

**REQUEST FOR PROPOSALS (RFP)
For
Youth Workforce Experience Programs**

1. Summer Employment Models:

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

2. Juvenile Justice Involved Youth Development Models:

Youth Working for Success
Bridges to Pathways Initiative

Issued by:

CITY OF CHICAGO

(The Department of Family and Support Services)

On

February 14, 2013

**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: andrew.fernandez@cityofchicago.org by March 11, 2013, 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 MARCH 11, 2013**



**Evelyn Diaz
Commissioner**

**Rahm Emanuel
Mayor**

Table of Contents

Section I - Invitation

A. Department of Family and Support Services Background	3
B. DFSS Youth Background	3
C. Anticipated Term of Contract and Funding Source(s).....	5
D. Reimbursement	6
E. Eligible Respondents	6
F. Project Location and Accessibility to People with Disabilities.....	7

Section II – RFP and Submission Information

A. Proposal Deadline and Submittal Procedures.....	7
B. Pre-Proposal Conference	8
C. Format of Proposal	8
D. E-mail Submissions.....	9
E. Contact Person Information.....	9
F. Timeline.....	9

Section III – Scopes of Services

A. Common Program Elements.....	10
B. One Summer Chicago-Summer Youth Employment Program (SYEP).....	15
C. One Summer Chicago PLUS (OSC+).....	18
D. Greencorps Youth Program (GC).....	20
E. Youth Working for Success (YWFS).....	23
F. Bridges to Pathways Initiative for Justice Involved Youth (Bridges).....	27

Section IV – Evaluation and Selection Procedures

A. Evaluation Process.....	30
B. General Selection Criteria.....	30
C. Additional Evaluation Criteria.....	31

Section V – Legal and Submittal Requirements

A. City of Chicago Economic Disclosure Statement (EDS).....	31
B. Disclosures of Litigation and Economic Interests.....	31
C. Grant Agreement Obligations.....	32
D. Funding Authority.....	32
E. Insurance Requirements.....	32
F. Indemnity.....	33
G. False Statements.....	33
H. Compliance with Laws, Statutes, Ordinances and Executive Orders.....	33

All Attachments are found as separate files.

- a. Certificate of insurance, b. Employability assessment, c. Worksite guidelines and Illinois Child Labor Law

SECTION I. Invitation

The Department of Family and Support Services (DFSS) is interested in soliciting applications from qualified and interested Respondents able to administer one or more of the following programs: One Summer Chicago-Summer Youth Employment Program (SYEP), One Summer Chicago PLUS (OSC+), Greencorps Youth Program (GC), Youth Working for Success, and the Bridges to Pathways Initiative (Bridges). These programs are divided into Summer Employment Models (Summer) consisting of One Summer Chicago-Summer Youth Employment Program (SYEP), One Summer Chicago PLUS (OSC+), and Greencorps Youth Program and Juvenile Justice Involved Youth Development Models (Juvenile Justice) consisting of Youth Working for Success, and the Bridges to Pathways Initiative.

The One Summer Chicago - Summer Youth Employment Program (SYEP) and One Summer Chicago - PLUS (OSC+), Greencorps Youth Program models focus on providing youth with a six-week paid summer work experience. The Youth Working for Success and the Bridges to Pathways Initiative target youth involved in the juvenile justice system and address their employment needs and barriers to employment they may experience as juvenile offenders.

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

In 2013, DFSS’s Youth Workforce Experience Programming consists of five distinct youth employment programs all supported by the integration of mentoring and/or social emotional learning/cognitive behavioral therapeutic strategies. These are the five youth programs referred to in this RFP.



Summer Programming

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 \$400,000.
3. **Greencorps Youth Program (GC)** – This model is a collaboration between DFSS and Chicago Department of Transportation and is open to youth in specified schools identified through community and school risk factors. For more information about the Greencorps Youth program, please go to: http://www.cityofchicago.org/city/en/depts/cdot/provdrs/conservation_outreachgreen_programs/svcs/greencorps_chicago.html.

Greencorps Youth 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). 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 \$100,000 and \$300,000.

