

**REQUEST FOR PROPOSALS (RFP)
FOR
HEAD START NUTRITION AND DIETARY SERVICES**

FEBRUARY 7, 2013

**CITY OF CHICAGO
DEPARTMENT OF FAMILY AND SUPPORT SERVICES**

**RESPONSES MUST BE RECEIVED NO LATER THAN
March 1, 2013
AT 4:30 P.M.**

One original and one copy of the proposal should be submitted in a sealed envelope or package labeled as shown below:

Head Start Nutrition Services and Dietary Services

Responses should be addressed and returned to:

Vanessa Rich
Deputy Commissioner
Department of Family and Support Services
1615 W. Chicago Ave. 2nd Fl.
Chicago, Illinois 60602

**Additionally, an exact and complete copy of the proposal should be e-mailed to:
paulette.mecurius@cityofchicago.org by March 1, 2013 by 4:30 P.M.**

**DFSS will host a Pre-Proposal Conference:
February 15, 2013, 2:00 P.M. – 4:00 P.M.**

**At the
Department of Family and Support Services,
1615 W. Chicago Ave., Rm. 2A
Chicago, IL**



**RAHM EMANUEL
MAYOR**

**EVELYN DIAZ
COMMISSIONER**

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A. THE RFP

1. PURPOSE

The Department of Family and Support Services (DFSS) is seeking to contract with an entity capable of providing nutrition and dietary services, breastfeeding programmatic services and to act in the capacity of a subject matter expert in relevant nutrition issues to its Head Start and Early Head Start agencies as well as to itself. The nutrition and dietary services component concentrates primarily on working with DFSS staff to develop and monitor the implementation of all Head Start nutrition programs (including breast feeding) as managed by DFSS's Head Start delegate agencies and partners. This includes acting as an administrative sponsor of the Child and Adult Care Food Program as articulated by the Illinois State Board of Education (ISBE). The breastfeeding component focuses on providing program related technical assistance in helping Head Start sites to design and implement breastfeeding programs that are culturally sensitive and relevant to their specific populations, as well as providing lactation consulting services to Head Start clientele experiencing difficulty in breastfeeding. The subject matter expert component will provide guidance, technical assistance and expert advice to DFSS Children's Services Division staff (as the Head Start grantee) on larger nutritional policy issues being discussed within the Head Start system, locally, state-wide and nationally. A Respondent can apply for one or more components identified under this RFP.

2. BACKGROUND

In 2009, the Department of Family and Support Services was created in order to provide more coordinated services for the city's most vulnerable citizens. The mission of FSS is as follows:

"The Chicago Department of Family and Support Services is dedicated to supporting a continuum of coordinated services to enhance the lives of Chicago residents, particularly those most in need, from birth through the senior years. The department works to promote the independence and well-being of neighborhoods by providing direct assistance and administering resources to a network of community-based organizations, social service providers and institutions."

The Children Services Division at FSS administers the City's Head Start, Early Head Start and Child Care funding, providing childcare and childcare related services to thousands of children ages 0-12 in Chicago.

Head Start and Early Head Start are comprehensive child development programs which serve children from birth to age 5, pregnant women, and their families. They are child-focused programs, and have the overall goal of increasing the social competence of young children in low income families. Social competence takes into account the interrelatedness of social, emotional, cognitive, and physical development.

Head Start services are also family-centered, following the tenets that children develop in the context of their family and culture and that parents are respected as the primary educators and nurturers of their children. Head Start offers family members opportunities and support for growth and change, believing that people can identify their own strengths, needs, and interests and are capable of finding solutions.

The Chicago Department of Family and Support Services provides Head Start and Early Head Start programming to income eligible children, ages 3-5 and 0-3, respectively. DFSS provides Head Start to 16,818 children and Early Head Start to 923 pregnant mother, infants and toddlers through a network of 46 delegate and partner agencies.

The following program options are available:

- Full-day Head Start Collaboration in Center-Based and Licensed Family Child Care Homes Settings
- Half-day Head Start in Center-Based settings
- Home-Based programming

For further information about these and the other social services offered through the Department of Family and Support Services, please visit the DFSS website: www.cityofchicago.org/fss .

