REQUEST FOR PROPOSALS (RFP)

for

SENIOR COMMUNITY SERVICE
EMPLOYMENT PROGRAM

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

on

ONE (1) ORIGINAL and TWO COPIES
OF THE PROPOSAL PLUS
AN ELECTRONIC COPY TO BE SUBMITTED

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

Alexandra Cooney
Deputy Commissioner, Senior Services
Department of Family and Support Services
1615 West Chicago Avenue, 3rd Floor East
Chicago, Illinois 60622

The outside of the envelope or package must clearly indicate the title of this RFP, the name and address of the respondent and the date and time the proposal is submitted.

PROPOSALS MUST BE RECEIVED NO LATER THAN
4:30 P.M. CENTRAL TIME ON TUESDAY, OCTOBER 30, 2012.

Evelyn Diaz
Commissioner

Rahm Emanuel
Mayor
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A. Invitation

1. Purpose of the RFP
   The Department of Family and Support Services (DFSS) is releasing this Request for Proposals (RFP) in order to solicit qualified and interested applicants for its “Senior Community Service Employment Program (SCSEP)”. The awarded Respondent will provide hands–on workforce preparation to mature workers, 55 years of age and older. Hands–on workforce preparation includes: providing specialized skill training or skill enhancement opportunities, job skill counseling, and ongoing job search assistance that will result in permanent employment. DFSS anticipates awarding one or more SCSEP contracts in the City of Chicago.

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 DFSS 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.”

   Senior programming includes: regional and satellite senior centers offering educational, recreational, fitness, and social activities; Information and Assessment; Benefits Eligibility Check-up; Home Delivered Meals and Congregate Dining; Legal Assistance; Heavy Duty Chore Assistance; Housing Relocation Assistance; Senior Employment and Volunteer Programs; Long Term Care Ombudsman, Case Management Services, Caregiver Support, and assistance for Grandparents Raising Grandchildren. For more information about DFSS and the various programs and services available visit www.cityofchicago.org/aging.

   The population 55 years and above living in Chicago during 2010 was 536,487 according to the U.S. Census Bureau, American Community Survey. Of these seniors, 84,354 were below 100% of the Federal Poverty Level. The Department of Family and Support Services served an elderly population of at least 154,884 during 2009 in all of the city’s 77 community areas through a network of 19 Regional and Satellite Senior Centers and through direct programming.

   Currently, the annual median income for seniors in Chicago over 65 years of age is $27,437, resulting in difficult lifestyle choices for this population as they grapple with limited financial resources. The unemployment rate among all seniors in Chicago is 8% and 52.8% among those seniors 55 years and above that are receiving Social Security benefits. The mean Social Security income in these households is $15,811. Twenty-six percent of seniors receive other types of retirement income with an average retirement income of $19,976. Only 5% of Chicago’s seniors 55 and above received only Supplemental Security Income (SSI) with an average SSI annual income of $9,403.
3. Brief History of the Senior Community Service Employment Program
The Senior Community Service Employment Program (SCSEP) is a training and employment program which encourages and strengthens self-sufficiency by supplementing income while providing training, increased marketability, and opportunities for transition into unsubsidized employment for men and women ages 55 year old or older. In order to become a Trainee, an individual must fall within annually established Federal Income Guidelines, must be unemployed, with poor employment prospects or other barriers to employment and must be a resident of the City of Chicago. Additionally, all placements for employment must be in a non-profit business.

The Senior Community Service Employment Program (SCSEP), sometimes referred to as Title V, is funded by the U. S. Department of Labor. The Chicago Department of Family and Support Services receive SCSEP funds from the Illinois Department on Aging. As the Area Agency for Chicago, DFSS provides SCSEP services within the City of Chicago.

SCSEP is designed to be used in conjunction with other programs and services. These programs are provided by public, private, and not-for-profit agencies to create a holistic service that will maximize trainee’s abilities to achieve their employment goals. This program is not meant to be a long-term employment or retirement program.

