REQUEST FOR PROPOSALS (RFP)
For
Youth Workforce Experience Programs

Summer Employment Models:
One Summer Chicago - Summer Youth Employment Program (SYEP)
One Summer Chicago - PLUS (OSC+)
Greencorps Youth Program

Issued by:
CITY OF CHICAGO
(The Department of Family and Support Services)
On
January 7, 2014

ONE (1) ORIGINAL and TWO (2) COPIES OF THE PROPOSAL
TO BE SUBMITTED
All proposals shall be submitted in sealed envelopes or packages addressed and
forwarded to:

Jennifer Axelrod
Deputy Commissioner of Youth Services
Department of Family and Support Services
1615 West Chicago Avenue, 3rd Floor
Chicago, Illinois 60622

The outside of the envelope or package must clearly indicate the title of the program(s)
being applied for, the name and address of the Respondent, and the date and time the
proposal is submitted. Additionally, please e-mail an exact and complete scanned copy of
your proposal, budget and ALL attachments to lisa.davis@cityofchicago.org by February 4,
2014, 4:30 p.m. Both the paper original and e-mailed copies are required for the
submission to be considered complete.

PROPOSALS MUST BE RECEIVED NO LATER THAN
4:30 P.M. CENTRAL TIME ON February 4, 2014

Evelyn Diaz
Commissioner
Rahm Emanuel
Mayor
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All Appendices are found as separate files.
  a. Human Achievement Quotient (HAQ) Assessment,
  b. MHA Labs Employee Appraisal (MEA),
  c. Worksite guidelines and Illinois Child Labor Law,
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SECTION I. Invitation

Building on the success of last year’s summer youth employment programming, the Department of Family and Support Services (DFSS) is interested in soliciting applications from qualified and interested Respondents for additional providers who are able to administer one or more of the following programs:

- One Summer Chicago-Summer Youth Employment Program (SYEP),
- One Summer Chicago PLUS (OSC+) (both Social Emotional Learning (SEL) and program providers),
- Greencorps Youth Program (GC).

The One Summer Chicago - Summer Youth Employment Program (SYEP), One Summer Chicago - PLUS (OSC+), and Greencorps Youth Program models focus on providing youth with a six-week paid summer work experience.

Respondents may apply for multiple programs or for an individual program. Respondents should submit a separate Proposal for each program. Respondents submitting for multiple programs must demonstrate the capacity to implement all programs applied for through the RFP.

A. Department of Family and Support Services Background

In 2009, the Department of Family and Support Services was created out of several former city departments and offices, including the Departments of Children and Youth Services, Human Services, and Senior Services, the Mayor’s Office of Domestic Violence and parts of the Mayor’s Office of Workforce Development, and the Ten Year Plan to End Homelessness, 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.”

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

B. DFSS Youth Division

DFSS’s Youth Division has three primary focus areas for programming:

1) School engagement and achievement
2) Reduction in violence that impacts youth
3) Youth workforce development
Last summer in 2013, DFSS’s Youth Workforce Experience Programming consisted of five distinct youth employment programs all supported by the integration of mentoring and/or social emotional learning/cognitive behavioral therapeutic strategies. This summer, these programs will be continued and expanded to engage more youth. The chart below reflects those expanded programs and the types of providers DFSS is searching for via this RFP.

A brief description of the program models follow:

1. **One Summer Chicago Summer Youth Employment Program (SYEP)** – A youth employment program targeting youth citywide for a paid, six-week work and enrichment experience during the summer months which includes financial literacy job development workshops, and enrichment programming. The anticipated range of award is from $75,000 to $200,000.

2. **One Summer Chicago PLUS (OSC +)** – A youth employment program targeting high-risk youth involved in the juvenile justice system. Youth will be placed in a paid, six-week work experience and given additional supports to help overcome barriers, complete the program and develop transferable career and life skills. Those supports include curriculum-based mentoring, financial literacy coupled with workshops, and social emotional learning skills building. The anticipated range of award is from $300,000 to $500,000 for program providers.

DFSS is also looking for providers capable of providing the social-emotional learning component (SEL) of the OSC+ program. SEL providers will be deployed to OSC+ programs/worksites to provide small group evidence-based skill development programming addressing key topics (e.g., male identity, anger management, problem solving, and critical thinking skills) that impact youth success. The providers also will link youth with community-based support services, provide
support, encouragement, guidance and advice to enrolled youth, and facilitate activities and project associated with SEL programming and cognitive behavioral strategies. The anticipated range of award is from $100,000 to $200,000 for program providers.

3. **Greencorps Youth Program (GC)** – The Greencorps Youth Program is a collaboration between DFSS and the Chicago Department of Transportation. It is open to youth at risk of not completing high school due to academic concerns and/or truancy in specified schools identified through community and school risk factors. Greencorps is an intensive six-week summer youth learning and workforce employment program designed to provide youth with experience in two primary educational modules focusing on horticulture (careers in landscaping, urban agriculture, tree care, ecological restoration) and bikes (safety, repair, biking opportunities). Pending funding, the model provides ongoing workforce and educational support for a subset of youth throughout the academic year to continue to build knowledge and skills in these areas. The anticipated award amount is between $150,000 and $400,000.

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

These initiatives are administered by the Department of Family and Support Services through funding received from the City of Chicago, charitable foundations, and possibly Cook County, State of Illinois and Federal funding. Consequently, all guidelines and requirements of the City of Chicago, and potentially Cook County, the State of Illinois and the U.S. Department of Health and Human Services (HHS) must be met. Selected Respondents will be required to comply with all laws, regulations, policies and procedures imposed by funding sources. Additionally, all selected Respondents must comply with the Single Audit Act if applicable.

The term of contract(s) executed under this RFP will run from **April 1, 2014 – March 31, 2015**. It is anticipated that the majority of the program dollars are to be expended from **June 1 – September 30, 2014**. DFSS may extend the term of an agreement for up to two 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.

**D. Reimbursement**

Funding is subject to the availability and appropriation of funds. Respondents should be aware that payment for services by the City will be made on a reimbursement basis. Respondents should not plan to receive their first payment until up to 60 days after the execution of the delegate contract agreement. Respondent must be able to proceed with program operations upon **award notification**. **No advances will be given.**
E. Eligible Respondents
This is a competitive process open to all entities: non-profit, for-profit, faith-based, private and public. Ideal Respondents will be able to demonstrate specific knowledge of and experience in youth development; youth employment; social emotional learning curricula; project-based social emotional learning; youth mentoring; outreach services to youth populations that are not engaged in programs; workforce services; and the specific neighborhoods, communities and schools whose youth they propose to serve.

