



Delegate Agency Solicitation #67283 (RFP)

Youth Services: School Based Group Mentoring RFP

Specification Number: 1350285

Required for use by: DEPARTMENT OF FAMILY AND SUPPORT SERVICES

Bid/Proposal Submittal Date and Time: 12:00 PM Central Time, 29-JUL-2026

Deadline for Questions: 05:00 PM Central Time, 14-JUL-2026

Buyer: BLACK, JILLIAN

Email Address: jillian.black@cityofchicago.org

Phone Number:

Pre-Solicitation Conference Date and Time: 10:00 AM Central Time, 10-JUL-2026

Pre-Solicitation Conference Location: [https://us02web.zoom.us/join/https://us02web.zoom.us/webinar/register/WN_mqaUesDLRMK7MFdA19W09g](https://us02web.zoom.us/join/https://us02web.zoom.us/join/https://us02web.zoom.us/webinar/register/WN_mqaUesDLRMK7MFdA19W09g)

Site Visit Date & Time: N/A

Site Visit Location: N/A

Please submit your response to:

<http://www.cityofchicago.org/eProcurement>
iSupplier vendor portal registration is required.
Allow 3 business days to complete registration.

BRANDON JOHNSON
MAYOR

Angela Green
Commissioner

Specification Number: 1350285

Type of Funding:

Title: DFSS: Youth Services: School Based Group Mentoring RFP

Table of Contents

1 Header Information.....	3
1.1 General Information.....	3
1.2 Terms.....	3
1.3 Requirements.....	3
1.4 Attachments.....	16
1.5 Response Rules.....	16
2 Price Schedule.....	17
2.1 Line Information.....	17
2.2 Line Details.....	17
2.2.1 Line 1.....	17
2.2.2 Line 2.....	17
2.2.3 Line 3.....	17
2.2.4 Line 4.....	17
2.2.5 Line 5.....	18
2.2.6 Line 6.....	18
2.2.7 Line 7.....	18
2.2.8 Line 8.....	18
2.2.9 Line 9.....	18

1 Header Information**1.1 General Information**

Title	DFSS: Youth Services: School Based Group Mentoring RFP		
Description	Youth Services: School Based Group Mentoring RFP		
Preview Date	01-JUL-2026 09:00:00	Open Date	01-JUL-2026 09:00:00
Close Date	12:00 PM Central Time, 29-JUL-2026	Award Date	Not Specified
Time Zone	Central Time	Buyer	BLACK, JILLIAN
Quote Style	Blind	Email	jillian.black@cityofchicago.org
Event	Delegate Agency	Outcome	Delegate Agency Blanket Agreement

1.2 Terms

Effective Start Date	Not Specified	Effective End Date	Not Specified
Ship-To Address	050-2005 FAMILY AND SUPPORT SERVICES 1615 W. CHICAGO AVE. 2ND FL. Chicago, IL 60622 United States	Bill-To Address	050-2005 FAMILY AND SUPPORT SERVICES 1615 W. CHICAGO AVE. 2ND FL. Chicago, IL 60622 United States
Payment Terms	IMMEDIATE	Carrier	
FOB		Freight Terms	
Currency	USD (US Dollar)	Price Precision	Any
Total Agreement Amount (USD)	Not Specified	Minimum Release Amount (USD)	Not Specified

1.3 Requirements

Contact Information
First Name Provide your answer below
Last Name Provide your answer below
Telephone Provide your answer below

Contact Information
E-mail Address Provide your answer below
Contact Type Provide your answer below
Organization Information
Legal Organization Name Provide your answer below
Address Provide your answer below
City Provide your answer below
State Provide your answer below

Organization Information
Zip Provide your answer below
Telephone Number Provide your answer below
Federal Employer Identification Number Provide your answer below
UEI Number Provide your answer below
Head of Agency Name Provide your answer below
Head of Agency Title Provide your answer below

Organization Information
Head of Agency Contact Telephone Provide your answer below
Head of Agency E-Mail Contact Provide your answer below
Chief Finance Officer Name Provide your answer below
Chief Finance Officer Title Provide your answer below
Chief Finance Officer Telephone Provide your answer below
Chief Finance Officer E-mail Provide your answer below

Organization Information
Website Address Provide your answer below
Year Org. Established Provide your answer below
The following four questions ask about your organization's leadership composition from two angles: race/ethnicity and geography. Your answers to these questions are not used to evaluate the strength of your proposal. The results of these questions allow DFSS to identify the reach and diversity of its applicant pool, and assess whether all potential applicant organizations in the City of Chicago are able to hear about and complete our RFPs, as well as allowing DFSS to provide further transparency to the public about the makeup of the organizations who apply for our programing. When it comes to assessing the racial and ethnic identity of organizational leadership, the applicant should ask the relevant staff to self-identify rather than assume someone's identity. Please acknowledge that you have read and understand the statement above. Circle one from the response values below: Yes No
An organization is considered "Black, Indigenous, and People of Color (BIPOC)-led" if their executive director identifies as BIPOC. For the purposes of this and the following question, BIPOC means "a person who checked the Black or African American, American Indian and Alaska Native, Asian, or Native Hawaiian and Other Pacific Islanders" race category or who answered Yes to the Hispanic Origin question on the 2020 United States Census. Given this definition, is the applying Agency considered BIPOC-led? Circle one from the response values below: No Yes
An organization is considered "Black, Indigenous, and People of Color (BIPOC)-run" if at least 50% of their Board of Directors, executive director, and senior leadership team identify as BIPOC. Given this definition, is the applying Agency considered BIPOC-run? Circle one from the response values below: No Yes
An organization is considered "community-led" if their executive director either lives or has lived in the neighborhood(s) or Community Area(s) in which the primary clients of this program will be served. Given this definition, is the applying Agency considered community-led? Circle one from the response values below: No Yes
An organization is considered "community-driven" if at least 50% of their Board of Directors, executive

Organization Information
director, and senior leadership team either live or have lived in the neighborhood(s) or Community Area(s) in which the primary clients of this program will be served. Given this definition, is the applying Agency considered community-driven? Circle one from the response values below: No Yes
Attesting Uploads
Did you attach proof of current liability insurance? Circle one from the response values below: No Yes
Did you attach your current board member list? Circle one from the response values below: No Yes
Did you attach proof of your current SAM/Unique Identity ID number? Circle one from the response values below: No Yes
Did you attach your current certificate of good standing from the State of Illinois? Circle one from the response values below: No Yes
Did you attach your current bylaws and articles of incorporation? Circle one from the response values below: No Yes
Did you attach your most recent financial statement or audit? Circle one from the response values below: No Yes
Did you attach your IRS determination letter? Circle one from the response values below: No Yes
I attest that I uploaded my budget using the provided City of Chicago template document. Circle one from the response values below: No Yes
Will your organization utilize a subcontractor for staff/mentors? If so, please attach the signed subcontractor agreement. Circle one from the response values below: Yes No
Did you attach the 2025 or 2024 Fiscal Audit?

Attesting Uploads
..... Circle one from the response values below: Yes No
Did you attach MOU or letter of agreement from school where your organization is proposing to provide services? Circle one from the response values below: Yes No
Did you attach proof of CPS vendor status? Circle one from the response values below: Yes No
Did you attach sample mentoring session agenda and calendar? Circle one from the response values below: Yes No
Did you attach evidence-informed curriculum or framework? Circle one from the response values below: Yes No
Did you attach Youth feedback survey results? (Optional) Circle one from the response values below: Yes No
Did you attach Job Description for Program Coordinator and/or Mentors? Circle one from the response values below: Yes No
Geographic Area(s) Served Please provide the street number for your site address Provide your answer below
Please identify the street direction associated with your site street address. Provide your answer below
Please provide the street name.

Geographic Area(s) Served
..... Provide your answer below
Please provide the city. Provide your answer below
Please provide site zip-code. Provide your answer below
In which ward is this site located? Provide your answer below
Please provide any additional wards outside of your corporate or site locations your organization provide services? Provide your answer below
Program Information
Please provide the title of your proposed program. Provide your answer below

Program Information
Requested grant amount (annual) Provide your answer below
Number of participants to be served Provide your answer below
Please select the school where you are proposing to implement a School-Based Group Mentoring program. Respondents must serve students from (1) of the following middle or high schools (please see below). Note: Only (1) school can be selected per RFP application. Circle one from the response values below: Bond - 7050 S. May Street (Englewood) Burnham - 9928 S. Crandon Ave. (South Deering) Corkery - 2510 S. Kildare Ave. (South Lawndale) Finkl - 2332 S. Western Ave. (Lower West Side) Irving - 749 S. Oakley Blvd. (Near West Side) Johnson - 1420 S. Albany Ave. (North Lawndale) Kanoon - 2233 S. Kedzie Ave. (South Lawndale) King - 644 W. 71st St. (Englewood) Lavizzo - 138 W. 109th St. (Roseland) Mason - 1856 S. Keeler Ave. (North Lawndale) Parker - 6800 S. Stewart Ave. (Englewood) Penn - 1616 S. Avers Ave. (North Lawndale) Shields Middle - 2611 W. 48th St. (Brighton Park) Spry - 2400 S. Marshall Blvd. (South Lawndale) Stagg - 7424 S. Morgan St. (Englewood) Till - 6543 S. Champlain Ave. (Woodlawn) L Ward - 646 N. Lawndale Ave. (Garfield Park) Wentworth - 1340 W. 71st St. (West Englewood) Al Raby - 3545 W. Fulton Blvd. (Garfield Park) Clemente - 1147 N. Western Ave. (West Town) Corliss - 821 E. 103rd St. (Pullman) Dunbar - 3000 S. King Dr. (Douglas) Foreman - 3235 N. Leclaire Ave. (Portage Park) Gage Park - 5630 S. Rockwell St. (Gage Park) Harlan - 9652 S. Michigan Ave. (Roseland) Kelvyn Park - 4343 W. Wrightwood Ave. (Hermosa) Manley - 2935 W. Polk St. (East Garfield Park) Marshall - 3250 W. Adams St. (East Garfield Park) Multicultural Arts - 3120 S. Kostner Ave. (South Lawndale) North Grand - 4338 W. Wabansia (Hermosa) Orr - 730 N. Pulaski Rd. (Humboldt Park) Phillips - 244 E. Pershing Rd. (Douglas) Social Justice - 3120 S. Kostner Ave. (South Lawndale) Tilden - 4747 S. Union Ave. (New City)