4. Anticipated Term of Contract and Funding Source(s)
Funding is subject to the availability of funds from the Illinois Department on Aging for the City of Chicago’s Senior Community Service Employment Program. DFSS will award contracts for the period starting July 1, 2013 through June 30, 2016. Compliance and respondent performance will be monitored on an on-going basis. Selected respondents not meeting the contracted for performance standards will have their contracts terminated. In this case 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.

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).

In addition, respondents should be aware that payment for services by the City will be made on a reimbursement basis. Selected respondents should not plan to receive their first payment until up to 60 days after the beginning of the contract period.

Selected respondents may be required to accept trainees from current awardees who may elect not to submit a bid application or may be unsuccessful with their bid application.

Selected respondents will be required to comply with all laws, regulations, policies and procedures imposed by funding sources.
5. Rates of Reimbursement
Respondents may seek funding for a maximum amount of $342,031 available for the first year (July 1, 2013-June 30, 2014). Subsequent years’ funding will be dependent upon successful evaluation of the program, service provided and the availability of funds.

The Chicago Department of Family and Support Services have established the reimbursement for SCSEP for enrollee costs (trainees) as: wages, fringe benefits (FICA and Workmen Compensation & General Liability) and physicals. **No other costs will be considered to be funding as part of this proposed program.** Additionally, all Respondents should demonstrate a 10% (or greater) match. Demonstration of this match and how it will support the proposed program is a critical part of the application process.

6. Eligible Respondents
This RFP open to all entities: governmental, non-profit, for-profit, faith-based, private and public who are licensed to operate in the state of Illinois. All locations should be reachable by public transportation and accessible to people with disabilities.

Respondents may submit proposals in which subcontractors are identified to provide program components. Respondents may also identify organizations offering collaboration to enhance the project design. Any proposal that includes subcontracts or collaborations must clearly answer all questions about subcontracts or collaborations in the application. High quality subcontracting arrangements or collaborations with excellent coordination among a number of entities leveraging their resources toward a comprehensive Senior Employment program will receive preference over stand-alone or single-entity projects that are otherwise equally qualified.

Entities are ineligible if they are currently barred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by a Federal department/agency, or if they are not in compliance with a state Department of Revenue or Internal Revenue Service requirements.

DFSS is specifically interested in receiving Proposals from organizations with previous or current experience in providing hands-on workforce preparation for seniors who are: veterans, have incomes below poverty level, poor employment prospects, greatest social or economic need, minorities, limited English speaking and Native Americans.

DFSS strongly encourages and supports projects that leverage funds and resources from other non-SCSEP funds. This may include staff, space or other tangible benefits, as well as fee-for-service or related elements that bring tangible benefit directly to the proposed program. This leveraging should permit the delegate agency to provide the same high quality service at a lower cost. Proposals that clearly demonstrate leveraged resources of at least **10% of total program costs** will be preferred over other proposals of equal qualifications.
B. RFP and Submission Information

1. Proposal Deadline
The due date for this RFP is **Tuesday, October 30, 2012 at 4:30pm. One** original and **two** copies should be submitted to:

Alexandra Cooney  
Deputy Commissioner, Senior Services  
City of Chicago  
Department of Family and Support Services  
1615 W. Chicago Avenue, 3rd Floor  
Chicago, Illinois 60622  

Additionally, a **complete scanned copy** of the proposal should be sent to lroberson@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. Proposal must be submitted in a sealed envelope or package. The outside of the envelope or package must clearly indicate “SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM”. The name and address of the respondent must also be clearly printed on the outside of the envelope or package.

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. Faxed proposals will not be accepted.

*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.*

2. Pre-Proposal Conference
The purpose of the Pre-Proposal Conference is to clarify the RFP process and the scope of the required services. A question and answer session will follow the presentation. **DFSS strongly encourages all prospective respondents to attend the conference.** No information stated at the meeting or in conversation with the Program Manager is legally binding on the City unless it is contained in a written addendum to the RFP.

A pre-proposal conference will be held on **Friday, October 12, 2012 from 2:00 p.m. – 4:00 p.m.** at DFSS offices at 1615 W. Chicago Ave. in the **first floor conference room**.

