

Please stand by, the webinar will begin shortly.

## Department of Family and Support Services

***EMERGENCY FOOD FOR AT-RISK POPULATIONS  
AND AN OPTIONAL SENIOR FOOD BOX PROGRAM (RFQ# 7901)  
PUBLIC BENEFITS OUTREACH AND ENROLLMENT PROGRAM (RFQ#  
7905)***

Release Date: May 3, 2021

Due Date: June 17, 2021

## House Keeping

- Due to the volume of participants, everyone has been placed on mute.
- Please submit questions via the question box and we will respond to questions after going through the slides.
- Please use the question box to notify us of any technical issues.



# Agenda

- Welcome and Introductions
- Overview, Mission and Priorities
- Strategic Framework
- Background
- Target Population
- Programmatic Overview
- Emergency Food Assistance for At-Risk Populations
- Public Benefits Outreach and Enrollment
- Timeline
- Technical Assistance for Applicants and eProcurement
- Questions



# Chicago Department of Family and Support Services: Program Divisions

Children  
Services

Division on  
Domestic  
Violence

Homeless  
Services

**Human  
Services**

Senior  
Services

Workforce  
Services

Youth  
Services



# Mission and Priorities

## OUR MISSION

Working with community partners, we connect Chicago residents and families to resources that **build** stability, **support** their well-being, and **empower** them to thrive

## OUR PRIORITIES

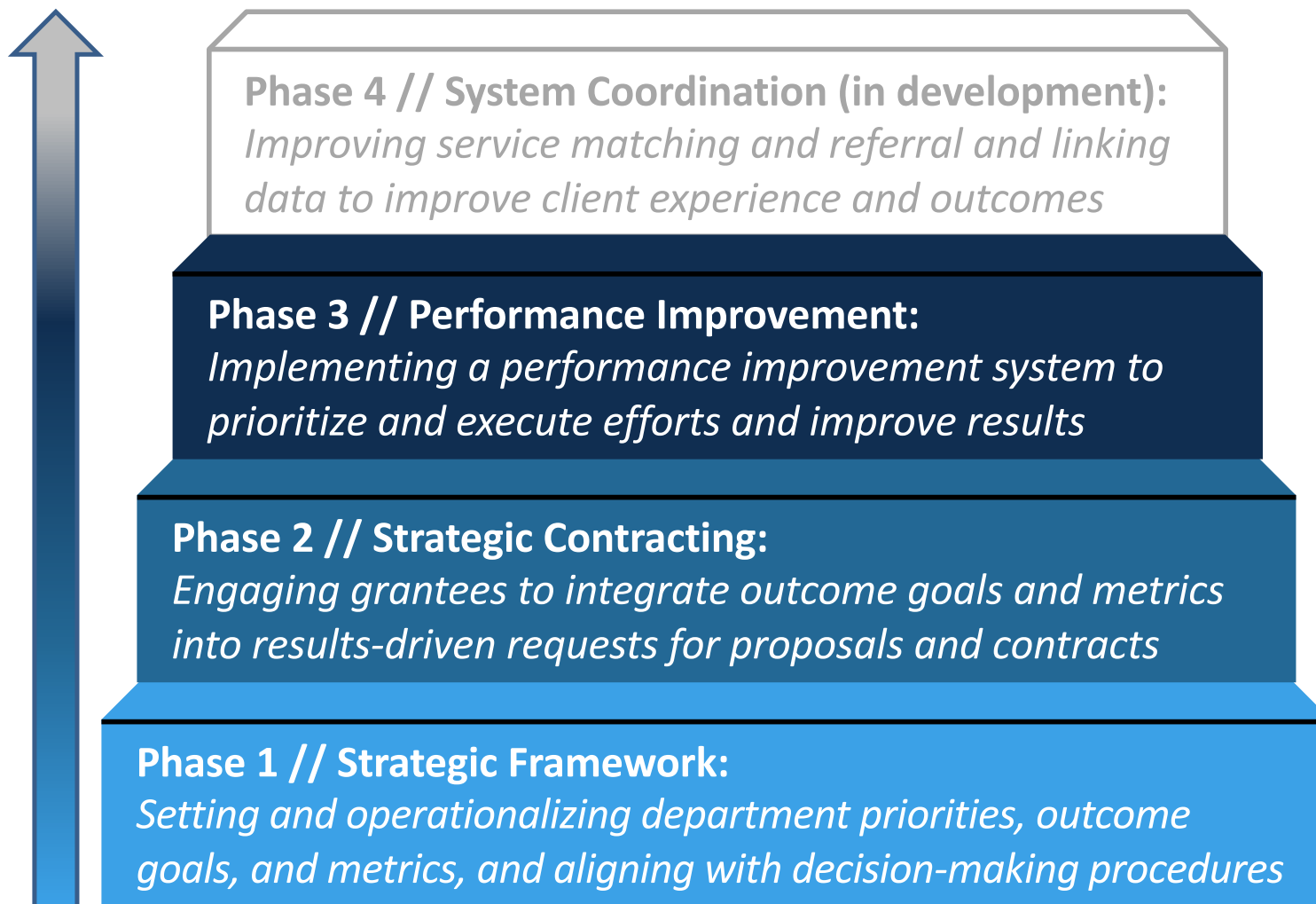
**Deliver** and support high quality, innovative, and comprehensive services that empower clients to thrive