Program Information
Wells 936 N. Ashland Ave. (West Town) World Language - 3120 S. Kostner Ave. (South Lawndale)
Respondents must serve cohorts of youth with a minimum of 20, and additional increments of 10, and a maximum of 50 per school. Please indicate the cohort size you are proposing to serve: 20 - 30 - 40 - 50 youth.
Circle one from the response values below: 20 youth 30 youth 40 youth 50 youth
Respondents must adhere to a mentor-youth ratio of 1:10 with a mentor that remains consistent throughout the school year. Please indicate that you agree to staff this program as required.
Circle one from the response values below: Yes No
I attest that I have read the RFP.
Circle one from the response values below: No Yes
Community Involvement
Identify the school you propose to serve and describe any existing relationship or connection with the school and community. Provide details on why you selected this school in this community area. Include data that supports your selection as well as the challenges for youth in this community area related to violence, community underinvestment, and the need for mentoring services. Please cite community-specific evidence, studies, or data in your response.
Provide your answer below
Describe how mentoring aligns with your organization's mission and service delivery. What specific capabilities does your agency have to deliver culturally relevant, youth-centered mentoring? Please include details on competencies and trainings for staff to ensure services are delivered appropriately.
Provide your answer below
Describe how your organization utilizes youth voice to inform your mentoring services. What mechanisms do you use to gather feedback (e.g., listening sessions, surveys, advisory groups)? How is this input incorporated into your planning, decision-making, and service delivery? Please describe at least one way youth have decision-making authority or leadership beyond providing feedback. Additional point will be given to Respondents who provide summaries of youth surveys, including quantitative or qualitative reports.
Provide your answer below

Community Involvement
Organizational Capacity
Describe the essential positions and personnel your agency will appoint to implement the mentoring program to meet the Program Requirements [p. 12]. Describe how program staff are supported by supervisors and leadership, and how responsibilities are shared to ensure continuity of services in the event of staff transitions. Include an overview of how your staffing structure is sufficient to meet program requirements (including coordinating with school staff about timing of mentoring sessions) and your organization's process for hiring (or re-hiring) and onboarding in a timely manner. Please provide details on your timeline for onboarding, background checks, supervision, and ongoing training for mentors (i.e., staff, contractors, and/or volunteers). If your agency plans to utilize a sub-contract to fulfill any of these capacities, provide details as well. Attach a job description for a culturally competent program coordinator that includes experience with both mentoring programming and working directly with youth. Provide your answer below
Please describe how your organization monitors program expenditures and ensures appropriate fiscal controls and records are in place. Please include staff/leadership, board involvement, and training. Provide your answer below
Creating a positive and welcoming space is an essential part of group-based mentoring. Describe how your organization develops a welcoming space where youth feel valued. How will you ensure that welcoming space is transferred to the school environment? Provide your answer below
Strength of Proposed Program
Youth are sometimes involved in many things – afterschool clubs or sports, part time job, caregiving of siblings, family responsibility, academics – why is mentoring important in supporting youth? What benefits to the lives of young people do mentoring programs provide that are not met in these other activities? Include citations as appropriate. Provide your answer below

Strength of Proposed Program
Describe the experience of one group of 8-10 youth from program launch through the first three months of program implementation. Your response should include responses to the following: • How youth are recruited, enrolled, and introduced to the program • What the first session looks like (include structure and activities). Attach an example of the mentoring session agenda. • How group norms and relationships are established • How sessions are structured over time (check-ins, activities, reflection), ensuring there are 4 sessions per month per group. Attach a sample calendar. • How youth shape discussions and activities • How mentors build trust and manage group dynamics • How you respond to common challenges (e.g., inconsistent attendance, disengagement) • The changes or outcomes you expect to see in youth by the end of 3 months Provide your answer below
Describe the evidence-informed curriculum or framework you will use to design your activities and how it aligns with the Mentoring Standards of Practice (p.7 of the RFP). Also describe how it will support your program activities and meet requirements. Please attach an outline of your curriculum or framework to your application. Provide your answer below
Describe the strategies your organization will use to maintain consistent youth participation and engagement throughout the program year. Address the following in your response: attendance expectations, communication and reminder systems, follow-up procedures for absent or disengaged youth, and how the program encourages long-term commitment. Provide your answer below
Describe how you will collaborate with school leadership and staff to obtain physical space, scheduling mentoring sessions that are not disruptive to instruction, and plan programming calendars. Provide your answer below
Describe how you will collaborate with school leadership and staff to recruit students to participate in group mentoring. Please describe outreach strategies that will be utilized to recruit and retain youth (e.g., social media, Facebook, Instagram, Chicago Police Department, Chicago Public Schools, WIC

Strength of Proposed Program offices). How will you ensure that guardians are informed about the program, as well as obtain consents for participation? Provide your answer below
Describe the process you will use to match mentors with youth. How will you maintain group stability when new youth are added after the program has started? Provide your answer below
Performance Management and Outcomes Provide program-level data over the last 12 months demonstrating your performance toward reaching the goals outlines in the Performance Measures section of this RFP. What challenges have you had or do you anticipate in meeting these outcomes? If you are a new applicant, please provide program-level data demonstrating performance for a mentoring program that has been operating for at least two years; please name the model, the funder, and its outcomes. Provide your answer below
Reasonable Costs, Budget Justification, and Leverage of Funds Please describe your cash-flow and capacity to expend funds prior to reimbursement. Provide your answer below
Why do you consider your program costs to be reasonable, given the nature of services provided and requirements for this program? (If desired, you are welcome to explain any key budgeting decisions you faced and the rationale for inclusion in your program costs). Provide your answer below

City of Chicago Compliance Acknowledgement
Do you acknowledge the Compliance with Laws, Statutes, Ordinances and Executive Orders for the City of Chicago?
.....
Circle one from the response values below:
No
Yes
Conflict of Interest Questionnaire
Did you complete and attach the Conflict of Interest Questionnaire?
.....
Circle one from the response values below:
No
Yes

1.4 Attachments

Name	Data Type	Description
ATTACHMENT 01: RFP	File	

1.5 Response Rules

- ☐ Solicitation is restricted to invited suppliers
- ☒ Suppliers are allowed to respond to selected lines
- ☒ Suppliers are allowed to provide multiple responses
- ☐ Buyer may close the solicitation before the Close Date
- ☐ Buyer may manually extend the solicitation while it is open

2 Price Schedule**2.1 Line Information**

Display Rank As **No indicator displayed**
 Ranking **Price Only**
 Cost Factors **None**

Line	Item, Rev / Job	Target Quantity	Unit	Unit Price	Amount
1 0005 - Personnel		1	USD		
2 0044 - Fringe Benefits		1	USD		
3 0100 - Operating/Technical		1	USD		
4 0140 - Professional and Technical Services		1	USD		
5 0200 - Travel		1	USD		
6 0300 - Materials and Supplies		1	USD		
7 0400 - Equipment		1	USD		
8 0801 - Indirect		1	USD		
9 0999 - Other		1	USD		

2.2 Line Details**2.2.1 Line 1 0005 - Personnel**

Category **94855.DA.**
 Shopping Category **Not Specified**
 Minimum Release **Not Specified**
 Amount (USD)
 Estimated Total **Not Specified**
 Amount (USD)

Start Price (USD) **Not Specified**
 Target Price (USD) **Not Specified**

2.2.2 Line 2 0044 - Fringe Benefits

Category **94855.DA.**
 Shopping Category **Not Specified**
 Minimum Release **Not Specified**
 Amount (USD)
 Estimated Total **Not Specified**
 Amount (USD)

Start Price (USD) **Not Specified**
 Target Price (USD) **Not Specified**

2.2.3 Line 3 0100 - Operating/Technical

Category **94855.DA.**
 Shopping Category **Not Specified**
 Minimum Release **Not Specified**
 Amount (USD)
 Estimated Total **Not Specified**
 Amount (USD)

Start Price (USD) **Not Specified**
 Target Price (USD) **Not Specified**

2.2.4 Line 4 0140 - Professional and Technical Services

Category **94855.DA.**
 Shopping Category **Not Specified**
 Minimum Release **Not Specified**
 Amount (USD)
 Estimated Total **Not Specified**
 Amount (USD)

Start Price (USD) **Not Specified**
 Target Price (USD) **Not Specified**

2.2.5 Line 5 0200 - Travel

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release	Not Specified		
Amount (USD)			
Estimated Total	Not Specified		
Amount (USD)			

2.2.6 Line 6 0300 - Materials and Supplies

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release	Not Specified		
Amount (USD)			
Estimated Total	Not Specified		
Amount (USD)			

2.2.7 Line 7 0400 - Equipment

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release	Not Specified		
Amount (USD)			
Estimated Total	Not Specified		
Amount (USD)			

2.2.8 Line 8 0801 - Indirect

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release	Not Specified		
Amount (USD)			
Estimated Total	Not Specified		
Amount (USD)			

2.2.9 Line 9 0999 - Other

Category	94855.DA.	Start Price (USD)	Not Specified
Shopping Category	Not Specified	Target Price (USD)	Not Specified
Minimum Release	Not Specified		
Amount (USD)			
Estimated Total	Not Specified		
Amount (USD)			

CITY OF CHICAGO



**REQUEST FOR PROPOSALS (RFP) FOR
School-Based Group Mentoring Program
RFQ# 67283**

**ISSUED BY:
CITY OF CHICAGO DEPARTMENT OF FAMILY AND SUPPORT SERVICES**

All proposals must be submitted via the eProcurement system.

<http://www.cityofchicago.org/eprocurement>

Questions concerning the RFP should be directed to:

Maria D. Guzmán-Rocha, Ph.D.
Senior Director, Enrichment, Youth Services Division
Department of Family and Support Services
1615 W. Chicago Ave
Chicago, Illinois 60622
312-746-7474
maria.guzman-rocha@cityofchicago.org

**BRANDON JOHNSON
MAYOR**

**ANGELA J. GREEN
COMMISSIONER**

Table of Contents

Section 1 - Purpose of RFP and Scope of Services	3
A. Organizational background.....	3
B. Program description.....	4
C. Program activities and requirements	9
D. Performance measures.....	13
E. Contract management and data reporting requirements.....	13
F. Application guidance for respondents.....	14
G. Anticipated term of contract and funding source	15
H. Prior RFP statistics for this program	17
Section 2 – Eligibility, Evaluation and Selection Procedures	17
A. Eligible respondents	17
B. Evaluation process	18
C. Selection criteria and basis of award.....	18
Section 3 - RFP and Submission Information	20
A. Pre-proposal webinar	20
B. The e-Procurement system.....	20
C. For Respondents wishing to submit more than one application to a RFP.....	21
D. Contact person information.....	21
Section 4 - Legal and Submittal Requirements.....	21
A. City of Chicago Economic Disclosure Statement (EDS).....	22
B. Disclosure of Litigation and Economic Issues	22
C. Grant Agreement Obligations	22
D. Funding Authority	22
E. Insurance Requirements.....	23
F. Indemnity	28
G. False statements	28
H. Labor Peace Agreement Ordinance (MCC 2-50-045).....	28
I. Compliance with laws, statutes, ordinances and executive orders	30

Section 1 - Purpose of RFP and Scope of Services

The Department of Family and Support Services (DFSS) seeks qualified respondents to implement evidence-based, **school-based group mentoring services** for Chicago Public School (CPS) students ages 12-21 in Chicago. The goal is to provide group-based mentoring support to 1,200 youth at about 30 CPS schools and develop opportunities to foster sense of belonging and connectedness. In the long term, group mentoring is expected to promote a sense of safety, foster a positive relationship with a caring adult, inform positive decision-making, and enhance social capital. Eligible applicants must have strong experience in administering a group-based, in-school mentoring program focused on youth safety, positive youth development, and active engagement with supportive, caring adults.

