

**Please stand by, the webinar will begin shortly.**

**Department of Family and Support Services**  
**WORKFORCE SERVICES RFP**

**Release Date: May 3, 2021**

**Due Date: June 17, 2021**

# House Keeping

- Due to the volume of participants, everyone has been placed on mute.
- Please submit questions via the question box and we will respond to questions after going through the slides.
- Please use the question box to notify us of any technical issues.

# Agenda

- Welcome and Introductions
- Overview, Mission and Priorities
- Strategic Framework
- Background
- Target Population
- Programmatic Overview
- Community Re-entry and Support Centers Program
- Employment Preparation and Placement Program
- Industry Specific Job Training Program
- Transitional Jobs Program
- Timeline
- Technical Assistance for Applicants and eProcurement
- Questions



# Mission and Priorities

## OUR MISSION

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

## OUR PRIORITIES

**Deliver** and support high quality, innovative, and comprehensive services that empower clients to thrive

**Collaborate** with community partners, sister agencies, and public officials on programs and policies that improve Chicagoans' lives and advance systemic change

**Inform** the public of resources available to them through DFSS and its community partners

**Steward** DFSS' resources responsibly and effectively



# Chicago Department of Family and Support Services: Program Divisions

Children  
Services

Division on  
Domestic  
Violence

Homeless  
Services

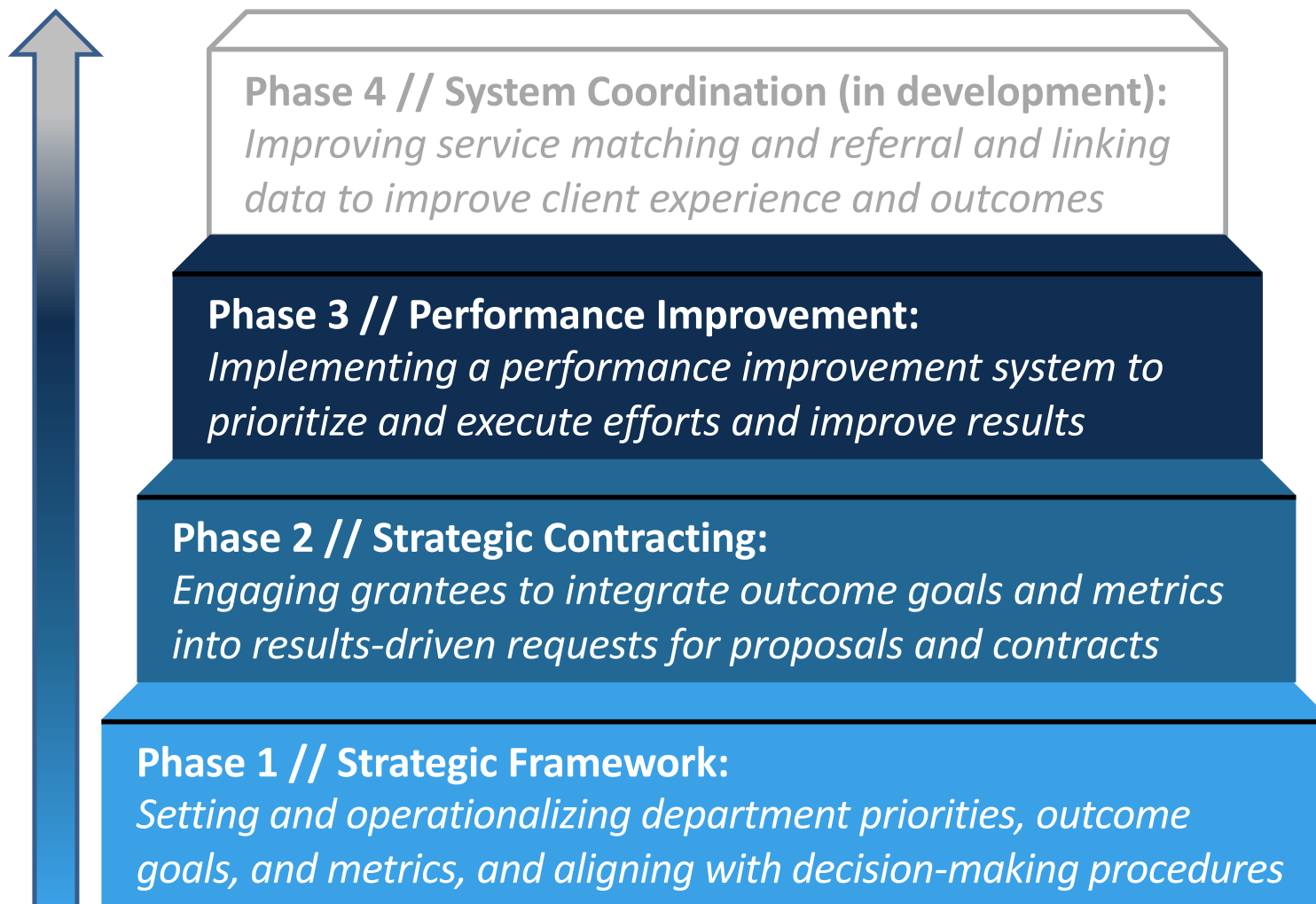
Human  
Services

Senior  
Services

**Workforce  
Services**

Youth  
Services

**The goal of DFSS' Commitment to Outcomes is to achieve better results for vulnerable Chicagoans.**



## At DFSS, RFPs are viewed as critical strategic tools.

We want to use RFPs and contracts as critical tools to:

