

**REQUEST FOR PROPOSALS (RFP)
For
The Department of Family and Support Services
Senior Center Operators**

March 16, 2011

**Issued by:
CITY OF CHICAGO
(The Department of Family and Support Services)**

**ONE (1) ORIGINAL and THREE (3) COPIES
OF THE PROPOSAL TO BE SUBMITTED**

All proposals shall be submitted in sealed envelopes or packages addressed and returned to:

**Yolanda Curry
Deputy Commissioner
Department of Family and Support Services
1615 West Chicago Avenue, 3rd Floor
Chicago, IL 60622**

The outside of the envelope or package must clearly indicate the title of this RFP and the date and time the proposal is due. The name and address of the Respondent also must be clearly printed on the outside envelope or package.

**PROPOSALS MUST BE RECEIVED NO LATER THAN
March 30, 2011 by 4:00 pm**

**RICHARD M. DALEY
MAYOR**

**Mary Ellen Caron
COMMISSIONER**



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I. Invitation

A. Purpose of the RFP

The City of Chicago, Department of Family and Support Services (DFSS) is seeking applications from eligible, qualified and interested Respondents to provide managerial oversight and coordinate programmatic offerings at four (4) of its Senior Centers located in the Edgewater, Kelvyn Park, Roseland and Portage Park neighborhoods. Currently, DFSS has nineteen (19) senior centers operating citywide, with two new senior centers under development. Eleven (11) of the nineteen senior centers are managed by community-based partner organizations. The eleven senior centers currently operated by our community-based partners do not include the four centers referenced in this Request for Proposal (RFP).

DFSS' Senior Centers provide opportunities for older adults to engage in socialization, education, recreation, information and assistance including linkage to departmental and other community resources. DFSS Senior Centers have regular operating hours and serve as community focal points for older adult programs and services. The activities provided include, but are not limited to: senior congregate dining program, health and wellness services, fitness activities, computer classes, and a variety of other educational and cultural opportunities.

B. Background

DFSS' Senior Centers offer a diverse array of opportunities for seniors to interact with one another, to become involved in their communities and to participate in as well as contribute to the culture of the City. Our Senior Center initiative allows the City to move senior facilities, along with appropriate activities and resources closer to the core of neighborhoods that have a large concentration of seniors.

Senior centers recognize the value of older adults, and are in a unique position to mobilize the interests, skills, talents, and experience of this important human resource. The Centers serve as local hubs that connect seniors to social, economic, and educational resources that enhance the quality of their lives. Most importantly, they serve as a vibrant social community, a place for friendship, and a remedy for loneliness or isolation.

DFSS Senior Centers all provide the following core program components:

- Fitness Program*
- Golden Diner Nutrition Program*
- Health and Wellness Programs*
- Information and Access to Services including linkage to a wide array of community resources and programs
- Life Enrichment Programs

* **These program offerings are provided (and funded) through separate, existing grant agreements with other community based organizations. The selected operating agency will coordinate and assure program provision of these program offerings at the site location.**

Chicago Fitness Plus Program

Chicago Fitness Plus is a Harvard University Innovations in Government program finalist. This fitness program boosts endurance, strength, balance and flexibility. DFSS Senior Centers are equipped with senior-friendly exercise equipment and staffed by experienced, certified senior fitness professionals who lead group exercise classes and one-on-one training. A certified instructor will be assigned to the site.

Golden Diner Nutrition Program

Adequate nutrition is a major concern for older adults. The Golden Diners program provides daily nutritious meals that conform to current dietary guidelines for older adults. The Operator Agency will have day-to-day on-site management responsibility for the program.

The program shall be operated in conformance with DFSS nutrition program policies and procedures. In addition, the operator agency will assure they have an on-site staff member rector who will obtain a Food Service Sanitation license to ensure the effective on-site administration of the program.

Health and Wellness Program

As people age, they develop new and more severe health problems, and their existing chronic health conditions often become more difficult to manage. DFSS Health promotion and disease prevention programming seeks to assist older persons manage their health concerns. Health and Wellness professionals are regularly out-posted at our senior centers. These professionals provide health screenings, medication management, one-on-one counseling sessions, and presentations conducted by wellness nurses, dietitians, social workers, and pharmacists.