Juvenile Justice System Programming (for Justice Involved Youth only)

- 1. Youth Working for Success (YWFS)-** A youth employment program targeting justice involved youth that develops youth skills to create social change through civic leadership. Youth in this program will participate in a 15-week experience that will address the NATO mission of Working Together for Peace and Security (www.nato.int). Youth will be engaged in creating a civic leadership program that addresses the mission of NATO and includes social entrepreneurship/service learning and paid employment in the social sector. The civic leadership component will provide youth the opportunity to learn and apply work readiness skills in the context of project-based civic leadership. Workforce experience in this model is augmented with mentoring. Eligible youth have a history of two or more arrests and pled to a crime **or** have been adjudicated as a delinquent. Other eligible youth are those who have been arrested and referred by the Juvenile Intervention Support Center (JISC) to case management services. The anticipated award amount is \$100,000.
- 2. Bridges to Pathways Initiative (Bridges)–** An intensive six-month youth transitional employment pilot functioning as part of an integrated aftercare support model for youth involved in the justice system including online educational supports, Social Emotional Learning (SEL)/Cognitive Behavioral Therapy (CBT) programming and mentoring. The program is designed to support youth obtaining their high school diploma and developing the skills to be successful in post-secondary education and on their career pathways. This is a specialized, limited program that may be expanded to be part of a national, multi-year demonstration. All awarded Respondents should anticipate working as part of a larger federal program. The anticipated award amount is \$150,000 to \$200,000 for the pilot program.

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 19, 2013 – April 18, 2014**. It is anticipated that the majority of the program dollars are to be expended from **June 1 – September 30, 2013**. The Bridges to Pathways Program may be extended

should funding become available. Should this funding become available, two additional respondents will be selected. The expanded program will be a minimum of 18 months and serve over 500 youth. The pilot program will begin April 18, 2013 and end September 30, 2013. The full model of implementation will run October 1, 2013 and end on May 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.

Additionally, Respondents interested in applying for programs for youth involved with the Juvenile Justice system should be able to demonstrate the following specific knowledge and experience:

1. Prior experience with youth involved in the juvenile probation, detention, and corrections.
2. Experience supporting youth re-entering communities after incarceration.
3. Experience coordinating and partnering with other agencies to provide integrated services for youth.
4. Well-established connections with the business community to ensure placements for target populations.
5. Knowledge of Chicago communities, police districts, and Chicago Public School networks.
6. Experience working with government institutions such as Cook County Juvenile Probation, Juvenile Temporary Detention, and Cook County Sheriff's Office.

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 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 are 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

March 11, 2013

To:

Jennifer Axelrod
Deputy Commissioner of Youth Services
Department of Family and Support Services
1615 W. Chicago Ave., 3rd Fl.
Chicago, Illinois 60622

Additionally, please e-mail an exact and complete scanned copy of your proposal, budget and ALL attachments to: Andrew.Fernandez@cityofchicago.org by March 11, 2013 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 February 25, 2013, 10:00 a.m. – 3:00 p.m. at the Department of Family and Support Services, 1615 W. Chicago Ave., 1st Fl. Conference Room.

Summer Employment Pre-Proposal Conference: 10:00am to 12:00pm

Juvenile Justice Pre-Proposal Conference: 1:00pm to 3:00pm

If you are submitting a proposal for both areas, please plan to attend the entire conference time. 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:

Andrew Fernandez: Andrew.Fernandez@cityofchicago.org

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

F. Timeline

Proposal Release Date:	February 14, 2013
Bidders Conferences:	February 25, 2013 10:00 & 1:00
Proposal Due:	March 11, 2013
Award Notification Date:	April 12, 2013
Anticipated Contract Start Date:	April 19, 2013

Section III. Scopes of Service

The Youth Workforce Experience Programs included in this RFP are designed to ensure youth have access to meaningful, high-quality workforce experiences and support services. Workforce experience is critical to building pathways to careers for youth.

A. COMMON PROGRAM ELEMENTS

The following program elements are common to ALL five programs described in this RFP unless otherwise indicated.

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 for the summer programming and 10:1 for the juvenile justice programming.