Respondents should have operating budgets of $500,000 or more and be able to leverage a minimum 15 percent in-kind match to be used to support youth development of employability skills and to provide educational and enrichment activities. Administrative costs will be capped at 10 percent. Respondents must demonstrate that they have the fiscal resources to support payment of youth wages for a minimum of one month as payment for wages will be on a reimbursement basis. Respondents are strongly encouraged to develop and submit worksite partnerships with smaller community based organizations as subcontractors as part of their grant submission.

Respondents may apply for multiple programs or for an individual program. Respondents should submit a separate Proposal for each program. Respondents submitting for multiple programs must demonstrate the capacity to implement all programs applied for through the RFP.

Respondents whose existing contracts with DFSS are not in good standing will not be considered for a contract. Agencies not eligible include those that have had a City contract terminated for default, and/or 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.

F. Project Location and Accessibility to People with Disabilities
Respondent must be committed to achieving full physical and programmatic accessibility as defined by the Americans with Disabilities Act (ADA). Additionally, the Department of Family and Support Services reserves the right to ensure that all mandated services is available in each geographic region, and provided in a linguistically and culturally appropriate manner.

SECTION II: RFP and Submission Information

A. Proposal Deadline and Submittal Procedures
Please send one original and two copies by 4:30 p.m. on

February 4, 2014
To:
Jennifer Axelrod
Deputy Commissioner of Youth Services
Department of Family and Support Services
Additionally, please e-mail an exact and complete scanned copy of your proposal, budget and ALL attachments to: Lisa.Davis@cityofchicago.org by February 4, 2014 by 4:30 p.m. Both the paper original and e-mailed copies are required for the submission to be considered complete.

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.*

**B. Pre-Proposal Conference**

A Pre-Proposal conference will be held on January 16, 2014, 9:30 a.m. – 12:30 p.m. at the Department of Family and Support Services, 1615 W. Chicago Ave., 1st Fl. Conference Room.

**One Summer Chicago Plus and SEL Provider Pre-Proposal Conference: 9:30 – 11:00 Summer Employment and Greencorps Pre-Proposal Conference: 11:00 – 12:30**

Attendance at this conference is not mandatory but is highly advised.

To request reasonable accommodation for the pre-submittal conference, please contact Aurora Reyes, Aurora.Reyes@cityofchicago.org. Requests for accommodations will be accepted up to 48 hours prior to the event.

**C. Format of the Proposal**

All Proposals must be prepared on 8 ½” x 11” letter size paper, typed, with page numbers, 1” margins, minimum 11 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 and two copies.

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 4-10). 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. A System for Award Management (SAM) number. For information on how to obtain a SAM number for your organization, please refer to the following website: https://www.sam.gov/portal/public/SAM/
5. For non-profit applicants only: proof of 501(c)3 Good Standing from the IRS. This can be accomplished by filling out the following form and printing the result for inclusion in your application packet. http://apps.irs.gov/app/eos/mainSearch.do?mainSearchChoice=pub78&dispatchMethod=selectSearch
6. Copy of Official Articles of Incorporation
7. A copy of the applicant’s most recent fiscal audit report
8. Certificate of Insurance
9. A Certificate of Good Standing from the Illinois Secretary of State’s Office
10. A Certificate of Economic Disclosure will be required for all awarded contracts but is not required at the time of submission.

D. 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.

If you find yourself working with files that are not easily compressed or are compressed but still very large, we suggest considering a file location service such as Drop Box https://www.dropbox.com/ or Google Drive https://www.google.com/intl/en_US/drive/start/index.html (which provide free storage for a limited number of GB) or any similar service which will allow you to upload the necessary file to a virtual location and send us a link allowing access to your submission folder. The City of Chicago does not in any way endorse or require the use of any specific program of this type.

E. Contact Person Information
Respondents are required to submit all questions and comments related to the RFP in writing via e-mail. For answers to program-related questions please contact:

Lisa Davis: Lisa.Davis@cityofchicago.org

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

<table>
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<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Proposal Release Date:</td>
<td>January 7, 2014</td>
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<tr>
<td>Bidders Conferences:</td>
<td>January 16, 2014</td>
</tr>
<tr>
<td>Proposal Due:</td>
<td>February 4, 2014</td>
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<tr>
<td>Award Notification Date:</td>
<td>March 3, 2014</td>
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<tr>
<td>Anticipated Contract Start Date</td>
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Section III. Scopes of Service
Gaining work experience is critical to building careers for youth ages 16-24. DFSS’s summer youth employment programs are designed to ensure that Chicago’s youth have access to meaningful, high-quality workforce experiences and support services.

A. COMMON PROGRAM ELEMENTS
The following program elements are common to ALL three programs described in this RFP unless otherwise indicated. Information specific to individual programs follows this section.

1. Mentoring (all program models)
The Respondent’s staff must include mentors. The Respondent must recruit, screen, hire, train, supervise, and maintain a staff of responsible, mature, and capable individuals to provide individual and group support, encouragement, guidance, advice, instruction, and mentorship to youth participants and their families.

Each youth participant will be assigned a mentor. The mentor plays a dual role, establishing a meaningful relationship with youth while reinforcing the development of skills and knowledge that youth gain through participation in the program. Other duties include ensuring that the student arrives to the work site each day and that the participant has a successful experience. To allow for adequate supervision and individual attention, the student to mentor/job coach ratio will be a maximum of 20:1.

Mentors will provide appropriate guidance to ensure successful program participation, and provide assistance to both the youth and the worksite if questions and conflicts arise. Ideally, mentors will be:

- For all programs other than SYEP: 24 years or older.
- For SYEP: 21 to 24 years old.
- Mentors are paid at a rate of $20/hour except SYEP Youth Mentors who are paid the current Illinois minimum wage and work 20 hours per week.
- Mandated reporters under Illinois law protecting children against abuse. The Respondent is required to make all reports of abuse required under Illinois law.
- For all programs other than SYEP, mentors are expected to be available to the youth to which they are assigned 24 hours each day to assist the youth in developing the personal, emotional, or social skills any areas that may be impacting their ability to be successful (e.g., issues with management at worksite locations, lack of engagement in school/work, academic difficulties, gang activity; substance abuse; economic hardships; and family trouble).
- Fluent in the same language as the youth and families that they serve.
- To the fullest extent practicable, a resident of the same community as the youth that he or she serves.

No Mentor, Program Administrator, or other Respondent staff member may have any direct contact with any student until that person has undergone, and satisfied the requirements of the Illinois State Police background check. Agencies are responsible for costs associated with background checks with the exception of the youth mentors in SYEP whose background checks will be paid for by DFSS.