Information and Access to Services

While most older Chicagoans are active members of their families and communities, others need some type of assistance to stay independent. To help meet the diverse needs of older Chicagoans and their caregivers, DFSS Senior Centers are asked to offer basic information and assistance including referral to community based resources and DFSS program and services including: information on home delivered meals, nursing home ombudsman services, elder abuse prevention, employment, volunteer opportunities, and other activities to help older adults be knowledgeable, active, independent members of their communities. Training and resources will be provided to assure the operating agency can address the information needs of their senior center participants.

Life Enrichment Programming

Life Enrichment Programming provides an assortment of activities that engage and inspire seniors in multiple ways - socially, intellectually, artistically, and spiritually. The activities may include, but are not limited to trips, English as a Second Language (ESL) classes, technology classes, arts classes, discussion groups, special events and outings, speaker series, theater groups and book clubs. While there will be some required activities, operator agencies shall develop a programming calendar that offers a variety of activities and culturally relevant programming for the Center's population to meet the need of the community they serve.

The operator agency will be given a \$15,000 budget to: pay DFSS approved instructors to lead classes, and provide special events and programming. 80 percent of the Life Enrichment programming award must be devoted to formal class instruction. **The \$15,000 programming budget is part of the total Operating agency grant award.**

C. Anticipated Term of Contract and Funding Source(s) and Grant Award

DFSS anticipates this contract to run from May 1, 2011– December 31, 2012 (18 months). It reserves the right to renew the contract for up to three additional, one-year periods contingent upon available funding and contractor performance. Should the initial awardees' contract be terminated or relinquished for any reason, DFSS reserves the right to return to the pool of Respondents generated from this RFP to select another qualified Respondent. This contract will be funded via City of Chicago taxpayer dollars. In addition, Respondents should be aware that payment for services by the City will be made on a reimbursement basis. Grantees should not plan to receive their first payment until up to 60 days after the beginning of the contract period. **Respondents must be able to proceed with program operations upon the contract start date.**

Selected Respondents will be expected to execute their grant agreement in a timely fashion. Failure to do so may be deemed to constitute rejection of the selection and reallocation will be made to another Respondent(s).

D. Budgetary Considerations

The selected operating agency (s) will be awarded **a maximum \$75,000 grant award for an initial 18 month contract.** All renewals will be for \$50,000 over a twelve month period for the overall operation of the senior center.

- 80% of the \$15,000 Life Enrichment programming award should be devoted to formal class instruction (80% of \$15,000 is \$12,000). The Operating agency will be responsible for making timely payment to their instructors for services rendered.
- The Operating agency shall maintain a reserve of \$5,000 available to immediately address small-item time sensitive facility-related concerns (e.g. furniture cleaning, equipment repair or replacement, etc.)
- DFSS will provide the facility rent-free to the Operator Agency. Each center will be fully equipped with furnishings, office equipment including photocopier, computers, printers, fitness equipment, telephones services including voice mail, internet and cable services, television and DVD player, and paid utilities.

E. Eligible Applicants

This is a competitive process open to all community-based organizations including both non-profit and for-profit organizations.

Respondents whose existing contracts with DFSS are not in good standing will not be considered for a contract. Respondents not eligible include those that have had a City contract terminated for default; and those that are currently debarred and/or have been issued a final determination by a City, State or Federal agency for performance of a criminal act, abridgement of human rights or illegal/fraudulent practices.

II. RFP and Submission Information

A. Proposal Deadline and Submittal Procedures

The due date for submission of proposals is **March 30, 2011 by 4:00pm.**

Proposals will be accepted prior to the due date, from 9:00 a.m. to 4:00 p.m. Monday – Friday at the same location. All proposals must be complete. Incomplete proposals may not be reviewed. In-person or bonded messenger delivery of proposals is encouraged. Time stamped receipts will be issued as proof of timely submittal.

