



# CITY OF CHICAGO DELEGATE AGENCY

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## iSupplier (eProcurement) Grant Writing and Online Bidding



# Grant Writing and iSupplier Agenda

- ❖ Grant Writing Tips
  
- ❖ Online Bidding
  - ❖ Creating a Quote
  - ❖ Revising a Quote
  - ❖ Unlocking the Quote
  - ❖ Printing the Quote
  - ❖ Submitting a Quote
  - ❖ Acknowledging Addendums

# Grant Writing Tips

# Grant Writing Tips – Proposal Development

## *Designed to Provide Helpful Tips and Recommendations for Grant Writing*

- Read the Funding Announcement (RFP) Carefully and Ensure Alignment with Organization's Mission and Goals - Understand the Organizations Needs
- Thoroughly Review the Proposal and Incorporate a Team Approach for Development and Review
- Ensure that the Organization Has the Capacity to Implement/Execute and Accomplish Program Goals and Secure Executive/Board Approval (as required)
- Conduct an Analysis of the Need, Cost Benefit, Resources, Current Organizational Structure, and Fiscal Capabilities
- Ensure Capability to Comply with Fiscal, Programmatic Requirements, Long Term Compliance Requirements
- Clearly define services to be provided directly or through partnerships/linkage agreements with other agencies that are appropriate to achieving desired outcomes

# Grant Writing Tips – Proposal Development

- **“Tell the Story”** with the Narrative and Budget and Write Convincingly/ Persuasively - Present a logical solution to a problem.
- **Demonstrate** that the Organization Understands the Request and Can Meet the Need of the Granting Agency
  - Understand the Funder’s Needs and Target Population & Challenges
- **Research** to ensure that the program is a good fit for the organization’s mission/goal/needs
- Provide **Statistics** when Possible and Necessary and Best Practices
- **Highlight** strong national or local evidence base that aligns with best practices for the relevant program
- **Demonstrate** an effective approach to identifying and retaining program participants
- Show the **Value the Organization will Bring** to the Project; Identify Key Staff Responsible for Completing the Proposal
  - Experience
  - Staffing
  - Partnerships
  - Knowledge-base
  - Fiscal Capacity

# Grant Writing Tips – Proposal Development

- Basic/Major Areas of a Proposal:
  - Overview of Organization and Mission Statement
  - Problem Statement
  - Proposed Solution
  - Cost and Justification
  - Goals and Objectives
  - Proposal Details
  - Impact/Results/Outcomes
  - Implementation Timeline
  - Risks and Challenges
  - Collaborations/Partnerships
  - Tracking Tools and Systems
  - Resources and Capabilities

# Grant Writing Tips – Proposal Development

- Demonstrate Financial and Administrative Capacity to Execute a City Contract
- Prepare a Responsible Budget with Current Job Descriptions and Resumes
- Review Budget and Provide Appropriate Justification for Expenses
- Ensure Budget and Narrative are Consistent and All Figures Tie-Out
- Provide Realistic and Obtainable Objectives/Outcomes/Goals

# Grant Writing Tips – General Reminders

- Establish the Timeline and Work Backwards to ensure Timely Submission –
  - Project Planning/Resources/Required Documents/ Certifications
  - Do Not Procrastinate Wait to Draft and/or To Submit
  - Set Calendar Alerts
  - Use an Outline and Checklist
- Participate in All Technical Assistance and/or Webinar Session  
- Ask Questions/Take Notes
- Use Calculating Software to Minimize Human Error
- Spell Check



# Grant Writing Tips – General Reminders

- ✓ **Start Early/Log In**
- ✓ Organize Concepts
- ✓ Write persuasively
- ✓ Follow the RFP and Supplemental Details as Instructed
- ✓ Provide Strong Content and Concise
- ✓ Use Correct Grammar
- ✓ Complete All Requirements and Fields
- ✓ Double Check Prior to Submission – Internal Control and Quality Control Review
- ✓ Review the Evaluation Criteria and the Associated Weights/Scoring Value
- ✓ Be Honest/Forthright
- ✓ Use a Checklist
- ✓ Attend Pre-Conference
- Ensure All Required Attachments are Submitted
- Letters of Support, Resumes, Graphs/Charts, Previous Results, etc.
- Name Attachments Properly with Consistent Format/Style Titles and Header References (as Necessary)
- Leverage calculating software
- ✓ **Submit Before or On Time**

# ONLINE BIDDING

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# <http://www.cityofchicago.org/eProcurement>



City of **Chicago** The City of Chicago's Official Site

Procurement Services  
iSupplier Portal

Home Login and Registration **Current Bids and Solicitation Opportunities** Online Training Materials Delegates Help

The City of Chicago has implemented the "iSupplier" Portal Online eProcurement System for all purchasing activities.