A. Organizational background

Department Mission and Priorities

As the City of Chicago's primary social services funder and administrator, the Department of Family and Support Services (DFSS) manages a comprehensive, client-oriented human service delivery system that employs a holistic approach to improving the quality of life for our most vulnerable residents. DFSS administers resources and provides assistance and support to a network of over 350 community-based organizations. The DFSS mission is:

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

DFSS' priorities are to:

- **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

For further information about services and opportunities offered through DFSS, please visit:

www.cityofchicago.org/fss

Commitment to Outcomes

DFSS' [Commitment to Outcomes](#) represents a transition to a more results-oriented and data-driven approach to delivering services. In order to achieve better results for Chicagoans, DFSS seeks to clearly describe, measure, and report on outcomes; use these outcomes to support decision-making; and drive greater collaboration within DFSS as well as between DFSS and the delegate agencies we fund.

Promoting Equity

Racial equity focuses on the social construction of race and how it has been used (historically and presently) to unjustly distribute opportunity and resources based on a person's skin color, heritage, ethnicity, and/or national origin. Advancing racial equity requires an analysis of systemic racism inclusive of the ways harm is created at the individual, interpersonal, institutional, and structural levels. It also requires a commitment to dismantling systems that perpetuate racialized outcomes and rebuild systems that produce systemic inclusion.

Youth Division Priorities

The DFSS Youth Services Division designs and funds programs and initiatives that leverage the assets and strengths of youth ages 6 to 24 in the City of Chicago to support their growth, development, and success. Programs and initiatives offer an opportunity for safe, youth-centered spaces focused on health and wellness, skill building, relationship development, educational engagement and achievement, mentorship, and employment. The needs of Chicago's young people—identified from community and youth feedback, gap analysis, and national and local best practices—are the key drivers in informing the development of the Division's programming and continuously shape the Division's priorities and goals. The Youth Services Division's efforts and resources are focused on the needs of Chicago's youth with an eye towards obtaining the greatest impact.

Building upon the City's rich history of providing human services to its most vulnerable residents, the DFSS Youth Services Division supports young people with programs under three distinct portfolios: *Prevention and Intervention*, *Youth Employment*, and *Enrichment*. The Enrichment portfolio provides structured, safe, and enriching activities for young people ages 6 to 21 outside of the classroom, during weekends, and while youth are on school breaks. The Enrichment portfolio includes year-round enrichment programs; My CHI. My Future. Community Initiatives; and the school-based group mentoring program (focus of this RFP).

Mentoring is part of a comprehensive, trauma-informed, and healing-centered approach to community safety, aligning with the Mayor's Office of Community Safety (MOCS) People's Plan for Community Safety, specifically the Youth of Highest Promise (YHP) pillar. This pillar supports initiatives, programs, and models that are aimed at youth 10-24, including those most at risk of being a victim or perpetrator of violence. DFSS is just one of many City departments and sister agencies committed to serving this age group. However, youth must decide what is the best support or what "fits" their needs. For more information about the MOCS pillars, please visit <https://www.chicago.gov/city/en/sites/community-safety/home.html>.

B. Program description

School-Based Group Mentoring is a cohort-based, relationship-driven mentoring model delivered within a school environment. Youth participate in consistent, small groups led by trained adult mentors who facilitate structured, youth-centered sessions focused on belonging, identity, decision-making, social-emotional development, and school connectedness. Groups of 8-10 youth meet regularly with the same mentor(s) in a consistent school-based setting, follow a structured session format that includes check-ins, activities, and reflection, and youth actively shape discussions, activities, and group norms. Each group functions as a stable community within the school where youth build trust with caring adults and peers over time. This model is not a drop-in or activity-based program. It is an ongoing mentoring experience grounded in consistency, relationship-building, and youth voice. Through consistent engagement, shared experiences, and youth-driven activities, participants develop stronger relationships, increased confidence, and a deeper sense of belonging.

This program model, along with the Youth Services Division's other mentoring program models, are designed to strengthen the city's broader mentoring ecosystem and address the adverse impacts of violence on youth and communities. Community violence continues to impact youth's development and their ability to thrive. Chicago youth are witnessing community violence at alarming levels, with nearly 1

in 4 youth saying they witness it weekly or more.¹ Exposure to violence impacts young people’s social, emotional, behavioral, and academic growth, whether or not they are directly involved. DFSS’s School-based Group Mentoring model is designed as “upstream” primary prevention, aiming to assist youth and their families before harm occurs. Many efforts to prevent violence are focused on *enhancing* protective factors and *reducing* risk factors. Protective factors aim to reduce the impact of violence and trauma and the likelihood of violence, while risk factors are those that potentially increase the possibility of violence. To address these factors, prevention programs are often categorized along a continuum—primary, secondary, or tertiary—frequently referred to as “upstream” or “downstream.”² Mentoring is a safety measure for youth and communities—it keeps youth safe and engaged in positive activities with caring adults in a supportive environment.

Goals

The goal of the School-Based Group Mentoring program is to fund delegate agencies to implement evidence-informed, school-based group mentoring programs in about thirty (30) elementary and/or high schools for 1,200 youth ages 12-21 in Chicago. The mentoring programs will develop opportunities for youth to improve academic engagement, social-emotional skills, and school connectedness and belonging.

Theory of Change

Mentoring is an effective, research-based strategy to provide support that benefits one or more areas of a young person’s development. Mentors offer both direct support and help broaden young people’s networks, introducing them to community resources, educational opportunities, and career pathways.³ Research shows that these trusted relationships can improve educational outcomes, reduce violent behavior, and increase a young person’s sense of safety and purpose.⁴

Group mentoring is defined as a program in which a mentor (or small number of mentors) works with multiple youth in an ongoing, set group. This includes standard group mentoring (one mentor working with a group of youth), co-mentoring (where two to three mentors work with a larger group of youth), and “team” mentoring (where a group of mentors with specific and complementary skill sets work with a group of youth)⁵. Mentoring relationships focus on personal growth and expanding access to enriching opportunities, laying a foundation for healthier choices and long-term success, ultimately promoting overall well-being. In the long term, group mentoring is expected to lead to higher rates of school attendance and classroom engagement, a reduction of behavioral incidents and disciplinary referrals, and foster a positive relationship with a caring adult, enhancing social capital.

Group mentoring offers young people a wealth of support from caring adults, strengthens belongingness and connectedness with peers, and fosters an opportunity to build community in ways that meet their needs. By engaging in consistent, school-based, structured mentoring sessions within their school

¹ A Better Chicago (September 2025). 2025 Youth Survey + Focus Group Findings. Retrieved from https://www.abetterchicago.org/wp-content/uploads/ABC_GSG-Youth-Survey-Results_2025_vf1.pdf

² “The Continuum of Violence Prevention” Striving To Reduce Youth Violence Everywhere, https://cdn.ymaws.com/www.safestates.org/resource/resmgr/stryve/continuum_of_violence_preven.png

³ MENTOR (April 2020). Group Mentoring: Supplement to the Elements of Effective Practice for Mentoring. Retrieved from https://mentoring.org/wp-content/uploads/2020/09/group-mentoring-supplement-to-EEP_final.pdf

⁴ Li, J., & Julian, M. M. (2012). Developmental Relationships as the Active Ingredient: A Unifying Working Hypothesis of “What Works” Across Intervention Settings. *American Journal of Orthopsychiatry*, 82(2), 157–166. <https://doi.org/10.1111/j.1939-0025.2012.01151.x>

⁵ MENTOR (April 2020). Group Mentoring: Supplement to the Elements of Effective Practice for Mentoring. Retrieved from https://mentoring.org/wp-content/uploads/2020/09/group-mentoring-supplement-to-EEP_final.pdf

environment that reflect youth interests and needs through the use of evidence-informed skill-building curricula, programs provide opportunities for youth voice and choice and consistent emotional support from a mentor-mentee relationship. Through these sessions, young people can build self-awareness, manage themselves more effectively, envision the possibilities of their futures, and make informed choices that contribute to their personal growth and success as they transition into adulthood. Ideally, we will see youth lean into their strengths, be more engaged in their schools and communities, less likely to engage in violence, and find stability through an established social support network.

Best Practices

Group mentoring offers a chance to receive a wealth of support when implemented in a high-quality manner, while also strengthening connections to peers and fostering a sense of belonging and connectedness that would be hard to facilitate through a relationship with just one mentor.⁶

It is critical for mentoring program design to consider already existing resources to design, plan, implement, and evaluate mentoring models. One such resource that is the foundation of this RFP is the *Elements of Effective Practice for Mentoring: A Guide for Program Development and Improvement (EPPM)*, 5th. Ed. This resource serves as a guide to strengthen mentoring programs and better support individuals who design and deliver mentoring services, providing meaningful guidance on programmatic practices that contribute high-quality mentoring experiences for young people. The Standards of Practice below are critical to designing and delivering high-quality mentoring programming to the youth we serve in Chicago.⁷

Mentoring Standards of Practice

- **Strong Program Design:** Mentoring programs should design their services based on careful consideration of youth strengths, needs, available resources, and a theory of change that describes how the program's mentoring experiences can help youth, as well as mentors, achieve meaningful progress on relevant outcomes.
- **Recruitment of Youth Participants:** Programs recruit an appropriate number of eligible youth by implementing a formal recruitment plan.
- **Recruitment of Mentors:** Programs recruit a diverse pool of appropriate mentors (either volunteers or program staff), in sufficient numbers, by implementing a formal recruitment plan.
- **Youth Enrollment:** Programs have processes for welcoming youth into the program that ensure prospective participants are eligible and a good fit in terms of their goals and commitment to engage in the mentoring relationship and program activities.
- **Mentor Screening and Enrollment:** Programs should implement a mentor screening and enrollment process that determines all mentors are both safe and suitable for the program experience prior to being formally accepted and placed in a mentoring role.
- **Youth Preparation and Training:** Programs offer youth a robust preparation experience, typically centered around a mandatory orientation or training prior to starting mentoring relationships that builds their skills and knowledge for participating effectively in the program.
- **Mentor Preparation and Training:** Programs offer robust preparation for

⁶ Kuperminc, G. (2015). Group mentoring. National Mentoring Resource Center Model Review. Boston, MA: MENTOR: The National Mentoring Partnership and Washington, DC: Office of Juvenile Justice and Delinquency Prevention. Retrieved from: https://www.researchgate.net/profile/Gabriel-Kuperminc/publication/311400600_Group_Mentoring_National_Mentoring_Resource_Center_Model_Review/links/58444abd08ae2d217566ce5c/Group-Mentoring-National-Mentoring-Resource-Center-Model-Review.pdf

⁷ Herrera, C., Garringer, M., & Bennett, R. (2025). Elements of effective practice for mentoring, 5th Edition. Boston. MA: MENTOR. Retrieved from <https://eepm.mentoring.org/>.

mentors—most often in the form of a mandatory multi-hour training event—prior to any mentor beginning work with a young person, with additional training offered over the course of their relationship. This training should provide mentors with information critical to their success in the role while also building their confidence for the experience and a sense of collaboration with staff around fulfilling their role.