One (1) original and three (3) copies must be delivered in a sealed envelope or box to:

**Yolanda Curry
Deputy Commissioner
Department of Family and Support Services
1615 West Chicago Avenue, 3rd Floor
Chicago, IL 60622**

The outside of the envelope or package should be labeled, “RFP for Senior Center Operators”.

No proposal will be considered complete and therefore reviewed unless the original copy is delivered and received at DFSS offices.

Proposals received after the due date and time may be deemed NON-RESPONSIVE and, therefore, subject to rejection.

An additional file copy of the proposal should be e-mailed to:

Diana.Lucas@ex.cityofchicago.org

Proposals should be prepared on standard 8.5" x 11" letter size paper and double-spaced. Expensive paper and bindings are discouraged. The City encourages the use of materials containing recycled content. Further specific application instructions can be found in the associated application file

B. Contact Person Information

Eligible Respondents are strongly encouraged to submit all questions and comments related to the RFP via e-mail. For answers to all program-related questions please contact:

**Yolanda Curry (312)-743-1503
ycurry@cityofchicago.org**

For all technical questions relating to the execution of the proposal, please contact:
Julia Talbot: 312-743-1679, jtalbot@cityofchicago.org

C. Pre-Submittal Conference

DFSS and the cooperating City Departments will host a Pre-Submittal Conference on:

**March 18, 2011
2:00 pm to 4:00 pm
1615 West Chicago, Ave. Chicago, IL 60622
3rd Floor Executive Conference Room**

DFSS strongly encourages prospective applicants to attend the Pre-Submittal Conference.

All those interested in attending should contact Diana.Lucas@ex.cityofchicago.org and write "RFP for Senior Center Operators" in the subject line. Please give the names of those wishing to attend, and the agency name.

To request reasonable accommodation for the pre-proposal conference, please contact, Monica Rafac at monica.rafac@cityofchicago.org. Requests for accommodations will be accepted up to 48 hours prior to the event.

D. Timeline

This is the anticipated timeline for the funded programming:

RFP Released	March 16, 2011
RFP Pre-Proposal Conference	March 18, 2011
RFP Due	March 30, 2011
Award Notifications Made	April 15, 2011
Start Program	May 1, 2011

III. Scope of Services

A. Purpose

The goal of the DFSS Senior Centers ("Center") is to provide access to a comprehensive network of services, information, education opportunities, and socialization for seniors. This RFP solicits applications for services to be provided at the following four locations:

- Edgewater: 5917 N. Broadway
- Kelvyn Park: 2715 N. Cicero Avenue
- Roseland: 10426 S. Michigan Ave.
- Portage Park: 4100 N. Long Ave.

B. Program Design and Criteria

Successful applicants will receive a management and operator agreement for at least a one year term, contingent upon quality performance, the City's overall satisfaction with program management, and availability of funding. The agreement will be for the operation and management of the city-owned or -leased facility.

Successful programs will offer diverse and quality services that are responsive to individual community needs. The agencies must demonstrate their ability to leverage other resources to operate the Center effectively.

All timetables and program descriptions required in this application should cover the proposal for operations and programming for the initial year in detail. **Please note that we require submission of proposed program plans and a sample activity calendar for one month of programming.** Please tailor this calendar and program plan specifically for the individual needs of the area. This must be included as part of the proposal. Also provide a description of the qualifications of the proposed on-site manager.

Program models should be clearly detailed but also suitable for modification based on fluctuations in the number of participants as well as local preferences and demand for specific programs. If your agency already operates senior programs, **do not submit existing calendars or program plans. Please design one specifically for the target area you seek through this solicitation.**

Each proposal should include a budget detailing the cost of effectively managing and operating the selected DFSS Senior Center including your best possible model for service delivery.

The following guidelines have been established by the Chicago Department of Family Support Services. Please use these requirements as a guide in preparing your proposal.

1. DEFINITION OF SERVICE

The service is defined as management and operation of a DFSS Senior Center. Hours of operation should include, at a minimum, Monday through Friday, 8:30 a.m. to 4:30 p.m.