2. Social Emotional Learning (SEL) Component: (OSC+ only)
Respondents will work with and coordinate with SEL providers to develop and deliver project-based social emotional learning opportunities for OSC+ model. These services will be delivered by SEL Instructors who will:

- Provide a structured group format SEL curriculum to youth for 10 hours/week.
- Coordinate with Mentors to link youth with support services in the community (e.g., clothing appropriate for employment site, counseling services, family supports) to ensure that youth complete the program.
- Co-create the schedule of service delivery to ensure youth participation.
- Complete the Human Achievement Quotient (HAQ) for each youth. For a sample of the HAQ, please refer to Appendix A for each youth participant.
- Enter participant tracking data into DFSS’s data management system.
- Complete other program reports as requested.

The OSC+ Employment Respondents will be paired by DFSS with a highly qualified SEL provider as a partner. Employment providers also may apply to provide SEL instruction if they have prerequisite experience to implement an evidence-based SEL curriculum. DFSS will select and engage the SEL providers, who will be responsible for hiring the SEL Instructors. The SEL provider will recruit, screen, hire, train, supervise, and maintain a staff of responsible, mature, and capable individuals referred to as SEL Instructors, who acting as mentors, will provide individual and group instruction, support, encouragement, guidance, advice, and facilitate the activities and projects associated with evidence-based SEL programming and cognitive behavioral strategies (CBT).

To allow for adequate supervision and individual attention, the SEL instructor to student ratio will be a maximum of 15:1.

Youth enrolled in the SEL portion of the program will receive (at least) 60 hours of SEL-based activities/projects for One Summer Chicago Plus.

3. Financial Literacy (all program models)
All summer programs will be required to teach a financial literacy curriculum weekly. Financial literacy refers to the set of skills and knowledge that allows an individual to make informed and effective decisions with all of their financial resources. The curriculum will include topics that cover banking, credit scores, insurance, credit cards,
student loans, mortgages, taxes, stocks, savings, 401(k)s/retirement savings, and other critical money management concepts. Upon completion of the course, youth will receive a certification of completion. The curriculum that will be used, training on the curriculum, and reporting on youth participation will be provided by the Department of Family and Support Services’ Youth Division. For youth who have already completed the financial literacy curriculum, DFSS will provide supplemental online curricula (e.g., entrepreneurship or Science, Technology, Engineering and Mathematics (or STEM) programming) for youth to complete. Respondents will facilitate youth completion of the program (e.g., access to computers, staff available to help address questions, link the curriculum to the work readiness training being provided, and reinforce expectation that youth complete the curriculum).

4. Payroll System (all program models)
Respondents must have the capacity to operate a payroll and timekeeping system that assures that all youth are paid on time according to an established schedule. This payroll system can be operated directly by a funded Respondent or via a fiscal agent named at the time of application. This fiscal agency may include payroll processing companies. It is anticipated that programs will operate on a reimbursement basis. Therefore it is important that all applicants have adequate and available resources to meet program and payroll expenditures on a weekly basis. In addition to managing payroll responsibilities, all respondents must maintain general liability insurance and Workman’s Compensation coverage for all youth employed through the program. At the end of the calendar year, the payroll administrator must send tax forms directly to program participants and respond to inquiries or issues during the program period.

Respondents will be expected to manage the payroll process associated with this program for all persons employed by the program as well as all youth participants. Since this contract will be reimbursed by invoice, it is important that Respondents be able to demonstrate adequate fiscal reserves in order to ensure that youth are paid. This is addressed in part by the minimum fiscal requirements outlined in the eligible applicant section.

5. Monitoring Youth Performance (all program models)
In addition to the submission of weekly reports through DFSS’s reporting system, the provider must login and create and maintain a weekly report tracking youth progress. Successful respondents are encouraged to enter attendance daily for youth. Any program that does not have their attendance data entered weekly will not be able to voucher for their expenses until attendance has been entered and matches the weekly payroll submission.

Successful respondents will be responsible for detailed written summaries of (a) each meeting between the Participant and the Mentor, SEL instructor (as applicable) or other member of the Provider’s staff, including the day, time, and location of each meeting and (b) the progress the student is making toward his/her identified goals. This information will be recorded in a youth’s individual case file. Mentors will be responsible for tracking youth attendance in programming and entering that information into the DFSS data tracking system.
6. MHA Labs Employee Appraisal (MEA): Youth and Employer Surveys (all programs)
Successful respondents will be responsible for the completion of the MEA by all employers for each of the participants (see Appendix B for a copy of the appraisal). The MEA is an observed assessment of core 21st century college and career skills. DFSS will train respondents on how to administer, score, and report outcomes on the tool. This assessment tool should be administered at a time interval established for each program.

Additionally, DFSS will provide respondents with post-program surveys for distribution to youth. Respondents will be responsible for distributing surveys to and collecting from youth and making them available to DFSS.

Mentors and SEL Counselors will collaborate to complete the HAQ for each youth and to provide youth with feedback on their skill development during the course of the summer. This formative assessment tool provides opportunities for adults to work with youth to intentionally build a set of skills to support their personal and professional development based on the youth’s self-identified areas of need and to capitalize on areas of strength.

7. Data Collection, Reporting and Record Keeping (all programs)
Successful respondents will be expected to maintain complete and accurate records on program participants. Individual case files shall be kept for each program participant and will include, but is not limited to, documentation of: program eligibility, completion of MHA assessments, evidence of outcomes attained, referrals made and documentation of support services provided by the Respondent (e.g. clothing, transportation, etc.) to ensure retention in the program.

In addition, successful respondents will maintain comprehensive information on worksite placements that will include, but is not limited to, work site agreements, documentation of participant hours spent at the work site, Department of Labor job codes for youth job placements.

Respondents will be required to track time and attendance into the participant tracking system. Participants will be paid only for the time that can be verified through timesheets and attendance records.

Awarded respondents also will complete a DFSS close out reporting form. The close out report will summarize the contractor/service provider’s activities, accomplishments and youth experiences including, but not limited to, number of youth served, aggregate hours worked, the sites at which work was performed and type of work completed at each site, individual youth information (total hours worked, completion status, and reason for not completing) evaluations by participants of their experience and evaluations by supervisors of the youth.

Successful respondents will be expected to maintain complete fiscal and accounting records and report financial information to DFSS on the forms designated and at the intervals specified by the Department. These reports must be submitted by the deadlines.
established by DFSS. Failure to comply with these reporting requirements may be cause for termination of the contract, or for the delay or withholding of payment.