3. ANTICIPATED TERM OF GRANT AGREEMENT AND FUNDING SOURCE(S)

Funding is made available through the Head Start program. The award amount is anticipated to be \$100,000 for the *initial four-month term* of the agreement. If DFSS extends the term, the award amount is anticipated to be *a maximum* of \$300,000 per year. Each individual program component is valued at the following per year (total is not \$300,000):

Dietary and Nutrition Services:	\$250,000
Breastfeeding Services:	\$ 20,000
Subject Matter Expert:	\$ 25,000

DFSS may extend this term for up to three additional periods, each not to exceed one year. This extension option is contingent upon successful performance of the program and services provided, and upon availability of funds. Should a Respondent's 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. Grant agreements are anticipated to start August 1, 2013 and end November 30, 2013. The total overall award amount for the three year, four month period will not exceed \$1 million.

4. ELIGIBLE RESPONDENTS

This is a competitive process open to all entities: non-profit, for-profit, faith-based, private and public. DFSS will consider availability of services in final funding decisions. Successful Respondents will be organizations with registered dietitians and/or nutritionists capable of fulfilling the scope of services outlined in this document.

Respondents whose existing contracts with DFSS are not in good standing will not be considered for a grant agreement. Respondents not eligible include those that have had a City contract terminated for default; 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.

5. PROPOSAL DEADLINE

The due date for this RFP is **March 1, 2013 by 4:30 P.M.** **One** original and **one** copy should be submitted to:

Vanessa Rich
Deputy Commissioner
Department of Family and Support Services
1615 West Chicago Avenue, 2nd Floor
Chicago, Illinois 60622

Additionally, a **complete copy** of the proposal should be sent to paulette.mecurius@cityofchicago.org by this due date.

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.

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.

6. QUESTIONS

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

Paulette Mercurius: pmercurius@cityofchicago.org

All other questions regarding the administrative aspects of this RFP may be directed to: Julia Talbot, jtalbot@cityofchicago.org.

7. PRE-PROPOSAL CONFERENCE

A pre-proposal conference will be held on **February 15, 2013, 2:00 P.M. – 4:00 P.M. at the Department of Family and Support Services, 1615 W. Chicago Ave. Rm. 2A Chicago, IL**

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

8. PROPOSAL DEADLINE AND TIMELINE

Request for Proposal Issued:	February 7, 2013
Pre-Proposal Conference:	February 15, 2013
Responses due to DFSS:	March 1, 2013
Anticipated Announcement of Grantees:	April 1, 2013

B. SCOPE

1. BACKGROUND AND HEAD START REGULATIONS

The Department of Family and Support Services (DFSS), Children Services Division is seeking Respondents who are able to provide services in compliance with the Head Start, USDA, state and city rules and regulations. In addition, Respondents must demonstrate the capacity to act as a “sponsoring organization” capable of administering the Child Adult Care Food Program (CACFP) to between 40 and 50 Head Start and Early Head Start contractors. For more information on the CACFP, please refer to the following link: http://www.isbe.state.il.us/nutrition/pdf/head_even_start_fs.pdf . The Respondent will **not**

be responsible for the provision of food services for the CACFP, merely the administrative portion of the program.

Below follows the language concerning the scope of work as dictated by Head Start regulations. Further information concerning Head Start regulations can be found at: <http://eclkc.ohs.acf.hhs.gov/hslc>

§1304.23 Child Nutrition.

(a) Identification of nutritional needs. Staff and families must work together to identify each child's nutritional needs, taking into account staff and family discussions concerning:

- (1) Any relevant nutrition-related assessment data (height, weight, hemoglobin/hematocrit) obtained under 45 CFR 1304.20(a);
- (2) Information about family eating patterns, including cultural preferences, special dietary requirements for each child with nutrition-related health problems, and the feeding requirements of infants and toddlers and each child with disabilities (see 45 CFR 1308.20);
- (3) For infants and toddlers, current feeding schedules and amounts and types of food provided, including whether breast milk or formula and baby food is used; meal patterns; new foods introduced; food intolerances and preferences; voiding patterns; and observations related to developmental changes in feeding and nutrition. This information must be shared with parents and updated regularly; and
- (4) Information about major community nutritional issues, as identified through the Community Assessment or by the Health Services Advisory Committee or the local health department.

(b) Nutritional services.