The desired services shall help address needs of seniors in the domains of recreation, health, education, advocacy and assistance in order to maintain independence. The ideal proposal will demonstrate clearly and in detail a comprehensive plan of services and programming that will:

- Help in the prevention of social and civic disengagement;
- Promote optimal physical, social and mental well being;
- Provide access to a broad array of services and information to participants and their caregivers;
- Provide useful information to link seniors to community resources, programs, and services; and
- Respond to expressed desires of local seniors for programs and activities.

The proposal should describe efforts to meet the needs of the limited or non-English speaking in the community, if applicable, and help address their desire to become productive and engaged in their community.

All proposals should demonstrate how they will coordinate with the wide variety of public and private agencies, faith-based organizations, community organizations, hospitals and community leaders to see that the Senior Center is successful. Service components will likely include, but are not limited to programming in the following areas:

Healthy Aging/Health and Fitness Programs

- ❖ Health screening by a nurse practitioner, pharmacist or physician's assistant.
- ❖ Support groups and mental health referrals.
- ❖ Counseling for seniors and caregivers.
- ❖ Massage therapy, yoga, Tai Chi, meditation.
- ❖ Reinforcement of physical and occupational therapeutic goals or co-location of these modalities.
- ❖ Fitness classes geared to seniors of today, making it possible for seniors to vary their workout as their fitness level increases. Classes should focus on strength training, balance, range of motion and flexibility and appropriate to increasing cardiac output. An exercise physiologist or appropriately certified trainer would assess each individual and encourage progress.
- ❖ Health lectures.

Recreation

- ❖ Inter-generational activities.
- ❖ Travel, trips and tours for seniors.
- ❖ High quality cultural and arts programs delivered by professionals.
- ❖ Literary programs, book clubs, dramatic interpretation of books and other artistic media.
- ❖ Musical performances and lectures on site.
- ❖ Arts and crafts, sewing, scrapbooking, knitting or crocheting classes.
- ❖ A newsletter design group.
- ❖ Sing alongs, drama groups, trips to concerts and plays.
- ❖ Men's clubs, hobby clubs, and other affiliation groups.

Volunteerism/Education

- ❖ Opportunities for seniors to assist with the operation of the center as information clerks, food service handlers, activity coordinators, group leaders, etc.
- ❖ Opportunities for seniors to be engaged in their community as peer advocates.
- ❖ Other opportunities for seniors to volunteer such as nursing home ombudsmen, mentors, or participating in community beautification projects.
- ❖ Meetings for crime prevention and victim awareness, and other complex education issues.
- ❖ Classes in English as a Second Language, job retraining and skills enhancement for those seeking to return to work or make a career change.

- ❖ A series of classes in the computer learning centers geared to the standard of today's marketplace.
- ❖ The Department of Family and Support Services is committed to providing certain "premier" programs and services to all Centers, including but not limited to : Chicago Fitness Plus program with personal trainer and group exercise classes, Golden Diner lunch program, computer training classes, Wellness program component (nurse, pharmacist, massage therapist, or dieticians) and Life Enrichment citywide events, trips and tours.

Information and Access

- ❖ Linkage to DFSS' Information, Assessment and Advocacy services and other community based programs and services.

2. GOALS AND OBJECTIVES

- a. To provide high quality programming and access to a broad array of services, activities, and programs in several community sites throughout the City.
- b. To help involve seniors in their community and to prevent disengagement from family, neighbors and the community at large.
- c. To optimize physical and mental well being by promotion of healthy behaviors and active lifestyles.
- d. To provide useful information and access to the wide variety of community programs and services including: in-home services provided through the Chicago Department of Family and Support Services and private providers.
- e. To actively promote seniors' involvement in volunteer community service projects that benefits the center or the community as a whole.

DFSS anticipates growth in attendance at the sites over time. DFSS will assist in marketing, promotion and outreach for the Center.