- **Establishing Mentoring Relationships:** Mentoring programs create new mentoring relationships, whether between individuals or between mentors and groups of youth, using a standardized procedure and set criteria that increase the likelihood of a successful mentoring experience for participants.
- **Supporting Mentoring Relationships:** Programs should require ongoing, consistent check-ins and support opportunities to mentoring participants to minimize risk and maximize the positive impact of the mentoring relationships.
- **Relationship Celebration and Program Exit:** Programs should facilitate a relationship celebration and program exit process that ends the mentoring experience on a positive note and provides an opportunity for participants to express gratitude, share feedback, and process the experience of being part of the program.
- **Program Evaluation:** The mentoring program creates and implements a formal evaluation and data collection plan that addresses tracking of implementation fidelity, mentoring relationship quality, relevant participant outcomes, and program costs.

Current state and priorities for improvement

The School-Based Group Mentoring program is a new program model that will be integrated into our portfolio of mentoring services at DFSS. Building upon other mentoring program models that have been stable sources of programming for youth, DFSS believes that the below priorities for programming will engage young people in high-quality group mentoring experiences that increase protective factors, build youth's social capital, and help youth in underinvested communities and schools thrive.

Priorities for Programming

1. **Leveraging existing standards of practice for mentoring programs,** such as careful consideration of the structure and composition of groups, including the mentor-youth ratio and group size, providing structured, yet flexible, activities, ensuring access to resources, physical space, and supplies, and empowering groups to develop their own norms, rituals, and customs. The strong implementation of mentoring program practices have been associated with higher ratings of mentoring relationship satisfaction, commitment, and security.⁸
2. **Collaborating with Chicago Public Schools (CPS) to determine where group mentoring services are most needed.** DFSS met with CPS to determine the list of middle- and high schools based on those with high-need for mentoring services and support. The schools included in this RFP were identified through a data-informed, equity-focused approach within Chicago Public Schools, prioritizing those where additional supports are expected to address gaps in access and have a meaningful impact on student engagement, attendance, and overall well-being.
3. **Addressing the social-emotional needs of youth:** Understanding that youth live and/or attend school in communities that are impacted by violence, a program that only focuses on academics or skill-building would not be complete. Addressing socio-emotional needs helps ensure that youth have an adequate foundation to benefit from other supports in the program. Studies have

⁸ Keller, T. E., Drew, A. L., Herrera, C., Clark-Shim, H., & Spencer, R. (2023). Do program practices matter for mentors?: How implementation of empirically supported program practices is associated with youth mentoring relationship quality. *Journal of Community Psychology*, 51, 3194–3215. <https://doi.org/10.1002/jcop.23019>

shown that addressing socio-emotional needs through mentoring improves social relationships and fosters positive academic development.⁸

Target Population

The program is designed to be youth-driven, prioritizing the interests and readiness of the youth. Rather than focusing on risk factors or deficits, this model centers on the belief that all young people who have been exposed to violence can benefit from consistent, caring relationships that affirm their potential and build on their strengths. The School-Based Group Mentoring program seeks to reach youth from specific schools identified by Chicago Public Schools (CPS); the table below includes 18 middle schools and 18 high schools and the Community Areas in which they are located. The schools included in this RFP were identified through a data-informed, equity-focused approach within Chicago Public Schools, prioritizing those where additional supports are expected to address gaps in access and have a meaningful impact on student engagement, attendance, and overall well-being.

Table 1. Chicago Public Middle Schools

CPS Elementary School	School Address	Community Area	Cohort Size
Bond	7050 S May St	Englewood	20-50
Burnham	9928 S Crandon Ave	South Deering	20-50
Corkery	2510 S Kildare Ave	South Lawndale	20-50
Finkl	2332 S Western Ave	Lower West Side	20-50
Irving	749 S Oakley Blvd	Near West Side	20-50
Johnson	1420 S Albany Ave	North Lawndale	20-50
Kanoon	2233 S Kedzie Ave	South Lawndale	20-50
King	644 W 71st St	Englewood	20-50
Lavizzo	138 W 109th St	Roseland	20-50
Mason	1856 S Keeler Ave	North Lawndale	20-50
Parker	6800 S Stewart Ave	Englewood	20-50
Penn	1616 S Avers Ave	North Lawndale	20-50
Shields Middle	2611 W 48th St	Brighton Park	20-50
Spry	2400 S Marshall Blvd	South Lawndale	20-50
Stagg	7424 S Morgan St	Englewood	20-50
Till	6543 S Champlain Ave	Woodlawn	20-50
L Ward	646 N Lawndale Ave	Garfield Park	20-50
Wentworth	1340 W 71st St	West Englewood	20-50
Total			600

Table 2. Chicago Public High Schools

CPS High School	School Address	Community Area	Cohort Size
Al Raby	3545 W Fulton Blvd	Garfield Park	20-50
Clemente	1147 N Western Ave	West Town	20-50
Corliss	821 E 103rd St	Pullman	20-50
Dunbar	3000 S King Dr	Douglas	20-50
Foreman	3235 N Leclaire Ave	Portage Park	20-50
Gage Park	5630 S Rockwell St	Gage Park	20-50
Harlan	9652 S Michigan Ave	Roseland	20-50
Kelvyn Park	4343 W Wrightwood Ave	Hermosa	20-50

Manley	2935 W Polk St	East Garfield Park	20-50
Marshall	3250 W Adams St	East Garfield Park	20-50
Multicultural Arts	3120 S Kostner Ave	South Lawndale	20-50
North Grand	4338 W Wabansia	Hermosa	20-50
Orr	730 N Pulaski Rd	Humboldt Park	20-50
Phillips	244 E Pershing Rd	Douglas	20-50
Social Justice	3120 S Kostner Ave	South Lawndale	20-50
Tilden	4747 S Union Ave	New City	20-50
Wells	936 N Ashland Ave	West Town	20-50
World Language	3120 S Kostner Ave	South Lawndale	20-50
Total			600

Respondents must demonstrate intentional, inclusive outreach strategies for all youth in the school they are serving. Youth participation should be for youth in the schools, should be voluntary and based on their interest in engaging with a mentor.

Below are some examples of youth who may be interested in group mentoring. Respondents should consider these and similar examples in their robust outreach planning and marketing.

- Youth who may be facing several challenges related to home may require a caring adult to listen and provide support in a non-judgmental, non-punitive way.
- Youth in a transition period, such as moving from middle school to high school or from high school to employment, secondary education, or training environments.
- Young people who display emerging leadership potential but lack formal development opportunities.
- Youth who are at risk of social isolation due to personal, social, or environmental factors.
- Youth who already participate in community activities but seek additional personal development.
- Youth with incarcerated parents.
- Youth who are victims of bullying (including online).
- LGBTQIA youth.

C. Program activities and requirements

DFSS seeks experienced and qualified respondents with a demonstrated ability to deliver school-based group mentoring to youth in the identified CPS school list in **Tables 1 and 2**. The program is designed to provide flexible yet consistent support to youth. Respondents are expected to meet the following program requirements:

1. Implement a school-based group mentoring program in one of the designated CPS schools.

- **Serve a cohort of 20-50 youth from one of the designated CPS schools.**
 - Respondents must determine how many youth will be served, with a base cohort of 20, and additional increments of 10, up to 50 youth per school.
 - Respondents will carefully review the school list outlined in Tables 1 and 2 and select a school(s) to recruit, identify, and offer services.
 - Respondents must provide proof they are an approved vendor for CPS and have an approved agreement of services between the agency and the school, along with points of contact, **before** programming begins.

- All meetings must take place in-person at the youth's school location. VIRTUAL MENTORING IS NOT AN OPTION.
 - **Required hours:** Respondents must propose to conduct at a minimum of four (4), 1-2 hour long mentoring sessions per month during the school year. Each session should not exceed two hours. Sessions must be scheduled in collaboration with school staff so that it minimally disrupts school instruction (i.e., open periods, lunch, after school, etc.) and should be youth-centered, engaging, and purposeful.
 - Selected agencies must provide a monthly programming schedule of mentoring sessions so that youth, families, and the school community are aware of when mentoring services are taking place.
 - **Recruitment & Retention:** Respondents must demonstrate a comprehensive knowledge and understanding of the school(s) and community(ies) they are applying to serve and leverage all available resources to ensure the safety of both youth and staff, and that youth remain engaged throughout the school year.
 - Respondents must collaborate closely with the school staff to recruit and serve youth from the school and discuss challenges or barriers in recruitment and retention in monthly meetings.
 - While the minimum expected duration of mentor-mentee engagement is three (3) months, relationships may continue for the full length of the contract period.
 - **Match Quality and Reassignment:** Recognizing that not every mentor-mentee relationship will be an ideal fit, applicants must establish a process to assess the quality of the match and address any concerns. If a mentor is not a good match for a mentee, agencies are expected to intervene promptly and respectfully, to reassign the youth to a more suitable mentor while minimizing disruption. Youth voice and choice must be central to any reassignment process to ensure that all participants feel safe, supported, and heard. In addition, respondents should have a process for youth who are not a good fit with mentoring.
2. **Design and plan a school-based group mentoring program** that is evidence-informed, integrating best practices in group mentoring.
- **Plan consistent and structured in-person mentoring sessions using an evidence-informed curriculum or framework:** Group mentoring is a youth-driven program that must be structured *and* flexible, meeting consistently throughout the program period. The curriculum utilized must support social-emotional development, identity and belonging, and decision-making skills.
 - **Design structured, yet flexible, sessions and activities.** Respondents must propose a robust curriculum of sessions and/or activities that guide the content and structure of group interactions. Sessions need to be structured with an opening check-in, a curriculum-based core activity, and a reflection. Core activities can be designed to meet the needs of the youth and community.

Programs should recognize that groups may move at their own pace or decide to focus on other meaningful activities or conversations in light of new needs or circumstances youth are facing, thus there is a need for some flexibility in how curricular lessons or activities are implemented. The types of activities offered will vary depending on program goals, but in general, group activities should:

 - Emphasize active involvement and interaction for all group participants.
 - Build on prior activities or further elaborate a theme related to program goals.
 - Create a sense of group ownership and community by promoting cohorts to develop their own customs, rituals, and group rules. This can include a common greeting or

opening icebreaker to each meeting, a set of rules around confidentiality and handling conflict, or even rituals on how they celebrate accomplishments by group members or welcome new members to the group.