## Announcements

### Introduction to eProcurement Vendor Workshops:

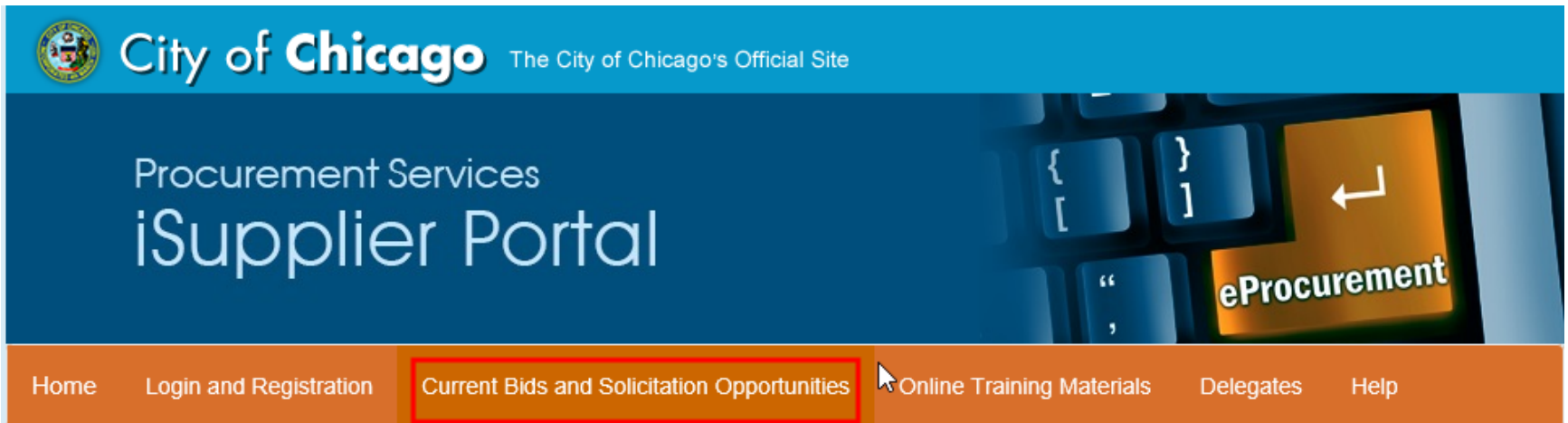
**\*\*2019 eProcurement Vendor Workshops are listed below. \*\***

DPS is continuing on the next phase of start-to-finish purchasing modernization via the implementation of a comprehensive eProcurement system. eProcurement applies digital technology to the acquisition of goods and services. It will allow DPS to collaborate with City Departments to create solicitations and contracts online reducing the time it takes to complete procurements. We invite you to attend a demonstration to learn about iSupplier registration, how vendors will submit bids, proposals, how to view contracts and payments online all via the eProcurement process.

To Register for upcoming Workshops & Events: [www.cityofchicago.org/dpsevents](http://www.cityofchicago.org/dpsevents)

**JUN. 20 • JUL. 18 • AUG. 22 • SEPT. 12 • OCT. 17 • NOV. 7**

# <http://www.cityofchicago.org/eProcurement>



The screenshot shows the City of Chicago's official website. At the top left is the City of Chicago seal and the text "City of Chicago The City of Chicago's Official Site". Below this is a blue banner with the text "Procurement Services iSupplier Portal" and a background image of a computer keyboard with a key labeled "eProcurement". A navigation bar at the bottom of the banner contains several links: "Home", "Login and Registration", "Current Bids and Solicitation Opportunities" (highlighted with a red box), "Online Training Materials", "Delegates", and "Help".

## Current Bids and Solicitation Opportunities

### eProcurement Bid and Solicitation Opportunities \*\*

Suppliers/Vendors who would like to respond to a solicitation / bid opportunity must be registered with the City of Chicago, Department of Procurement Services. If you have not registered with the City of Chicago, please refer back to the [Registration Page](#).