C. Service Delivery Including Roles and Responsibilities

Respondent Responsibilities

1. Policy and Procedures The Respondent agrees to follow all policies and procedures set forth by DFSS and agreed to by the parties.
2. Staff The Respondent will deploy a full time on-site Site Director who is responsible for the day-to-day operation of the senior center. The staffing pattern should be sufficient to support the center operations. The Agency is responsible for managing its program staff and volunteers. The Agency will solicit and

maintain adequate number of volunteers from the community to assist in the operation of the Center.

3. Intra-agency Communication The Respondent will meet routinely meet with designated DFSS staff to review or develop new program plans, to insure quality services are being provided, to resolve problems, and to attend any other meetings relative to the activities of the Center.

Related to Participants

1. The Respondent will post a monthly calendar of activities at the Center by the first day of the month. The calendar will include all activities scheduled for the month, as well as the name, address and phone number of the Center.
2. The Respondent will distribute DFSS' literature to participants on a regular basis.
3. The Respondent will utilize DFSS IT systems for all Center participants to document the Center programs and activities utilization in a timely manner.
4. The Respondent will insure that each participant of the Center completes a DFSS' Program Participation Registration form.
5. The Respondent will utilize DFSS' forms to document services provided at the Center and will keep a file cabinet of client records. Files are to be kept secured and confidential.

Fundraising

The Respondent will raise funds for operating expenses for the Center by developing a fundraising plan. This plan must include solicitations of donations or customary fundraising. The plan must be submitted to and approved by DFSS. The funds raised must be used towards program maintenance and expansion at the Center.

The Respondent will allow participants the opportunity to make voluntary donations for DFSS' programs funded under the federal Older Americans Act and other funding sources, including but not limited to: fitness, nutrition, health promotion, and other select recreational and educational programs.

Advisory Bodies

The Respondent will form a Center Advisory Council. The purpose of the Center Advisory Council is to provide overall advice for programming and fund raising activities at the Center.

The Respondent is responsible for identifying, planning, and meeting with the center's Advisory Council, DFSS, and community senior groups, to address unmet needs of program participants and gaps in services.

The Respondent shall notify DFSS of any changes in staff, the Executive Director of the Respondent Agency, and the Chair or President of the Center Advisory Council within five (5) business days.

Respondent staff will attend DFSS' Provider Council meetings and other meetings as necessary and as requested by DFSS.

Marketing

The Respondent will maintain an effective marketing program to attract seniors. The staff and volunteers are expected to be part of the marketing efforts for the Center. Outreach presentations are to be given to targeted audiences on a regular basis to attract new Center participants.

The Respondent and DFSS will cooperate to promote programs and activities of the Center and other programs of the Respondent as well as the City. All promotional materials for the Center shall describe the relationship between the Respondent and DFSS. All promotional materials, including but not limited to signage, fact sheets, brochures, news articles and press releases, must be submitted in advance to DFSS for review and approval.

Reporting

The Respondent will provide DFSS the following on a monthly basis or as otherwise indicated:

Monthly calendar of upcoming activities and a report of past activities and events related to the Center. The calendar is due by the 1st day of the month and the report is due by the 10th day of the month for the preceding month's activities.

Financial reports related to the Golden Diner program, computer training and other programs and activities in which fees or donations are collected on DFSS' behalf, using forms developed by DFSS, as well as funds raised in support of the Center's programs and activities.

A list of the staff hired and/or assigned to operate the Center including their emergency contact information.

DFSS Roles and Responsibilities to the Center Operators

1. DFSS will identify its staff to provide technical assistance in planning programs and activities and act as a resource for operations, information on aging, benefits, social services, etc.
2. DFSS will provide the senior center free with maintenance support.
3. DFSS will provide technical assistance in operating the Center, managing and development of personnel, outreach to the community and developing new programs.
4. DFSS will provide literature on DFSS programs and services to be disseminated at the Center.
5. DFSS will conduct regular monitoring visits.
6. DFSS will assist with the promotion of the Center to encourage seniors and family caregivers to visit the Center.

7. DFSS will provide and maintain the City Property (General Use Property and Restricted use Property) as described in below. Additional items delivered to the Center by DFSS shall be considered property of the City of Chicago. DFSS will be responsible for the installation and maintenance of telephones, computers, printers, fax/copier, and cable TV, as well as any monthly service payments.