(1) Grantee and delegate agencies must design and implement a nutrition program that meets the nutritional needs and feeding requirements of each child, including those with special dietary needs and children with disabilities. Also, the nutrition program must serve a variety of foods which consider cultural and ethnic preferences and which broaden the child's food experience.

(i) All Early Head Start and Head Start grantee and delegate agencies must use funds from USDA Food and Consumer Services Child Nutrition Programs as the primary source of payment for meal services. Early Head Start and Head Start funds may be used to cover those allowable costs not covered by the USDA.

(ii) Each child in a part-day center-based setting must receive meals and snacks that provide at least 1/3 of the child's daily nutritional needs. Each child in a center-based full-day program must receive meals and snacks that provide $\frac{1}{2}$ to $\frac{2}{3}$ of the child's daily nutritional needs, depending upon the length of the program day.

(iii) All children in morning center-based settings who have not received breakfast at the time they arrive at the Early Head Start or Head Start program must be served a nourishing breakfast.

(iv) Each infant and toddler in center-based settings must receive food appropriate to his or her nutritional needs, developmental readiness, and feeding skills, as recommended in the USDA meal pattern or nutrient standard menu planning requirements outlined in 7 CFR parts 210, 220, and 226.

(v) For 3- to 5-year-olds in center-based settings, the quantities and kinds of food served must conform to recommended serving sizes and minimum standards for meal patterns recommended in the USDA meal pattern or nutrient standard menu planning requirements outlined in 7 CFR parts 210, 220, and 226.

(vi) For 3- to 5-year-olds in center-based settings or other Head Start group experiences, foods served must be high in nutrients and low in fat, sugar, and salt.

(vii) Meal and snack periods in center-based settings must be appropriately scheduled and adjusted, where necessary, to ensure that individual needs are met. Infants and young toddlers who need it must be fed "on demand" to the extent possible or at appropriate intervals.

(2) Grantee and delegate agencies operating home-based program options must provide appropriate snacks and meals to each child during group socialization activities (see 45 CFR 1306.33 for information regarding home-based group socialization).

(3) Staff must promote effective dental hygiene among children in conjunction with meals.

(4) Parents and appropriate community agencies must be involved in planning, implementing, and evaluating the agencies' nutritional services.

(c) Meal service. Grantee and delegate agencies must ensure that nutritional services in center-based settings contribute to the development and socialization of enrolled children by providing that:

(1) A variety of food is served which broadens each child's food experiences;

(2) Food is not used as punishment or reward, and that each child is encouraged, but not forced, to eat or taste his or her food;

(3) Sufficient time is allowed for each child to eat;

(4) All toddlers and preschool children and assigned classroom staff, including volunteers, eat together family style and share the same menu to the extent possible;

(5) Infants are held while being fed and are not laid down to sleep with a bottle;

(6) Medically-based diets or other dietary requirements are accommodated; and

(7) As developmentally appropriate, opportunity is provided for the involvement of children in food-related activities.

(d) Family assistance with nutrition. Parent education activities must include opportunities to assist individual families with food preparation and nutritional skills.

(e) Food safety and sanitation.

(1) Grantee and delegate agencies must post evidence of compliance with all applicable Federal, State, Tribal, and local food safety and sanitation laws, including those related to the storage, preparation and service of food and the health of food handlers. In addition, agencies must contract only with food service vendors that are licensed in accordance with State, Tribal or local laws.

(2) For programs serving infants and toddlers, facilities must be available for the proper storage and handling of breast milk and formula.

45 CFR 1301-1311. Head Start Program Performance Standards and Other Regulations. 2006.

§ 1308.20 Nutrition Services as concerning children with special needs.

(a) The disabilities coordinator must work with staff to ensure that provisions to meet special needs are incorporated into the nutrition program.

(b) Appropriate professionals, such as physical therapists, speech therapists, occupational therapists, nutritionists or dietitians must be consulted on ways to assist Head Start staff and parents of children with severe disabilities with problems of chewing, swallowing and feeding themselves.

(c) The plan for services for children with disabilities must include activities to help children with disabilities participate in meal and snack times with classmates.

(d) The plan for services for children with disabilities must address prevention of disabilities with a nutrition basis.