**\*Note: When viewing the eProcurement Bid Opportunities on-line (abstract), please make sure to click on details, then the PDF.**

To View PreBid Attendee List click link below:

[PreBid and PreSubmittal Conference Attendees](#)


Login

## City of Chicago eProcurement Solicitations



Details

Document PDF File

To view or download solicitations without logging in, click the  icon at the Online Bid link, then click [Document PDF File](#) to open. To sort the listing by a specific column, click on the desired column header. For registration to bid and more information, visit [www.cityofchicago.org/eProcurement](http://www.cityofchicago.org/eProcurement). For non-eProcurement bids, visit [www.cityofchicago.org/bids](http://www.cityofchicago.org/bids)

### Abstracts

Status

Previous 10 11-20 Next 10

Department Name	Event ▲	Program/Model	Solicitation Number	Specification Number	Solicitation Title	Advertisement Date	Supplier Response Start Date	Supplier Response Due Date	Protected Markets	Deadline for Questions	Details
DEPT OF AVIATION	Construction		6685	774230	774230: Concourse B, C and Taxiway Y Pavement Reconstruction	24-JUN-2019 09:00:00	24-JUN-2019 09:00:00	09-AUG-2019 11:00:00		15-JUL-2019 17:00:00	
DEPT OF FAMILY AND SUPPORT SERVICES	Delegate Agency	DFSS-CORP-YS-OSTYR	6960	1037579	DFSS Youth Services Enrichment Programs -OST Arts	05-JUN-2019 15:59:29	06-JUN-2019 09:00:00	16-JUL-2019 12:00:00		19-JUN-2019 15:59:06	
DEPT OF FAMILY AND SUPPORT SERVICES	Delegate Agency	DFSS-CORP-YS-OSTYR	6952	1037579	DFSS Youth Services Enrichment Programs - STEM (Science, Tech, Engin. & Math)	05-JUN-2019 16:00:40	06-JUN-2019 09:00:00	16-JUL-2019 12:00:00		19-JUN-2019 15:59:06	
DEPT OF FAMILY AND SUPPORT SERVICES	Delegate Agency	DFSS-CORP-YS-OSTYR	6965	1037579	DFSS Youth Services Enrichment Programs - OST Career Exploration and Vocation	05-JUN-2019 16:09:50	06-JUN-2019 09:00:00	16-JUL-2019 12:00:00		19-JUN-2019 15:59:06	

# Login

- Self Management – Password Resets

**CITY OF CHICAGO**

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

\* Password   
(example: 4u99v23)

[Login Assistance](#)

# Online Bidding Folder

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

Favorites ▾ Logout Preferences Help

Enterprise Search    Search Results Display Preference  ▾

Logged In As

[Oracle Applications Home Page](#)

**Main Menu**

- ⊕ City of Chicago iSupplier Portal with Invoice Creation
- ⊖ **City of Chicago Online Bidding**
  - ⊖ Sourcing
    - 
    -

**Worklist**

From	Type	Subject	Sent	Due
There are no notifications in this view.				
✓ TIP	Vacation Rules	- Redirect or auto-respond to notifications.		
✓ TIP	Worklist Access	- Specify which users can view and act upon your notifications.		

# Sourcing Home Page

**CITY OF CHICAGO Sourcing**

**Negotiations**

Search Open Solicitations Title  

Welcome, Graylen McClam.

**Your Active and Draft Responses**

Press Full List to view all your company's responses.

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

**Your Company's Open Invitations**

Supplier Site	Solicitation Number	Title	Type
No results found.			

**Quick Links**

<div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;"><b>Manage</b></div> <ul style="list-style-type: none"> <li><span style="border: 1px solid red; padding: 2px;">• Drafts</span></li> <li>• <a href="#">Deliverables</a></li> <li>• <a href="#">Personal Information</a></li> </ul>	<div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;"><b>View Responses</b></div> <ul style="list-style-type: none"> <li>• <a href="#">Active</a></li> <li>• <a href="#">Disqualified</a></li> <li>• <a href="#">Awarded</a></li> <li>• <a href="#">Rejected</a></li> </ul>
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[Negotiations](#) [Home](#) [Logout](#) [Help](#) [Preferences](#)



