmental Ethics Ordinance, Chapter 2-156: All Respondents agree to comply with the Governmental Ethics Ordinance, Chapter 2-156 which includes the following provisions: a) a representation by the Respondent that it has not procured the contract in violation of this order; and b) a provision that any contract which the Respondent has negotiated, entered into, or performed in violation of any of the provisions of this Ordinance shall be voidable by the City.
3. Selected Respondents shall establish procedures and policies to promote a Drug-free Workplace. The selected Respondents shall notify employees of its policy for maintaining a drug-free workplace, and the penalties that may be imposed for drug abuse violations occurring in the workplace. The selected Respondents shall notify the City if any of its employees are convicted of a criminal offense in the workplace no later than ten days after such conviction.
4. Business Relationships with Elected Officials - Pursuant to Section 2-156-030(b) of the Municipal Code of Chicago, as amended (the "**Municipal Code**") it is illegal for any elected official of the City, or any person acting at the direction of such official, to contact, either orally or in writing, any other City official or employee with respect to any matter involving any person with whom the elected official has a business relationship, or to participate in any discussion in any City Council committee hearing or in any City Council meeting or to vote on any matter involving the person with whom an elected official has a business relationship. **Violation of Section 2-156-030(b) by any elected official with respect to the contract shall be grounds for termination of the contract.** The term business relationship is defined as set forth in Section 2-156-080 of the Municipal Code.

Section 2-156-080 defines a "business relationship" as any contractual or other private business dealing of an official, or his or her spouse or domestic partner, or of any entity in which an official or his or her spouse or domestic partner has a financial interest, with a person or entity which entitles an official to compensation or payment in the amount of \$2,500 or more in a calendar year; provided, however, a financial interest shall not include: (i) any ownership through purchase at fair market value or inheritance of less than one percent of the share of a corporation, or any corporate subsidiary, parent or affiliate thereof, regardless of the value of or dividends on

such shares, if such shares are registered on a securities exchange pursuant to the Securities Exchange Act of 1934, as amended; (ii) the authorized compensation paid to an official or employee for his office or employment; (iii) any economic benefit provided equally to all residents of the City; (iv) a time or demand deposit in a financial institution; or (v) an endowment or insurance policy or annuity contract purchased from an insurance company. A “contractual or other private business dealing” shall not include any employment relationship of an official’s spouse or domestic partner with an entity when such spouse or domestic partner has no discretion concerning or input relating to the relationship between that entity and the City.

5. Compliance with Federal, State of Illinois and City of Chicago regulations, ordinances, policies, procedures, rules, executive orders and requirements, including Disclosure of Ownership Interests Ordinance (Chapter 2-154 of the Municipal Code); the State of Illinois - Certification Affidavit Statute (Illinois Criminal Code); State Tax Delinquencies (65ILCS 5/11-42.1-1); Governmental Ethics Ordinance (Chapter 2-156 of the Municipal Code); Office of the Inspector General Ordinance (Chapter 2-56 of the Municipal Code); Child Support Arrearage Ordinance (Section 2-92-380 of the Municipal Code); and Landscape Ordinance (Chapters 32 and 194A of the Municipal Code).
6. If selected for contract award, Respondents are required to (a) execute the Economic Disclosure Statement and Affidavit, and (b) indemnify the City as described in the contract between the City and the selected Respondents.
7. **Prohibition on Certain Contributions, Mayoral Executive Order 2011-4.** Neither you nor any person or entity who directly or indirectly has an ownership or beneficial interest in you of more than 7.5% ("**Owners**"), spouses and domestic partners of such Owners, your Subcontractors, any person or entity who directly or indirectly has an ownership or beneficial interest in any Subcontractor of more than 7.5% ("**Sub-owners**") and spouses and domestic partners of such Sub-owners (you and all the other preceding classes of persons and entities are together, the "**Identified Parties**"), shall make a contribution of any amount to the Mayor of the City of Chicago (the "**Mayor**") or to his political fundraising committee during (i) the bid or other solicitation process for the contract or Other Contract, including while the contract or Other Contract is executory, (ii) the term of the contract or any Other Contract between City and you, and/or (iii) any period in which an extension of the contract or Other Contract with the City is being sought or negotiated.

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

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

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

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

If you violate this provision or Mayoral Executive Order No. 2011-4 prior to a contract award resulting from this specification, the City Clerk may reject your bid.

For purposes of this provision:

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

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

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

8. (a) The City is subject to the June 24, 2011 "City of Chicago Hiring Plan" (the "2011 City Hiring Plan") entered in *Shakman v. Democratic Organization of Cook County*, Case No 69 C 2145 (United States District Court for the Northern District of Illinois). Among other things, the 2011 City Hiring Plan prohibits the City from hiring persons as governmental employees in non-exempt positions on the basis of political reasons or factors.

(b) You are aware that City policy prohibits City employees from directing any individual to apply for a position with you, either as an employee or as a subcontractor, and from directing you to hire an individual as an employee or as a subcontractor. Accordingly, you must follow your own hiring and contracting procedures, without being influenced by City employees. Any and all personnel provided by you under the contract are employees or subcontractors of you, not employees of the City of Chicago. The contract is not intended to and does not constitute, create, give rise to, or otherwise recognize an employer-employee relationship of any kind between the City and any personnel provided by you.

(c) You will not condition, base, or knowingly prejudice or affect any term or aspect of the employment of any personnel provided under the contract, or offer employment to any individual to provide services under the contract, based upon or because of any political reason or factor, including, without limitation, any individual's political affiliation, membership in a political organization or party, political support or activity, political financial contributions, promises of such political support, activity or financial contributions, or such individual's political sponsorship or recommendation. For purposes of the contract, a political organization or party is an identifiable group or entity that has as its primary purpose the support of or opposition to candidates for elected public office. Individual political activities are the activities of individual

persons in support of or in opposition to political organizations or parties or candidates for elected public office.

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

CONFLICT OF INTEREST QUESTIONNAIRE

Federal, State and City law prohibits employees and public officials of the City of Chicago from participating on behalf of the City in any transaction in which they have a financial interest. This questionnaire must be completed and submitted by each applicant. The purpose of this questionnaire is to determine if the applicant, or any of the applicant's staff, or any of the applicant's Board of Directors would be in conflict of interest.

1. Is there any member(s) of the applicant's staff or any member(s) of the applicant's Board of Directors or governing body who currently is or has/have been within one year of the date of this questionnaire (a) a City employee or consultant, or (b) a City Councilperson?

Yes ___ No___

If yes, please list the names(s) below:

On a separate sheet of paper, please indicate the job title or role each person listed above has with respect to the applicant; state whether each person listed above is a City employee, consultant, or City Councilperson; and identifies the City Department in which he/she is employed.

2. Will the funds requested by the applicant be used to award a subcontract to any individual(s) or business affiliate(s) who is/are currently or has/have been within one year of the date of this questionnaire a City employee, consultant, or a City Councilperson,?

Yes ___ No___

If yes, please list the name(s) below:

On a separate sheet of paper, please state whether each person listed above is a City employee, consultant, or City Councilperson; and identify the City Department in which he/she is employed.

3. Is there any member(s) of the applicant's staff or member(s) of the applicant's Board of Directors or other governing body who are business partners or family members of a City employee, consultant, or City Councilperson,?

Yes ___ No ___

If yes, please identify on a separate sheet of paper, the City employee, consultant, or Councilperson with whom each individual has family or business ties.

Name of Applicant: _____

Signature of Applicant's Representative

Title

Date: _____