- o Offer opportunities for honest reflection and open, safe sharing.
- o Emphasize role plays or other scenario-based opportunities to practice new skills or behaviors.
- o Facilitate knowledge acquisition and skill-building.
- o Allow youth to lead and take some ownership of the activities.
- o Promote group cohesion and the development of positive group culture.
- **Ensure access to resources, physical space, and supplies.** Because group mentoring programs are very activity-driven, Respondents must have established an agreement about physical space and resource needs with school leadership and coordinate with others who may also need to access these assets. The Respondent must provide or have the ability to connect participants to services and supports that include, but are not limited to, resources that are responsive and help participants and their whole families gain or maintain access to basic needs, including childcare, food, water, clothing, technology, internet access, transportation, educational vouchers, legal services, and more.
- **Maintain appropriate mentor to youth ratio:** Each mentor (e.g., staff, mentors, or volunteers) can lead more than one group; groups cannot exceed 10 youth. The Respondent can propose whether they want to implement smaller cohorts to meet the ratio requirement or several co-mentors for larger groups. The co-mentoring approach offers several advantages, including fewer canceled meetings when one mentor is unavailable, improved ability to manage the groups, and empowering co-mentors to offer distinct forms of support and work together to mutually reinforce key messages or learnings for mentees. For this RFP, the maximum number of youth a mentor could support is 10, as recommended by research and practice.⁹ Mentors should expect to establish a trusting, supportive relationship with youth. Some additional duties for mentors can be:

3. Hire and manage program staff, mentors, and/or volunteers.

- **Program Coordinator:** We strongly urge hiring a full-time staff person who can manage the groups of youth and mentors. The Coordinator's key functions are:
 - o Recruit and enroll mentors and eligible youth participants effectively.
 - o Develop and implement individualized strategies to sustain consistent youth engagement over time, in collaboration with mentors, parents or guardians as appropriate.
 - o Participate in continuous improvement sessions with DFSS to review data, monitor progress, and assess youth outcomes.
 - o In consultation with mentors and mentees, plan and facilitate quarterly, youth-led outings that are developmentally appropriate and focus on areas of support identified by the youth themselves.
 - o Collaborate with external partners to connect youth to additional services and resources if needed.
- **Mentors:** Effective mentoring requires a trained, caring adult who understands best practices in youth development and is committed to engaging both youth and their families.

⁹ Kuperminc, G. (2022). Facilitating group interactions. In C. Herrera, & M. Garringer (Eds.), *Becoming a better mentor: Strategies to be there for young people*. Boston, MA: MENTOR. Retrieved from <https://www.mentoring.org/wp-content/uploads/2022/01/BBM-Chapter-6.pdf>.

Mentors are required to receive appropriate onboarding, background screening, and ongoing training- at a minimum, on a quarterly basis- to ensure high-quality engagement and safety. Mentors must be at least 24 years old and can commit to working with youth for a minimum of one year from the beginning of programming. Mentor's key functions are:

- With the support of program staff, apply evidence-based mentoring activities and practices consistently throughout program implementation.
- Show a strong, ongoing commitment to timely and consistent engagement with mentees.
- **Volunteers or Consultants:** Applicants are encouraged to explore the use of volunteers, provided that they undergo appropriate onboarding, background screening, and receive ongoing training—at a minimum, on a quarterly basis—to ensure high-quality engagement and safety.

NOTE: Before the program start date, staff, mentors, or volunteers or anyone conducting a mentor function directly with youth must complete a Federal Fingerprint Background check (required every five years from date of initial check) and Illinois Mandated Reporter Training (required every six years from date completed).

4. **Participate in continuous quality improvement activities:** Awarded agencies are required to participate in monthly continuous improvement meetings with DFSS, which include reviewing program data, identifying gaps in service and program quality, discussing program challenges, and determining steps to improve outcomes for youth. They will receive ongoing support, education, and professional development. All awarded delegates will be required to participate in technical assistance training on a variety of topics, which will be determined upon contract execution and included in the scope of work.
5. **Evaluate the mentoring program by gathering and share mentoring session and participant data:** Ensure required data and reports in the following categories are submitted to DFSS according to provided deadlines.
 - Mentor data
 - Ensure completion of intake forms and other mentor data in Cityspan
 - Ensure completion of attendance at mentoring sessions
 - Ensure completion of annual mentor surveys provided by DFSS
 - Youth/mentee data
 - Ensure completion of intake forms and other participant data in Cityspan
 - Ensure completion of youth enrollment and attendance at mentoring sessions
 - Ensure completion of annual youth surveys provided by DFSS
 - Mentoring session & quarterly group outing data
 - Collect attendance of mentors and youth at group outings
 - Collect photos, videos, and testimonials from mentoring sessions
 - General
 - Complete quarterly progress reports
 - Complete staff surveys and other data requests from DFSS

Service Coordination

DFSS recognizes that many of the clients we serve have needs beyond the scope of what we fund delegates to provide. DFSS is interested in supporting strategies to improve coordination across service delivery silos to improve outcomes for these clients. Through engagement with current delegates across

our divisions and tests within our Community Service Centers, we have identified some coordination practices that we encourage delegates to incorporate as appropriate. These practices include:

- o Systematically identifying clients who struggle to independently access other resources they need and providing a higher level of coordination support to those clients;
- o Using warm handoff strategies when making referrals, such as making a specific action plan for the client's next steps to follow through on the referral, assisting clients in calling service providers to schedule an appointment, or accompanying clients to intake appointments; and
- o Working proactively with service providers after referrals to help clients overcome barriers to engagement and retention.

DFSS recognizes that these strategies may often fall outside of the core responsibilities of program staff, and successful implementation may require sustained attention from supervisors and organizational leaders. DFSS reserves the right to convene delegate agencies to provide additional support in implementing service coordination efforts.

D. Performance measures

To track progress toward achieving the outcome goals of this program and assess success, DFSS will monitor a set of annual outcome metrics. We will monitor the outcomes below through data collected from youth mentees. Monitored performance indicators may include, but are not limited to:

Youth Mentees

- 80% of youth enrolled will attend at least 80% of total mentoring sessions
- 50% of youth participants will show an increase in school attendance
- The following youth satisfaction indicators will be collected via a DFSS-provided survey:
 - o 85% of youth mentees will report feelings of safety in the program
 - o 85% of youth mentees will report an increase in sense of belonging
 - o 85% will improve their agency/self-efficacy/sense of competence
 - o 85% will report an increase in school connectedness
 - o 85% will report a positive relationship to their mentor

To monitor and recognize intermediate progress toward the above performance indicators, DFSS also intends to track annual output metrics that may include, but are not limited to:

- Number of youth served/matched
- Number of sessions attended by youth and mentors
 - o 65% of youth participating a minimum of four months
 - o 75% of mentors participating a minimum of four months
 - o 100% of mentors attend training

In addition to the performance indicators and output metrics listed above, DFSS reserves the right to change or update performance measures over the life of this contract. DFSS encourages Respondents to propose additional indicators and metrics, including those that demonstrate early success and are indicative of participants' progress.

E. Contract management and data reporting requirements

As part of DFSS' commitment to become more outcomes-oriented, the Youth Services Division seeks to actively and regularly collaborate (such as periodic meetings) with delegate agencies to review program performance, learn what works, and develop strategies to improve program quality throughout the term of the contract. Reliable and relevant data are necessary to ensure compliance, inform trends to be

monitored, evaluate program results and performance, and adjust program delivery and policy to drive improved results. As such, DFSS reserves the right to request/collect other key data and metrics from delegate agencies and set expectations for what this collaboration, including key performance objectives, will look like in any resulting contract.

Program staff will be required to participate in learning cohort meetings and DFSS-sponsored professional development. These meetings will provide respondents with a shared learning experience that features discussions of pertinent youth development issues/challenges, best practices, support around data use and analysis, cultivation of professional and personal networks, and training on City of Chicago processes and procedures. DFSS may also request and identify additional staff participation in these meetings as needed.

Upon contract award, delegate agencies will be expected to collect and report client-level demographic, performance, and service data as stated in any resulting contract. Client and service data must be entered into a DFSS provided database.

Delegate agencies must implement policies and procedures to ensure the privacy and confidentiality of client records for both paper files and electronic databases. Delegate agencies must have the ability to submit reports electronically to DFSS. The City's Information Security and Information Technology Policies are located at https://www.chicago.gov/city/en/depts/dti/supp_info/information-security-policy.html.

Insurance

Respondent, if selected, shall register with the City's online insurance certificate portal using the designated email registration link provided below. Respondent shall provide a current and valid email address for both the contractor and the contractor's insurance agent or provider. The Selected Respondent is responsible for ensuring the submission of a certificate of insurance (COI) through the City's online insurance certificate portal prior to award of a contract.

A Respondent selected for contract negotiation and award who fails to fulfill the requirement to register and submit a COI through the City's online insurance certificate portal may be deemed nonresponsive and the City may choose to instead engage a different Respondent for contract negotiation. If a Respondent is unable to register and submit the COI through the City's online insurance certificate portal and instead submits a printed insurance certificate prior to contract award, the City may accept a paper COI provided that written justification is provided explaining the Respondent's good faith efforts to comply with the terms of this section and the reasons why the submission could not be completed. Instructions for registering and submitting COIs are available at the following URL: <http://www.cityofchicago.org/COI>

F. Application guidance for respondents

- Respondents must have at **least two (2) years experience** operating a **community or school-based group mentoring program** focused on fostering school connectedness, belonging, and skill-building through relationships with supportive, caring adults.
- **Respondents must determine which school(s) they will serve, from Tables 1 and 2, proposing a cohort size of 20-50 youth to be served at each school.**

- **Respondents can apply for multiple schools but one proposal must be submitted for each school.** Only one contract will be awarded per school. Organizations submitting multiple applications to serve multiple schools will be limited to a total of 5 awards.
- **Respondents must have a minimum operating budget of \$175,000.**
- Mentoring sessions must happen inside of the school. **Respondents must provide proof they are an approved vendor from CPS for this application and submit a memorandum of understanding (MOU) from the school leadership demonstrating an agreement has been made for the agency to provide services in the school before programming begins.**
- Respondents must verify that program staff, mentors, and volunteers working with youth will be properly trained and have cleared a background check on file with their agency, CPS, and DFSS prior to the start of programming. **Mentoring groups WILL NOT be allowed to proceed with sessions if a mentor has not been cleared by CPS.** The background check process is lengthy and Respondents are advised to begin clearance early.
- Respondents must have the administrative capacity to execute the deliverables for this award, including, but not limited to, ongoing staff training in relevant and related subject matters, fiscal capabilities, or subcontracting for these skills with providers with proven performance outcomes.
- Non-profit Respondents are **required** to submit their most recent fiscal audit.
- Non-profit Respondents must submit an IRS determination letter proving it's a 501(c)(3) or 501(c)(4) status. This letter must be dated before the application deadline and the name on the IRS determination letter must match the organization name used to apply for this grant.
- For-profit Respondents should provide details for your last operating year that include cost of goods sold (COGS), operating expenses including salaries, rent, utilities, marketing, and administrative costs and a profit and loss statement.
- Indirect costs, including administrative costs, will be capped at 15% (federal *de minimis*) unless otherwise indicated by a federally approved indirect cost rate letter. Administrative costs that cannot be charged as directly related to the program must be covered by your indirect costs.
- Along with their proposal, all respondents must submit their proposed budget using the City of Chicago template provided as an attachment in eProcurement. **Please reference Section H, Section 2 – Eligibility, Evaluation and Selection Procedures** for more information regarding eligibility requirements for respondents.