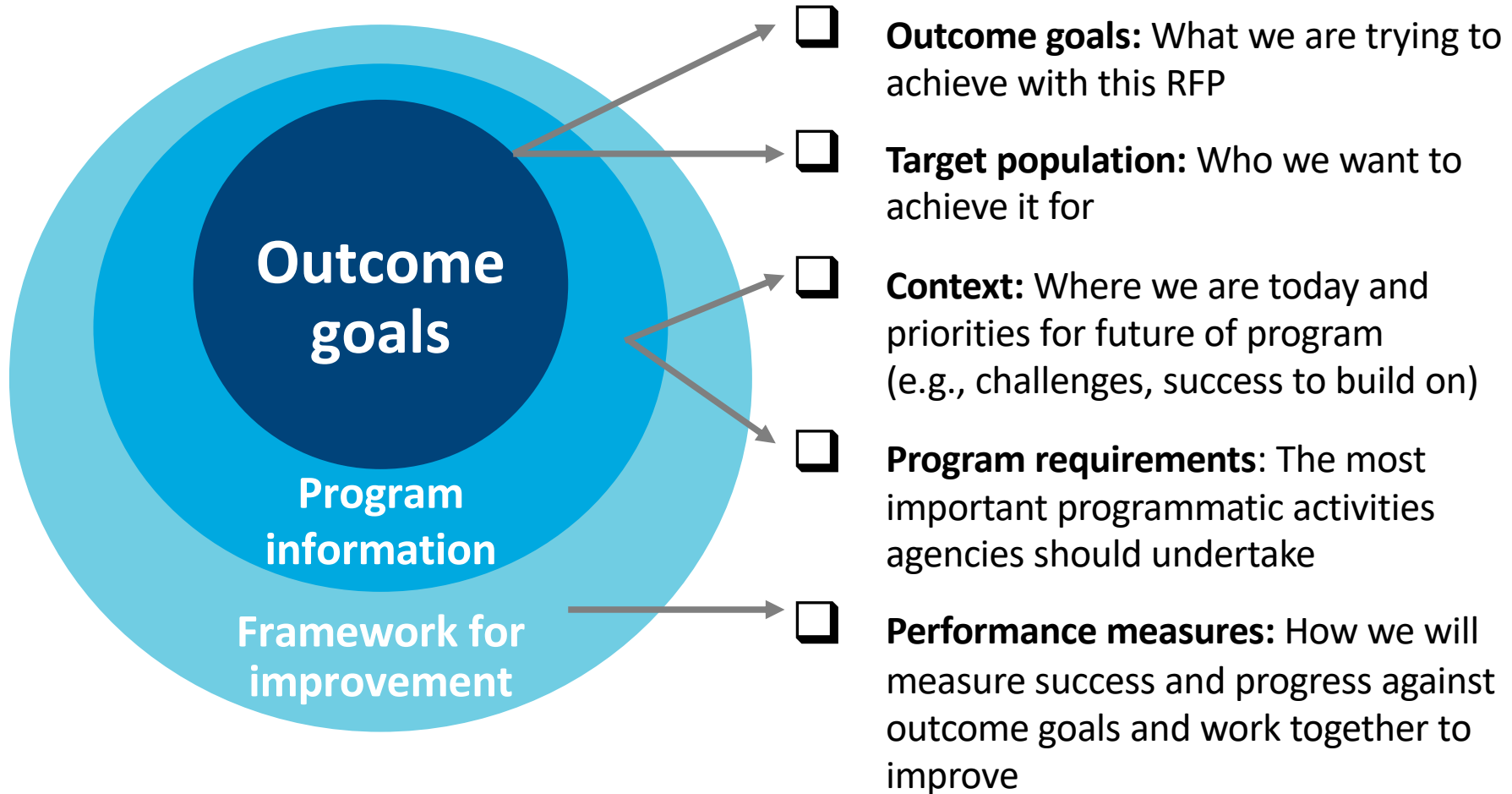
- Ensure outcomes continue to be at the center of our work
- Develop a shared understanding of priorities for and how we will track improvement
- Support two-way communication between DFSS and delegates about best practices, high-quality services, and the needs of those we serve