All successful respondents will be required to use web-based software to manage youth employment, engage with the business community, and provide feedback to youth and employers on skills related to success in the workplace. The Department of Family and Support Services will provide training on the software platform.

Participants will be required to track the number of youth to receive services, the projected number of worksite placements or measurable career advancements and the number of participants retaining employment/advancement for 30, 60 and 90 days, as applicable. Indicate maximum hourly wage on unsubsidized job placement. (i.e. number of hours per week and months) Note: hourly wage shall not be less than the Illinois State minimum wage.

8. Youth Are Prepared For Employment and Are Placed in a Meaningful Workforce Experience (all programs)
Respondents will work with private companies, community-based agencies, not-for-profits, local businesses, faith-based organizations, etc. to identify work experiences. Responsibilities will include identifying work sites and number of available placements, verifying and approving work experience activities submitted by worksites, hosting worksite liaison orientations and training, and providing on-going program monitoring at such worksites. DFSS will provide guidance on how to apply to be a designated worksite, and work with awarded respondents. Respondents will also be responsible for developing selection criteria and matching youth to appropriate workplace experiences.

The programs’ paid work experiences must provide quality learning environments that facilitate youth development. Specifically, paid work experience should aid youth in exploring career interests and aptitudes, building vocational knowledge, developing team and leadership skills, and practicing creative thinking and problem-solving. As such, positions should engage youth in a field that interests them and provides them with substantive tasks.

Developed jobs should provide age-appropriate work for youth and provide meaningful, work-based learning opportunities that will provide insight into career fields and broaden the career horizons of youth hires. Jobs should also offer youth opportunities to interact with industry professionals and clients and be appropriately and well supervised.

9. Worksite/Employer Criteria (all programs)
Hiring program youth should not negatively impact current employees or impair existing contracts for services or collective bargaining agreements. Youth employers will not hire youth that would replace the work of employees who have experienced layoffs, nor shall employers terminate regular employees with the intention of replacing them with youth subsidized through the programs.
Employers are required to adhere to current workplace and safety guidelines and applicable federal/state wage, labor and worker's compensation laws as outlined in DFSS guidelines and Illinois Child Labor Law (see Appendix C).

Employers should be capable of and willing to adhere to program guidelines and communicate regularly with the Respondent/mentor to resolve disputes between their youth hires or other issues that arise during the duration of job opportunity and/or other accommodations as requested by the Respondent/mentor. These instances should be documented.

Employers should also be capable of tracking time worked by their youth hires and will coordinate with the Respondent for the timely collection of timesheets and regular periodic distribution of payroll checks as distributed to them by the Respondent.

Employers should provide adequate supervision of and materials for their youth hire. This includes providing alternate supervisors in the event when a regular staff member is absent. They should work collaboratively with the Respondent regarding attendance and tardiness policies. Worksites will need to provide reasonable accommodation for youth with disabilities as necessary.

10. Participant Program Eligibility (all programs)
Programs will be responsible for verifying program eligibility for all youth participants. These programs are open to youth who are Chicago residents between the ages of 16 and 24 who meet the program specific eligibility criteria and have obtained parental/guardian consent if under the age of 18. All youth enrolled must have:

- Proof of Chicago residency,
- A valid social security card or ITIN;
- A valid Chicago Public School or State of Illinois ID card or driver's license,
- Completed an application; and
- A signed consent form on file if under the age of 18.

Only youth who successfully complete all components will be eligible for consideration.

11. Youth Wages and Stipends (all programs)
All youth are required to be paid based on the requirements specifically noted in the program model. Successful Respondents will be responsible for managing all aspects of payment for youth for the hours of work specified in each of the models. Illinois minimum wage must be complied with.

B. SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP)
The following program elements apply to the Summer Youth Employment Program (SYEP). The Department of Family and Support Services’ Summer Youth Employment Program connects Chicago’s youth workforce, ages 16 – 24, with job skills and workplace experiences in community-based organizations, city agencies and private sector businesses. All respondents should be able to develop and deliver life enrichment and recreational opportunities, and manage a summer work experience program. Respondents
will be responsible for hiring, training, and matching mentors with youth enrolled in the program. Respondents will be required to serve a minimum of 100 youth per agency. Respondents should include their requested number of youth in the application.

The Summer Youth Employment Program will develop and coordinate workplace and enrichment experiences for its enrolled youth for 20 hours per week for the six-week duration of the program. Recruited worksites will provide youth with a safe, well-defined experience that allows them to gain valuable work readiness skills (e.g., timeliness, conflict resolution, and time management).

Respondents to this RFP will provide the following services outlined in the context of the One Summer Chicago program as described in this RFP:

- Develop appropriate summer jobs for enrolled youth
- Provide job training and enrichment experiences for youth
- Facilitate youth completion of the financial literacy curriculum
- Hire and supervise qualified mentors who will work with youth participants
- Promote and coordinate any additional support services needed to ensure that youth complete the program
- Manage youth participant payroll
- Enter data into DFSS data management system
- Complete youth assessment tools
- Track and report daily attendance
- Create meaningful enrichment programming to enhance the job placement success

1. Key Program Elements
In addition to program elements described in the Common Program Elements Section 3A, Respondents interested in the SYEP program will be held responsible for the following:

a. Youth Application Selection Process
Respondents will be required to identify a maximum of four regions to serve—based on CPS network regions—in their proposals and will be responsible for service provision to eligible youth applicants in those communities. Geographic areas are based on the Chicago Public Schools networks. There are thirteen networks based on geographic boundaries of the City. Respondents also may view the networks at: [http://www.cps.edu/Schools/Find_a_school/Pages/SchoolLocator.aspx](http://www.cps.edu/Schools/Find_a_school/Pages/SchoolLocator.aspx). To view the networks: go to the left of the page and click on "overlays" and select “Network” under the heading Geographic overlay.