# Option 1: View and Respond to RFP

## Search by Entering RFP Number

**CITY OF CHICAGO Sourcing**

Search Open Solicitations: Number [6965] Go

Welcome,

**Your Active and Draft Responses**

Press Full List to view all your company's responses. [Full List](#)

## 2 Options for Searching and Responding to a Quote

Note that the search is case insensitive

Number: 6965

Title: [ ]

Category: [ ]

Go Clear

Contact: [ ]

Line: [ ]

Event: [ ]

Select Negotiation: **Respond**

**Option 1 = Create Quote/Response**

Select	Number	Title	Contact	Time Left	Close Date	All Responses	Your Company's Responses	Unread Monitor Messages
<input checked="" type="radio"/>	6965	DFSS Youth Services Enrichment Programs - OST Career Exploration and Vocacion	TALBOT, JULIA	12 days 23 hours	16-Jul-2019 12:00:00	Blind	0	<a href="#">0</a>

**Option 2 = View Original RFP and Attachments and Option to Respond**

# Respond and Terms and Conditions

## Enter the RFP number and Select Respond

**Negotiations**  
Negotiations >  
Active Solicitations

**Search**

Note that the search is case insensitive

Number  Contact   
 Title  Line   
 Category  Event

Select Negotiation:

Select	Number	Title	Contact	Time Left	Close Date	All Responses	Your Company's Responses	Monitor	Unread Messages
<input checked="" type="radio"/>	6965	DFSS Youth Services Enrichment Programs - OST Career Exploration and Vocation	TALBOT, JULIA	12 days 23 hours	16-Jul-2019 12:00:00	Blind	0		0

## Read and Accept Terms and Conditions

**Negotiations**  
Negotiations >  
**Terms and Conditions**  
The following terms and conditions must be accepted before a quote is placed in this RFQ.

City makes no representations or warranties that the electronic procurement system utilized by the City on any procurement will accurately and timely transmit any bidder's bid or proposal or any other information to the City. All bidders use this system at their own risk. The City disclaims all liability that may result or arise from the use by any bidder of the eprocurement system, including claims for lost profits and consequential damages.

# Create a Quote and Complete Requirements

**CITY OF CHICAGO Sourcing**

[Negotiations](#) > [Active Solicitations](#) > [Create Quote: 236163 \(RFQ 6965\)](#)

[View Attachments](#)

[Cancel](#) [View RFQ](#) [Quote By Spreadsheet](#) [Save Draft](#) [Continue](#)

Title [DFSS Youth Services Enrichment Programs - OST Career Exploration and Vocation](#)

Time Left **12 days 23 hours**  
 Bid Opening Date/Supplier Response Due Date **16-Jul-2019 12:00:00**

[Header](#) [Lines](#)

**Complete Header and Line Sections**

Supplier **DEBORAH'S PLACE**  
 RFQ Currency **USD**  
 Quote Currency **USD**  
 Price Precision **Any**

Quote Valid Until    
(example: 18-Jun-2019)  
 Reference Number   
 Note to Buyer

[Attachments](#)

**Upload Attachments**

[Add Attachment...](#)

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

[Requirements](#)

[Expand All](#) | [Collapse All](#)

Focus Title	Target Value	Quote Value
<ul style="list-style-type: none"> <li>Requirements</li> <li>Contact Information</li> </ul>		<div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>4,000 Character Limitation (Includes Spaces)</b> </div>
First Name		

# Complete Lines

- Enter Requested Budget in Appropriate Lines
- Do Not Enter a Zero
- Do Not Enter Punctuations (Periods or Commas, etc.)

Create Quote: 236163 (RFQ 6965)

Title [DFSS Youth Services Enrichment Programs - OST Career Exploration and Vocation](#)

Time Left **12 days 23 hours**

Bid Opening Date/Supplier Response Due Date **16-Jul-2019 12:00:00**

Header **Lines**

**Complete Header and Line Tab**

RFQ Currency **USD**  
Price Precision **Any**

Quote Currency **USD**

Line	Update	Quote Price	Unit	Estimated Quantity	Estimated Total Amount
<a href="#">10005 - Personnel</a>		10000	USD	1	
<a href="#">20044 - Fringe Ben...</a>		3400	USD	1	
<a href="#">30100 - Operating/...</a>			USD	1	
<a href="#">40140 - Profession...</a>		35000	USD	1	
<a href="#">50200 - Travel</a>		500	USD	1	
<a href="#">60300 - Materials ...</a>			USD	1	
<a href="#">70400 - Equipment</a>			USD	1	
<a href="#">80801 - Indirect</a>			USD	1	
<a href="#">90999 - Other</a>			USD	1	

Indicates more information requested. Click the Update icon to see more information on alternate bids, if applicable.