We've adjusted the structure and content of our RFPs and application questions to:

- Shift focus from activities to goals
- Align DFSS priorities with selection criteria and application questions
- Pose questions that provide the most relevant information for decision-making

**DFSS RFPs articulate what we want to achieve together for Chicagoans, rather than focusing on activities alone.**





# DFSS selection criteria reflect our focus on results and best practices.

## *Selection criteria categories:*

### **1** Strength of proposed program

*Applicant proposes to deliver services appropriate to achieving desired outcomes for the target population, in line with an evidence base or field best practices*

### **2** Performance management and outcomes

*Applicant has strong past performance and is capable of collecting and using data to manage performance*

### **3** Organizational capacity

*Applicant has appropriate staff, systems, processes, and other organizational capabilities to execute the work and reflects diversity of communities it serves*

### **4** Reasonable costs, budget justification, and leverage of funds

*Applicant is fiscally sound with reasonable proposed costs, and can leverage non-City funding for program*

## Key changes:

This year, based on applicant and evaluator survey feedback, we have focused on more clearly describing program expectations and priorities for improvement.

Additionally, given events over the past year, we have reviewed all of our RFPs to integrate a greater focus on equity and lessons learned about service delivery during the COVID-19 pandemic.

# Background

## **WORKFORCE SERVICES DIVISION**

- The DFSS Workforce Services Division designates resources for the coordination of workforce services that meet the unique needs of disadvantaged Chicago residents.
- The division is increasingly applying an equitable, trauma-informed approach to delivering workforce services at the neighborhood level to advance strong and supportive communities.
- Our reentry and career navigation, supportive services and temporary subsidized jobs integrated with work-based learning experiences are targeted toward Chicago's most vulnerable residents:
  - low-income individuals who are or at risk of homelessness,
  - residents whose limited English proficiency restricts their access to opportunity,
  - returning residents.



# Background

## WORKFORCE SERVICES DIVISION

- According to PolicyLink, equity is “just and fair inclusion into a society in which all can participate, prosper, and reach their full potential. Unlocking the promise of the nation by unleashing the promise in us all.” (<https://www.policylink.org/about-us/equity-manifesto>)
- According to the Institute on Trauma and Trauma Informed Care, “A Trauma-Informed Care approach strives to understand the whole of an individual who is seeking services.” (<http://socialwork.buffalo.edu/social-research/institutes-centers/institute-on-trauma-and-trauma-informed-care/what-is-trauma-informed-care.html>) The intention of trauma-informed service delivery is not to treat symptoms or issues related to generational poverty, community gun violence, sexual, physical or emotional abuse or any other form of trauma but rather to provide support services in a way that is accessible and appropriate to those who may have experienced trauma. DFSS realizes the direct impact that trauma can have on equitable access to services and is responding by changing policies, procedures and practices to minimize potential barriers.

# Performance-Based Contract Model

The Workforce Division will return to a performance-based contract model for its 2022 contracts.

- Each delegate agency will be reimbursed at the following payment points:
  - Enrollment (62%)
  - 30-day retention (35%)
  - Priority population (1.5%)
    - low-income individuals who are or at risk of homelessness,
    - residents whose limited English proficiency restricts their access to opportunity,
    - returning residents.
  - 90-day retention (1.5%)
  
- The payment per individual served is calculated based on the number of people your agency plans to serve:
  - Payment per Enrollment = (Award Amount x .62)/Planned Enrollment #
  - Payment per Placement = (Award Amount x .35)/Planned Placement #
  - Payment per Planned target pop = (Award Amount x .015)/Planned target pop #
  - Payment per 90-day retention = (Award Amount x .015)/Planned 90-day retention #

**EXAMPLE: If an agency receives \$50,000 and they plan to enroll 30 people, they would get \$1,033 per individual they enroll.**

$$- (50,000 \times .62)/30 = \$1,033.33$$

## Target Population

The DFSS desires to provide workforce services to individuals with significant barriers to employment, who may be unemployed or underemployed and who may have limited work skills. Eligible individuals must be 18 years of age or older, City of Chicago residents, low- to moderate-income\*, authorized to work in the United States, and be from one of the following priority populations:

- Homeless Individuals
- Individuals with limited English proficiency
- Returning Citizens

The Department also prioritizes workforce services to Veterans and Individuals with Disabilities who belong to one of the priority populations and meet the age and income-eligibility requirements mentioned above.

\*The Department of Housing and Urban Development (HUD) defines low to moderate income as individuals who have an annualized family income between 50% and 80% of the HUD area median income.

## Target Population

To support equitable recovery from the economic impacts of the COVID-19 global pandemic, the Department will also prioritize certain community areas. These were the communities that ranked highest on the City's COVID Vulnerability Index (CCVI), which uses metrics to identify communities that are most burdened by COVID during the pandemic and have been previously identified as areas that will benefit from public safety, education, and human services investments.