**Collaborate** with community partners, sister agencies, and public officials on programs and policies that improve Chicagoans' lives and advance systemic change

**Inform** the public of resources available to them through DFSS and its community partners

**Steward** DFSS' resources responsibly and effectively

 **The goal of DFSS' Commitment to Outcomes is to achieve better results for vulnerable Chicagoans.**



## At DFSS, RFPs are viewed as critical strategic tools.

We want to use RFPs and contracts as critical tools to:

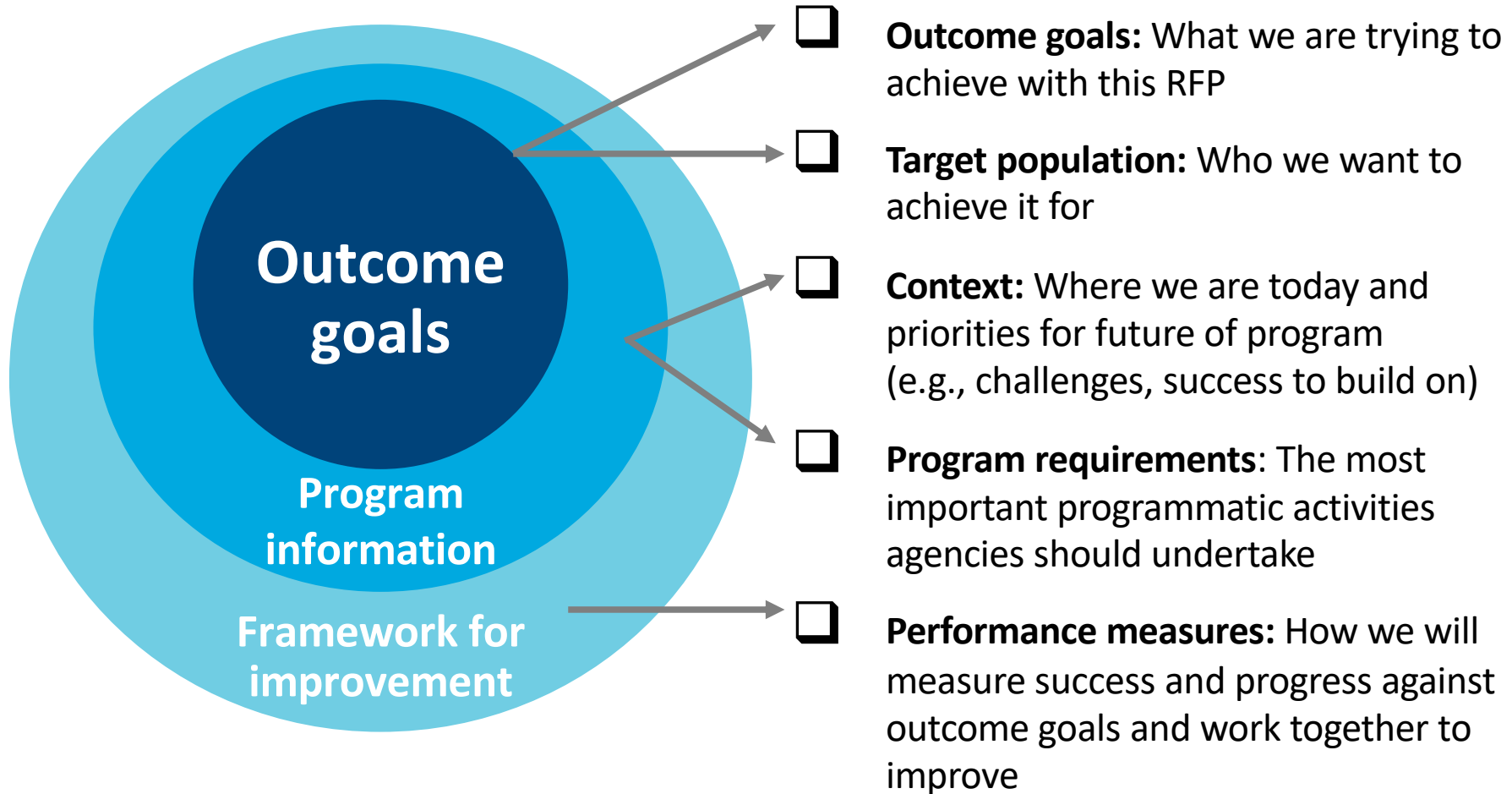
- Ensure outcomes continue to be at the center of our work
- Develop a shared understanding of priorities for and how we will track improvement
- Support two-way communication between DFSS and delegates about best practices, high-quality services, and the needs of those we serve



We've adjusted the structure and content of our RFPs and application questions to:

- Shift focus from activities to goals
- Align DFSS priorities with selection criteria and application questions
- Pose questions that provide the most relevant information for decision-making