General Use City Property

General Use City Property is the furnishings and equipment that are necessary to perform the services for the benefit of program participants in the Activities Area. The General Use Property will generally consist of tables, chairs, lounge chairs, coffee tables, sofas, large screen television, and video and radio equipment. The General Use Property will also include a greeting/sign-in desk. There shall be enough dining chairs and tables to accommodate at least 65 seated diners in addition to small areas for lounging. The General Use Property may also include exercise equipment and other furnishings to be provided by DFSS.

Restricted Use City Property

Restricted Use City Property is the furnishings and equipment that will be used in the Center kitchen, the storage area, the Center Computer lab and the Office. The Restricted Use Property will generally consist of the following: computers, printers, and Golden Diner-related equipment, including but not limited to microwave oven, hot and cold food buffets and coffee bar service; office furniture and equipment, including telephone system and service, portable sound system, participant card swipe system, photocopier and fax machine. DFSS will also provide maintenance for its equipment.

All City Property shall be properly labeled as being the property of the City of Chicago.

IV. Evaluation and Selection Procedures

A. Evaluation Process

An evaluation committee selected by DFSS will evaluate and rate all proposals base upon the evaluation criteria outlined below. The committee may also request interviews with Respondents. However, DFSS reserves the right to award contracts on the basis of initial proposals received without further discussions. Failure to submit a complete proposal and/or to respond fully to all requirements may cause the proposal to be deemed unresponsive and, therefore, subject to rejection. Each proposal will be evaluated in comparison with the other proposals submitted.

The City reserves the right to terminate this RFP solicitation at any stage if DFSS determines this action to be in the City's best interests. The receipt of Proposals or other documents will in no way obligate the City to enter into any agreement of any kind with any party.

The City assumes no liability for costs incurred in responding to this RFP for costs incurred by the Respondent in anticipation of a Grant. All service

delivery is subject to DFSS review and approval prior to implementation or public dissemination.

The City reserves the right to solicit and consider information on past experience, performance, and other relevant facts obtained from past projects performed by the Respondent.

Selections will not be final until the City and Respondent have fully negotiated executed a contract. The City assumes no liability for costs incurred in responding to this RFP or for cost incurred by the Respondent in anticipation of a fully executed contract.

The Commissioner of DFSS, upon review of the recommended agencies, may reject, deny or recommend agencies that have applied for grants based on previous performance and/or area needed.

B. Selection Criteria

The City will review the experience and expertise of the Respondent but proposals will also be reviewed individually based on the needs of the community. Respondents having little or no experience in operating senior programs are encouraged to apply if their organization has sound overall management and experience.

The Criteria includes:

- The quality of the description and design of programming and activities including sample activity calendar and ability to leverage resources on behalf of the Senior Center.
- The staff's qualifications, experiences and proposed staffing pattern for the site.
- The Respondent's experience in providing services to the targeted population and/or history in providing related programs and services.
- The Respondent's plan to recruit Senior Center participants, and for use of volunteers to assist in Center operations.
- The Respondent's overall plan of management of social, health recreation and advocacy services.
- The Respondent's community references on letterhead.
- The quality of the Respondent's staffing plan.
- Organizational Structure and program over-site for the Senior Center.

- The quality and accuracy of proposed Budget.

V. Legal and Submittal Requirements

A description of the following required forms has been included for your information. ***Please note that most of these forms will be completed prior to grant agreement execution but are not necessary for the completion of this application.*** A complete list of what forms will be required at the time of contracting is listed at the end of this section.

A. City of Chicago Economic Disclosure Statement and Affidavit (EDS)

Respondents are required to execute the **Economic Disclosure Statement** annually through its on-line EDS system. Its completion will be required for those Respondents who are awarded contracts as part of the contracting process.