These community areas are Auburn Gresham, Austin, Bronzeville, Chicago Lawn, East Garfield Park, Englewood, Gage Park, Greater Grand Crossing, Humboldt Park, New City, North Lawndale, Roseland, West Englewood, West Garfield Park, and West Pullman.\*\*

\*\*These community areas ranked highest on the City's COVID Vulnerability Index (CCVI), (<https://www.chicago.gov/city/en/sites/covid-19/home/protect-chicago.html>) and were identified as priority investment areas by the Department of Planning and Development to help guide decision-making about the concentration and alignment of public investments ([https://www.chicago.gov/city/en/sites/invest\\_sw/home/about.html](https://www.chicago.gov/city/en/sites/invest_sw/home/about.html)).



# Program Requirements: Workforce Services

## Workforce Services

Respondents must be able to execute the following services in their application:

- **Career Navigator Services.** Navigators will be the primary contact for participants starting at outreach and will facilitate connections to other workforce and supportive services utilizing a strong community-based network of resources. Navigators ensure that participants are served in a culturally competent, trauma-informed manner to help them define their career aspirations. Navigators should be active problem solvers in partnership with participants to address their immediate and long-term goals without judgment and encourage their self-esteem. In many cases, career navigators working with our target population members will need to use a trauma-informed rehabilitative approach with their clients through prosocial communication skills, positive reinforcement, and community support.
- **Comprehensive Program Orientation, Intake Screening, and Assessment for Case Planning.** Orientation should include a formal review of the program's eligibility requirements and an overview of the process for program completion. Intake screenings should consist of career interest and basic skills assessments (math, reading, and computer skills) that identify core needs and assess readiness for programming. They must be completed for all participants and be included in developing an Individual Employment Plan (IEP). Assessments may consist of O' Net Career Interest Profiler, academic assessments such as the Test of Adult Basic Education (TABE) for programs that require an evaluation of basic skill levels, and the Comprehensive Adult Student Assessment System (CASAS). These assessments can also be used to track participant's basic skill improvements and progress toward their goals.
- **Follow-up and Retention Services.** Includes ongoing coaching, case management, and follow-up activities post-employment to ensure retention and career advancement.

## Program Requirements: Workforce Services cont.

- **Job Readiness Training (JRT).** Includes activities such as completing a job application, mock interviewing, resume development, and covers topics such as Workplace Ethics & Behavior, Goal Setting, Proper workplace Attire, Basic Computer Skills, Networking, and Effective Communication. Participants should also be trained as needed on how to access the Internet for employment services. Each participant is required to have a valid email address and resume on file. Delegates must have the capacity to place a minimum of 20 participants per year.
- **Outreach and Recruitment.** Respondents must have well-targeted community outreach and recruitment strategies that engage residents from the DFSS priority populations and communities, enrolling them into the EPP. Outreach approaches may include non-traditional, trauma-informed, proactive techniques that utilize “relentless engagement” with potential participants.
- **Permanent Employment Placement Services.** Includes outreach and engagement with employers from in-demand industries to connect program participants to unsubsidized employment opportunities, collaborate to address specific industry/occupation workforce needs, and identify other resources that would benefit businesses, such as assistance in applying for available tax credits.
- **Participant Feedback Tools.** Delegates organizations will need a tool or system to collect, analyze, and use feedback from their recipients.





## Community Reentry Support Centers (CRSC)

This RFP seeks to stabilize residents who are in transition from an Illinois Department of Corrections (IDOC) and/or a Cook County Jail correctional facility setting back into the community. Workforce program seek to provide them with a central location where they can receive:

- Reentry navigation services as needed,
- Information about local reentry resources,
- Referrals to supportive services that will enhance their well-being and empower them to successfully complete their probation, parole, and/or electronic monitoring requirements.

## Goals -Community Reentry Support Centers (CRSC)

- CRSC foster the successful reentry of returning residents into communities by providing them reentry navigation services that will help them access the tools and resources they need to thrive.
- These services will include, but are not limited to linkages to available housing, workforce services, substance use and mental health counseling, referrals to legal support for the sealing or expungement of criminal records, mentoring, coaching and access to support groups, education and training resources.
- Services may be provided directly by the delegate agency or through existing partnerships with other community-based organizations.
- Priority will be given to respondents that demonstrate usage of promising, evidence-based practices that have emerged from the existing research on reentry (<https://www.ncjrs.gov/App/Publications/abstract.aspx?ID=243996>).