Sixty percent of the total youth to be served under the Respondent’s SYEP program are required to be youth randomly selected for the program by DFSS through the One Summer Chicago common application. The remaining 40% of youth may be identified by the Respondent. Respondents will develop and implement an outreach and recruitment plan to identify and enroll those youth for participation in the program. The process created by the Respondent to recruit youth must clearly define criteria for selection, ensure access and opportunities for diverse youth to participate, and be equitable to ensure that interested
youth are able to participate. DFSS will randomly select potential youth participants through the One Summer Chicago application database and provide respondents with a list of eligible participants to contact verify eligibility and enroll in the Summer Youth Employment Program. Potential youth participants will be paired to the closest Respondent by CPS network as indicated by the Respondent in their application. Respondents will be required to identify up to four geographic areas in their proposals and will be responsible for service provision to youth in those communities.

b. Orientation for Youth
Respondents will provide youth with information on program requirements and expectations through an orientation and in writing to each enrolled participant. Respondents will also provide a one-day work readiness skills training (8 hours) to all participating youth during the first week, or two-day work readiness skills training (4 hours each day) to all participating youth during the first week.

c. Worksite Matching and Monitoring
Workplace experiences for youth should be a maximum of 20 hours per week and last six weeks. Worksites employing 20 or more youth will be required to designate a supervisor specifically assigned to those youth. Respondents will assist youth in identifying their career interests and match youth to an appropriate work experience based on their goals, interests and worksite job needs.

d. Youth Hired as Mentors
Through this RFP, respondents are required to use funds to hire youth as mentors as part of their youth workforce placements. Youth hired as mentors to the program must be between the ages of 21 to 24 years and qualified to make work-site visits and provide support and guidance to youth placed in worksites. The ratio for mentors to youth is 1:20. Mentors receive minimum wage for twenty hours per week for six weeks of employment not to exceed $1,000.00. Additionally, mentors will need to be supervised be a designated employee of the respondent agency.

e. Youth Wages
Respondents will be responsible for managing all aspects of youth payroll. In this model, youth receive a minimum wage for 12 hours per week not to exceed $100 per week and $600 for the six-week program. That wage covers a minimum of 12 hours of work experience. In addition, Respondents are to implement a minimum of 8 hours per week of job training, enrichment programming, and participation in the financial literacy curriculum for youth outside of the work experience. Respondents should provide a detailed proposal for the 8 hours per week when responding to the RFP. Wages are contingent on youth participation in the enrichment programming and should be prorated based on attendance.

2. Performance Goals
The outcomes of the summer employment program include:

- 100% of assigned youth placed by agency in summer work experience
• Of the youth placed, 90% will complete the full six weeks of the subsidized work experience.
• 90% of enrolled youth will successfully complete the total planned program of 120 hours.
• 100% of mentors and worksite managers will complete the Employability Assessment with all youth and provide feedback to youth about their performance at the worksite.
• 100% of the youth will complete the financial literacy component.

C. ONE SUMMER CHICAGO PLUS (OSC+)
In 2012, DFSS created the One Summer Chicago PLUS (OSC+) a specialized summer workforce program for youth at high risk for involvement with violence. The OSC+ model provides enrolled youth with summer jobs supported by intensive mentoring and social emotional learning supports in order to increase school engagement and reduce violence. Specifically, OSC+ is designed to provide juvenile justice involved youth with job training, work experience, social and emotional skill development, and enhanced financial literacy knowledge and skills.

During its first summer, 700 youth were employed and participated in supported work experiences and social emotional learning to facilitate their school and life success. This special initiative also involved random assignment of youth into treatment and control groups as part of a rigorous program evaluation conducted by the University of Chicago Crime Lab.

In 2013, OSC+ worked with the Cook County Juvenile Probation, the Cook County Sherriff’s Department, IL Department of Juvenile Justice, and the Chicago Police Department to recruit and enroll 1,000 youth who had been involved in the juvenile justice system. In 2014, respondents and current providers will be allowed to enroll 10% of youth from their community and organization. Youth must have been involved in the justice system in order to be enrolled in the program (adjudicated delinquent).

This summer, OSC+ intends to engage 1,000 justice involved youth in paid training and employment over the summer. Respondents will design a schedule for the youth that includes the financial literacy component, social emotional learning, and 25 hours per week of paid employment. Respondents are expected to provide workforce experience, facilitate financial literacy curriculum, provide mentoring support, coordinate with an assigned SEL provider, and offer enrichment opportunities in the community to expose youth to new experiences and increase their level of employability as part of the program.

Respondents will be asked to provide the following services to youth for the OSC+ model:

• Coordinated outreach and recruitment of identified youth.
• Facilitate the financial literacy curriculum to youth.
• Schedule and coordinate workshops with financial institutions and resources from Bank One Chicago.
• Develop appropriate summer jobs for enrolled youth.
• Hire and supervise qualified mentors.
• Train mentors on evidence-based mentoring.
• Identify locations for SEL programming to occur.
• Promote and accommodate credit recovery offered by the Chicago Public Schools.
• Coordinate with social-emotional learning provider.
• Promote and coordinate any additional support services needed to ensure that youth complete the program.
• Enter data into DFSS data management system.
• Track and report daily attendance for each activity type.

1. Key Program Elements
In addition to program elements described in the Common Program Elements Section 3A, Respondents interested in the OSC+ program will be held responsible for the following:

a. Identification and Placement of Youth
Cook County Juvenile Probation, the Cook County Sheriff's Department, Department of Juvenile Justice staff and case managers from the JISC will assist in referring youth applicants based on established screening criteria. All youth will be required to apply for the OSC+ Program via the One Summer Chicago common application.

One Summer Chicago PLUS staff will provide a list of potential youth participants to the Respondent/Provider. The Respondent may not refuse to include any referred youth participant. All youth must be enrolled by the Provider to whom they have been assigned. The Respondent will locate and engage each referred youth and his or her parents (or guardians). When the Respondent locates a referred youth, the Respondent will provide that youth with a thorough overview of the program prior to enrolling them into OSC+.

After youth have been identified and enrolled, each youth will complete an Intake Interview. During the interview, the youth participant’s social and behavioral development will be evaluated. Once this process has been completed, youth participants will be assigned to a mentoring group, assigned a mentor and placed in a job.

One Summer Chicago PLUS will provide the successful respondent the best available contact information for youth within 21 days after the close of the online application period. One Summer Chicago PLUS staff and the Provider may agree to have additional Youth assigned to the Provider.

b. Academic Credit Recovery
Youth targeted for this program may benefit from attending summer credit recovery opportunities and will be encouraged to do so.

c. Youth are Assigned Mentors
Mentors are expected to involve themselves in the lives of the youth participants, including each student’s school, family and community. Mentors will be expected to act as a liaison
between each youth and their summer worksite, the youth's school (if the youth is engaged in credit recovery), community and the justice system (as necessary).

Mentors are required to participate in training on evidence-based mentoring strategies and to implement those strategies with youth.

All mentors must comply with all City requirements outlined in the mentoring section of the RFP.

d. Youth Enrolled in Social Emotional Learning Program
Social and emotional learning (SEL) creates a foundation for academic achievement, maintenance of good physical and mental health, parenting, citizenship, and productive employment. Youth participating will receive no fewer than 60 hours of SEL-based workshops. A selected social emotional learning provider will be assigned to each successful respondent by DFSS.