45 CFR 1301-1311. Head Start Program Performance Standards and Other Regulations. 2006.

For further information please visit: <http://eclkc.ohs.acf.hhs.gov/hslc>

Additional information about state and local regulations can be found on the following websites:

USDA: <http://www.fns.usda.gov/CND/Care/CACFP/aboutcacfp.htm>

For a list of child based nutrition programs administered by the State of Illinois:

<http://webprod1.isbe.net/NutSvc/NutSvcPrg.asp?vchrCnty=Cook>

2. PROGRAM DESIGN

Overall, DFSS desires an entity with the capacity to supply and manage cadre of registered, licensed dietitians or nutritionists work with Head Start staff to help meet the following programmatic interpretations of all regulations. These have been divided into the following three thematic areas: Nutrition Services, Breastfeeding Services and Subject Matter Expert. It is expected that all work described in the program design and scope sections will be performed or supervised by registered and licensed dietitians or nutritionists.

NUTRITION SERVICES

- a) Assisting Head Start and Early Head Start sites and agencies in understanding Head Start performance standards, city, state, and federal nutrition regulations. This includes assisting the development of system-wide and agency-specific policies and procedures concerning diet and nutrition services.
- b) Providing assistance to Head Start agencies in interpreting nutrition screens and acting as a resource to staff and parents when children have been identified as having special dietary needs. Children's anthropometric measurements, allergies, special diet needs and personal food

preferences will be provided as part of the review materials and Respondent will work with Head Start staff to develop necessary dietary accommodations to promote good nutritional intake;

- c) Providing nutrition assessments, recommendations and appropriate referrals to services which address the assessment findings (such as but not limited to dietary recommendations for obesity or being underweight, food allergies, anemia and other nutritional needs and related conditions and/or dietary restrictions and requirements) needed for pregnant women enrolled in the Early Head Start program.
- d) Training Head Start staff members, parents and children to help address child nutrition needs, health and eating behaviors. Training topics might include: children's nutritional needs, assessing family eating patterns and special diet requirements. Respondents will be expected to develop resource materials around chosen training topics and train classroom staff in leading classroom food experiences as required by regulations.
- e) Menu review and analysis to assure that meals reflect cultural and ethnic preferences, provide a variety of foods to broaden the child's food experience and are nutritionally balanced as specified by the federal, state and city regulations and Head Start guidelines;
- f) Developing parent nutrition classes, handouts and bulletin boards sample menus and etc...to assist Head Start staff members and families to work together to be consistent in promoting healthy eating behaviors by children in multiple media formats in a culturally appropriate manner;
- g) Providing menu analysis and recommendations for the Summer Food Nutrition Program.
- h) Working on an annual community assessment to help identify issues and links to available resources.
- i) Representing DFSS Head Start/Early Head Start at relevant internal and external meetings and conferences both as a participant and a presenter.
- j) Assure that menus and nutritional services and required classroom food experiences meet and/or exceed compliance with all regulations, including US Department of Health and Human Services.
- k) Administer the Head Start CACFP program as per USDA and ISBE programmatic regulations .

BREAST FEEDING SERVICES

- a) To provide breastfeeding technical assistance and resources to all Early Head Start programs that have committed to serving pregnant mothers and teens provided by a qualified nutritionist/breastfeeding professional. This may include but is not limited to direction on how to establish a breastfeeding program, guidance on how to encourage and support mothers who wish to breastfeed, practices and troubleshooting and lactation consultations.
- b) Provide nutrition assessments, recommendations and appropriate referrals (as needed) for pregnant women enrolled in the Early Head Start program.

- c) Provide consultation for establishing and maintaining breastfeeding programs at delegate agencies.
- d) Support delegate agencies in providing specialized breastfeeding services to teen mothers.
- e) Training Head Start staff members, parents to address nutrition needs of pregnant women, breast feeding mothers and young infants.
- f) Develop parent nutrition classes, handouts, and bulletin board sample menus to assist Early Head Start staff members and families to work together to be consistent in promoting health eating behaviors for pregnant women, nursing mothers and breast feeding infants.
- g) Collaborate with community breastfeeding programs to bring to develop and implement best practice models to DFSS Pregnant Moms programs
- h) Represent DFSS Head Start/Early Head Start at relevant internal and external meetings and conferences both as a participant and presenter.

SUBJECT MATTER EXPERT

The work of the Subject Matter Expert is primarily that to provide support, guidance and technical assistance to Head Start Grantees, specifically DFSS's Children's Service Division.