# Program Requirements: Community Re-Entry

## Community Reentry Support Centers (CRSC)

Respondents must be able to execute the following services in their application:

- **CRSC Call Center.** CRSC will serve as a “Clearing House” of information and services available to returning residents. A CRSC phone number will be widely marketed throughout the city and correctional facilities. Similar to dialing 3-1-1, returning residents will be able to call this number for information about local reentry resources available in their neighborhood. Applicants will be required to have the ability to respond in a timely manner to requests from the public about services available via phone, email or in-person.
- **Reentry Navigation and Support Services.** Delegates will hire reentry navigators to be the primary contact for returning residents on probation, parole and/or electronic monitoring starting at outreach and will facilitate connections to resources utilizing a strong community-based network of services. Navigators ensure that participants are served in a culturally competent, trauma-informed manner to help them define their goals and co-create a plan to achieve them. Navigators should be active problem solvers in partnership with participants to help them address their barriers to advancement without judgment and should encourage their self-esteem. Reentry navigators will need to use a trauma-informed rehabilitative approach with their clients through the use of prosocial communication skills, positive reinforcement, and community support.
- **In addition to fielding calls and requests from the CRSC Clearing House number, agencies should anticipate providing reentry navigation services to a subset of participants who are on probation, parole and/or electronic monitoring per year and develop a budget accordingly.**



## Performance Goals and Outcomes: CRSC

- Number and type of incoming calls to the Clearing House phone line
- Number of residents on probation, parole, and/or electronic monitoring that
  - complete a risk assessment
  - complete a basic skills and career assessment
  - receive a referral for health screening
  - receive a referral for housing
  - receive a referral for State IDs and/or driver's licenses.
  - receive a referral for education and/or job training

### Outcomes

- Number of participants who successfully complete probation, parole, and/or electronic monitoring requirements
- Number of participants who become employed in jobs at or above minimum wage
- Number of participants that enroll in education and/or job training program

# Employment Preparation and Placement Program (EPP)

The goal of the DFSS EPP is to connect Chicago's most vulnerable residents to career navigation and supportive services to help them identify and overcome their barriers to employment and prepare them for full-time permanent job opportunities with wages at or above Chicago's minimum wage.



## Goals -Employment Preparation and Placement Program (EPP)

- With this RFP, DFSS seeks to fund career navigation, supportive services to help them identify and overcome their barriers to employment and prepare them for full-time permanent job opportunities with wages at or above Chicago's minimum wage .
  
- DFSS seeks to partner with community-based organizations that have:
  - Expertise in creating pathways to meaningful careers for vulnerable Chicagoans,
  - Experience serving vulnerable residents successfully with favorable performance outcomes,
  - Currently funded workforce programming options for vulnerable residents in the city of Chicago.

# Performance Goals and Outcomes: EPP

- Number of participants enrolled
- Number and percentage of enrolled participants who belong to one of DFSS' priority populations
- Percentage and number of participants completing JRT
- Number and percentage of participants receiving career navigation coaching and supportive services
- Number of participants who create IEPs
- Number of referrals for industry-specific, post-secondary, or vocational training
- Number and type of referrals made for supportive services
- Number of participant referrals for job interviews

## Outcomes

- Percentage and number of participants who enter unsubsidized employment
- Percentage and number of participants who remain in unsubsidized employment for 30, 90, 180 days
- Percentage and number of participants placed that earn wages equal to or above Chicago's minimum wage
- Percentage and number of participants placed with healthcare, fringe benefits, and wages at or above Chicago's minimum wage
- Percentage and number of participants who enroll in industry-specific, post-secondary, or vocational training



## Industry-Specific Training Program (ISTP)

The goal of the DFSS ISTP is 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 permanent job opportunities with wages at or above Chicago's minimum wage.



## Goals -Industry-Specific Training Program (ISTP)

- DFSS has identified the following industry sectors as priorities: Healthcare; Human Services; Transportation, Distribution, Logistics (TDL); Manufacturing; and Information Technology. Other industry sectors such as Hospitality (Tourism, Retail, Culinary Arts) may be considered if the Respondent can demonstrate the industry's need for a particular type of skilled worker (this could include evidence provided by employer partners).
  
- DFSS seeks to partner with community-based organizations that have:
  - Expertise in creating pathways to meaningful careers for vulnerable Chicagoans,
  - Experience serving vulnerable residents successfully with favorable performance outcomes,
  - Currently funded workforce programming options for vulnerable residents in the city of Chicago.