**DFSS RFPs articulate what we want to achieve together for Chicagoans, rather than focusing on activities alone.**





# DFSS selection criteria reflect our focus on results and best practices.

## *Selection criteria categories:*

### **1 Strength of proposed program**

*Applicant proposes to deliver services appropriate to achieving desired outcomes for the target population, in line with an evidence base or field best practices*

### **2 Performance management and outcomes**

*Applicant has strong past performance and is capable of collecting and using data to manage performance*

### **3 Organizational capacity**

*Applicant has appropriate staff, systems, processes, and other organizational capabilities to execute the work and reflects diversity of communities it serves*

### **4 Reasonable costs, budget justification, and leverage of funds**

*Applicant is fiscally sound with reasonable proposed costs, and can leverage non-City funding for program*

## Key changes:

This year, based on applicant and evaluator survey feedback, we have focused on more clearly describing program expectations and priorities for improvement.

Additionally, given events over the past year, we have reviewed all of our RFPs to integrate a greater focus on equity and lessons learned about service delivery during the COVID-19 pandemic.



## A Brief Overview of Program Models

The selected Respondent must have the ability to meet DFSS' operational needs for the four distribution models listed below:

- 1. Food pantries:** Identify, select, and monitor local food pantries at locations concentrated in food insecure and food desert areas and at least one food pantry located within a five-mile radius of each of DFSS' six CSCs. Distribute food to selected pantries. Ensure that pantry coverage near DFSS CSCs operates at a minimum from 9 am to 5 pm, Monday through Friday. DFSS prefers to have some pantries open for extended evening and weekend hours.
- 2. Homeless and domestic violence shelters:** Distribute produce, including fruit and vegetables, to the DFSS homeless and domestic violence shelter network every two weeks. Currently, there are 53 homeless shelters and four domestic violence shelters (this number may fluctuate slightly in 2022 with the new RFP cycle and contracts awarded). Additionally, provide holiday foods to homeless and domestic violence shelters identified by DFSS throughout the city.
- 3. Community Service Centers (CSCs):** Provide holiday foods, including Thanksgiving and the Winter Holiday Season, to the six CSCs for families participating in case management services. Each year, approximately 500 turkeys and 500 hams will be distributed across all centers.
- 4. Special circumstances:** If needed, distribute additional food upon demand due to an emergency, natural disaster, and/or special request.



## Purpose of the RFP: Emergency Food

The Emergency Food for At-Risk Populations RFP seeks organizations that have experience in the procurement and distribution of all types of nutritious food products to:

- 1) increase the availability and accessibility of these products through the selected Respondent's network of food pantries,
- 2) deliver fresh fruit and vegetables to DFSS designated homeless and domestic violence shelters,
- 3) provide holiday foods (including Thanksgiving and the winter holiday season) to homeless and domestic violence shelters and the six Chicago Department of Family and Support Services (DFSS) Community Service Centers for families participating in case management services, and
- 4) Respondents may apply to an optional/additional Senior Food Box Program (contingent upon availability of additional funding), which provides one-time delivery of food box options for older adults and their caregivers.



## Background - Emergency Food

The Good Food Purchasing Program (GFPP) was developed in 2012 and adopted in 2017 to procure and serve healthier foods to staff, visitors, clients, and patients. The GFPP is a national program that uses the purchasing power of institutional/program food procurement to create a healthier, more equitable food system.

The purpose of the program is to make Good Food (defined as “food that is healthy, affordable, fair, and sustainable”) more widely available to all communities in order to promote healthier eating habits, support our local economy (local food businesses), and create more well-paying jobs along the food supply chain. The Good Food Purchasing Standards (“Standards”) emphasize five values: Local Economies, Environmental Sustainability, Valued Workforce, Animal Welfare, and Nutrition.

As a result of both the City of Chicago and Cook County approved the GFPP in 2017 and 2018 respectively, an Illinois State Physical Activity and Nutrition (ISPAN) grant from the Centers for Disease Control and Prevention has made possible the implementation of the GFPP and supports a mutual technical assistance provider, the Chicago Food Policy Action Council (CFPAC).

The gradual implementation of the GFPP requires participation from all City departments and agencies that purchase any food products, yet the benefits of this combined effort are potentially immense.

➤ In 2020, 649,304 pounds of food were provided to the target population through the Emergency Food for At-Risk Populations - base contract agreement and approximately 7.9 million pounds of food were distributed through CARES Act funding, for a total of more than 8.6 million pounds of food. However, in a typical year (prior to the COVID-19 pandemic), the average level of distribution is approximately 1.7 million pounds of food.