G. Anticipated term of contract and funding source

The term of contract(s) executed under this RFP will be from **September 1, 2026 – December 31, 2026**. Respondents will submit a budget for the entire calendar year; however, the award will be prorated to reflect the contract period in 2026, which will be four months. Based on need, availability of funds and contractor performance, DFSS may extend this term for up to one additional period, not to exceed one year. If an extension is granted, the total amount of funding will reflect the entire calendar year, which

will be \$3,500,000. Continued support will be dependent upon the selected Respondent's performance and the continued availability of funding. We anticipate that each award will vary based on the number of youth slots per contract, at a rate of \$2,900 per slot and a maximum of \$145,000 per contract. DFSS anticipates funding about 30 contracts; the total award amount in 2026 due to prorating is \$1,160,000. This contract will operate on a reimbursement basis only. No advances will be given.

DFSS administers this initiative through City of Chicago Corporate funds. Consequently, all guidelines and requirements of DFSS and the City of Chicago must be met. Additionally, all delegate agencies must comply with the Single Audit Act if applicable.

Should a selected Respondent's contract be terminated or relinquished for any reason, DFSS reserves the right to return to the pool of Respondents generated by this RFP to choose another qualified Respondent.

Fiscal Budget Compliance Recommendations

For Respondents that are selected as delegates, DFSS conducts audits throughout the contract's life cycle. Below are a few recommendations to make Respondent aware that if awarded a contract, Respondent will need to comply with the following to ensure successful fiscal execution of this contract:

- Agency budget should include items that are acceptable and not include items that are not acceptable for non-personnel purchases.
- Contracted staff who are issued 1099s should be requested in the budget under account code 0140 (professional/technical services) and a contract of their services, rate, etc. should be attached to the final workplan.
- Expenditures cannot exceed budget line and expenditures should not be billed to an incorrect budget line.
- It is recommended that agencies have updated policies and procedures approved by their Board of Directors annually.
- **Bonuses are unallowable unless the agency has bonuses described in their written policies, that are applied uniformly to all new hires and approved by their Board of Directors.**
- Professional service providers require a fully executed contract or lease agreement with signatures from all relevant parties, reflecting the correct budget period.

Budget Development and Sample Budget

Respondents applying for this model will budget for a rate of \$2,900 per youth, with 20-50 youth per school. The grant may support the following budget categories: program materials & supplies, snacks, transportation, and indirect costs capped at 15%. **Direct service personnel (e.g., program staff, mentors, volunteers, etc.) should be budgeted under Personnel as direct costs. Indirect cost allocations may be used for administrative personnel, fringe benefits, operating/technical costs, and/or professional/technical services.**

The agency must provide an in-kind share (match) of at least 15%.

Table 3 IS A SAMPLE BUDGET FOR 40 YOUTH FOR ONE YEAR. If selected as a delegate, this budget IS NOT your awarded budget. This sample budget is provided to help agencies plan and develop their program-specific budget proposal, which must be submitted on the provided City of Chicago budget forms. Respondents are asked to submit a budget based on the \$2,900 rate per youth. It is important to note that in 2026, awards will be prorated based on the period of the contract.

Table 3. Group Mentoring Sample Budget

Number of Youth	Rate per Slot	TOTAL
40	\$2,900	\$116,000
Category	Description	Sample Allocation
Personnel	Salaries, overtime (if listed in your board-approved Fiscal policies)	\$76,000
Professional and Technical Services	Consultants, speakers, and training courses for staff.	\$10,000
Materials and Supplies	Office supplies, food, books, training materials, etc.	\$7,100
Travel/ Transportation	Bus cards for youth, mileage for staff, parking for staff.	\$5,500
Indirect Cost	Administration staff, fringe, overhead costs (15% cap)	\$17,400
Total Program Budget for 40 youth	Total Program budget	\$116,000

H. Prior RFP statistics for this program

This is a new program model.

Section 2 – Eligibility, Evaluation and Selection Procedures**A. Eligible respondents**

- This is a competitive process open to all entities: non-profit, for-profit, faith-based, private, and public, all units of government and sister agencies.
- Respondents may apply as a single agency or in partnership with multiple agencies, where one agency serves as the lead agency for the partnership and other agencies serve as subcontractors of the lead agency.
- Applicants must disclose subcontractors that will be executing the critical components of this program (i.e., serving as mentors, managing accounting or bookkeeping functions). If a subcontractor is functioning under a contract with the application, a copy of the completed contract with duties, rates, and timelines will be required upon execution of the contract with the City of Chicago.
- Subcontracted agencies must demonstrate competence in implementing programmatic elements, whereas lead agencies must also demonstrate financial strength and the ability to comply with all administrative requirements outlined in the RFP. Additional documents from subcontractors may be required for submission prior to award notification.
- Respondents who are current DFSS delegates whose existing contract(s) with DFSS are not in good standing (currently on the DFSS internal High-risk list for performance, on an active Performance Improvement Plan that has not been resolved related to performance) may be deemed ineligible for consideration for an award. Agencies not eligible include those

that have had a city contract terminated for default; 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.

- **Funding is subject to the availability and appropriation of funds.** DFSS does not guarantee that requested funding amounts will be accommodated.
- In addition, Respondents should be aware that the city will make payments for services on a reimbursement basis. Payment will be made 30 days after voucher approval. Selected Respondents must be able to proceed with program operations upon award notification.

B. Evaluation process

Each eligible proposal will be evaluated on the strengths of the proposal and the responsiveness to the selection criteria. DFSS reserves the right to consult with other city departments during the evaluation process. Successful Respondents must be ready to proceed with the proposed program by the beginning of the 2026-2027 school year.

FAILURE TO SUBMIT A COMPLETE PROPOSAL AND/OR TO RESPOND FULLY TO ALL REQUIREMENTS WILL CAUSE THE PROPOSAL TO BE DEEMED UNRESPONSIVE AND, THEREFORE, SUBJECT TO REJECTION. *When appropriate, DFSS may use prior performance data already collected by DFSS or a relevant intermediary (e.g., evaluator, database) to make final recommendations.*

DFSS reserves the right to ensure that all mandated services are available citywide, and provided in a linguistically and culturally appropriate manner.

C. Selection criteria and basis of award

Agencies are expected to design innovative, youth-centered approaches that meet the minimum selection criteria outlined below, while incorporating creativity, responsiveness, and best practices in mentoring.

We require that applicants have at least two years of experience operating a mentoring program or a positive youth development program.

In addition to the criteria below, Respondents will be required to indicate the school they intend to serve and if they are using a subcontractor.

SELECTION CRITERIA	POINTS
<u>Community involvement</u> • Respondent demonstrates a clear understanding of the youth and the school, including their strengths and assets and needs and challenges • Respondent outlines how organization's specific capacities and infrastructure serve youth in mentoring in their selected region. Please include details on language skills, cultural competencies, and training.	15

The Respondent has either an existing or planned process for gathering and incorporating youth and community feedback into planning, decision-making, and service delivery	
<u>Organizational capacity</u> - Respondent describes agency's plan to hire culturally competent program staff who have experience in positive youth development and mentoring best practices and describes the criteria for selecting mentors and whether they will be staff, contractors, or volunteers. - Respondent has adequate systems and processes to support necessary program expenses and monitoring program expenditures and fiscal controls. - Respondent describes how their organization develops welcoming spaces for youth.	10
<u>Strength of proposed program</u> - Respondent can describe the benefits of mentoring services on youth. - The Respondent clearly outlines mentoring services in the first three months of programming that address the Program Requirements and Performance Measures outlined in the RFP. - Respondent can provide the curriculum or framework they are using to design activities and how it supports meeting requirements. - Respondent will detail how they will recruit, enroll, and introduce youth to the program, as well as ensure that guardians are informed about the program and how they will obtain parental consent for participation. - Respondents will outline retention strategies that will be utilized as well as how engagement challenges are addressed when they occur. - Respondent will detail the process for identifying matches between mentors and youth and how Respondent will ensure the mentor's commitment. Respondent will detail the process/or criteria that would disqualify a youth from participating in mentoring.	50
<u>Performance management and outcomes</u> The Respondent demonstrates evidence of strong past performance against desired outcome goals and performance metrics.	10
<u>Reasonable costs, budget justification, and leverage of funds</u> - Respondent describes a detailed plan regarding cash flow and capacity to expend funds prior to reimbursement for this program (at least three months of service). - Respondent will provide a proposed budget and allocations for this grant (e.g., staff, volunteers, training, transportation support).	15

Basis of Award

DFSS seeks to award applicants evaluated based on the selection criteria listed above. In addition, DFSS will award applicants slots based on the number of qualified applicants in the region and available funding. DFSS may consider additional factors in selection to ensure systems-level needs are met, including geography, language and ability to serve specific sub-populations.

Respondents are limited to one application per school. **Respondents seeking funding for multiple schools are required to apply for each school separately.**

DFSS reserves the right to seek clarification of information submitted in response to this Application and/or to request additional information during the evaluation process and make site visits and/or require Respondents to make an oral presentation or be interviewed by the review subcommittee, if necessary. **Failure to submit a complete proposal and/or to respond fully to all requirements will cause the proposal to be deemed unresponsive, and therefore, subject to rejection.**

Items that may disqualify your application include but are not limited to: 1) failure to attach required documents; 2) failure to complete the City of Chicago Compliance Acknowledgement and the Conflict-of-Interest Acknowledgement; 3) failure to submit proof of CPS vendor status and MOU/agreement with CPS school where mentoring services are proposed and 4) failure to attach most recent fiscal audit.

Selections will not be final until the City and the selected 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 selected Respondent in anticipation of a fully executed contract. Receipt of a final application does not commit the department to award a grant to pay any costs incurred in the preparation of an application.

Section 3 - RFP and Submission Information

A. Pre-proposal webinar

A Pre-Proposal Webinar will be held on **July 10, 2026, 10:00 a.m. – 12:00 p.m.** Attendance is not mandatory but is advised.

Please register prior to the webinar's start using this link:

https://us02web.zoom.us/webinar/register/WN_mqaUesDLRMK7MFdA19W09g

A link to the completed Webinar will be available on-line at the DFSS website after the time and date listed above for those who cannot attend at the live scheduled time. Please register prior to the Webinar's start.

B. The e-Procurement system

To complete an application for this RFP, RESPONDENTS will need to set up an account in the new eProcurement/iSupplier system.