2. Performance Goals
   - 100% of youth are placed at worksites by the Respondent
   - 95% of youth complete the subsidized work experience.
   - 95% of youth enrolled will attend a minimum of 60 hours of SEL workshops.
   - 100% of the enrolled youth will complete the financial literacy component.
   - 90% of youth enrolled in the program will complete the program with attendance rates greater than 80%
   - 95% of youth will have an MEA assessment completed by their employer at the end of the program.

D. OSC+ Social Emotional Learning (SEL) Component
In addition to OSC+ program providers, DFSS is seeking additional providers of the OSC+ Social Emotional Learning (SEL) component. Social Emotion Learning refers to a methodology or curricular model that provides guided, project-based learning around key social and emotional skill development that includes active skill practice or improves their capacities for:
   - **Self-Awareness**: Recognizing one's emotions and values as well as one's strengths and limitations
   - **Self-Management**: Managing emotions and behaviors to achieve one's goals
   - **Social Awareness**: Showing understanding and empathy for others
   - **Relationship Skills**: Forming positive relationships, working in teams, and dealing effectively with conflict
   - **Responsible Decision-making**: Making ethical, constructive choices about personal and social behavior.

SEL creates a foundation for academic achievement, maintenance of good physical and mental health, parenting, citizenship, and productive employment. SEL includes project based learning opportunities that allow students to translate the social and emotional skills into practice in many situations, and make good decisions in the face of risky choices.
Resulting behavioral improvements should include:
- Understanding the consequences of behavior,
- Coping effectively with stressors,
- Increased engagement with school and career,
- Greater effort to achieve
- Increased problem solving and conflict management skills
- Enhanced understanding of gender roles and how they influence decision making.

Resulting performance improvements include:
- Increased grades and achievement,
- Increases in being on track to graduate and/or participation in post-secondary education,
- Fewer dropouts.
- Fewer suspensions and arrests

Youth enrolled in the SEL portion of the OSC+ program will receive 60 hours of SEL-based activities/projects over the duration of the six week program (anticipated to be delivered in 10 hour per week/two hour per day increments). The activities/projects will support OSC+ youth in translating SEL skills into their everyday lives. The ideal SEL program should be structured around a well-articulated theory of youth development and use evidence-based practices to develop SEL skills (e.g. CASEL list of evidence-based practices) to enhance their ability (interviewing, etc.) that may help youth to move past issues that may affect their ability to contribute productively in the work experience portion of the program. Additionally, the most effective SEL educational strategies will address psychosocial issues with a multipronged approach: 1) teaching and modeling skills using evidence-based strategies, 2) providing structured opportunities to practice the skills and coaching on how the skills are being implemented, and 3) explicitly designing experiences for youth to generalize these skills in natural settings.

The SEL component should link the students work experiences to the social and emotional skills being taught, practiced, and applied in new situations. This can be accomplished by developing student-driven projects for the SEL portion of the program (e.g., service learning project on a topic of interest to group, social media project exploring factors of youth violence and possible strategies to address, creation of a company/key roles/development of a business plan) that results in a culminating project that students will present at the end of the program.

1. Key Program Elements
SEL providers operating in the context of the OSC+ program will provide the following services:
- Develop and deliver project-based social emotional learning opportunities for OSC+ youth.
- Coordinate with OSC+ job coaches/mentors to promote and coordinate additional support services needed to ensure that youth complete the PLUS program. In collaboration with the OSC+ mentor, complete the Employability Assessment for each youth participant.
- Enter participant tracking data into DFSS’s data management system.
- Complete other program reports as requested.

While not a mandatory part of the program, OSC+ youth will be strongly encouraged to attend CPS Credit Recovery classes as warranted. If youth currently are not enrolled in school, they should be encouraged to access the services of the CPS funded re-engagement centers to identify an appropriate educational setting. This will require the development of youth work experiences that occur only in the afternoon hours in order to support youth engaging in credit recovery activities during the morning hours.

All youth enrolled in the OSC+ program will be assigned a mentor hired by the OSC+ program provider who will be responsible for coordinating the youth work experience and providing support to youth participants for the duration of the program. The SEL instructor will coordinate with the mentors throughout the program period for activities pertaining to SEL.

The Respondent, as the SEL liaison, must recruit, screen, hire, train, supervise, and maintain a staff of responsible, mature, and capable individuals to provide individual and group instruction, support, encouragement, guidance, advice, and facilitate the activities and projects associated with SEL.

To allow for adequate supervision and individual attention, the SEL instructor to student ratio will be 15:1. Instructors will be allowed to charge up to ten additional hours per week in order to conference, complete paperwork, develop individual SEL plans for each student and prep for group activities and instruction.

Persons hired to be SEL instructors through this program must be:

- Experienced in SEL modalities, youth development, or other service delivery/treatment models proven to develop SEL skills in youth (especially at-risk and justice-involved youth)
- Skilled at working with young men to address male identity development using a culturally informed perspective
- 24 years or older
- Mandated reporters under Illinois law protecting children against abuse. The Respondent is required to make all reports of abuse required under Illinois law.
- Speak the same home language as the youth that they serve;
- No SEL instructor, Program Administrator, or other Respondent staff member may have any direct contact with any youth participant until that person has undergone, and satisfied the requirements of the FBI/Illinois State Police background check including fingerprinting.
2. Monitoring Student Performance
In addition to the submission of weekly reports through DFSS’s Cityspan reporting system, the provider create and maintain a report for each Participant, including all of the following elements:

a. Student Social Emotional Learning Plan. Instructors will develop a plan for each participant identifying realistic Social Emotional Learning goals or benchmarks that can be completed within the 60 hours of SEL. Goals should be in alignment with the HAQ Assessment (Appendix A).

b. Student Progress. A detailed written summary of (a) each individual meeting between the Participant and the SEL instructor or other member of the Provider’s staff, including the day, time, and location of each meeting, (b) the progress the student is making toward his/her identified goals. This information will be recorded in a youth’s individual case file, and (c) a detailed written summary of the entire Participant’s progress in the SEL component (as warranted).

3. Outcomes and Performance Measures
Performance measures for the Social Emotional Learning/ program include:

- 95% of all youth participants will have an HAQ completed and Social Emotional Learning Plan developed.
- 95% of all participants will attend at least 50 hours of SEL.
- 90% of enrolled youth will complete OSC+ with a minimum attendance rate of 80%
- 100% of all eligible youth will be made aware of credit recovery activities.
- Data management system records will accurately reflect student enrollment, activities and attendance.
- Fidelity metrics to track the quality of implementation of the evidence-based SEL curricula or practice; tool to be approved in advance of program implementation by DFSS.