## Goals - Emergency Food

- DFSS' Emergency Food for At-Risk Populations program seeks to increase the availability and accessibility of healthy and fresh food options to help low-income and at-risk residents meet their nutritional needs, particularly when facing an emergency or crisis situation. The selected Respondent will maintain a network of food pantries, including at least one within a five-mile radius of each of DFSS' six Community Service Centers (CSCs) and additional locations concentrated in food insecure and food desert areas, to meet these nutrition needs and help address food inequity in Chicago. The selected Respondent will also provide homeless and domestic violence shelters designated by DFSS with fresh fruits and vegetables. In addition, the selected Respondent will deliver holiday foods such as turkeys and hams to the CSCs and homeless shelters during the Thanksgiving and winter holidays. Finally, additional food deliveries may be required due to special circumstances, such as an emergency or natural disaster.
- Should additional funding be made available, the optional/additional Senior Food Box Program seeks to provide a one-time delivery of fresh produce and meat options for older adults and their caregivers who do not fit into the Home Delivered Meal (HDM) portfolio.



## Target Population - Emergency Food

- The target populations are individuals/families that frequent the DFSS CSCs, homeless and domestic violence shelters, food pantries, and individuals who live in food insecure/food desert communities.
- The optional/additional Senior Food Box Program prioritizes clients that serve as caregivers – adult family members, or another individual who is an informal provider of in-home and community care to an older individual age 60 or older or to an individual with Alzheimer’s disease or a related disorder with neurological and organic brain dysfunction who may be under 60. This program seeks to provide assistance to caregivers regardless of economic status. Caregivers are prioritized based on the Older Americans Act Title III E priorities. Priorities are given to individuals with the greatest social and economic need and low-income minority older adults.

# Program Requirements - Emergency Food

The Emergency Food for At-Risk Populations RFP seeks organizations that have the following overall qualifications:

- 1) experience in the procurement and distribution of all types of food products;
- 2) established relationships with a network of food pantries equitably distributed within a five-mile radius of DFSS' six CSCs and in food insecure and food desert areas;
- 3) ability to deliver produce (fruits and vegetables) to approximately 60 homeless and domestic violence shelters across the city;
- 4) meets the diverse ethnic needs of the populations served by DFSS, including the ability to address nutritional needs and dietary constraints due to age, allergies or medical conditions, veganism and vegetarianism, and religious practices at pantries;
- 5) ability to incorporate the recommendations of the GFPP;
- 6) willingness to promote and share resources;
- 7) provide food pantry networks with referral information to other resources (i.e. other pantries, soup kitchens, other programs to access food); and
- 8) conduct surveys at the food pantry network sites to secure patron feedback and/or input to be incorporated into the service delivery program model.

# Program Requirements - Emergency Food

Optional/Additional Respondent must demonstrate the ability to meet the following requirements:

For Senior Services Optional/Additional Senior Food Box Program

- Include fresh produce, pantry staples, and two options (Frozen Meat and Vegetarian) to be delivered to a participant's home. The frozen meat protein option will include items such as chicken, ground beef, or frozen fish fillets – depending on availability. The vegetarian meal will be an enhanced version of fresh produce options





# Performance Goals and Outcomes - Emergency Food

DFSS will monitor and track a set of performance indicators that may include, but are not limited to:

- **For food distribution to local food pantries**
  - Number of pantries selected and the hours of coverage provided
  - Number of pounds of food delivered to selected food pantries
  - Number of people served
  - Number and characteristics of people served by race, gender, and ethnicity
  - Pantry satisfaction with delivery and quality of food product received (as determined by surveys completed by pantries)
  
- **For food distribution to shelters**
  - Number of pounds of food distributed to shelters
  - Number of shelters participating in the program
  - Number of site visits to shelters
  - Number of people served
  - Number and characteristics of people served by race, gender, and ethnicity
  - Shelter satisfaction with delivery and quality of food products received (as determined by surveys completed by shelters)



## Performance Goals and Outcomes - Emergency Food

DFSS will monitor and track a set of performance indicators that may include, but are not limited to:

- **\*Optional/Additional (Senior Food Box Program) Program Model\***
  - 80% of caregivers say that service has resulted in them feeling less overwhelmed as a caregiver
  - 80% of the clients surveyed indicated overall satisfaction with the services provided
  - 80% of the senior food box services referrals received from DFSS will be delivered to participants on the following week. Exceptions include inability to reach participants, cancellations, or rescheduling requests



## Performance Goals and Outcomes - Emergency Food

DFSS will monitor and track a set of performance indicators that may include, but are not limited to:

➤ **For Good Food Purchasing Program (GFPP)**

To monitor and acknowledge progress toward the implementation of the GFPP, DFSS intends to track output metrics that may include, but are not limited to:

- Number of contacts with DFSS staff regarding the implementation of the GFPP
- Number of GFPP recommendations incorporated into the food procurement plan of agency

In addition to the performance indicators and output metrics listed above, DFSS encourages Respondents to propose additional indicators and metrics, including those that demonstrate early success and are indicative of participants' progress.