Registration in iSupplier is the first step to ensuring your agency's ability to conduct business with the City of Chicago and DFSS. ***Please allow five to seven days for your registration to be processed.***

The Department of Procurement Services (DPS) manages the iSupplier registration process. All delegate agencies are required to register in the **iSupplier portal** at www.cityofchicago.org/eProcurement. All vendors must have a Federal Employer Identification Number (FEIN) and an IRS W9 for registration and confirmation of vendor business information.

1. **New Vendors** – Must register at www.cityofchicago.org/eProcurement
2. **Existing Vendors** – Must request an iSupplier invitation via email. Include your **Complete Company Name** and **City of Chicago Vendor/Supplier Number (found on the front page of your**

contract) in your email to customersupport@cityofchicago.org . You will then receive a response from DPS so you can complete the registration process. Please check your junk email folder if you have made a request and not heard back as many agencies have reported responses going their junk folder.

To receive training about all aspects of the eProcurement system register using the link below and include the name of the agency which you will represent. Training will review eProcurement functions such as iSupplier registration and overview, responding to RFPs, creating invoices and reviewing / tracking payments.

For further eProcurement help use the following contacts:

- **Questions on Registration, eProcurement, and additional technical assistance:**
CustomerSupport@cityofchicago.org or 312-744-4357 (HELP)
- **Online Training Materials (technical assistance materials and handouts):**
<https://www.cityofchicago.org/city/en/depts/dps/isupplier/online-training-materials.html>

If you are having difficulty registering additional people, please refer to this handout
https://www.cityofchicago.org/content/dam/city/depts/dps/isupplier/training/Vendor_Create_New_Address_and_Contact.pdf

Respondents must submit an application for the request for proposal via eProcurement.

For this application, all answers to application questions are limited to 4,000 characters, including spaces and punctuation.

C. For Respondents wishing to submit more than one application to a RFP

Organizations submitting more than one proposal may do so by **submitting each proposal under a separate, unique registered account user with online bidding responsibilities within the organization's iSupplier account, using their individual login information.**

D. Contact person information

Respondents are strongly encouraged to submit all questions and comments related to the RFP via e-mail. For answers to program-related questions, please contact:

Maria Guzmán-Rocha, Ph.D., Sr. Director of Family Support Programs, Enrichment Portfolio

Phone: 312-746-7474

Email: maria.guzman-rocha@cityofchicago.org

Questions regarding the technical aspects of responding to this RFP may be directed to:

OBM: CustomerSupport@cityofchicago.org or 312-744-4357 (HELP)

Section 4 - Legal and Submittal Requirements

A description of the following required forms has been included for your information. ***Please note that most of these forms will be completed prior to grant agreement execution but are not necessary for the completion of this proposal.*** A complete list of what forms will be required at the time of contracting is listed at the end of this section.

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:

- A debtor in bankruptcy; or
- A defendant in a legal action for deficient performance under a contract or in violation of a statute or related to service reliability; or
- A Respondent in an administrative action for deficient performance on a project or in violation of a statute or related to service reliability; or
- A defendant in any criminal action; or
- 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
- 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
- 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 Angela Green. 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 a grant agreement with the City, the successful 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

This initiative is administered by DFSS through City of Chicago Corporate funds. Consequently, all guidelines and requirements of DFSS and the City of Chicago must be met. Additionally, all delegate agencies must comply with the Single Audit Act if applicable.

E. Insurance Requirements

Contractor must provide and maintain at Contractor's own expense, during the term of the Agreement and during the time period following expiration if Contractor is required to return and perform any work, services, or operations, the insurance coverages and requirements specified below, insuring all work, services, or operations related to the Agreement.

A. INSURANCE REQUIRED FROM CONTRACTOR

1) Workers Compensation and Employers Liability

Workers Compensation Insurance, as prescribed by applicable law covering all employees who are to provide a service under this Agreement and Employers Liability coverage with limits of not less than \$1,000,000 each accident; \$1,000,000 disease-policy limit and \$1,000,000 disease-each employee, or the full per occurrence limits of the policy, whichever is greater.

The contractor may use a combination of primary and excess/umbrella policy/policies to satisfy the limits of liability required herein. The excess/umbrella policy/policies must provide the same coverages/follow form as the underlying policy/policies.

2) Commercial General Liability

Commercial General Liability Insurance or equivalent must be maintained with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury, personal injury, and property damage liability. Coverages must include but not be limited to, the following: all premises and operations, products/completed operations (for a minimum of two (2) years following project completion), explosion, collapse, underground, separation of insureds, defense, contractual liability (not to include endorsement CG 21 39 or equivalent), no exclusion for damage to work performed by Subcontractors, any limitation of coverage for designated premises or project is not permitted (not to include endorsement CG 21 44 or equivalent) and any endorsement modifying or deleting the exception to the Employer's Liability exclusion is not permitted. Where the general aggregate limit applies, the general aggregate must apply per project/location and once per policy period if applicable, or Contractor may obtain separate insurance to provide the required limits which will not be subject to depletion because of claims arising out of any other work or activity of Contractor. If a general aggregate applies to products/completed operations, the general aggregate limits must apply per project and once per policy period.

The City must be provided additional insured status with respect to liability arising out of Contractor's work, services or operations and completed operations performed on behalf of the City. Such additional insured coverage must be provided on ISO form CG 2010 10 01 and CG 2037 10 01 or on an endorsement form at least as broad for ongoing operations and completed operations. The City's additional insured status must apply to liability and defense of suits arising out of Contractor's acts or omissions, whether such liability is attributable to the Contractor or to the City. The full policy limits and scope of protection also will apply to the City as an additional insured, even if they exceed the City's minimum limits required herein. A copy of the physical "Additional Insured" endorsement must accompany the Certificate of Insurance when submitted. Contractor's liability insurance must be primary without right of contribution by any other insurance or self-insurance maintained by or available to the City.

Contractor may use a combination of primary and excess/umbrella policy/policies to satisfy the limits of liability required herein. The excess/umbrella policy/policies must provide the same coverages/follow form as the underlying policy/policies.

3) Automobile Liability

A Business Auto Policy covering any motor vehicles (owned, non-owned and hired) which are used in connection with work, services, or operations to be performed, must be maintained by the Contractor. Limits of not less than \$1,000,000 per accident for bodily injury and property damage and covering the ownership, maintenance, or use of any auto whether owned, leased, non-owned or hired used in the performance of the work or services. The City is to be added as an additional insured on a primary, non-contributory basis. A copy of the physical "Additional Insured" endorsement must accompany the Certificate of Insurance when submitted.

Contractor may use a combination of primary and excess/umbrella policy/policies to satisfy the limits of liability required herein. The excess/umbrella policy/policies must provide the same coverages/follow form as the underlying policy/policies.

4) Umbrella or Excess

Umbrella or Excess Liability Insurance must be maintained with limits of not less than \$2,000,000 per occurrence, or the full per occurrence limits of the policy, whichever is greater. The policy/policies must provide the same coverages/follow form as the underlying Commercial General Liability, Automobile Liability, Employers Liability and Completed Operations coverage required herein and expressly provide that the excess or umbrella policy/policies will drop down over reduced and/or exhausted aggregate limit, if any, of the underlying insurance. The Excess/Umbrella policy/policies must be primary without the right of contribution by any other insurance or self-insurance maintained by or available to the City.

Contractors may use a combination of primary and excess/umbrella policies to satisfy the limits of liability required under in Workers' Compensation, Employer's Liability, Commercial General Liability, and Automobile Liability.

5) Sexual Abuse or Molestation (SAM) Liability

Where the CGL policy referenced above is not endorsed to include affirmative coverage for sexual abuse or molestation, Contractor shall obtain and maintain a policy covering Sexual Abuse and Molestation for all employees for the actual or threatened abuse or molestation of any person in the care, custody, or control of any insured, including negligent employment, investigation, and supervision. The policy shall provide coverage for both defense and indemnity with liability limits of not less than \$1,000,000 per occurrence or claim with a \$2,000,000 aggregate limit.

The City and other entities as required by the City must be provided additional insured status on the CGL and SAM policies with respect to liability arising out of Contractor's work, services or operations performed on behalf of the City. The City's additional insured status must apply to liability and defense of suits arising out of Contractor's acts or omissions. The full policy limits and scope of protection also will apply to the City as an additional insured, even if they exceed the City's minimum limits required herein.

Contractor's liability insurance must be primary without the right of contribution by any other insurance or self-insurance maintained by or available to the City.

Contractor's may use a combination of primary and excess/umbrella policy/policies to satisfy the limits of liability required herein. The excess/umbrella policy/policies must provide the same coverages/follow form as the underlying policy/policies.

Insurance coverages that begin with "when," "if," or "where," are considered conditional, and it is the Contractor's responsibility to obtain the applicable coverage when performing such work, service, or operation as described in the conditional coverage paragraph(s). If it is determined that a conditional coverage is not initially applicable, it is the Contractor's continuing responsibility to update the insurance coverage as needed. If at any time, the Contractor or City determines that a conditional coverage is applicable, the Contractor shall not perform the work, service, or operation in connection with the contract until evidence of all applicable insurance coverage is provided to the City.

6) Professional Liability (when applicable)

When any professional consultants perform work, services, or operations in connection with this Agreement, Professional Liability Insurance covering acts, errors, or omissions must be maintained with limits of not less than \$1,000,000 per claim. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede start of work on the Agreement. A claims-made policy which is not renewed or replaced must have an extended reporting period of two (2) years.

7) Valuable Papers (when applicable)

When any plans, designs, drawings, specifications, media, data, records, reports, and other documents are produced or used under this Agreement, Valuable Papers Insurance must be maintained in an amount to insure against any loss whatsoever and must have limits sufficient to pay for the re-creation and reconstruction of such records.

8) Blanket Crime (when applicable)

Crime Insurance or equivalent covering all persons handling funds under this Agreement, against loss by employee dishonesty, forgery or alteration, funds transfer fraud, robbery, theft, destruction or disappearance, computer fraud, credit card forgery, and other related crime risks. The policy limit shall be written to cover losses in the amount of the maximum monies collected or received and in the possession of Contractor at any given time under this Agreement.

9) Property

Contractor is responsible for all loss or damage to City property at full replacement cost as a result of the Agreement.

Contractor is responsible for all loss or damage to personal property (including materials, equipment, tools and supplies) owned or used by Contractor.

10) Medical Professional Liability (when applicable)

Medical Professional Liability Insurance must be maintained or cause to be maintained, covering acts, errors, or omissions related to the supplying of or failure to supply medical services or health care services by healthcare professionals with limits of not less than \$5,000,000. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede commencement of medical services under this Contract. A claims-made policy which is not renewed or replaced must have an extended reporting period of two (2) years.