3. Format of the Proposal
All Proposals must be prepared on 8 ½" x 11" letter size paper, typed, with page numbers, 1" margins, minimum 12 pt. font. It is the City’s policy to encourage the use of reusable, recycled, recyclable and chlorine-free paper in the submission of all RFP documents. Proposals must be securely bound to ensure that the entire contents
remain complete and intact. Submit one (1) complete original signature set (clearly marked) "originals" of all RFP documents.

In addition to the requested information stated in accompanying application and budget files (constituting the narrative and budget portions of the proposal), Respondents must supply the following additional information in their response to this RFP identified in the list below in items 4-7). The proposal should consist of the following items, in this order:

1. A proposal cover sheet signed by an authorized representative of the Respondent’s organization (found in the accompanying application packet).
2. Written responses and supporting documentation to questions (found in the accompanying application packet).
3. An itemized budget request developed using the guidelines and budget forms (found in the accompanying application packet/files).
4. IRS Statement of tax exempt status, if applicable. (For non-profits only.)
5. Copy of Official Articles of Incorporation.
6. A copy of the applicant’s most recent fiscal audit report.
7. Certificate of Insurance
8. A Certificate of Economic Disclosure will be required for all awarded contracts but is not required at the time of submission.

4. E-Mail Submissions
Often large files cannot be quickly or successfully electronically submitted to us. If your application packet consists of these files, we highly recommend the use of a file compression software such as Win Zip (which can be downloaded for a free trial period at http://www.winzip.com/downwz.htm) or any other similar software in order to keep your e-mail submissions to a single e-mail.

5. Contact Person Information
Applicants 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:

Lynnia Roberson: LRoberson@cityofchicago.org, 312-746-6320
Olga Fernandez: OFernandez@cityofchicago.org, 312-746-8591

All other questions regarding the administrative aspects of this RFP may be directed to: Julia Talbot, jtalbot@cityofchicago.org, 312-743-1679

6. Timeline

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<tr>
<th>Request for Proposal Issued:</th>
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<td>Pre-Proposal Conference:</td>
<td>October 12, 2012</td>
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<tr>
<td>Responses due to DFSS:</td>
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<tr>
<td>Contract Begins:</td>
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C. Scope of Services

1. Purpose
The Senior Community Service Employment Program administered through the Illinois Department on Aging is designed to assist the mature worker, 55 years of age and older, in re-entering the job market. It operates under a grant from the U.S. Department of Labor under Title V of the Older Americans Act. Eligible individuals are enrolled, usually for 20 hours a week at minimum wage (Illinois minimum wage is $8.25 an hour), in non-profit agencies to gain work experience or a chance at permanent employment.

Chicago Department of Support Service goals and objectives for the Senior Community Service Employment Program are:

1. To foster and promote useful part-time training opportunities in community service activities for unemployed low-income person 55 years of age or older;
2. To foster individual economic self-sufficiency;
3. To increase the number of older persons who may enjoy the benefits of unsubsidized employment in both the public and private sectors;
4. To upgrade job skills of the older person;
5. Increasing the number of persons served through the program;
6. Serving the most difficult to place older persons; and
7. Achieve permanent employment.

As an awarded Respondent of the Senior Community Service Employment Program, the awardees will be required to:

1. Recruit eligible Trainees;
2. Place Trainees into appropriate community service work assignments;
3. Provide appropriate supervision, orientation and specialized skill training or skill enhancement opportunities;
4. Provide ongoing job search assistance (Illinois Job Link, referrals to job interviews);
5. Job skills counseling (job clubs); and
6. Assist trainee in developing job strategies that will result in transition into unsubsidized employment.

The awardees will be required to adhere to all standards and procedures as outlined by the City of Chicago’s Department of Family and Support Services. In addition, the awardees will be required to adhere to all procedures and standards as defined in the Chicago Department of Family and Support Services “SCSEP Trainee Handbook”. A copy of the “SCSEP Trainee Handbook” can be found as Appendix 1.