B. Disclosure of Litigation and Economic Issues

Legal Actions: Respondent must provide a listing and brief description of all material legal actions, together with any fines and penalties, for the past five (5) years in which (i) Respondent or any division, subsidiary or parent company of Respondent, or (ii) any officer, director, member, partner, etc., of Respondent if Respondent is a business entity other than a corporation, has been:

1. A debtor in bankruptcy; or
2. A defendant in a legal action for deficient performance under a contract or in violation of a statute or related to service reliability; or
3. A Respondent in an administrative action for deficient performance on a project or in violation of a statute or related to service reliability; or
4. A defendant in any criminal action; or
5. A named insured of an insurance policy for which the insurer has paid a claim related to deficient performance under a contract or in violation of a statute or related to service reliability; or
6. A principal of a bond for which a surety has provided contract performance or compensation to an obligee of the bond due to deficient performance under a contract or in violation of a statute or related to service reliability; or
7. A defendant or Respondent in a governmental inquiry or action regarding accuracy of preparation of financial statements or disclosure documents.

Any Respondent having any recent, current or potential litigation, bankruptcy or court action and/or any current or pending investigation, audit, receivership, financial insolvency, merger, acquisition, or any other fiscal or legal circumstance which may affect their ability currently, or in the future, to successfully operate the requested program, must attach a letter to their proposals outlining the circumstances of these issues. Respondent letters should be included in a sealed envelope, directed to Commissioner Mary Ellen Caron. Failure to disclose relevant information may result in a Respondent being determined ineligible or, if after selection, in termination of a contract.

C. Grant Agreement Obligations

The City intends to award grants to selected Respondents for the period beginning May 1, 2011 and ending December 31, 2012 (18 months) with the right to extend the agreement for up to three (3) one-year periods. Grant agreement extensions may be made by the City based on the availability of funds, the need to extend services, and the Respondent's performance. By entering into this grant agreement with the City, the Respondent is obliged to accept and implement any recommended technical assistance. The grant agreement will describe the payment methodology. DFSS anticipates that payment will be conditioned on the Respondent's performance in accordance with the terms of its grant agreement.

D. Funding Authority

This initiative is administered by the Department of Family and Support Services. Consequently, all guidelines and requirements of the Department of Family and Support Services, and the City of Chicago must be met. Additionally all successful Respondents must comply with the Single Audit Act if applicable.

E. Insurance Requirements

Successful Respondents will provide and maintain, at their expense, the insurance coverage and requirements specified by the City of Chicago in the "Insurance Requirements and Insurance Certificate". The Insurance Certificate of Coverage is only required for those Respondents who are selected for a grant agreement award at which time more information will be given. This certificate does not have to be provided when responding to the RFP.

F. Indemnity

The successful Respondent will be required to indemnify City of Chicago and the property owner (if other than the City), for any losses or damages arising from the delivery of services under the grant agreement that will be awarded. The City may require the successful Respondent to provide assurances of performance, including, but not limited to, performance bonds or letters of credit on which the City may draw in the event of default or other loss incurred by the City by reason of the Respondent's delivery or non-delivery of services under the grant agreement.

G. False Statements

(1) 1-21-010 False Statements

Any person who knowingly makes a false statement of material fact to the city in violation of any statute, ordinance or regulation, or who knowingly falsifies any statement of material fact made in connection with an proposal, report, affidavit, oath, or attestation, including a statement of material fact made in connection with a bid, proposal, contract or economic disclosure statement or affidavit, is liable to the city for a civil penalty of not less than \$500.00 and not more than \$1,000.00, plus up to three times the amount of damages which the city sustains because of the person's violation of this section. A person who violates this section shall also be liable for the city's litigation and collection costs and attorney's fees.

The penalties imposed by this section shall be in addition to any other penalty provided for in the municipal code. (Added Coun. J. 12-15-04, p. 39915, § 1)

(2) 1-21-020 Aiding and Abetting.

Any person who aids, abets, incites, compels or coerces the doing of any act prohibited by this chapter shall be liable to the city for the same penalties for the violation. (Added Coun. J. 12-15-04, p. 39915, § 1)

(3) 1-21-030 Enforcement.