**Save Draft or Continue to Submit Stage**

# Electronic Signature

- Enter First and Last Name
- Read and Acknowledge the Disclosure Statement
- Submit Button is Available to Select

## Electronic Signature

By submitting a bid/proposal/application and inputting his/her name and title, the person signing below certifies that he/she is authorized to submit this bid/proposal/application on behalf of the submitting party and warrants that all certifications and statements contained in the bid/proposal/application are true, accurate and complete as of the date furnished to the City. The person signing below understands that this submission will be binding on the submitting party.

\* Name:

\* Title:

\* Indicates required fields. Before submitting the response please enter Name and Title and accept the disclaimer by checking the box above.

Cancel

Back

Validate

Save Draft

Printable View

Submit

# Option 2: View Attachments and Respond

Enter the RFP number and Click Hyperlink

Negotiations

Negotiations >  
Active Solicitations

**Search**

Note that the search is case insensitive

Number

Title

Category

Contact

Line

Event

Select Negotiation:

Select	Number	Title	Contact	Time Left <span style="font-size: small;">▲</span>	Close Date	All Responses	Your Company's Responses	Unread Monitor Messages
<input checked="" type="radio"/>	<a href="#">6965</a>	DFSS Youth Services Enrichment Programs - OST Career Exploration and Vocation	TALBOT, JULIA	12 days 23 hours	16-Jul-2019 12:00:00	Blind	<a href="#">1</a>	<a href="#">0</a>

[Return to Negotiations](#)

# RFP Requirements

Requirements		
		<a href="#">Previous</a>   1-10   <a href="#">Next 10</a>
<a href="#">Show All Details</a>   <a href="#">Hide All Details</a>		
Details Section		
<input type="checkbox"/> <a href="#">Hide</a> Contact		
Requirement	Target	View
First Name		∞
Last Name		∞
Telephone Number		∞
E-mail Address		∞
Contact Type		∞

# View Attachments and Respond

**Negotiations**  
 Negotiations > Active Solicitations >  
 RFQ: 6965

Actions

Title **DFSS Youth Services Enrichment Programs - OST Career Exploration and Vocation**  
 Status **Active**  
 Time Left **12 days 23 hours**  
 Supplier Response Start Date **06-Jun-2019 09:00:00**  
 Bid Opening Date/Supplier Response Due Date **16-Jul-2019 12:00:00**

**Header** | Lines | Controls | **Contract Terms**

Buyer **TALBOT, JULIA** Outcome **Delegate Agency Blanket Agreement**  
 Quote Style **Blind** Event **Delegate Agency**  
 Description **DFSS Youth Services Enrichment Programs - OST Career Exploration and Vocation**

Terms	
Effective Start Date	<b>01-Jan-2020</b>
Effective End Date	<b>31-Dec-2022</b>
Bill-To Address	<a href="#">050-2005 FAMILY AND SUPPORT SERVICES</a>
Ship-To Address	<a href="#">050-2005 FAMILY AND SUPPORT SERVICES</a>
FOB	<b>CITY OF CHICAGO</b>
Total Agreement Amount	
Minimum Release Amount	
Payment Terms	<b>IMMEDIATE</b>
Carrier	
Freight Terms	
Currency	
RFQ Currency	<b>USD</b>
Price Precision	<b>Any</b>
Requirements	

**Notes and Attachments**

Note to Suppliers **Additional pre-bid conferences have been scheduled at the following times/ places:  
 June 14 at Malcolm X College, 1900 W. Jackson Blvd, Conference Room C, from 10:00 a.m. -12:00 noon  
 June 19 at Martin Luther King Center, 4314 S. Cottage Grove, from 10:00 a.m. – 12:00 noon**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
<a href="#">Budget</a>	File		To Supplier	3166	05-Jun-2019	One-Time		
<a href="#">Budget Form Instructions</a>	File		To Supplier	3166	05-Jun-2019	One-Time		
<a href="#">Attachment 01: RFP</a>	File		To Supplier	3166	05-Jun-2019	One-Time		
<a href="#">Conflict of Interest Questionnaire</a>	File		To Supplier	3166	05-Jun-2019	One-Time		
<a href="#">Contact Instructions</a>	File	Correct Contact Information for Various Questions or Issues	To Supplier	3166	05-Jun-2019	One-Time		

[Return to Active Solicitations](#)

Actions



# Finding an RFP and Managing Existing

## Negotiations

Search Open Solicitations

Welcome, Kathy Booton-Wilson.