2. Requirements and Standards
a. The Senior Community Service Employment awarded Respondent shall achieve a goal of thirty percent (30%) of the base number of Trainees to be transitioned into unsubsidized (non-SCSEP) employment in the public and private sectors. By assisting
Trainees in locating unsubsidized employment, awarded Respondent will be creating opportunities for additional persons to enroll in and benefit from this program.

b. The Senior Community Service Employment awarded Respondent shall provide training assignment(s) that “create new and/or expand existing community services” only. Community service assignments:

- Must only be in addition to budget employment which would otherwise be funded by the subcontractor without assistance under SCSEP;
- Should result in an increase in employment opportunities in addition to those which would otherwise be available;
- Must not result in displacement of currently employed workers, including partial displacement such as reduction in hours on non-overtime work, wages or employment benefits;
- Must not impair existing contracts for service or result in the substitution of these state funds for other funds in connection with work that would otherwise be performed;
- Shall not substitute project assignments for existing federally assisted jobs; and
- Shall not assign or continue to assign a trainee to perform duties which are the same or substantially the same as that performed by any other person who is on layoff.

c. The Senior Community Service Employment awarded Respondent shall recruit eligible seniors for SCSEP. Recruitment should include creative, planned recruitment efforts to identify targeted group. Awarded Respondent should use selective use of different techniques and tactics, which should include media, community and human service newsletter, posters where older people congregate; and networking, which should include referrals from other social service organizations, Chicago Workforce Centers and Illinois Department of Employment Securities offices.

d. The SCSEP awarded Respondent shall provide for each Trainee the following:

- Verification of eligibility and recertification of eligibility on an annual basis
- Training hours of 20 hours per week on the average. Weekly work schedules may be set by the delegate agency to accommodate preferences of trainees
- A “Trainee Assignment Description”. A copy of the assignment description should be included in the Trainee file.
- Register each Trainee within Illinois Job Link for assistance in seeking unsubsidized employment.
- Appropriate supervision, orientation, and specialized skill training.
- Ongoing job search assistance, job skills counseling and determination of job strategy
- Prepare and monitor Trainee’s progress in meeting goals outlined in their “Individual Employment Plan” and “Participant Assessment Plan” twice a year.
e. The SCSEP awarded Respondent shall have and observe written policies and procedures for the following:

i. Maintaining confidentiality of Trainee records consistent with the requirements of the Senior Community Service Employment Program requirements.

ii. Maintaining that each Trainee works 20 hours per week on the average.

iii. Assigning a supervisor for each Trainee and assigning a substitute supervisor, in the absence of the assigned supervisor.

iv. Providing a Trainee Assignment Description for each Trainee, which should also be included in the Trainee’s file.

v. Providing services to non-English speaking and hearing impaired SCSEP trainees.

vi. Other service activities outlined under “Responsibilities and Policies – Responsibilities of Training Sites (Subcontractors)” in the SCSEP Trainee Handbook for which an agreement to perform those activities is in effect. A copy of the SCSEP Trainee Handbook is available as Appendix 1.

vii. Personnel policies, job descriptions, and salary ranges for each job classification. Personnel policies shall include hour of work, benefits, and promotion and evaluation criteria:

1) There shall be a written job description for each job category for all paid staff positions which are part of the Senior Community Service Employment Program.

2) Personnel records shall be maintained for each employee and shall include at least the following:

   - an employee proposal or resume;
   - an employment application
   - a copy of employee’s job description;

viii. The awarded Respondent shall be physically located to provide accessibility to older persons.

ix. The awarded Respondent shall carry the insurance coverage summarized below and described in more detail in the grant agreement. The policies or current letters documenting all insurance coverage shall be available in the agency’s files.

1) Workers Compensation and Employers Liability

Workers Compensation as prescribed by applicable law covering all Employees who are to provide a service under this Agreement and
Employers Liability coverage with limits of not less than $100,000 each accident, illness or disease.

2) Commercial General Liability (Primary and Umbrella)
Commercial General Liability Insurance or equivalent with limits of not less than $500,000 per occurrence for bodily injury, personal injury, and property damage liability. Coverage must include the following: All premises and operations, products/completed operations, separation of the insured, defense, and contractual liability (with no limitation endorsement). The City of Chicago is to be named as an additional insured on a primary, non-contributory basis for any liability arising directly or indirectly from the work or Services.