It is expected that Respondents be willing and able to comply with the data tracking and reporting requirements for the evaluation as requested by the City of Chicago, DFSS and/or The Crime Lab. Successful respondents will be expected to have all attendance and enrollment information entered on a weekly basis. Agencies that do update enrollment and attendance weekly will not be able to submit vouchers for reimbursement until the data are entered in the data management system.

E. Greencorps Youth Program
The following program elements apply to the Greencorps Youth Program.

Administered through a partnership between Department of Family and Support Services and the Chicago Department of Transportation (CDOT), the Greencorps Youth Program (GC) provides an intensive six-week summer youth project-based work experience program designed to provide over 900 youth with experience in two primary educational modules focusing on horticulture (careers in landscaping, urban agriculture, tree care, ecological restoration) and bikes (safety, repair, biking opportunities). Youth also will
receive education on weatherization practices. Upon successful completion of the summer programming, the model may include an extension of the workforce and educational programming for a minimum of 120 youth throughout the academic year to continue to build knowledge and skills in green industry areas. This model is open to youth in specified high schools based on community and school risk factors.

Respondents will coordinate with Greencorps/CDOT, and DFSS for the duration of the program. Greencorps will provide instruction and project-based experiences during the 6-week summer program. Specifically, GC will provide the instructors, curriculum, and materials for the summer programming. The Respondent will be responsible for orienting and managing youth participants, hiring mentors to partner with the instructors to facilitate youth participation in the program, supporting the implementation of the program, and working with GC and DFSS to identify locations for community-based horticulture projects. Successful respondents will be responsible for a minimum of 40 students (1 site) and a maximum of 120 students (3 sites). Respondents should identify their capacity to serve youth in the proposal. The program will be designed to offer morning and afternoon sessions for youth to accommodate those students participating in summer school. Respondents will be responsible for implementing the program for a minimum of 20 youth per site per session.

Contingent upon funding, youth who successfully complete the GCYP will be invited to continue their involvement in a special Greencorps Youth Extension program throughout the academic year. In collaboration with GC, successful respondents will develop and coordinate workplace and educational experiences for a minimum of 20 enrolled youth for 10 hours per week for forty-five weeks. Youth selected to participate will be paid the Illinois minimum wage for their work experience. Recruited worksites will provide youth with a safe, well-defined experience that allows them to gain valuable skills related to horticultural, bikes, and other green industries. Respondents should describe the types of workforce experiences and educational programming they would provide for youth over the 45 weeks. GC will provide ongoing instructional support for the programs in collaboration with the Respondents.

Respondents to this RFP will provide the following services outlined in the context of the program as described in this RFP:

- Collaborate with GC to implement project-based experiences in urban agriculture/horticulture and bikes for enrolled youth
- Recruit students from identified high schools to participate in the program
- Provide job training and enrichment experiences for youth
- Hire and supervise qualified mentors who will work with youth participants
- Promote and coordinate any additional support services needed to ensure that youth complete the program
- Manage youth participant payroll
- Support the completion by the youth of the financial literacy program
- Enter data into DFSS data management system
- Complete youth assessment tools
• Track and report daily attendance
• Contingent upon funding, develop and implement a 45-week academic year work experience in green industries in collaboration with instructors from GC

1. Key Program Elements
In addition to program elements described in the Common Program Elements section preceding this one, Respondents interested in the Greencorps Youth Program will be held responsible for the following:

a. Youth Application Selection Process
Youth will be recruited for participation from specific high schools and communities throughout Chicago. Successful respondents will be responsible for collaborating with DFSS and GC to recruit students in the selected schools to participate in the program and to ensure that students comply with eligibility requirements. The criteria for inclusion in the project will be provided to the Respondent prior to beginning recruitment of youth.

b. Orientation for Youth
Respondents will provide youth with information on program requirements and expectations through an orientation and in writing to each enrolled participant. Respondents also will provide a work readiness skills training during the first week to all participating youth.

c. Project-Based Work Experience and Monitoring
Project-based work experiences include 8 hours of education and 12 hours of practical application of the skills in project-based settings. Respondents will coordinate with GC to provide classroom instruction on horticulture, bikes, and weatherization for a minimum of 8 hours per week. During the summer program, students will participate in all curriculum experiences based on a schedule designed by GC.

Pending funding, for the school-year extension, respondents will be responsible for collaborating with develop meaningful green industry work experiences. GC will provide instructors throughout the program to support knowledge and skill development of youth.

d. Mentors
Respondents are allowed through this RFP to use funds to hire mentors. The ratio for mentors to youth is 1:15. Mentors will be hired ahead of the students and trained in each of the curriculum areas so that they can support the instructors in the implementation of the curriculum with the students and be prepared to support the delivery of projects in the field that are of a high quality and in a safe environment. Mentors will guide youth toward: success and advancement during the program, completion of the program and building lifetime skills towards education and career success. Mentors will assist in the successful completion of all field-based projects. Mentors will be hired to work 25 hours per week with a cohort of youth.

As part of the year-long extension and contingent upon funding, mentors (1:10 ratio) will be retained by the respondent to continue to support youth involvement in the program for 12 hours per week.
Services and activities of the mentor include but are not limited to:

- Communicate and administer the program policies and procedures to students including tracking daily attendance and participation,
- Coordinate with instructors to support instruction,
- Identify and provide necessary support to youth to stay positive and focused,
- Lead activities such as soft skills trainings on personal and professional development,
- Lead discussions on employment opportunities related to the training and the education needed to enter fields involved in training,
- Assist trainers with all education and curriculum activities,
- Provide technical assistance for completion of projects with support from instructors,
- Willing and interested in outdoor work and engaging in physical labor,
- Able to maintain a positive attitude working in a high intensity environment.

e. Youth Stipends
Respondents will be responsible for managing all aspects of youth payroll. In this model, youth receive 12 hours paid work experience and participate in an additional eight hours of instruction per week for the six-week program. Youth must participate in both components of the program (20 hours per week) in order to remain enrolled in the program.

For the youth identified for continued participation in the extension program, contingent on funding youth will be paid minimum wage for 10 hours per week of project-based work experience in green industry areas during the academic year (45 weeks).

2. Performance Goals
The outcomes of the Greencorps Youth Program include:

- 100% of youth placed in available Greencorps Youth Program slots.
- 95% of enrolled youth will successfully complete the total planned program of 120 hours.
- 95% of enrolled youth will complete the financial literacy curriculum.
- 100% of youth will demonstrate increased knowledge of horticulture, bikes, and weatherization and employment related to green industries.
- 100% of mentors and worksite managers will complete the HAQ with all youth and provide feedback to youth about their performance at the worksite.
- 100% of youth identified for the 45-week extension program will complete the total planned program.