### Your Active and Draft Responses

Press Full List to view all your company's responses.

[Full List](#)

Response Number	Response Status	Supplier Site	Solicitation Number	Title	Type	Time Left	Monitor	Unread Messages
<a href="#">236156</a>	Active		<a href="#">6952</a>	DFSS Youth Services Enrichment Programs - STEM (Science, Tech, Engin. & Math)	RFQ	13 days 1 hour		<a href="#">0</a>
<a href="#">235154</a>	Draft		<a href="#">6964</a>	DFSS Youth Services Enrichment Programs - OST Academic	RFQ	13 days 1 hour		<a href="#">0</a>
<a href="#">236157</a>	Active		<a href="#">6930</a>	DFSS Prevention and Intervention Mentoring Program	RFQ	15 days 1 hour		<a href="#">0</a>
<a href="#">234155</a>	Active		<a href="#">6897,1</a>	Domestic Violence Interim Shelter RFP	RFQ	0 seconds		<a href="#">2</a>

### Your Company's Open Invitations

[Full List](#)

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

### Quick Links

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

# View Full List

- Allows Users to View All Responses for an Agency

**Negotiations**

Negotiations >

**Active and Draft Responses**

These are your company's responses that have not been awarded, rejected or disqualified.

⚠ Negotiation has been amended and requires your action to be considered for award.

⏸ Negotiation has been paused. Only draft response can be created.

Select Response: **Revise**

Select	Response Number	Your Response Number	Response Status	Created By	Supplier Site	Negotiation Number	Title	Type	Event Title	Time Left ▲	Monitor	Unread Messages
<input type="radio"/>	<a href="#">236156</a>		Active			<a href="#">6952</a>	DFSS Youth Services Enrichment Programs - STEM (Science, Tech, Engin. & Math)	RFQ	Delegate Agency	13 days 1 hour		<a href="#">0</a>
<input type="radio"/>	<a href="#">235154</a>		Draft			<a href="#">6964</a>	DFSS Youth Services Enrichment Programs - OST Academic	RFQ	Delegate Agency	13 days 1 hour		<a href="#">0</a>
<input type="radio"/>	<a href="#">236157</a>		Active			<a href="#">6930</a>	DFSS Prevention and Intervention Mentoring Program	RFQ	Delegate Agency	15 days 1 hour		<a href="#">0</a>
<input type="radio"/>	Blind		Active			<a href="#">6220,2</a>	CDGA DFSS Permanent Supportive Housing Support Services Including Safe Havens	RFQ	Delegate Agency	0 seconds		<a href="#">3</a>
<input type="radio"/>	Blind		Active			<a href="#">6220,2</a>	CDGA DFSS Permanent Supportive Housing Support Services Including Safe Havens	RFQ	Delegate Agency	0 seconds		<a href="#">3</a>
<input type="radio"/>	Blind		Active			<a href="#">6220,2</a>	CDGA DFSS Permanent Supportive Housing Support Services Including Safe Havens	RFQ	Delegate Agency	0 seconds		<a href="#">3</a>
<input type="radio"/>	Blind		Active			<a href="#">6226,2</a>	CDGA DFSS Shelter	RFQ	Delegate Agency	0 seconds		<a href="#">2</a>
<input type="radio"/>	<a href="#">234155</a>		Active			<a href="#">6897,1</a>	Domestic Violence Interim Shelter RFP	RFQ	Delegate Agency	0 seconds		<a href="#">2</a>

# Revise an Active Quote


Negotiations

Negotiations >




Active and Draft Responses

These are your company's responses that have not been awarded, rejected or disqualified.

 Negotiation has been amended and requires your action to be considered for award.

 Negotiation has been paused. Only draft response can be created.