## Selection Criteria – Strength of Proposed Program

- The Respondent clearly defines services to be provided (directly or through partnerships/linkage agreements with other agencies) that are appropriate to addressing needs of and achieving desired outcomes for the target population
- The Respondent’s proposed program is supported by a strong national or local evidence base and/or aligns with best practices for the Emergency Food Program
- The Respondent demonstrates the ability to provide quality nutritious foods that meet the needs of a variety of populations
- The Respondent has an effective approach to consistently maintaining a food pantry network that is geographically distributed throughout Chicago

## Selection Criteria – Performance Management and Outcomes

- The Respondent demonstrates evidence of strong past performance against desired outcome goals and performance metrics and/or other notable accomplishments in providing services to the target population
- The Respondent has the relevant systems and processes needed to track and report performance on program outcomes
- The Respondent has experience using data to inform/improve its services or practices
- The Respondent has the relevant systems and processes needed to collect and store key participant and performance data



## Selection Criteria - Organizational Capacity

- The Respondent has qualified staff responsible for program oversight and management
- The Respondent has adequate systems and processes to support monitoring program expenditures and fiscal controls
- The Respondent has adequate Human Resources capacity to hire and manage staff
- The Respondent has expertise working with the target population and has relevant capabilities and/or infrastructure needed to serve this group
- The Respondent's organization reflects and engages the diverse people of the communities it serves

## Selection Criteria – Reasonable Costs, Budget Justification, and Leverage of Funds

- The Respondent has the fiscal capacity to implement the proposed program
- The Respondent leverages other funds and in-kind contributions to support total program and administrative cost (e.g., state, federal, foundation, corporate, individual donations)
- The Respondent demonstrates reasonable implementation costs and funding requests relative to its financial and human resources. The proposed budget supports the proposed scope of work or work plan.



## Selection Criteria - Attachments

### The Proposed Program Budget(s)

- The Emergency Food for At-Risk Populations
- The Optional/Additional Senior Food Box Program

Note: The each respective budget must be submitted as a separate document

### Pantry Location – Selection Methodology

- Respondent must provide and maintain a listing of suggested pantries, with the recommended funding allotment for use by each site, under this program. This pantry listing must include the following minimum information: 1) Name, 2) Address, 3) Pantry Ward/Community Area locations, 4) Hours/days of operation, and 5) Miles to CSC.

### Proposed Food Distribution Product (Menu) Listing

- Respondent must include language regarding the approach to meeting the diverse ethnic needs of the populations served by DFSS, including the ability to address nutritional needs and dietary constraints due to age, allergies or medical conditions, veganism and vegetarianism, and religious practices at pantries.





## Public Benefits, Outreach, and Enrollment (PBOE)

- The purpose of the Public Benefits, Outreach, and Enrollment (PBOE) program is to conduct outreach, education, screening, application assistance, and follow-up support between applicant household and government agencies for eligible applicants attempting to access federal, state, and/or local government issued public benefits or programs.
- The goal is to increase the number of individuals accessing these resources.



## Goals -Public Benefits, Outreach, and Enrollment (PBOE)

- The PBOE program seeks to increase the number of households accessing federal, state, and/or local government issued public benefits or programs including, but not limited to, Medicare Premium Assistance and Medicaid; Temporary Aid to Needy Families (TANF); Supplemental Nutrition Assistance Program (SNAP); Women, Infants and Children (WIC); Aid to the Aged Blind and Disabled (AABD); and All Kids Medical Assistance.
- Key activities include conducting community outreach, providing educational assistance, conducting initial screenings, providing application assistance, and follow-up support to help eligible individuals and households obtain needed benefits.
- This program also seeks to increase the amount of cash benefits provided to individuals and households. Through this program, benefits translate into dollars. For example, a single eligible person can obtain \$192 in SNAP benefits, and have Medicare premiums paid by Medicaid, resulting in a minimum \$135 savings that would otherwise be deducted from the monthly social security pension payment. Through this example, an individual is able to increase their resources by \$327 per month and receive healthcare coverage and food assistance.

## Program Requirements: PBOE

**Respondent must demonstrate the ability to meet the following requirements:**

- Hours and location. The selected Respondent will be given space at each of the six DFSS CSC to conduct PBOE services and is required to be onsite and, as needed due to COVID-19, provide remote services at each DFSS CSC a minimum of four days per week. The onsite and/or remote schedule can be negotiated with DFSS prior to the start of the contract.
- Benefits enrollment. Provide PBOE services by providing educational assistance, conducting initial screenings, and providing application assistance and follow-up support to help eligible individuals and households obtain and maintain needed benefits. In addition, DFSS may request representation at outreach engagement events on a needed basis.

## Program Requirements: PBOE (cont.)

- Benefits maintenance and appeals. Help clients maintain benefits and/or appeal denial decisions including, but not limited to:
  - Redeterminations – clients are asked to submit annual applications to ensure continued eligibility.
  - SNAP requirements for Able-Bodied Adults without Dependents – the work requirement needs to be understood by those applying or in jeopardy of losing benefits.
  - Appeals – large numbers of individuals/households are initially denied benefits but awarded benefits upon appeal.
- Outreach and engagement. Provide outreach and engagement within the community. Outreach is defined as providing services or educating gathered participants about individual public benefit programs either virtually and/or at a location other than one of DFSS' six CSC locations such as a social services agency, senior center, or hospital emergency room waiting area. Potential clients engaged during the outreach and engagement events should be referred to one of the six CSCs for intake and assessment.