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, persons hired to be 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 receive a minimum wage for 20 hours of employment 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, be available to the youth to which they are assigned 24 hours each day to assist the youth in any areas that may be contributing to the youth's aggressive behavior, lack of engagement, or underachievement, including without limitation all of the following areas: academic difficulties; deficiencies in personal, emotional, or social development; gang activity; substance abuse; economic hardships; and family trouble.
- Speak the same language as the youth and families that they serve;
- To the fullest extent practicable, a Mentor should reside in 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+ and Bridges Programs ONLY)

Respondents will work with and coordinate with SEL providers to develop and deliver project-based social emotional learning opportunities for OSC+ and Bridges to Pathways Initiative models. These services will be delivered by SEL Instructors who will:

- 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 Employability Assessment (for a copy of the Employability Assessment, please refer to Attachment B) for each youth participant.
- Enter participant tracking data into DFSS's data management system.
- Complete other program reports as requested.

The Respondent will be paired by DFSS with a highly qualified SEL provider as a partner. 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:

- 60 hours of SEL-based activities/projects for One Summer Chicago PLUS.
- 120 hours SEL-based activities/projects for Bridges to Pathways Pilot.

3. Financial Literacy (all program models)

In 2013, DFSS's employment programs will be required to implement a financial literacy curriculum on a weekly basis. 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. 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 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. Employability Assessment and Youth and Employer Surveys (all programs)

Successful respondents will be responsible for administering the Employability Assessment to all youth participants. The Employability Assessment 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 minimum of two times during the program at time intervals established for each program.

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

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, program eligibility documentation, employability assessment scorecard, 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 Attachment 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.

SUMMER YOUTH EMPLOYMENT MODELS

The following program models are targeted to youth ages 16-24. Enrollment of youth into programs is restricted to the specific program criteria as described below.

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

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 two geographic regions to serve—based on CPS high school 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 high school networks. There are five high school networks based on geographic boundaries of the City: 1) North/Northwest Side HS network, 2) West Side HS Network, 3) Southwest Side HS Network, 4) South Side HS Network, and 5) Far South Side HS Network. (See appendix A for the map of networks). Respondents also may view the networks at 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 "High School Network" under the heading CPS Networks.

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 region as indicated by the Respondent in their application. Respondents will be required to identify up to two 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 by a designated employee of the respondent agency.

e. Youth Wages

Respondents will be responsible 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. 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+) 2013

The following program elements apply to the One Summer Chicago Plus (OSC+) program.

As part of One Summer Chicago, DFSS created a specialized program for youth at high risk of violence involvement to participate in summer jobs supported by intensive mentoring and social emotional learning supports. This specialized program, called One Summer Chicago PLUS, is designed to increase school engagement and reduce violence that impacts youth. In 2012, 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, One Summer Chicago PLUS will continue to focus on youth who are at highest risk of violence involvement. This year, the identified population for recruitment into OSC+ is youth who have been involved in the juvenile justice system and specifically referred by Cook County Juvenile Probation, the Cook County Sheriff's Department, IL Department of Juvenile Justice, and the Chicago Police Department. This program 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.

Through the Cook County Juvenile Probation Center, Cook County Sheriff's Department, Department of Juvenile Justice, and the Juvenile Intervention Support Center, youth will be identified and connected to the Respondent by geographic community. The program intends to engage 1,000 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 OCS+ 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 an evidence-based mentoring.
- 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 One Summer Chicago PLUS 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
- 100% of youth complete the subsidized work experience.
- 100% of youth enrolled will attend a minimum of 60 hours of SEL workshops.
- 100% of the youth will complete the financial literacy component.

D. 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 600 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). For more information about the City of Chicago Department of Transportation Greencorps Youth program, please go to

http://www.cityofchicago.org/city/en/depts/cdot/provdrs/conservation_outreachgreenprograms/svcs/greencorps_chicago.html . Youth also will receive education on weatherization practices. Upon successful completion of the summer programming, the model provides for an extension of the workforce and educational programming for 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 (9-1) and afternoon (1-5) sessions for youth to accommodate those students participating in summer school. Respondents will be responsible for implementing the program for 20 youth per site per session (40 total per day at each site).

