



**CITY OF CHICAGO – DEPARTMENT OF PLANNING AND DEVELOPMENT (“DPD”)
REQUEST FOR PROPOSALS (“RFP”) FOR**

SERVICE PROVIDER FOR SPECIAL SERVICE AREA (“SSA”) #5

Issued: April 16, 2024

Submission Deadline: May 1, 2024

**ALL QUESTIONS PERTAINING TO THIS REQUEST FOR PROPOSALS MUST BE
SUBMITTED BY APRIL 22, 2024**

Contact Details

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ALL QUESTIONS WILL BE ANSWERED BY THE APPROPRAITE SSA#5 CONTACT WITHIN 48 HOURS VIA E-MAIL WITH A RETURN REPLY ACKNOWLEDGING RECEIPT OF THE E-MAIL REQUESTED

I. INTRODUCTION

SSA#5 requests proposals from qualified non-profit organizations to become the Service Provider effective from July 2024 through the end of 2024 and the 2025 calendar year. The contract may be extended for future years, offering non-profit organizations an opportunity to make a significant impact on our community's growth and prosperity.

The SSA program is part of DPD’s community development initiatives. SSA program offerings typically include, but are not limited to, security, façade improvements, public way maintenance, snow removal, beautification, district marketing and advertising, and business retention and attraction. They also include special events and promotional activities, auto and bike transit, and other commercial development initiatives.

The City contracts with local non-profits, called Service Providers, to manage SSAs. These Service Providers play a crucial role in overseeing and recommending the annual services and budget to the SSA commission and City, thereby shaping the area's future.

II. OVERVIEW OF SPECIAL SERVICE AREA #5

Formed in 1983, SSA #5—Commercial Avenue provides a range of services to help make the Commercial Avenue corridor a neighborhood-based and locally-focused economy. SSA #5 keeps the commercial area clean and attractive, draws shoppers and businesses, and ensures the district's safety.

SSA #5 serves the Far South community of South Chicago within the 10th Ward. The general boundaries of SSA #5 consist of properties contained from 87th on the north to 93rd on the south along South Commercial Avenue; properties on 91st Street frontage from Exchange on the west to Houston on the east; and 92nd frontage properties from Exchange on the west to Harbor on the east.

III. OVERVIEW OF REQUEST FOR PROPOSAL

DPD is releasing this RFP with input from the SSA #5 Commission and 10th Ward Alderman Peter Chico. DPD will submit two separate city ordinances to authorize the performance periods for the selected service provider, including the partial current year of July 2024 through the end of 2024 and the 2025 calendar year.

A. RFP Timeline

Overall, the complete RFP process should be expected to take three months to complete and will include the following milestones:

DATE	MILESTONE DESCRIPTION
April 16:	DPD releases the RFP and posts it on the SSA program webpage: https://www.chicago.gov/city/en/depts/dcd/supp_info/special_service_areassaprogram.html .
May 1:	Deadline for submitting proposals to DPD.
May 2:	DPD distributes proposals to SSA #5 Commissioners and the 10 th Ward Aldermanic Office for review.
May 7—May 9:	RFP participants present their proposals to the community in an in-person public meeting with recorded remote access. Each applicant has up to 20 minutes for the presentation.
May 13—May 16:	DPD approves the SSA #5 service provider selection based on input from community stakeholders, which include:

	<ul style="list-style-type: none"> • Public Comments from RFP presentations, • SSA #5 Commission vote, • Aldermanic letters of support from Ward offices, • Any additional engagement required by DPD based on community input.
May 16:	DPD submits the city ordinance to the City Council to select the service provider.
June (Date TBD):	The service provider ordinance is introduced to the City Council to be presented to the Economic Capital and Technology Development Committee for review.
July (Date TBD):	The City Council votes on the service provider ordinance for approval.

The new service provider will begin administrative oversight of SSA #5 the day following the City Council vote to approve the service provider ordinance.

B. Required Submittal Documents

Providers should supply:

1. A draft budget summary with the information attached (Special Service Area #5, 2025 Budget Worksheet),
2. Proof of liability insurance,
3. An IRS nonprofit letter and
4. Proof of good standing with the State of Illinois and the City of Chicago.

C. Executive Summary

Submit an Executive Summary (1 page maximum) on your organization's letterhead and provide:

1. An overview of the organization's qualifications, including the number of years it has successfully provided services within the community;
2. A summary of community and business partners and
3. The current physical address and location(s) of current community programming and engagement.

D. Program Narrative

Please provide a narrative using the following categories and questions (3 pages maximum) to help us better understand your organization.

Goals and Objectives

1. Describe your organization, including its governance structure, mission, vision, values, and programs currently offered.

Community Service

2. Provide an example of a current or past engagement where your organization has identified and addressed a business need. What were the outcomes achieved?
3. Provide an example of when your organization worked collaboratively with other community stakeholders to address a specific business need.
4. Please identify three references from funders or organizations other than the Department of Planning and Development.

Local Engagement

5. Has your organization previously provided services within SSA #5 for businesses, the SSA Commission, or the SSA Service Provider? If yes, describe the outcomes achieved from that engagement.
6. Select a potential community need within SSA #5 and describe a service recommendation you would present to the SSA #5 Commission and 10th Ward aldermanic office to address that need.
7. If your organization is not in the community area described in Section II, explain how you would engage with the community and stakeholders. Will you acquire a community location when the performance period begins?

Administration

8. Explain the current process for monitoring your organization's performance and target objectives.
9. How will your organization evaluate the effectiveness of programs administered in the SSA service area?
10. Describe how you use your current accounting system to report and monitor financial transactions from program-specific funding sources.
11. Service Providers may use a loan or line of credit to front-fund SSA services in the calendar months preceding the two property tax installment deadlines.

However, by state statute, SSA tax revenue cannot be used to secure any debt instruments.

- a) Is your organization able to assume the operational risk of establishing a line of credit to front-fund SSA services?
- b) Would your organization employ any other financial strategies or contract agreements to limit service interruptions due to delays in tax collections? If yes, describe how such approaches would be used.

IV. REQUEST FOR PROPOSAL SUBMISSION

Please submit the proposal via email to the above address or in person by the submission deadline listed above.