In addition to any other means authorized by law, the corporation counsel may enforce this chapter by instituting an action with the department of administrative hearings. (Added Coun. J. 12-15-04, p. 39915, § 1)

H. Compliance with Laws, Statutes, Ordinances and Executive Orders

Grant awards will not be final until the City and the Respondent have fully negotiated and executed a grant agreement. All payments under grant agreements 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 grant agreement. As a condition of a grant award, Respondents must comply with the following and with each provision of the grant agreement:

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 grant agreement.

The Respondent covenants that he/she presently has no interest, and shall not acquire any interest, direct, or indirect, in the project to which the grant agreement pertains which would conflict in any manner or degree with the performance of his/her work hereunder. The Respondent further covenants that in the performance of the grant agreement 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 he/she has not procured the grant agreement in violation of this order; and b) a provision that any grant agreement 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 Respondent 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 Respondent 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 the City of Chicago, 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 grant agreement shall be grounds for termination of the grant agreement. The term business relationship is defined as set forth in Section 2-156-080 of the Municipal Code of Chicago.

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 of Chicago); 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 of Chicago); Office of the Inspector General Ordinance (Chapter 2-56 of the Municipal Code of Chicago); Child Support Arrearage Ordinance (Section 2-92-380 of the Municipal Code of Chicago); and Landscape Ordinance (Chapters 32 and 194A of the Chicago Municipal Code).

6. If selected for grant award, Respondents are required to (a) execute and notarize the Economic Disclosure Statement and Affidavit, and (b) indemnify the City as described in the grant agreement between the City and the successful Respondents.

7. Pursuant to Mayoral Executive Order No. 05-1, from the date of public advertisement of this request for proposals through the date of award of an agreement pursuant to this request for proposals, the organization responding to this request for proposals (the "Respondent"), any person or entity who directly or indirectly has an ownership or beneficial interest in Respondent of more than 7.5 percent ("Owners"), spouses and domestic partners of such Owners, Respondent's proposed subcontractors, any person or entity who directly or indirectly has an ownership or beneficial interest in any subcontractor of more than 7.5 percent ("Sub-owners") and spouses and domestic partners of such Sub-owners (Respondent and all the other preceding classes of persons and entities are together, the "Identified Parties") must not: (a) make a contribution of any amount to the Mayor of the City of Chicago (the "Mayor") or to his political fundraising committee; (b) coerce, compel or intimidate its employees to make a contribution of any amount to the Mayor or to the Mayor's political fundraising committee; (c) reimburse its employees for a contribution of any amount made to the Mayor or to the Mayor's political fundraising committee; or (d) bundle or solicit others to bundle contributions to the Mayor or to his political fundraising committee.

If Respondent violates this provision or Mayoral Executive Order No. 05-1 prior to the award of an agreement resulting from this request for qualifications/proposals/ information, the Commissioner may reject Respondent's proposal.

For purposes of this provision:

"Bundle" means to collect contributions from more than one source which are then delivered by one person to the Mayor or to his political fundraising committee.

"Contribution" means a "political contribution" as defined in Chapter 2-156 of the Municipal Code of Chicago, as amended.

For purposes of this provision only, individuals are "Domestic Partners" if they satisfy the following criteria: (A) they are each other's sole domestic partner, responsible for each other's common welfare; and (B) neither party is married, as marriage is defined under Illinois law; and (C) the partners are not related by blood closer than would bar marriage in the State of Illinois; and (D) each partner is at least 18 years of age, and the partners are the same sex, and the partners reside at the same residence; and (E) two of the following four conditions exist for the partners: (1) the partners have been residing together for at least 12 months; (2) the partners have common or joint ownership of a residence; (3) the partners have at least two of the following arrangements: (a) joint ownership of a motor vehicle, (b) a joint credit account, (c) a joint checking account, or (d) a lease for a residence identifying both domestic partners as tenants; and (4) each partner identifies the other partner as a primary beneficiary in a will.

"Political fundraising committee" means a "political fundraising committee" as defined in Chapter 2-156 of the Municipal code of Chicago, as amended. Any

agreement awarded pursuant to this solicitation will be subject to and contain provisions requiring continued compliance with Executive Order 2005-01.