# Performance Goals and Outcomes: ISTP

- Number of participants enrolled
- Number of participants who complete industry-specific training
- Number of participants who receive industry-recognized certification
- Number and percentage of enrolled participants who belong to one of DFSS' priority populations
- Number and percentage of participants receiving career navigation coaching and supportive services
- Number and type of referrals made for supportive services
- Number of participant referrals for job interviews

## Outcomes

- Percentage and number of participants who enter unsubsidized employment
- Percentage and number of participants who remain in unsubsidized employment for 30, 90, 180 days
- Percentage and number of participants who receive a base hourly pay equal to or above Chicago's minimum wage
- Percentage and number of participants that enroll in post-secondary or vocational training

# Transitional Jobs Program (TJP)

- The goal of the DFSS TJP model is to support and help accelerate the city of Chicago's equitable recovery from the economic effects of COVID-19. TJP accomplishes this by connecting Chicago's most vulnerable residents to career navigation, supportive services, and temporary subsidized jobs integrated with work-based learning experiences that will:
  - stabilize participants with a source of income,
  - help them identify and overcome their barriers to employment, and
  - prepare them for full-time permanent job opportunities with wages at or above Chicago's minimum wage.



## Goals -Transitional Jobs Program (TJP)

- The DFSS TJP model utilizes an “ABC” approach: Any job, Better job, Career. Transitional jobs integrated with work-based learning opportunities (any job) allow participants to demonstrate essential on-the-job competencies that prepare them for additional responsibilities that align with higher pay and continued learning opportunities (better job). Finally, persons with interest and aptitude move into high-demand fields that help grow our local economy (career) (<https://choosework.ssa.gov/blog/2018-08-14-learning-the-abcs-of-career-progress>).
  
- DFSS seeks to partner with community-based organizations that have:
  - Expertise creating pathways to meaningful careers for vulnerable Chicagoans,
  - Experience serving vulnerable residents successfully with strong performance outcomes,
  - Experience creating and providing temporary subsidized jobs integrated with work-based learning opportunities for vulnerable Chicagoans,
  - Currently funded workforce programming options for vulnerable residents in the city of Chicago.

## Program Requirements: Transitional Jobs

- **Transitional Jobs Integrated with Work-based Learning Experiences.**  
Utilizing the “ABC” approach, navigators will connect low-income community residents to temporary, subsidized jobs that are integrated with well-structured work-based learning opportunities designed to help participants develop a work history, learn new skills that make them more attractive to potential employers, and/or demonstrate essential on-the-job competencies that prepare them for higher paying jobs with more responsibility and continued learning opportunities.
- Transitional job assignments should last up to 12-weeks (25hrs/wk @ \$13.50/hr). Jobs may be developed internally by delegate agencies and/or through formalized employer partnerships and must be thoughtfully integrated with opportunities for participants to develop the basic skills (reading, writing, number skills and computer skills) and experience needed to be successful in the workplace.
- Transitional Jobs must include worksite agreement policies that are clearly explained to employer partners and trainees. Delegates and/or their employer partners will be responsible for onboarding, tracking trainee’s hours worked and wage disbursement directly or through a third party vendor.



## Performance Goals and Outcomes: TJP

- Number of participants enrolled in TJP
- Number of participants that complete pre- and post-computer and basic skills assessments
- Number and percentage of enrolled participants who begin subsidized transitional job integrated with work-based learning
- Number and percentage of enrolled participants who belong to one of our priority populations
- Number and type of referrals made for supportive services
- Number of referrals for industry specific, post-secondary or vocational training
- Number and percentage of participants successfully completing the transitional jobs program

# Performance Goals and Outcomes: TJP

## Outcomes

- Percentage and number of participants who enter unsubsidized full-time employment
- Percentage and number of participants who receive a base hourly pay equal to or above the city of Chicago minimum wage
- Percentage and number of participants who remain in unsubsidized employment for 30, 90, and 180-days
- Percentage and number of participants who improve their computer skills during their transitional job
- Percentage and number of participants who improve their math and/or reading skills
- Percentage and number of participants who enroll in industry specific, post-secondary or vocational training after completing TJP



## **Selection and Transition Timeline**

- **Pre-proposal webinar – April 19, 2021**
- **RFP Released – May 3, 2021, 9:00 a.m.**
- **Applications due – June 17, 2021, 12:00 noon**
- **Contracts Start – January 1, 2022**





## Application Basics

- Late applications will not be accepted.
- All questions concerning program design, etc... must be received through the eProcurement system. They will be answered along with the questions from the webinar in the amendment.
- All questions about accessing and managing eProcurement should be directed to OBM: [CustomerSupport@cityofchicago.org](mailto:CustomerSupport@cityofchicago.org).
- Make use of the eProcurement hotline for help at 312-744-4357 (HELP). Please note that the hotline operates during business hours only, Monday-Friday 9-5.
- Visit the DFSS CDGA website for updates:  
[https://www.chicago.gov/city/en/depts/fss/supp\\_info/dfss-cdga-information.html](https://www.chicago.gov/city/en/depts/fss/supp_info/dfss-cdga-information.html)
- Training Materials (Documents and Videos) –  
<https://www.cityofchicago.org/city/en/depts/dps/isupplier/online-training-materials.html>