Select Response: Revise

Select	Response Number	Your Response Number	Response Status	Created By	Supplier Site	Negotiation Number	Title	Type	Event Title	Time Left	Monitor	Unread Messages
<input checked="" type="radio"/>	<a href="#">236158</a>		Active			<a href="#">6952</a>	DFSS Youth Services Enrichment Programs - STEM (Science, Tech, Engin. & Math)	RFQ	Delegate Agency	13 days		<a href="#">0</a>
<input type="radio"/>	<a href="#">235154</a>		Draft			<a href="#">6964</a>	DFSS Youth Services Enrichment Programs - OST Academic	RFQ	Delegate Agency	13 days		<a href="#">0</a>
<input type="radio"/>	<a href="#">236157</a>		Active			<a href="#">6930</a>	DFSS Prevention and Intervention Mentoring Program	RFQ	Delegate Agency	15 days		<a href="#">0</a>
<input type="radio"/>	Blind		Active			<a href="#">6220,2</a>	CDGA DFSS Permanent Supportive Housing Support Services Including Safe Havens	RFQ	Delegate Agency	0 seconds		<a href="#">3</a>
<input type="radio"/>	Blind		Active			<a href="#">6220,2</a>	CDGA DFSS Permanent Supportive Housing Support Services Including Safe Havens	RFQ	Delegate Agency	0 seconds		<a href="#">3</a>
<input type="radio"/>	Blind		Active			<a href="#">6220,2</a>	CDGA DFSS Permanent Supportive Housing Support Services Including Safe Havens	RFQ	Delegate Agency	0 seconds		<a href="#">3</a>
<input type="radio"/>	Blind		Active			<a href="#">6226,2</a>	CDGA DFSS Shelter	RFQ	Delegate Agency	0 seconds		<a href="#">2</a>
<input type="radio"/>	<a href="#">234155</a>		Active			<a href="#">6897,1</a>	Domestic Violence Interim Shelter RFP	RFQ	Delegate Agency	0 seconds		<a href="#">2</a>

# Options for Revising Quotes

The screenshot displays the 'CITY OF CHICAGO Sourcing' interface. At the top, there is a navigation bar with 'Navigator' and 'Favorites' dropdown menus, and links for 'Home', 'Logout', 'Preferences', and 'Help'. Below this, a breadcrumb trail shows 'Negotiations > Active and Draft Responses > Create Quote: 236162 (RFQ 6952)'. A central toolbar contains several buttons: 'Cancel', 'Revert to Active Quote', 'View RFQ', 'Quote By Spreadsheet', 'Save Draft', and 'Continue'. Two callouts, 'Option 1' and 'Option 2', are present. 'Option 1' is a box around the 'Revert to Active Quote' button. 'Option 2' is a box around the 'Save Draft' and 'Continue' buttons. Below the toolbar, the title of the negotiation is 'DFSS Youth Services Enrichment Programs - STEM (Science, Tech, Engin. & Math)'. The 'Time Left' is '13 days' and the 'Bid Opening Date/Supplier Response Due Date' is '16-Jul-2019 12:00:00'. At the bottom left, there are tabs for 'Header' and 'Lines'.

# Manage Draft Responses

Search Open Solicitations

Welcome, Kathy Booton-Wilson.

## Your Active and Draft Responses

Press Full List to view all your company's responses.

[Full List](#)

Response Number	Response Status	Supplier Site	Solicitation Number	Title	Type	Time Left	Monitor	Unread Messages
<a href="#">236159</a>	Active		<a href="#">6952</a>	DFSS Youth Services Enrichment Programs - STEM (Science, Tech, Engin. & Math)	RFQ	12 days 22 hours		<a href="#">0</a>
<a href="#">235154</a>	Draft		<a href="#">6964</a>	DFSS Youth Services Enrichment Programs - OST Academic	RFQ	12 days 22 hours		<a href="#">0</a>
<a href="#">236162</a>	Draft		<a href="#">6952</a>	DFSS Youth Services Enrichment Programs - STEM (Science, Tech, Engin. & Math)	RFQ	12 days 22 hours		<a href="#">0</a>
<a href="#">236163</a>	Draft		<a href="#">6965</a>	DFSS Youth Services Enrichment Programs - OST Career Exploration and Vocation	RFQ	12 days 22 hours		<a href="#">0</a>
<a href="#">236157</a>	Active		<a href="#">6930</a>	DFSS Prevention and Intervention Mentoring Program	RFQ	14 days 22 hours		<a href="#">0</a>

## Your Company's Open Invitations

[Full List](#)

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

## Quick Links

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

# Manage Drafts and Unlock Responses

- Users can Unlock Drafts for Other Users to Access
- Users can also Review and Submit or Update the Existing Response

## Manage Draft Responses

If you press Respond by Spreadsheet, Review & Submit, Update or Delete button, the system will automatically lock the response for you.