Upon successful completion of the summer program, 120 youth across sites 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 horticulture and bikes for enrolled youth
- Develop and implement a 45-week academic year work experience in green industries in collaboration with instructors from GC
- 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
- Enter data into DFSS data management system
- Complete youth assessment tools
- Track and report daily attendance

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

Respondents will be required to identify a maximum of two geographic regions to serve—based on CPS high school network regions—in their proposals and will be responsible for service provision to eligible youth applicants in selected schools in those communities. Geographic areas are based on the Chicago Public Schools high school networks. There are five high school networks based on geographic boundaries of the City: 1) North/Northwest Side HS network, 2) West Side HS Network, 3) Southwest Side HS Network, 4) South Side HS Network, and 5) Far South Side HS Network. (See appendix A for the map of networks). Respondents also may view the networks at Respondents also may view the networks at

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 "High School Network" under the heading CPS Networks.

Youth will be recruited for participation from 15 high schools throughout the City of 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.

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 1:10. 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, 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,
- Identify and provide necessary support to youth to stay positive and focused,
- Available to lead activities such as soft skills trainings on personal and professional development,
- As students gain experience in different career pathways 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,
- Be flexible in learning field based activities gaining ability to provide technical assistance for completion of projects,
- Willing and interested in outdoor work and engaging in physical labor,
- Ability 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 a bi-weekly stipend of \$150 and \$50 for food expenses and transportation not to exceed \$600 for the six-week program. That stipend supports youth participation in 8 hours per week of classroom education on the green projects and 12 hours per week of project-based application of the educational component. Youth must participate a minimum of 20 hours per week in order to remain enrolled in the program.

For the 120 youth identified for continued participation in the extension program, 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.
- 100% of youth will demonstrate increased knowledge of horticulture, bikes, and weatherization and employment related to green industries
- 100% of youth will distribute their weatherization kits to individuals within their community
- 100% of youth identified for the 45-week extension program complete the total planned program
- 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.

JUVENILE JUSTICE INVOLVED YOUTH DEVELOPMENT MODELS

The following program models are specific and limited to juvenile offenders. Enrollment of youth into programs is restricted to the specific program criteria.

E. YOUTH WORKING FOR SUCCESS

The following program elements apply to the Youth Working for Success program.

Youth Working for Success is a civic leadership program is designed to empower youth to develop leadership skills to address issues impacting their communities and prepare them

for employment. Youth will participate in a fifteen-week, three phased program. The first phase is an intensive skill and community building experience (2 weeks). This leads to the second phase (social entrepreneurship project) that supports youth in the co-creation of a group civic leadership project that addresses the NATO mission *Working Together for Peace and Security* (www.nato.int) (5 weeks). The third phase transitions youth to a job placement in the social sector (8 weeks). In this component, youth will apply and continue to grow their work readiness skills.

Participation in the program is limited to youth who have a history of two or more arrests and have pled to a crime or have been adjudicated as a delinquent in communities with the highest violent crime index and all other arrests for youth in the City. Other eligible youth are those who have been arrested and referred by the Juvenile Intervention Support Center (JISC) to case management services as an alternative to detention. The JISC processes all juvenile arrests in Police Districts 2, 7, 8, 9, 10, 11, 12, 21 and thus will provide a minimum of 70% referrals to Respondents for those police districts.

The program focuses on supporting youth development, social emotional intelligence, interaction with caring adults and building upon the positive resiliency skills of youth so youth may navigate away from risky behaviors and seek more positive interactions that support academic and emotional well-being and resiliency.