## Asking a question in eProcurement

- To ask a question in eProcurement you will need an iSupplier account.
- If you do not have an iSupplier account, please contact the eProcurement hotline at 312-744-HELP.
- To begin the process, of sending a question via eProcurement, you will need to log into your iSupplier account via eProcurement and find the RFP you want to ask about.
- All RFPs can be found at this website:

[https://eprocurement.cityofchicago.org/OA\\_HTML/OA.jsp?OAFunc=PON\\_ABSTRACT\\_PAGE&PON\\_NEGOTIATION\\_STATUS=ACTIVE](https://eprocurement.cityofchicago.org/OA_HTML/OA.jsp?OAFunc=PON_ABSTRACT_PAGE&PON_NEGOTIATION_STATUS=ACTIVE)



# eProcurement

To get started, first login into eProcurement:



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](http://www.cityofchicago.org/eProcurement). For non-eProcurement bids, visit [www.cityofchicago.org/bids](http://www.cityofchicago.org/bids)

## Abstracts

Status

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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
DEPT OF AVIATION	Commodities		7623	1207654	1207654: Purchase of Blankets, Pillows, Pillow Cases, Cots and Amenity Kits	12-MAR-2021 08:30:00	12-MAR-2021 08:30:00	06-MAY-2021 11:00:00		07-APR-2021 04:30:00	☰
CHICAGO DEPARTMENT OF TRANSPORTATION	Commodities		7369,2	1195798	1195798: Aluminum Traffic Signal Pedestal Bases	24-FEB-2021 09:30:00	24-FEB-2021 09:30:00	14-APR-2021 11:00:00		05-MAR-2021 16:00:00	☰
DEPT OF AVIATION	Construction		7878,1	1217758	1217758: Rehabilitation for Taxiways Y, Y1, Y2, Y3, Y4	31-MAR-2021 08:00:00	31-MAR-2021 08:00:00	07-MAY-2021 11:00:00		15-APR-2021 17:00:00	☰
CHICAGO DEPARTMENT OF TRANSPORTATION	Construction		7746	954029	954029: TRAFFIC SIGNAL INTERCONNECT PROJECT (Broadway & Sheridan)	31-MAR-2021 08:30:00	31-MAR-2021 08:30:00	04-MAY-2021 11:00:00		16-APR-2021 16:30:00	☰
CHICAGO DEPARTMENT OF TRANSPORTATION	Construction		7745	1185785	1185785: 71st ST. STREETScape IMPROVEMENTS (Jeffrey Blvd. to South Shore Drive)	26-MAR-2021 08:30:00	26-MAR-2021 08:30:00	20-APR-2021 11:00:00		09-APR-2021 16:30:00	☰
CHICAGO DEPARTMENT OF TRANSPORTATION	Construction		7520,1	1202407	1202407: CDOT 2020 Job Order Contract for Flatwork-Site Work	08-MAR-2021 08:00:00	08-MAR-2021 08:00:00	19-APR-2021 11:00:00		17-MAR-2021 16:00:00	☰
DEPARTMENT OF WATER MANAGEMENT	Construction		7871,1	1190383	1190383: West Woodlawn Sewer Improvement Project	25-FEB-2021 10:45:00	25-FEB-2021 10:45:00	08-APR-2021 11:00:00		19-MAR-2021 16:00:00	☰
DEPARTMENT OF WATER MANAGEMENT	Construction		7866,1	1196806	1196806: Schubert and Lakewood Sewer Improvement Project	24-FEB-2021 11:00:00	24-FEB-2021 11:00:00	08-APR-2021 11:00:00		18-MAR-2021 16:00:00	☰
DEPARTMENT OF WATER MANAGEMENT	Construction		7874,1	1196813	1196813: EAST GARFIELD PARK SEWER IMPROVEMENT PROJECT NO.7462	26-FEB-2021 08:30:00	26-FEB-2021 08:30:00	06-APR-2021 11:00:00		26-MAR-2021 16:30:00	☰
DEPARTMENT OF WATER MANAGEMENT	Construction		7881,1	1196815	1196815: HARVARD AND 88TH STREET IMPROVEMENT PROJECT NO.7465	26-FEB-2021 12:08:00	26-FEB-2021 12:08:00	06-APR-2021 11:00:00		26-MAR-2021 16:30:30	☰

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Login

# eProcurement

Clicking the login button on the eProcurement page will bring you to the login screen.

**CITY OF CHICAGO**

**Error**

Unexpected URI parameters were detected and will be ignored.

**\* User Name**   
(example: michael.james.smith)

**\* Password**   
(example: 4u99v23)

[Login Assistance](#)

# eProcurement

Logging in will bring you to this screen. Open the Online Bidding menu to Sourcing and then to the Sourcing Home Page.