B. Additional Requirements

Evidence of Insurance. Contractor must furnish the City of Chicago, Certificates of Insurance (COI) and additional insured endorsement, or other evidence of insurance, to be in force on the date of this Agreement, and renewal COIs and endorsement, or such similar evidence, if the coverages have an expiration or renewal date occurring during the term of this Agreement. The Contractor must submit evidence of insurance prior to execution of Agreement. The receipt of any COI does not constitute agreement by the City that the insurance requirements in the Agreement have been fully met or that the insurance policies indicated on the COI are in compliance with all requirements of the Agreement. The failure of the City to obtain, nor the City's receipt of, or failure to object to a non-complying insurance certificate, endorsement or other insurance evidence from Contractor, its insurance broker(s) and/or insurer(s) will not be construed as a waiver by the City of any of the required insurance provisions. Contractor must advise all insurers of the Agreement provisions regarding insurance. The City in no way warrants that the insurance required herein is sufficient to protect the Contractor for liabilities which may arise from or relate to the Agreement. The City reserves the right to obtain complete, certified copies of any required insurance policies at any time.

Failure to Maintain Insurance. Failure of the Contractor to comply with required coverage and terms and conditions outlined herein will not limit Contractor's liability or responsibility nor does it relieve Contractor of the obligation to provide insurance as specified in this Agreement. Nonfulfillment of the insurance conditions may constitute a violation of the Agreement, and the City retains the right to suspend this Agreement until proper evidence of insurance is provided, or the Agreement may be terminated.

Notice of Material Change, Cancellation or Non-Renewal. Consistent with State law, Contractor must provide for sixty (60) days prior written notice to be given to the City in the event coverage is substantially changed, canceled or non-renewed and ten (10) days prior written notice for non-payment of premium. See 215 ILCS 5/143.16 and 143.17(a). A copy of the physical endorsements must accompany the Certificate of Insurance for General Liability, Automobile Liability and Workers Compensation in order to comply with the insurance requirements.

Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions on referenced insurance coverages must be borne by Contractor.

Waiver of Subrogation. Contractor hereby waives its rights and its insurer(s)' rights of, and agrees to require their insurers to waive their rights of, subrogation against the City under all required insurance herein for any loss arising from or relating to this Agreement. The Contractor agrees to obtain any

endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether the City receives a waiver of subrogation endorsement for Contractor's insurer(s).

Contractors Insurance Primary. All insurance required of Contractor under this Agreement shall be endorsed to state that Contractor's insurance policy is primary and not contributory with any insurance carrier by the City.

Acceptability of Insurers. Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best rating of no less than A-, Class VIII, unless otherwise approved by the City.

No Limitation as to Contractor's Liabilities. The coverages and limits furnished by the Contractor in no way limit the Contractor's liabilities and responsibilities specified within the Agreement or by law.

No Contribution by the City. Any insurance or self-insurance programs maintained by the City do not contribute with insurance provided by Contractor under this Agreement.

Insurance not Limited by Indemnification. The required insurance to be carried is not limited by any limitations expressed in the indemnification language in this Agreement or any limitation placed on the indemnity in this Agreement given as a matter of law.

Insurance and Limits Maintained. If Contractor maintains higher limits and/or broader coverage than the minimums shown herein, the City requires and shall be entitled the higher limits and/or broader coverage maintained by Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Joint Venture or Limited Liability Company. If Contractor is a joint venture or limited liability company, the insurance policies must name the joint venture or limited liability company as a named insured.

Other Insurance obtained by Contractor. If Contractor desires additional coverages, the Contractor will be responsible for the acquisition and cost.

Insurance required of Subcontractors. Contractor shall name the Subcontractor(s) as a named insured(s) under Contractor's insurance or Contractor will require each Subcontractor(s) to provide and maintain Commercial General Liability, Commercial Automobile Liability, Worker's Compensation, Employers Liability and Professional Liability Insurance, and when applicable Excess/Umbrella Liability Insurance with coverage at least as broad as in outlined in Section A, Insurance Required. The limits of coverage will be determined by Contractor. Contractor shall determine if Subcontractor(s) must also provide any additional coverage or other coverage outlined in Section A, Insurance Required. The Contractor is responsible for ensuring that each Subcontractor has named the City of Chicago as an additional insured where required, as well as specifically naming the City of Chicago as an additional insured on any endorsement form at least as broad and acceptable to the City. The Contractor is also responsible for ensuring that each Subcontractor has complied with the required coverage and terms and conditions outlined in this Section B, Additional Requirements. When requested by the City, the Contractor must provide to the City Certificates of Insurance and additional insured endorsements or other evidence of insurance. The City reserves the right to obtain complete, certified copies of any required insurance

policies at any time. Failure of the Subcontractor(s) to comply with required coverage and terms and conditions outlined herein will not limit Contractor's liability or responsibility.

City's Right to Modify. Notwithstanding any provisions in the Agreement to the contrary, the City, Department of Finance, Risk Management Division maintains the right to modify, delete, alter or change these requirements.

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

i. 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)

ii. 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)

iii. 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. Labor Peace Agreement Ordinance (MCC 2-50-045)

All respondents must agree to comply with the requirements of Section 2-50-045, Essential service contracts, of the Municipal Code of Chicago, as provided below in part:

Definitions. For purposes of this section, the following definitions shall apply:

"Commissioner" means the Commissioner of Family and Support Services, or the Commissioner's designee.

"Contract" means an agreement entered into between the City, through the Department of Family and Support Services, and a Contractor to perform Essential Services.

"Contractor" means a person, as defined by Section 1-4-090(e), contracting directly with the City through the Department of Family and Support Services to perform Essential Services, where the Contractor has 20 or more employees. "Contractor" does not include hospitals licensed pursuant to the Illinois Hospital Licensing Act, 210 ILCS 85, or any hospital affiliate as defined by the Illinois Hospital Licensing Act, 210 ILCS 85/10.8(b), or any hospital licensed pursuant to the University of Illinois Hospital Act, 110 ILCS 330.

"Employee" means those employees directly performing Essential Services under a Contract. The term "Employee" excludes employees who work for the Contractor, but do not provide Essential Services under the Contract, management or supervisory or other employees who do not enjoy a right to engage in strikes, work stoppages, or other concerted activities.

"Essential Services" means health and social services.

"Labor Peace Agreement" means an agreement between a Contractor and a labor organization that: prohibits the labor organization and its members from engaging in work stoppages, boycotts, or any other activity that may interfere or hinder the performance of a Contract for the duration of the Contract; and contains a means of resolving disputes between the Contractor and the labor organization.

(b) Terms of Contracts.

(1) The Commissioner, in the interest of preventing a disruption of Essential Services and protecting the City's financial and proprietary interest in the provision of such Essential Services, shall ensure that all Contracts that are entered into after the effective date of this section shall require:

written notice be provided by the Contractor to the Commissioner administering the Contract, or the Commissioner's designee, within 72 hours of when the Contractor:

- (i) becomes aware of any threatened, imminent, or actual strike, work stoppage, or other concerted activity that may interfere or hinder the work performed by Employees;
- (ii) is informed that Employees seek to be represented by a labor organization, join a labor organization, or otherwise elect to self-organize for the purpose of engaging in concerted activity;
- (iii) receives a notice or announcement from a labor organization that it represents or seeks to represent the Employees; or
- (iv) enters into a Labor Peace Agreement, Collective Bargaining Agreement, or the expiration or breach of any such agreement.

(B) that the Contractor shall not prohibit, retaliate, or otherwise coerce Employees with respect to rights guaranteed by the First Amendment of the United States Constitution or any other rights afforded by federal or state laws.

(2) Within 90 days of subsection (b)(1)(A)(ii) or subsection (b)(1)(A)(iii) occurring, that the Contractor enter into a Labor Peace Agreement with the labor organization.

(c) The provisions of subsection (b) shall be material terms of any Contract entered into by the City, the breach of which by a Contractor shall be grounds to terminate or decline to renew the Contract.

(d) A Contractor is in compliance with this Section 2-50-045 if (1) the Contractor remains in compliance with subsection (b), or (2) the Contractor and the Employees have a collective bargaining agreement with a labor organization, or (3) no labor organization represents or seeks to represent the Employees.

I. Compliance with laws, statutes, ordinances and executive orders

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

i. Conflict of Interest Clause: No member of the governing body of the City of Chicago or other unit of government and no other officer, employee, or agent of the City of Chicago or other government unit who exercises any functions or responsibilities in connection with the carrying out of the project shall have any personal interest, direct or indirect, in the grant agreement.

The respondent covenants that he/she presently has no interest, and shall not acquire any interest, direct, or indirect, in the project to which the grant agreement pertains which would conflict in any manner or degree with the performance of his/her work hereunder. The respondent further covenants that in the performance of the grant agreement no person having any such interest shall be employed.

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

iii. Successful Respondents shall establish procedures and policies to promote a Drug-free Workplace. The successful 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 successful respondent shall notify the City if any of its employees are convicted of a criminal offense in the workplace no later than ten days after such conviction.

iv. Business Relationships with Elected Officials - Pursuant to Section 2-156-030(b) of the Municipal Code of Chicago, as amended (the "Municipal Code") it is illegal for any elected official of the City, or any person acting at the direction of such official, to contact, either orally or in writing, any other City official or employee with respect to any matter involving any person with whom the elected official has a business relationship, or to participate in any discussion in any City Council committee hearing or in any City Council meeting or to vote on any matter involving the person with whom an elected official has a business relationship. Violation of Section 2-156-030(b) by any elected official with respect to the grant agreement shall be grounds for termination of the grant agreement. The term business relationship is defined as set forth in Section 2-156-080 of the Municipal Code.

Section 2-156-080 defines a "business relationship" as any contractual or other private business dealing of an official, or his or her spouse or domestic partner, or of any entity in which an official or his or her spouse or domestic partner has a financial interest, with a person or entity which entitles an official to compensation or payment in the amount of \$2,500 or more in a calendar year; provided, however, a

financial interest shall not include: (i) any ownership through purchase at fair market value or inheritance of less than one percent of the share of a corporation, or any corporate subsidiary, parent or affiliate thereof, regardless of the value of or dividends on such shares, if such shares are registered on a securities exchange pursuant to the Securities Exchange Act of 1934, as amended; (ii) the authorized compensation paid to an official or employee for his office or employment; (iii) any economic benefit provided equally to all residents of the City; (iv) a time or demand deposit in a financial institution; or (v) an endowment or insurance policy or annuity contract purchased from an insurance company. A "contractual or other private business dealing" shall not include any employment relationship of an official's spouse or domestic partner with an entity when such spouse or domestic partner has no discretion concerning or input relating to the relationship between that entity and the City.

v. 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 (Title 17 and Chapter 10-32 of the Municipal Code).

vi. If selected for grant award, Respondents are required to (a) execute the Economic Disclosure Statement and Affidavit, and (b) indemnify the City as described in the grant agreement between the City and the successful Respondents.

vii. Prohibition on Certain Contributions, Mayoral Executive Order 2011-4. 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.

viii. (a) The City is subject to the June 24, 2011 "City of Chicago Hiring Plan" (the "2011 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 2011 City Hiring Plan prohibits 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 R.I.S.E 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 related to this Agreement.