## Program Requirements: PBOE (cont.)

- Client feedback. Establish a standardized process to secure client feedback, as well as a mechanism for incorporating said feedback into the service delivery model.
- Respondent must have the ability to provide staff that can serve clients with limited English proficiency.



## Performance Goals and Outcomes: PBOE

- 65% of eligible clients/households will receive 1 or more benefits
- Number of clients/households assessed
- Dollar value of benefits received by benefit
- Number of households advised to appeal benefit finding and number of appeals filed
- Number and dollar value of appeals granted
- Number of outreach activities
- Number of individuals/households assisted in applying for CHA Housing
- Number of outreach activities with agencies that have entered into a Community Partnership Linkage Agreement with a DFSS CSC
- Number of individuals/households assisted through contact of a Community Partnership Linkage Agreement



## Selection and Transition Timeline

- **Pre-proposal webinar** – April 20, 2021
- **RFP Released** – May 3, 2021, 9:00 a.m.
- **Applications due** – June 17, 2021, 12:00 noon
- **Contracts Start** – January 1, 2022

Save early, submit only!

## Application Basics

- Late applications will not be accepted.
- All questions concerning program design, etc... must be received through the eProcurement system. They will be answered along with the questions from the webinar in the amendment.
- All questions about accessing and managing eProcurement should be directed to OBM: [CustomerSupport@cityofchicago.org](mailto:CustomerSupport@cityofchicago.org).
- Make use of the eProcurement hotline for help at 312-744-4357 (HELP). Please note that the hotline operates during business hours only, Monday-Friday 9-5.
- Visit the DFSS CDGA website for updates!  
[https://www.chicago.gov/city/en/depts/fss/supp\\_info/dfss-cdga-information.html](https://www.chicago.gov/city/en/depts/fss/supp_info/dfss-cdga-information.html)
- Training Materials (Documents and Videos) –  
<https://www.cityofchicago.org/city/en/depts/dps/isupplier/online-training-materials.html>





## Asking a question in eProcurement

- To ask a question in eProcurement you will need an iSupplier account.
- If you do not have an iSupplier account, please contact the eProcurement hotline at 312-744-HELP.
- To begin the process, of sending a question via eProcurement, you will need to log into your iSupplier account via eProcurement and find the RFP you want to ask about.
- All RFPs can be found at this website:

[https://eprocurement.cityofchicago.org/OA\\_HTML/OA.jsp?OAFunc=PON\\_ABSTRACT\\_PAGE&PON\\_NEGOTIATION\\_STATUS=ACTIVE](https://eprocurement.cityofchicago.org/OA_HTML/OA.jsp?OAFunc=PON_ABSTRACT_PAGE&PON_NEGOTIATION_STATUS=ACTIVE)



# eProcurement

To get started, first login into eProcurement:



Details

Document PDF File

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

## Abstracts

Status

Previous 1-10 Next 10

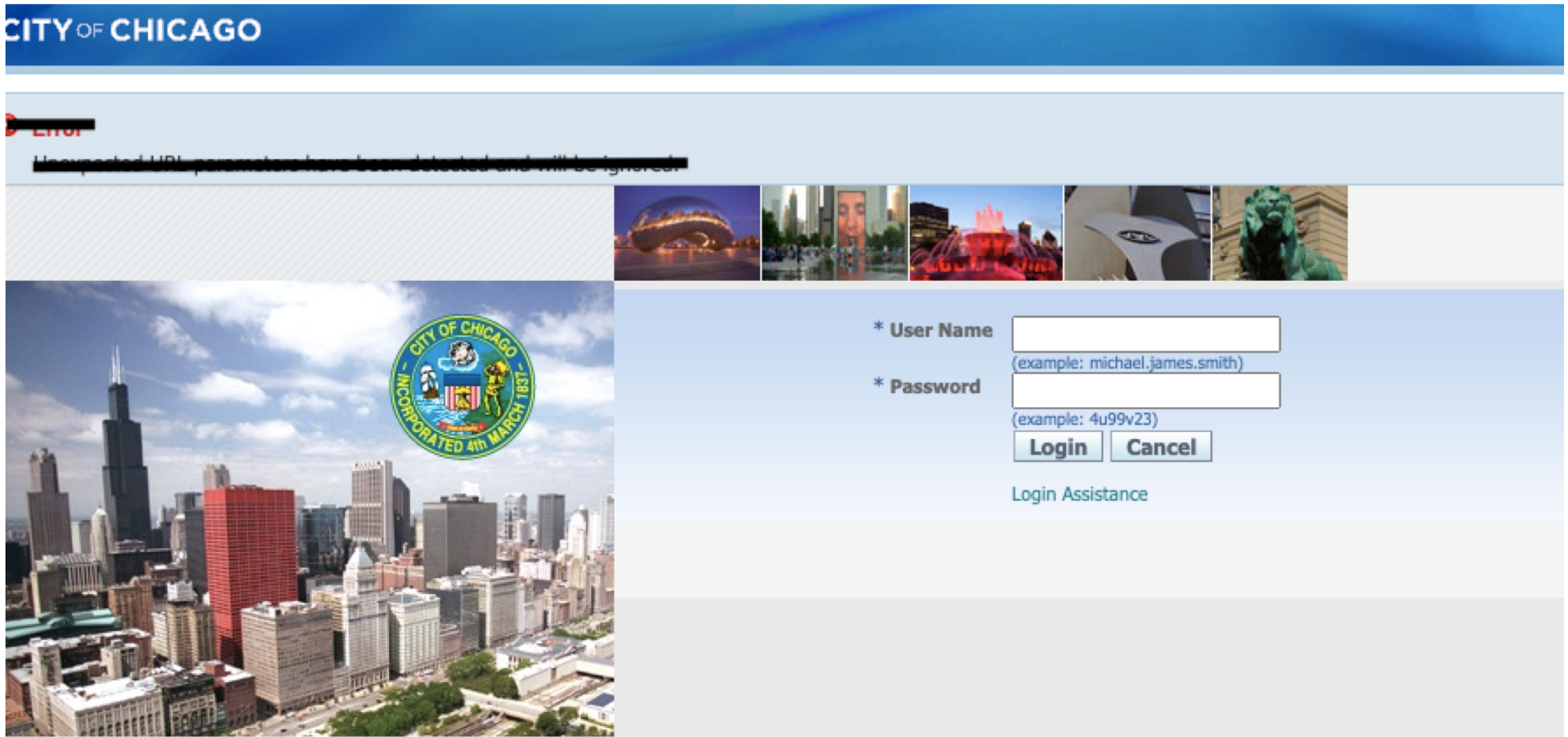
Department Name	Event	Program/Model	Solicitation Number	Specification Number	Solicitation Title	Advertisement Date	Supplier Response Start Date	Supplier Response Due Date	Protected Markets	Deadline for Questions	Details
DEPT OF AVIATION	Commodities		7623	1207654	1207654: Purchase of Blankets, Pillows, Pillow Cases, Cots and Amenity Kits	12-MAR-2021 08:30:00	12-MAR-2021 08:30:00	06-MAY-2021 11:00:00		07-APR-2021 04:30:00	☞☞
CHICAGO DEPARTMENT OF TRANSPORTATION	Commodities		7369,2	1195798	1195798: Aluminum Traffic Signal Pedestal Bases	24-FEB-2021 09:30:00	24-FEB-2021 09:30:00	14-APR-2021 11:00:00		05-MAR-2021 16:00:00	☞☞
DEPT OF AVIATION	Construction		7878,1	1217758	1217758: Rehabilitation for Taxiways Y, Y1, Y2, Y3, Y4	31-MAR-2021 08:00:00	31-MAR-2021 08:00:00	07-MAY-2021 11:00:00		15-APR-2021 17:00:00	☞☞
CHICAGO DEPARTMENT OF TRANSPORTATION	Construction		7746	954029	954029: TRAFFIC SIGNAL INTERCONNECT PROJECT (Broadway & Sheridan)	31-MAR-2021 08:30:00	31-MAR-2021 08:30:00	04-MAY-2021 11:00:00		16-APR-2021 16:30:00	☞☞
CHICAGO DEPARTMENT OF TRANSPORTATION	Construction		7745	1185785	1185785: 71st ST. STREETScape IMPROVEMENTS (Jeffrey Blvd. to South Shore Drive)	26-MAR-2021 08:30:00	26-MAR-2021 08:30:00	20-APR-2021 11:00:00		09-APR-2021 16:30:00	☞☞
CHICAGO DEPARTMENT OF TRANSPORTATION	Construction		7520,1	1202407	1202407: CDOT 2020 Job Order Contract for Flatwork-Site Work	08-MAR-2021 08:00:00	08-MAR-2021 08:00:00	19-APR-2021 11:00:00		17-MAR-2021 16:00:00	☞☞
DEPARTMENT OF WATER MANAGEMENT	Construction		7871,1	1190383	1190383: West Woodlawn Sewer Improvement Project	25-FEB-2021 10:45:00	25-FEB-2021 10:45:00	08-APR-2021 11:00:00		19-MAR-2021 16:00:00	☞☞
DEPARTMENT OF WATER MANAGEMENT	Construction		7866,1	1196806	1196806: Schubert and Lakewood Sewer Improvement Project	24-FEB-2021 11:00:00	24-FEB-2021 11:00:00	08-APR-2021 11:00:00		18-MAR-2021 16:00:00	☞☞
DEPARTMENT OF WATER MANAGEMENT	Construction		7874,1	1196813	1196813: EAST GARFIELD PARK SEWER IMPROVEMENT PROJECT NO.7462	26-FEB-2021 08:30:00	26-FEB-2021 08:30:00	06-APR-2021 11:00:00		26-MAR-2021 16:30:00	☞☞
DEPARTMENT OF WATER MANAGEMENT	Construction		7881,1	1196815	1196815: HARVARD AND 88TH STREET IMPROVEMENT PROJECT NO.7465	26-FEB-2021 12:08:00	26-FEB-2021 12:08:00	06-APR-2021 11:00:00		26-MAR-2021 16:30:30	☞☞

Previous 1-10 Next 10

Login

# eProcurement

Clicking the login button on the eProcurement page will bring you to the login screen.