Successful respondents will:

- Identify two cohorts (20 youth per cohort) for participation in the program (April 2013 – June 2013 and September - November 2013)
- Provide two week intensive training and skill building component for youth to develop the skills to implement the social entrepreneurship/service learning project (30 hours)
- Provide youth with a five week social entrepreneurship/service learning project based on the NATO mission (50 hours of paid experience and 30 hours of training)
- Assist youth in identifying work experiences at social sector placement for 12 hours per week for 8 weeks of minimum wage employment and provide 21 hours of training
- Provide a mentor for youth at a ratio of 10:1

1. Key Program Elements

In addition to program elements described in the Common Program Elements section starting on page nine, Respondents interested in the Youth Working for Success program will be held responsible for the following:

a. Youth Eligibility and Enrollment

Community-based providers providing youth employment services in the JISC police district catchment area will partner with the JISC case management provider for referrals for a minimum of 70% of their youth. Successful respondents in the JISC catchment area will be able to recruit 30% of eligible youth through their own networks. 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. Respondents in the JISC catchment area will need to describe their recruitment methods for eligible youth should they wish to recruit outside of the referrals from the JISC. Respondents are responsible for recruiting youth that meet the eligibility criteria.

Respondents in the JISC catchment area will receive referrals by the case management agency that works within the JISC. The Respondent must contact the youth within 48 hours of the initial referral and provide confirmation to the case management agency that an appointment has been made or if there was no successful contact.

Respondents outside of the JISC catchment area and those recruiting the 30% of youth placements within the JISC catchment area will be responsible for locating and engaging youth and his or her parents (or guardians). All Respondents are responsible for screening youth for determining appropriateness for participation in this program.

Respondents will be responsible for enrolling two cohorts of youth, twenty youth per cohort. (20 in April, 2013 and 20 in September, 2013).

b. Youth are Assigned Mentors

Mentors will be responsible for leading the training and education for all three phases of the project. Mentors will be provided with a manualized curriculum to support the implement of the civic leadership program that builds skills for work readiness through civic education. The curriculum will provide structured lessons. Mentors will assist youth in maintaining their engagement in employment as well as completing their social entrepreneurship/service learning project. 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 worksite, the youth's school, community and the justice system (as necessary). Respondents will provide a detailed description of their mentoring component. Mentors will be expected to participate in a full-day training prior to the start of the program. The mentor to youth ratio in this model is 1:10.

c. Cohort Development and Skills Training (Phase I)

This intensive experience builds community and skills for youth to effectively complete the civic leadership program. In this model, youth will participate in two weeks, 15 hours per week curriculum-based civic leadership skill building and community building experience to enhance their civic leadership skills and relatedly their workforce readiness skills. Youth will receive transportation cards to support their involvement. Youth must complete Phase I in order to participate in the Social Entrepreneurship/Service Learning Project and Social Change Worksite experiences.

d. Social Entrepreneurship/Service Learning Project (Phase II)

Each cohort of youth will be engaged in a social entrepreneurship/service learning project after completing the initial team and skill building phase. Respondents will be responsible for implementing the project with youth and for facilitating the project. DFSS will provide

Respondents with a civic leadership curriculum to support their implementation of the project. The project should focus on the NATO mission of *Working Together for Peace and Security* and include a culminating product. Respondents will describe how they will engage youth in the design and logistical supports that the agency can leverage to implement the project (e.g., technology, audio-visual equipment). Youth will be paid minimum wage for 50 hours over five weeks to implement the social entrepreneurship/service learning and will participate in an additional 30 hours of training during the five weeks to support their successful implementation of the project.

The goal of the project is to develop the knowledge, experience and leadership skills youth need to feel empowered to be positive change agents in their communities, the same skills that youth need to be successful in the workplace.

e. Social Change Worksite (Phase III)

Workplace experiences for youth should be at social sector agencies. Respondents will assist youth in identifying their interests and match youth to an appropriate work experience based on their goals, interests and worksite job needs. The work experience will be eight weeks for a total of 100 hours. Youth will be paid minimum wage for their work experience at social service organizations. During this experience, youth should meet with mentors a minimum of three hours per week to discuss progress and provide additional training supports.

f. 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 work readiness skills training all participating youth during the first week.

g. Mentors

Through this RFP, respondents are required to use funds to hire youth as mentors as part of their youth workforce placements. The ratio for mentors to youth is 1:10. Mentors will coordinate the civic leadership project, support youth in successfully completing the work experience. Mentors will be hired for 18 hours per week to allow for planning time and for 16 weeks per cohort to allow time for recruitment of students and participation in training.

h. Youth Wages

Respondents will be responsible managing all aspects of youth payroll. In this model, youth receive a minimum wage payment for 50 hours for five weeks while implementing the social entrepreneurship/service learning program. Youth then transition into a 100 hour 8 week work experience that is paid at minimum wage. The wages are contingent on youth participation in programming and should be prorated based on attendance.