If the coverage have an expiration or renewal date occurring during the time for performance of the Agreement, awarded Respondent must furnish renewal certificate to the federal Funds insurance Unit. The receipt of any certificate does not constitute agreement by the City that the insurance requirements in this Agreement have been fully met or that the insurance policies indicated on the certificate are in compliance with all requirements. The failure of the City to obtain certificates or other insurance evidence from awarded Respondent is not a waiver by the City of any requirements for awarded Respondent to obtain and maintain the specified coverage. Awarded Respondent must advise all insurers of the Agreement provisions regarding insurance. Non-conforming insurance does not relieve awarded Respondent of your obligation to provide insurance as specified here. Non-fulfillment of the insurance conditions may constitute a violation of this Agreement, and the City retains the right to stop work or Services or terminate this Agreement until proper evidence of insurance is provided.

x. The awarded Respondent shall have appropriate staff attend meetings conducted by the Chicago Department of Family and Support Services (DFSS) and training sessions as required by the Illinois Department on Aging.

xi. The Senior Community Service Employment Program awarded Respondent agrees to maintain a duplicate Trainee file which includes all the standard SCSEP forms. The awarded Respondent will be responsible for submitting the original Trainee file to the Chicago Department of Family and Support Services.

xii. The SCSEP awarded Respondent shall prepare Monthly Progress Reports which includes enrollment levels, community service hours, trainee characteristics, exits and placements and a Quarterly Report which shall include community service hours, training hours and specialized skill training to be submitted to DFSS.

xiii. The SCSEP awarded Respondent agrees to administer services in accordance with the requirements outlined in the “SCSEP Trainee Handbook”, as currently stated or as amended during the delegate agency agreement period.

xiv. The SCSEP awarded Respondent must certify that it has not been barred from contracting with a unit of state or local government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961.
3. Program Operation Details

a. Conform to Chicago Department of Family and Support Services specifications for billing documentation and forms. All invoices and monthly statistical reports are due no later than the 15th calendar day of the month. Identify all Chicago Department of Family and Support Services clients as a caseload distinct from the agency's general caseload and maintain accurate statistics on the DFSS client caseload.

b. Establish linkages with other service providers including DFSS Information and Assessment (I&A) and DFSS’s funded Case Management Units. The DFSS Information and Assessment acts as a “one-stop” link referring seniors to a variety of senior programs and services.

c. Maintain effective liaison with the Chicago Department of Family and Support Services to ensure maximum benefits of the program to actual and potential participants, by meeting at least monthly with Chicago Department of Family and Support Services SCSEP staff to discuss problems, policies, and/or procedures, and attending the annual SCSEP delegate agency’s training at DFSS Central Office.

d. Permit access, at reasonable times, by Chicago Department of Family and Support Services staff or its designees to all operations and records, for purposes of evaluation and audits related to the SCSEP program. All such records, information, and documentation shall be maintained by the Delegate agency for a minimum of five years after the grant agreement expires and until the program is audited by an independent auditing firm;

e. Include staff in appropriate orientation and training programs of the Chicago Department of Family Services, Senior Services Division;

f. Perform, at a minimum an annual internal monitoring of worker performance.

g. Participate in program promotion through the various news and public information media. All promotional activities must be cleared with the Chicago Department of Family and Support Services and credit the Department, and any other funding sources specified in the grant agreement, as the source of funds for the service. All printed information disseminated under the grant agreement must have approval of DFSS's Public Information Division.

h. Make provisions for serving the limited/non-English speaking and those with hearing impairments who communicate by sign language and/or telecommunication devices for the deaf.

i. Have funds to support program expenditures until the project reimbursement processes have been stabilized (up to 60 days after funding authorization).
SECTION D. EVALUATION AND SELECTION PROCEDURES

1. Evaluation Process
An evaluation committee selected by DFSS will evaluate and rate all proposals based on 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.