- a) Work with the (Head Start) Health Services Advisory Committee (HSAC) and its committees and workgroups as a technical advisor in the area of nutrition.
- b) Support the HSAC and related groups at the local, state and national levels.
- c) Be State/Board Certified and have demonstrated knowledge of Head Start populations and their nutritional needs.
- d) Provide training and technical assistance as needed relating to nutrition best practices and assuring that internal and external stakeholders are operating with the most currently, accurate information in the field.
- e) Analyze data as requested concerning (but not limited to) trend analysis, emerging issues and etc...
- f) Provide policy/procedure guidance, development and/or interpretation of local, state and national standards as needed.
- g) Assist with appropriate resource development to support nutrition services within the context of Head Start.
- h) Assist in developing, negotiating and supporting partnership agreements at all levels as needed.
- i) Provide update reports on a monthly basis as well as any requested reports.

- j) Provide professional expertise by representing and advocating on behalf of DFSS/Children's Service Division (CSD) as needed on HHS and other related committees.
- k) Assist DFSS in forging and maintaining relations with professionals in the field.
- l) Provide guidance on nutritional best practices for pregnant and nursing mothers.

3. PROGRAM DELIVERABLES – NUTRITION SERVICES

Respondents will accomplish the following deliverables as part of the program design.

- a) Assist the City of Chicago in interpreting the Head Start Performance Standards, the USDA Nutrition Requirements and City and State Nutrition Licensing Regulations and any other relevant standard or requirement in order to respond to the nutrition needs of children and families including children identified as having special nutrition or dietary needs based on previously completed nutrition assessments.
- b) Make policy recommendations based on regulations and best practices to the DFSS for citywide implementation and designing system-wide and agency-specific programmatic responses.
- c) Participate in the City of Chicago's Head Start Parent Committee and Health Services Advisory Committee.
- d) Provide technical assistance to the Pregnant Mom's Nutrition Program, including consultation on nutritional policies, procedures, and best practices as they relate to pre- and post-natal mothers and infants.
- e) Assess and review the cycle menus/catered sites/Summer Food Nutrition Program on an annual basis and meet with vendor to discuss menu changes, menu adaptations to meet cultural and other nutritional needs.
- f) Provide training and technical assistance and support to Head Start/ Early Head Start delegate agency staff and parents to ensure optimal utilization of nutrition tools, systems and practices, including compliance with Head Start regulations, nutrition/community assessments and analysis, nutrition plans, menu planning, obesity and breast feeding programming. This will include developing age-appropriate food experiences in the classroom and developing reference and resource materials as needed.
- g) Develop a nutrition training plan for citywide implementation on the Head Start/Early Head Start nutrition requirements, policies and procedures (including catered sites and regulatory requirements).
- h) Provide training, technical assistance and support to assure vendors and food handlers meet and/or exceed requirements.

- i) Provide training and technical assistance and supportive services when necessary to grantee (DFSS) and its delegate agencies to assure compliance to HHS, USDA and licensing regulations, guidance and rules.
- j) Provide resources, support, training and technical assistance as needed for the Department of Family and Support Services/Children Services Division at local, cluster and citywide events/meeting
- k) Review and assess and report on all agencies for implementation of all required regulations.
- l) Develop newsletter on nutrition issues for citywide distribution to parents and programs.
- m) Train and provide materials to Summer Food Service Program nutrition ambassadors. Ambassadors to this program provide nutritional support and information to Head Start and Early Head Start families at program sites.
- n) Participate in the HS/EHS annual self assessment as required by the Head Start Performance Standards
- o) Collaborate with DFSS partners to identify nutrition related data and make recommendations for the grantee community assessment and advise DFSS on national and local issues and trends as identified through the child and community nutrition assessment.
- p) Participate/ Represent DFSS on nutrition related panels and meetings, etc., as related to nutrition issues (i.e. Head Start meetings and conferences concerned with Nutritional Standards)
- q) Serve as the nutrition expert on the quarterly Early Childhood Development/Health Services Advisory Committee as required by the Head Start Performance Standards.
- r) Provide quarterly reports outlining accomplishments and challenges in the execution of the program scope.
- s) Provide nutrition support services as needed within the context of the designated Head Start options and in compliance with all regulations.
- t) Provide support and assistance as needed in accordance with cultural and ethnic needs of the population and assure appropriate nutritional consultation for children, parents, families, community and staff.
- u) Provide the opportunities to integrate appropriate nutrition internships or apprenticeships that benefit programs, staff and participants.
- v) Annually, conduct reviews of all Head Start and Early Head programs to ensure compliance with all relevant nutrition regulations.
- w) Design, produce and execute content area specific communications i.e. newsletters, blog etc., on a regular basis using a variety of media including hard copy/print that are linguistically and