■ Negotiation has been paused. Only draft response can be created.

**Search**

Note that the search is case insensitive

Response Number

Negotiation Number

Response Created By

Reference Number

Title

Close in the Next X Days

**Users can Unlock and Share Responses with Members of the Organization or Update Current Response**

Select a Draft Response:

Select	Response Number	Reference Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Locked By	Date Locked	Response Created By	Negotiation Close Date	Event Title	Time Left	Request Status
<input checked="" type="checkbox"/>	236163		Draft		<a href="#">6965</a>	DFSS Youth Services Enrichment Programs - OST Career Exploration and Vocation	RFQ	<a href="#">Booton-Wilson, Kathy</a>	03-Jul-2019 12:29:36	<a href="#">Booton-Wilson, Kathy</a>	16-Jul-2019 12:00:00	Delegate Agency	12 days 22 hours	

# Addendums and Notifications

- Addendum - Solicitation Number will be amended with a (zzzz,1)

Oracle Applications Home Page > Worklist >

**Information**  
This notification has been closed and did not require a response.

**Acknowledgement Required: Amendment 1 to RFQ 58 (SMOKING CESSATION SERVICES FOR ADULTS)**

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From	<b>McGaughy, Ryan</b>	Company	<b>The City of Chicago</b>
To	<b>JANE DOE</b>	Title	<b>SMOKING CESSATION SERVICES FOR ADULTS</b>
Sent	<b>25-Jul-2017 13:42:15</b>	Number	<b>58,1</b>
Closed	<b>25-Jul-2017 13:43:06</b>		
ID	<b>97018347</b>		

Responder

Negotiation Open **July 25, 2017 12:44 pm Central Time**  
Negotiation Close **October 31, 2017 10:00 am Central Time**  
Supplier **CITY OF CHICAGO TEST SUPPLIER**  
Supplier Site

This Negotiation has been amended. To be considered for award you must acknowledge each amendment and resubmit your responses.

Please go to [Review Changes](#) page to review the changes for this amendment.

[Return to Worklist](#)

Display next notification after my response

# Notifications

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

Enterprise Search    Search Results Display Pref

[Oracle Applications Home Page](#)

**Main Menu**

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

**Worklist**

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



# Helpful Reminders

- Online Discussion Sent to Buyer Only
- Save Draft Often
- Check Attachment Submissions Prior to Submitting RFP
- Click Validate Prior to Submission - To Identify Missing Requirement
- Prior to Submitting – **Enter Name First THEN Click Certify**

# Helpful Reminders

- Administration of Organizational Information – Maintain Updated and Accurate Information
- *Never click the Back/Forth browser buttons – Navigate through iSupplier site*
- *Updating Agency Information and User Access – Remember to Enter Email Address Before Granting Access to Organizational Users .*
  - *Assign Proper Responsibilities (Online bidding and/or Invoicing)*

# Who to Contact for Assistance

- **Questions on Registration:**

[CustomerSupport@cityofchicago.org](mailto:CustomerSupport@cityofchicago.org) or (312) 744-4357

- **iSupplier Technical Assistance Customer Support :**

[CustomerSupport@cityofchicago.org](mailto:CustomerSupport@cityofchicago.org) or (312) 744-4357

- **Training Materials (Documents and Videos):**

<https://www.cityofchicago.org/city/en/depts/dps/isupplier/online-training-materials.html>

# Useful Links

## **City of Chicago Search Online:**

<http://webapps.cityofchicago.org/VCSearchWeb/org/cityofchicago/vcsearch/controller/agencySelection/begin.do>

## **Vendor/Delegate Agency Registration:**

<https://www.cityofchicago.org/city/en/depts/dps/isupplier/vendor-registration.html>

## **Funding Opportunities:**

<https://www.cityofchicago.org/city/en/depts/dps/isupplier/current-bids.html>

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