Section IV. Evaluation and Selection Procedures

A. Proposal Evaluation Process
An evaluation committee selected by DFSS will evaluate and rate all proposals based on the evaluation criteria outlined below. Each proposal will be evaluated on the strengths of the proposal 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. Selected Respondent must be ready to proceed with proposed program at the time of contracting.

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

B. General Selection Criteria
The Proposals will be evaluated on the Respondent’s ability as defined in this RFP. The following criteria will be used in evaluating all proposals:

1. Previous Programmatic Experience
Respondent should demonstrate knowledge of the populations to be served or similar populations and in the way in which these populations should be served as evidenced by previous or current operation of a successful program of a similar nature.

2. Administrative/Fiscal Capacity and Experience
Respondent will demonstrate the resources and expertise to assume and meet all administrative and fiscal requirements. This includes the Respondent’s fiscal (including financial management systems), technological, management, administrative and staff capabilities

3. Program Design and Administration
Respondent will demonstrate program and administrative design specifically tailored to the goals of the program.

C. Additional Evaluation Criteria
- Agency’s mission, programs and services, and resources specifically targeting youth.
- Evidence of experience working with at-risk youth and/or youth involved in the juvenile justice system.
- Quality and variety of Respondent’s references concerning past performance.
- Quality and variety of Respondent’s current and planned service linkages and resources.
- Evidence of appropriate linkage agreements with potential employers and service providers.
- Evidence of an operating budget of greater than $500,000.
- Prior experience managing programs of similar size and scope.
- Proof and amount of match funding if required.
- Evidence of effectiveness of current programming.
- Quality of youth engagement strategies to recruit and retain youth.
- Quality of training provided to staff.
- Quality of proposed plan for supervision.
- Quality of proposed plan for staffing.
- Willingness and capacity to participate in the evaluation component/data collection.
- Geographic region, linguistic or cultural specificity.

Additionally for OSC+ SEL applicants only:
- Quality and level of detail included in the week by week rubric (in application).
- Quality of the plan for service delivery to deliver multiple groups for youth each week and to provide individualized case management for youth requiring addition support.
- Demonstrated instructor experience.
- Quality of the data and outcomes documenting the impact of the identified SEL strategies.

Section V. Legal and Submittal Requirements

A. 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

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

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

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

C. Grant Agreement Obligations
By entering into this grant agreement with the City, the Respondent is obliged to accept and implement any recommended technical assistance. The grant agreement will describe the payment methodology. DFSS anticipates that payment will be conditioned on the Respondent’s performance in accordance with the terms of its grant agreement.

D. Funding Authority
These initiatives are administered by the Department of Family and Support Services through funding received from the City of Chicago, charitable foundations, and possibly Cook County, State of Illinois and Federal funding. Consequently, all guidelines and requirements of the City of Chicago, and potentially Cook County, the State of Illinois and the U.S. Department of Health and Human Services (HHS) must be met. Selected Respondents will be required to comply with all laws, regulations, policies and procedures imposed by funding sources. Additionally, all selected Respondents must comply with the Single Audit Act if applicable.

E. 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 Appendix D). 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.

F. 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.
G. False Statements
1. 1-21-010 False Statements.
   Any person who knowingly makes a false statement of material fact to the city in violation of any statute, ordinance or regulation, or who knowingly falsifies any statement of material fact made in connection with an proposal, report, affidavit, oath, or attestation, including a statement of material fact made in connection with a bid, proposal, contract or economic disclosure statement or affidavit, is liable to the city for a civil penalty of not less than $500.00 and not more than $1,000.00, plus up to three times the amount of damages which the city sustains because of the person's violation of this section. A person who violates this section shall also be liable for the city's litigation and collection costs and attorney's fees.

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

2. 1-21-020 Aiding and Abetting.
   Any person who aids, abets, incites, compels or coerces the doing of any act prohibited by this chapter shall be liable to the city for the same penalties for the violation. (Added Coun. J. 12-15-04, p. 39915, § 1)

3. 1-21-030 Enforcement.
   In addition to any other means authorized by law, the corporation counsel may enforce this chapter by instituting an action with the department of administrative hearings. (Added Coun. J. 12-15-04, p. 39915, § 1)

H. Compliance with Laws, Statutes, Ordinances and Executive Orders
Grant awards will not be final until the City and the respondent have fully negotiated and executed a grant agreement. All payments under grant agreements are subject to annual appropriation and availability of funds. The City assumes no liability for costs incurred in responding to this RFP or for costs incurred by the respondent in anticipation of a grant agreement. As a condition of a grant award, respondents must comply with the following and with each provision of the grant agreement:

1. Conflict of Interest Clause: No member of the governing body of the City of Chicago or other unit of government and no other officer, employee, or agent of the City of Chicago or other government unit who exercises any functions or responsibilities in connection with the carrying out of the project shall have any personal interest, direct or indirect, in the grant agreement.
   The respondent covenants that he/she presently has no interest, and shall not acquire any interest, direct, or indirect, in the project to which the grant agreement pertains which would conflict in any manner or degree with the performance of his/her work hereunder. The respondent further covenants that in the performance of the grant agreement no person having any such interest shall be employed.

2. Governmental Ethics Ordinance, Chapter 2-156: All respondents agree to
comply with the Governmental Ethics Ordinance, Chapter 2-156 which includes the following provisions: a) a representation by the respondent that he/she has not procured the grant agreement in violation of this order; and b) a provision that any grant agreement which the respondent has negotiated, entered into, or performed in violation of any of the provisions of this Ordinance shall be voidable by the City.

3. Selected respondents shall establish procedures and policies to promote a Drug-free Workplace. The selected respondent shall notify employees of its policy for maintaining a drug-free workplace, and the penalties that may be imposed for drug abuse violations occurring in the workplace. The selected respondent shall notify the City if any of its employees are convicted of a criminal offense in the workplace no later than ten days after such conviction.

4. Business Relationships with Elected Officials - Pursuant to Section 2-156-030(b) of the Municipal Code of 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.

5. Compliance with Federal, State of Illinois and City of Chicago regulations, ordinances, policies, procedures, rules, executive orders and requirements, including Disclosure of Ownership Interests Ordinance (Chapter 2-154 of the Municipal Code); 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

6. 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.

7. 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.

8. (a) 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.

(b) 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.

(c) 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.
(d) 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.