2. Performance Goals

- # of youth interviewed.
- # of referrals from JISC contacted.
- # of program seats provided to agency filled.

- # of enrolled youth placed in a work experience.
- # of enrolled youth complete civic leadership project.
- # of enrolled youth complete two hour of volunteer service per week.
- # of enrolled youth will complete the full subsidized work experience.
- # of mentors and worksite managers will have the completed the Employability Assessment for all youth and had feedback sessions.
- % of enrolled youth re-arrested during the duration of the program.
- 100% of the youth will complete the financial literacy component.

F. BRIDGES TO PATHWAYS INITIATIVE

The following program elements apply to the Bridges to Pathways Initiative.

The Illinois Department of Juvenile Justice (IDJJ), Cook County Juvenile Probation Department, Cook County Sheriff's Office, Juvenile Temporary Detention Facility, and Chicago Public Schools are partnering with the City of Chicago Department of Family Support and Services (DFSS) in developing a comprehensive, 12-month life skills, educational, and workforce development program – the Bridges to Pathways Initiative - for youth returning to their communities after commitment in secure state facilities or a county temporary detention facility. This includes youth adjudicated as delinquents as well as youth that are pre-trial. The Bridges to Pathways program will support youth (ages 16.5 to 23) through educational attainment, career exploration, work-based experiences, and linkages to post-secondary education, training or work.

Bridges to Pathways will be implemented in two phases. Two respondents will be selected to provide the pilot program for 50 justice-involved youth assigned to IDJJ Aftercare Specialists on the south and west sides of the city. The pilot will allow for the opportunity to refine each phase and related supports, roles, and logistical operations. Following the pilot and pending funding, the project may be expanded to include additional qualified respondents. The expanded program will be a minimum of 18 months and serve over 500 youth. Program services will be delivered on the south and west side communities of the City at community locations that will be identified by DFSS. The pilot program will begin April 18, 2013 and end September 30, 2013. The full model of implementation will run October 1, 2013 and end on May 30, 2014.

The Bridges to Pathways Initiative aims to 1) support youth in obtaining a high school diploma or, when appropriate, a GED, 2) facilitate transition into and through credential-granting educational and vocational programs, 3) provide youth with career exploration, skills development, and workforce experience, and 4) develop social and emotional skills. Across all goals is an emphasis on supporting youth to develop educational and career skills to reducing recidivism, improve attainment of educational goals, and enhance justice involved youth success in finding and maintaining meaningful employment. The program consists of four components including: 1) online education, 2) social and emotional skill development, 3) workforce experience, and 4) mentoring. The program will provide intensive supports to youth with the goal of increasing workforce readiness skills and

obtaining high school diplomas and enrollment in post-secondary education or certificate programs.

1. Key Program Elements

In addition to program elements described in the Common Program Elements section starting on page nine, Respondents to this model will provide career exploration, paid work experience, mentoring, and other supports. Respondents interested in the Bridges to Pathways program specifically will provide the following:

- a. Online Education assistance:** Youth participating in the program will engage in a structured, self-paced online education program provided by the Illinois Department of Juvenile Justice and the Chicago Department of Family and Support Services five days a week for a minimum of 3.5 hours per day. Youth will complete their online education modules in classroom settings located at a pre-identified community-based facility with dedicated computer lab. The classrooms will be overseen and facilitated by assistants who will be required to have a minimum of an Associate's degree. Youth will have access to online certified teachers to answer content-related questions and will be working towards the completion of their GED or high school diploma through the online system. Respondents will be responsible for hiring the classroom assistants and managing the assistants' schedules. In collaboration with DFSS, Respondents will provide professional development for the assistants to ensure understanding basic classroom management, the online educational system, and strategies for motivating and supporting youth in their education. The assistant to youth ratio is 1:12. Youth will complete a minimum of 3.5 hours per day of on-line education at the pre-identified community-based locations.
- b. Skills/job readiness development:** Respondents will be responsible for providing a variety of workshops aimed at building their understanding of and exposure to different career opportunities and the skills needed for successfully participating in the workforce. This includes but is not limited to completing career interest assessment and research on career opportunities. This can also include exploring skills training programs under the Workforce Investment Act and the necessary coursework/experiences that they will need to attain for that career pathway. Youth will learn skills including: financial literacy, writing a resume, responding to questions in an interview and other key soft skills aimed at job attainment and retention.
- c. Work-based experiences (internship, apprenticeship, and work placement):** Concurrently with the skills/job readiness development component, youth will be assigned to an employer to complete a work-based paid experience. The initial work experience—the internship—will be for 12 weeks at 10 hours per week. Respondents will need to have existing relationships with employers to ensure placement at work sites and demonstrate the capacity to address any on-site issues with the youth. Respondents will be responsible for identifying work experience sites that are appropriate for youth re-entering their communities from detention. Youth will also receive a weekly stipend of fifty dollars for the initial 12 weeks of the program based on

attendance and participation in the online education, SEL and worksite placement components.

After completing the internship, youth will participate in a step-up work placement with increasing responsibility and time commitment—the apprenticeship. The amount of time allotted weekly for this experience will be determined by progress towards educational attainment. This phase of the workforce program transitions youth into a minimum wage employment for 15 hours per week for 12 weeks. Respondents should identify worksites that facilitate youth engagement in a career pathway of interest to the youth. For the pilot, the Respondent should identify worksites that have capacity to hire the youth upon completion of the 12 week subsidized work experience.

In the full model of implementation, the third phase of workforce experience will provide youth with continued subsidized employment at minimum wage for 10 hours per week for 12 weeks of employment. The expectation for the Respondent is to work with the worksite to provide the additional wages to comprise a total of 20 hours of paid work experience per week. The Respondent should identify worksites that have capacity to hire the youth upon completion of the 12 week subsidized work experience.

Youth will be provided with daily transportation cards to support their participation and ensure their ability to reach their employment sites. Respondents are responsible for developing transportation plans to ensure that youth have plans for how they will pay for their own transportation once the program support ends. For the pilot, youth will be provided with transportation cards throughout the program.

- d. Social Emotional Learning (SEL):** Youth will participate in an intensive evidence-based social emotional skill-building group that incorporates cognitive behavioral strategies. The groups will focus on a number of skills including anger management, identity development, conflict resolution, and gender specific topics (e.g., violence towards women). Youth will participate in SEL 2 hours per day. The provider for this element will be identified by DFSS. Respondents will be responsible for coordinating with the provider to integrate this component into the overall structure of the day.
- e. Mentor:** Each youth will have a mentor assigned after enrollment into the program to help youth navigate through the educational, work experience, and other enrichment activities schedule. Mentors in this program will be hired at a ratio of approximately 1 mentor to 10 participants and will be hired full-time by the Respondent to support their assigned youth throughout the day. Youth will participate in mentor-facilitated weekly job sessions with other youth to discuss their work experiences and receive peer support and encouragement. The mentors will visit their mentees' worksites and will communicate with aftercare specialists and employers. Respondents with experience providing job readiness and workforce preparedness training to the re-entry population are encouraged to apply. Also, Respondents with experience hiring ex-offenders as mentors are encouraged to apply.

2. Performance Metrics:

- a. 100% of youth are placed at internship and apprenticeship sites
- b. 90% of youth attend the program on a daily basis
- c. 80% of youth complete their GED/HS diploma
- d. 100% of youth complete the program with greater than 80% attendance
- e. 100% of youth that complete the work placement
- f. 80% of youth find employment (outside of internship)
- g. 100% of mentors and worksite managers will have the completed the Employability Assessment for all youth and had feedback sessions.
- h. 100% of the youth will complete the financial literacy component.

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.

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 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.

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

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.