culturally appropriate. This includes parent nutrition classes, handouts, and bulletin board sample menus to assist Early Head Start staff members and families to work together to be consistent in promoting health eating behaviors for pregnant women, nursing mothers and breast feeding infants.

- x) Provide expert review and assessment of nutrition consultant qualifications, contract and related activities include agency nutrition staff development plans.
- y) If applicable, develop and implement process for administering and providing oversight to the CACFP program based on USDA and ISBE program regulations and guidelines.
- z) Assist Early Head Start delegate agencies and partners in developing and implementing their own breast feeding programs. This should include providing nutritional assessments and recommendations for pregnant and nursing mothers including teen moms.
- aa) Collaborate with community breastfeeding programs to bring to develop and implement best practice models to DFSS Pregnant Moms programs

PROGRAM DELIVERABLES – BREASTFEEDING SERVICES

- a) Provide technical assistance to the Pregnant Mom’s Nutrition Program, including consultation on nutritional policies, procedures, and best practices as they relate to pre- and post-natal mothers and infants.
- b) Provide training and technical assistance and support to Head Start/ Early Head Start delegate agency staff and parents to ensure optimal utilization of nutrition tools, systems and practices, including compliance with Head Start regulations, nutrition/community assessments and analysis, nutrition plans, menu planning, obesity and breast feeding programming. This will include developing age-appropriate food experiences in the classroom and developing reference and resource materials as needed.
- c) Develop newsletter on nutrition issues for citywide distribution to parents and programs.
- d) Participate/ Represent DFSS on nutrition related panels and meetings, etc., as related to nutrition issues (i.e. Head Start meetings and conferences concerned with Nutritional Standards)
- e) Provide quarterly reports outlining accomplishments and challenges in the execution of the program scope.
- f) Design, produce and execute content area specific communications i.e. newsletters, blog etc., on a regular basis using a variety of media including hard copy/print that are linguistically and culturally appropriate. This includes parent nutrition classes, handouts, and bulletin board sample menus to assist Early Head Start staff members and families to work together to be consistent in promoting health eating behaviors for pregnant women, nursing mothers and breast feeding infants.

- g) Assist Early Head Start delegate agencies and partners in developing and implementing their own breast feeding programs. This should include providing nutritional assessments and recommendations for pregnant and nursing mothers including teen moms.
- h) Collaborate with community breastfeeding programs to bring to develop and implement best practice models to DFSS Pregnant Moms programs

PROGRAM DELIVERABLES - NUTRITION SUBJECT MATTER EXPERT

- a) Provide nutritional expert consultation and support to the Head Start grantee and its delegate agencies
- b) Provide policy reviews and recommendations based on expert knowledge in the field.
- c) Identify appropriate resources and alliances in support of DFSS.
- d) Provide training and technical assistance and supportive services when necessary to DFSS and its delegate agencies to assure compliance to HHS, USDA and licensing regulations, guidance and rules
- e) Provide resources, support, training and technical assistance as needed for the Department of Family and Support Services/Children Services Division at local, cluster and citywide events/meeting
- f) Collaborate with other service experts identified in 1304. 20, including but not limited to Health, Dental, Prenatal/Perinatal and Breastfeeding specializations.
- g) Provide expert review and assessment of nutrition consultant qualifications, contract and related activities include agency nutrition staff development plans.
- h) Provide assessments of underserved and/or at-risk communities and make policy recommendations
- i) Attendance at meetings on behalf of DFSS with peers and with Associations, etc....
- j) Provide reports as needed.

C. EVALUATION

1. PROCESS FOR EVALUATION OF PROPOSALS

Each proposal will be evaluated on the strengths of the Respondent and the responsiveness to the selection criteria outlined below. DFSS reserves the right to consult with other city departments or public or private funders during the evaluation process.