# eProcurement

Logging in will bring you to this screen. Open the Online Bidding menu to Sourcing and then to the Sourcing Home Page. Click on the Sourcing Home Page.

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

Enterprise Search    Search Results Display Preference

[Oracle Applications Home Page](#)

**Main Menu**

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

**Worklist**

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



# eProcurement

To look up an RFP, type that RFP's number, set the search box to Number and type in the RFP's number. Then click Go. If you have already started an application, the application will appear in the Response Number box

The screenshot shows the 'CITY OF CHICAGO Sourcing' interface. At the top, there are navigation links for 'Navigator' and 'Favorites'. Below this is a 'Negotiations' section with a search box labeled 'Search Open Solicitations'. A dropdown menu is open, showing search criteria: 'Number' (checked), 'Contact', 'Category', 'Line', and 'Event'. The search box contains the text 'TYPE IN RFQ # HERE' and a 'Go' button. Below the search box, there is a table titled 'Your Active and Draft Responses'. The table has columns for 'Response Number', 'Supplier Site', 'Solicitation Number', 'Title', 'Type', 'Time Left', 'Monitor', and 'Unread Messages'. One row is visible with '341460' in the 'Response Number' column and '6459.3' in the 'Solicitation Number' column. Below this table is a section for 'Your Company's Open Invitations' which shows 'No results found.' and a 'Full List' button. At the bottom, there is a 'Quick Links' section with two columns: 'Manage' (Drafts, Deliverables, Personal Information) and 'View Responses' (Active, Disqualified, Awarded, Rejected).

# DFSS CDGA RFP Numbers

RFQ #	DFSS Division	RFP Program Model
7901	Human Services	Emergency Food for At-Risk Populations and an optional Senior Food Box Program Model
7905	Human Services	Public Benefits, Outreach, and Enrollment (PBOE)



# eProcurement

Once you are in the RFP, go to the Actions bar and click on Online Discussions.

The screenshot displays the top navigation bar with 'Navigator', 'Favorites', 'Home', 'Logout', 'Help', and 'Preferences'. Below this, a menu is open over the 'Actions' button, listing options: 'Create Quote', 'Online Discussions' (highlighted with a red circle), 'View Abstract Details', 'View Quote History', 'View Amendment History', and 'Printable View'. The main content area shows RFP details for 'Community Housing Development Organization (CHDO) Certification' with an 'Active' status and '999 days 2 hours' left. Other details include 'Buyer: MCCLARN, GRAYLEN', 'Quote Style: Blind', and 'Event: Delegate Agency Updating Issuing O'. Billing and shipping addresses are listed as '021-2819 HOME INVEST'. RFQ Currency is 'USD' and Price Precision is '0'.



# eProcurement

To start a email click on the New Message box.

**CITY OF CHICAGO Sourcing**

Navigator | Favorites | Home | Logout | Help | Pref

**Negotiations**

Negotiations > Active Solicitations > RFQ: 6459,3 >

**Online Discussions (RFQ 6459,3)**

Cancel | Printable

Title: [Community Housing Development Organization \(CHDO\) Certification](#)

Status: **Active**

Time Left: **999 days 2 hours**

Supplier Response Start Date: **17-Aug-2020 11:01:54**

Bid Opening Date/Supplier Response Due Date: **31-Dec-2023 12:00:00**

**Messages**

**New Message**

Subject	Message	Status	Sender	Date	Reply
No results found.					

Cancel | Printable





# eProcurement

Write your email with your question. If you need to upload something, use the attachment feature. Press Send and you are done!

**CITY OF CHICAGO Sourcing**

Home | Logout | Help | Preferences

Navigator | Favorites

**Negotiations**

Negotiations > Active Solicitations > RFQ: 6459,3 > Online Discussions (RFQ 6459,3) >

**Create New Message (RFQ 6459,3)**

\* Indicates required field

Send To: **The City of Chicago**

\* Subject:

\* Message:

**Attachments**

**Add Attachment...**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found									

Cancel! Send

Cancel! Send



## Deadline



**Applications are due  
On June 17, 2021  
at 12:00, Noon**

# Questions?

**Program Questions?**

**Mark Sander II**

**312-743-1524**

**[Mark.Sandersii@cityofchicago.org](mailto:Mark.Sandersii@cityofchicago.org)**

**For non-programmatic questions contact:**

**Julia Talbot**

**(312)-743-1679**

**[Julia.Talbot@cityofchicago.org](mailto:Julia.Talbot@cityofchicago.org)**

**or**

**The eProcurement hotline**

**312-744-4357 (HELP)**

**[CustomerSupport@cityofchicago.org](mailto:CustomerSupport@cityofchicago.org)**

Please note that the hotline operates during business hours only, Monday-Friday 9-5.