2. Evaluation Criteria
The Proposals will be evaluated on the respondent’s ability to provide Senior Community Service Employment Program as defined in this RFP, “Scope of Services”. The evaluation process will focus on the following Evaluation Criteria:

   a. Respondent’s overall agency mission, programs and services, and resources;
   b. Respondent’s experience providing hands-on workforce preparation for seniors or other workforce preparation related services;
   c. Respondent’s experience providing other senior related services;
   d. Quality of respondent’s proposed staffing pattern;
   e. Quality of respondent’s proposed staffing qualifications;
   f. Respondent’s current service linkages and resources;
   g. Quality of respondent’s planned service linkages and resources; and
   h. Quality and variety of respondent’s references concerning past performances

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

4. Project Location and Accessibility to People with Disabilities
Title III of the Americans with Disabilities Act of 1990 (ADA) prohibits discrimination on the basis of disability in "places of public accommodation" (businesses and non-profit agencies that serve the public) and "commercial facilities" (other businesses). Program facilities are expected to be accessible to persons with disabilities. Respondents are expected to demonstrate full compliance with all applicable aspects of the Americans with Disabilities Act of 1990 (ADA), as amended and must have a recent accessibility survey completed and on file. Delegate Agencies who are not fully compliant with ADA are required to submit an "accessibility plan" outlining the steps that will be taken to become both programmatically and physically accessible and the planned implementation dates. This accessibility plan must meet the criteria set forth in the ADA.

For a full copy of the Americans with Disabilities Act, please visit: http://www.usdoj.gov/crt/ada/adahom1.htm
For the ADA Title III Technical Assistance Manual please visit: http://www.usdoj.gov/crt/ada/taman3.html

SECTION E. 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. A complete list of what forms will be required at the time of contracting is listed at the end of this section.

1. City of Chicago Economic Disclosure Statement (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:

   a. A debtor in bankruptcy; or
   b. A defendant in a legal action for deficient performance under a contract or in violation of a statute or related to service reliability; or
   c. A Respondent in an administrative action for deficient performance on a project or in violation of a statute or related to service reliability; or
   d. A defendant in any criminal action; or
   e. 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
   f. 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
   g. 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
The City intends to award grants to selected Respondents for the period beginning July 1, 2013, and ending June 30, 2016. 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.

4. Funding Authority
This initiative is administered by the Department of Family and Support Services, the Illinois Department on Aging, and the Department of Labor. Consequently, all guidelines and requirements of the Department of Family and Support Services, the City of Chicago, State of Illinois, and the Department of Labor 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
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)

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:

i. 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.

ii. 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.

iii. 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.
iv. 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.


vi. 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.

vii. Prohibition on Certain Contributions, Mayoral Executive Order 2011-4. No person or entity responding to this request for proposals (the "Respondent") or 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 proposed 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"), 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 Contract or Other Contract, including while the Contract or Other Contract is executory, (ii) the term of the Contract or any Other Contract between City and Respondent, and/or (iii) any period in which an extension of the Contract or Other Contract with the City is being sought or negotiated.

Respondent represents and warrants 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 the Respondent or the date the Respondent approached the City, as applicable, regarding the formulation of the Contract, no Identified Parties have made a contribution of any amount to the Mayor or to his political fundraising committee.

Respondent shall not:  (a) coerce, compel or intimidate its employees to make a contribution of any amount to the Mayor or to the Mayor's political fundraising committee; (b) reimburse its 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 will constitute a breach and default under the Contract, and under any Other Contract for which no opportunity to cure will be granted. Such breach and default will entitles the City to all remedies (including without limitation termination for default) under the Contract, under Other Contract, at law and in equity. This provision amends any Other Contract and supersedes any inconsistent provision contained therein.

If Respondent violates this provision or Mayoral Executive Order No. 2011-4 prior to the award of the Contract, 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.

“Contract” means an agreement resulting from this request for qualifications/proposals/information.

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

"Other Contract" means any agreement entered into between the Respondent and the City that is (i) formed under the authority of Chapter 2-92 of the Municipal Code; (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.

"Political fundraising committee" means a "political fundraising committee" as defined in Chapter 2-156 of the Municipal Code.

Any Contract will be subject to and contain provisions requiring continued compliance with Executive Order 2011-4.