2. GENERAL SELECTION CRITERIA

The following criteria will be used in evaluating all Respondents.

a. Previous Service Experience

Respondents should demonstrate knowledge of the populations (both on an agency-wide and individual basis) to be served and in the way in which these populations should be served as evidenced by previous or current operation of a successful program in the desired field. Familiarity with Head Start desired.

b. Previous Contracting Experience

Respondents will have experience contracting with the City of Chicago and/or other government or private agencies to administer federal and state-funded grants of similar size and complexity to the one they are applying for through this proposal.

c. Quality of Proposed Scope of Work

Respondents should clearly articulate how they will complete the proposed scope of work in a timely and coordinated manner including how the program will be implemented both at the Head Start grantee and DFSS program levels. Staffing charts, institutional and individual qualifications and experiences with the type of work and the Head Start program as well as providing an overall vision for the execution of the proposed work will be taken into account.

d. Administrative/Fiscal Capacity and Experience

Respondents will demonstrate the ability to assume and meet all payroll and fiscal requirements of the proposed program. Expertise of current staff and the staffing plan for the proposed program, supervising and program monitoring experience and capacity will also be reviewed. Respondents will indicate the level of resources and expertise to manage the proposed program.

3. ADDITIONAL SELECTION CRITERIA

- a. The Respondent demonstrates relevant prior experience and deep knowledge in executing programs of similar scope, topic and size.
- b. Respondent demonstrates prior positive experience in developing and delivering services/materials and providing training and technical assistance to similar or same population groups as served by Head Start/Early Head Start.
- c. Quality of Respondent’s proposed plan for outreach and assistance to low socio-economic clients.
- d. Quality of proposed plan for supervision.
- e. Quality of proposed plan for staffing.
- f. Evidence of fiscal capacity to execute the program.
- g. Willingness and capacity to participate in the evaluation component/data collection.
- h. The reasonableness of the cost of the proposal.
- i. The quality and strength of alliances and resources.
- j. Appropriate licensure of staff.
- k. If applicable management of subcontractors including the experience of the subcontractors.
- l. Reference checks.

D. 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 proposal.*

1. 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. More information about the on-line EDS system can be found at:

<https://webapps.cityofchicago.org/EDSWeb/appmanager/OnlineEDS/desktop>

2. 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 Evelyn Diaz. Failure to disclose relevant information may result in a Respondent being determined ineligible or, if after selection, in termination of a contract.

3. GRANT AGREEMENT OBLIGATIONS

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. Payment will be conditioned on the Respondent's performance in accordance with the terms of its grant agreement.

4. FUNDING AUTHORITY

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

5. INSURANCE REQUIREMENTS

Funded 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" (see attachment A). 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. However, a preliminary version of this certificate **must** be provided when responding to the RFP as the City of Chicago cannot enter into contracts with Respondents without the insurance. Please refer to Attachment A for more information.

6. INDEMNITY

The successful Respondent will be required to indemnify City of Chicago 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.

7. FALSE STATEMENTS

a. 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)

b. 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)

c. 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)

8. 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:

a. 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.

b. 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.

c. 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.

d. 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 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.

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.

e. 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).

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

g. **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 grant agreement or Other Contract, including while the grant agreement or Other Contract is executory, (ii) the term of the grant agreement or any Other Contract between City and you, and/or (iii) any period in which an extension of the grant agreement 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 grant agreement, 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 grant agreement, 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 grant agreement, 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 award of the Agreement resulting from this specification, the Commissioner 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.

h. (i) The City is subject to the May 31, 2007 Order entitled "Agreed Settlement Order and Accord" (the "Shakman Accord") and the June 24, 2011 "City of Chicago Hiring Plan" (the "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 Shakman Accord and the City Hiring Plan prohibit the City from hiring persons as governmental employees in non-exempt positions on the basis of political reasons or factors.

(ii) 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 grant agreement are employees or subcontractors of you, not employees of the City of Chicago. The grant agreement 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.

(iii) You will not condition, base, or knowingly prejudice or affect any term or aspect of the employment of any personnel provided under the grant agreement, or offer employment to any individual to provide services under the grant agreement, 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 grant agreement, 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.

(iv) 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 inquiries by IGO Hiring Oversight or the Shakman Monitor's Office related to the grant agreement.