**CITY OF CHICAGO E-Business Suite: SAPPHIRE**

Enterprise Search    Search Results Display Preference

[Oracle Applications Home Page](#)

**Main Menu**

- City of Chicago iSupplier Portal with Invoice Creation
- City of Chicago Online Bidding
  - Sourcing
    - Sourcing Home Page**
    - Worklist

**Worklist**

From	Type	Subject	Sent	Due
There are no notifications in this view.				
✔ <a href="#">TIP Vacation Rules</a> - Redirect or auto-respond to notifications.				
✔ <a href="#">TIP Worklist Access</a> - Specify which users can view and act upon your notifications.				



# eProcurement

To look up an RFP, type that RFP's number, set the search box to Number and type in the RFP's number. Then click Go. If you have already started an application, the application will appear in the Response Number box

**CITY OF CHICAGO Sourcing** Navigator ▾ Favorites ▾

**Negotiations**

Search Open Solicitations

Welcome, Graylen McClanahan

**Your Active and Draft Applications**

Press Full List to view all your responses.

Response Number	Response	Supplier Site	Solicitation Number	Title	Type	Time Left	Monitor	Unread Messages
<a href="#">341460</a>	Draft		<a href="#">6459.3</a>	Community Housing Development Organization (CHDO) Certification	RFQ	999 days 2 hours	<input type="checkbox"/>	0

**Your Company's Open Invitations**

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

**Quick Links**

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



# DFSS CDGA RFP Numbers

RFQ #	DFSS Division	RFP Program Model
7962	Workforce Services	Community Reentry Support Centers (CRSC)
7963	Workforce Services	Employment Preparation and Placement Program (EPP)
7964	Workforce Services	Industry-Specific Training Program (ISTP)
7965	Workforce Services	Transitional Jobs Program (TJP)



# eProcurement

Once you are in the RFP, go to the Actions bar and click on Online Discussions.

The screenshot displays the top navigation bar with 'Navigator', 'Favorites', 'Home', 'Logout', 'Help', and 'Preferences'. Below this, the main content area shows details for a 'Community Housing Development Organization (CHDO) Certification' RFP. An 'Actions' menu is open, with 'Online Discussions' highlighted in orange. Other menu items include 'Create Quote', 'View Abstract Details', 'View Quote History', 'View Amendment History', and 'Printable View'. The RFP details include: Title: Community Housing Development Organization (CHDO) Certification; Status: Active; Time Left: 999 days 2 hours; Buyer: MCCLARN, GRAYLEN; Quote Style: Blind; Outcome: Community Housing Development Organization (CHDO) Certification; Supplier Response Start Date: 17-Aug-2020 11:01; Bid Opening Date/Supplier Response Due Date: 31-Dec-2023 12:00; Event: Delegate Agency; Amendment Description: Updating Issuing O; Bill-To Address: 021-2819 HOME INVEST; Ship-To Address: 021-2819 HOME INVEST; FOB; Payment Terms; Carrier; Freight Terms; RFQ Currency: USD; Price Precision: 0.





# eProcurement

To start a email click on the New Message box.

**CITY OF CHICAGO Sourcing**

Navigator Favorites Home Logout Help Pref

**Negotiations**

Negotiations > Active Solicitations > RFQ: 6459,3 >

**Online Discussions (RFQ 6459,3)**

Cancel Printable

Title [Community Housing Development Organization \(CHDO\) Certification](#)

Status **Active**

Time Left **999 days 2 hours**

Supplier Response Start Date **17-Aug-2020 11:01:54**

Bid Opening Date/Supplier Response Due Date **31-Dec-2023 12:00:00**

**Messages**

**New Message**

Subject	Message	Status	Sender	Date	Reply
No results found.					

Cancel Printable



# eProcurement

Write your email with your question. If you need to upload something, use the attachment feature. Press Send and you are done!

**CITY OF CHICAGO Sourcing**

Home | Logout | Help | Preferences

Navigator | Favorites

**Negotiations**

Negotiations > Active Solicitations > RFQ: 6459,3 > Online Discussions (RFQ 6459,3) >

**Create New Message (RFQ 6459,3)**

\* Indicates required field

Send To: **The City of Chicago**

\* Subject:

\* Message:

**Attachments**

**Add Attachment...**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found									

Cancel! Send

Cancel! Send



## Deadline



**Applications are due  
On JUNE 17, 2021  
at 12:00, Noon**

# Questions?

**Program Questions?**

**Mark Sander II**

**312-743-1524**

**[Mark.Sandersii@cityofchicago.org](mailto:Mark.Sandersii@cityofchicago.org)**

**For non-programmatic questions contact:**

**Julia Talbot**

**(312)-743-1679**

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

**or**

**The eProcurement hotline**

**312-744-4357 (HELP)**

**[CustomerSupport@cityofchicago.org](mailto:CustomerSupport@cityofchicago.org)**

Please note that the hotline operates during business hours only, Monday-Friday 9-5.