Delegate Agency Solicitation #69292 (RFP)

BACP Small Business Technology Enhancement Program - Re-release

Specification Number:1353758

Required for use by: DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION

Bid/Proposal Submittal Date and Time: 12:00 PM Central Time, 21-JUL-2026

Deadline for Questions: 10:00 AM Central Time, 14-JUL-2026
Buyer: PHILLIPS, MAURICE
Email Address: Maurice.Phillips@cityofchicago.org
Phone Number: 3127445915
Pre-Solicitation Conference Date and Time: 01:00 PM Central Time, 09-JUL-2026
Pre-Solicitation Conference Location: https://us02web.zoom.us/webinar/register/WN_getA5OLuSoGA7Ni2__Mbpw
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	IVAN CAPIFALI Commissioner

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1 Header Information

1.1 General Information

Title	**BACP Small Business Technology Enhancement Program - Re-release**		
Description	**BACP Small Business Technology Enhancement Program - Re-release**		
Preview Date	**02-JUL-2026 10:00:00**	Open Date	**02-JUL-2026 10:00:00**
Close Date	**12:00 PM Central Time, 21-JUL-2026**	Award Date	**Not Specified**
Time Zone	**Central Time**	Buyer	**PHILLIPS, MAURICE**
Quote Style	**Blind**	Email	**Maurice.Phillips@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	**070-290H ARP FISCAL RECOVERY 72 East Randolph St, 2nd Floor Chicago, IL 60601 United States**	Bill-To Address	**070-290H ARP FISCAL RECOVERY 72 East Randolph St, 2nd Floor Chicago, IL 60601 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 Number ..... Provide your answer below

Contact Information
E-mail Address ..... Provide your answer below
Contact Type ..... Provide your answer below
Organization Information
Legal Organization Name exactly as it appears on your State of Illinois business registration documentation. ..... Provide your answer below
Doing Business As (DBA) Name exactly as it appears on your State of Illinois business registration documentation. ..... Provide your answer below
Address ..... Provide your answer below
City ..... Provide your answer below

Organization Information
State ..... Provide your answer below
Zip ..... Provide your answer below
County ..... Provide your answer below
Organization Telephone Number ..... Provide your answer below
Website Address and Social Media Handles (i.e. public username of your organization's social media accounts) ..... Provide your answer below
Federal Employer Identification Number ..... Provide your answer below

Organization Information
Unique Entity Identification (UEI) Number (Official identifier for doing business with the U.S. Government as of April 4, 2022; Replaced the DUNS Number) ..... Provide your answer below
Head of Agency (Executive Director/CEO) Name ..... Provide your answer below
Head of Agency Title ..... Provide your answer below
Head of Agency Telephone Number ..... Provide your answer below
Head of Agency E-mail Address ..... Provide your answer below
Board President Full Name ..... Provide your answer below

Organization Information
Board President Phone Number ..... Provide your answer below
Board President Email Address ..... Provide your answer below
Program Manager Name ..... Provide your answer below
Program Manager Telephone Number ..... Provide your answer below
Program Manager Email Address ..... Provide your answer below
Year Organization Established ..... Provide your answer below

Organization Information

Geographic Service Area

Please provide the service area boundaries (i.e. North, South, East, West, street names) for this program.

.....

Provide your answer below

In which City of Chicago ward/s is/are the proposed program located? For a map of Chicago wards, go to https://www.chicago.gov/city/en/depts/dgs/supp_info/citywide_maps.html.

.....

Provide your answer below

In which City of Chicago community area/s is/are the proposed program located? For a map of Chicago's community areas, go to https://www.chicago.gov/city/en/depts/dgs/supp_info/citywide_maps.html.

.....

Provide your answer below

Organizational Capacity and Experience

Please describe how your organization is prepared to implement this program, include your organization's mission, goals, and history.

.....

Provide your answer below

Describe your organization's experience implementing digital equity or inclusion programs, if applicable.

.....

Provide your answer below

Describe your organization's experience serving small businesses.

.....

Organizational Capacity and Experience

Provide your answer below

Describe your organization outcomes and impacts related to digital equity or similar inclusion programs it has implemented.

.....

Provide your answer below

Please provide a copy of your last three Form 990 submissions, or equivalent, filings. If your nonprofit organization is new, please provide a copy of your Illinois Certificate of Good Standing. Please acknowledge submission of required document.

.....

Provide your answer below

Please provide a summary of pending lawsuits, unsatisfied judgements and/or judgement liens currently filed against Respondent or any officer, owner, principal, employee, subsidiary, or affiliate of the Respondent.

.....

Provide your answer below

Program Overview and Implementation Plan

Please describe the specific activities your organization will perform, including the location(s) of services and how your proposed program seeks to meet the needs of the community/communities it serves.

.....

Provide your answer below

Please detail your organization's plan to implement the proposed program, including specific roles, expertise, and compensation (salaries or hourly rates for full-time, part-time, and hourly staff) for all individuals, both organizational staff and external partners/consultants, who will support this initiative. For any roles not yet filled, a title is sufficient. Attach the resumes of all key staff members involved in this program.

.....

Program Overview and Implementation Plan
Provide your answer below
Please provide a timeline of key milestones in order to meet the deadline of launching the program in the first quarter of 2026. ..... Provide your answer below
Please describe how your organization will monitor program expenditures and ensure that appropriate fiscal controls and records are in place. ..... Provide your answer below
Budget Justification
What is the total amount you are requesting? (Note: The City expects to award up to $400,000 to one delegate agency to administer this program). ..... Provide your answer below
Your attached budget will be reviewed for this question. Did you attach your program budget? ..... Provide your answer below
Please describe your financial capacity (cash-flow) to expend funds prior to reimbursement. ..... Provide your answer below

Budget Justification
Describe your organization's experience administering federally funded programs, including proper monitoring, record keeping, and accounting. ..... Provide your answer below
Community Support
Please provide evidence of Community support. Community support may be demonstrated through letters of support, committed resources (i.e., space, funding), evidence of community-based planning, program design or input, or other meaningful showcase of support. ..... Provide your answer below
Conflict of Interest
Did you complete and attach the Conflict of Interest Questionnaire? ..... Provide your answer below

1.4 Attachments

Name	Data Type	Description
ATTACHMENT 01: RFP Supplemental Document	File	Small Business Technology Enhancement RFP - Re-release
Attachment 02: RFP Questions	File	Questions for applicants

1.5 Response Rules

- [ ] Solicitation is restricted to invited suppliers
- [X] Suppliers are allowed to respond to selected lines
- [X] Suppliers are allowed to provide multiple responses
- [ ] Buyer may close the solicitation before the Close Date
- [X] 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 Amount (USD) **Not Specified**
Estimated Total Amount (USD) **Not Specified**
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 Amount (USD) **Not Specified**
Estimated Total Amount (USD) **Not Specified**
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 Amount (USD) **Not Specified**
Estimated Total Amount (USD) **Not Specified**
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 Amount (USD) **Not Specified**
Estimated Total Amount (USD) **Not Specified**
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 Amount (USD)	**Not Specified**		
Estimated Total Amount (USD)	**Not Specified**		

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 Amount (USD)	**Not Specified**		
Estimated Total Amount (USD)	**Not Specified**		

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 Amount (USD)	**Not Specified**		
Estimated Total Amount (USD)	**Not Specified**		

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 Amount (USD)	**Not Specified**		
Estimated Total Amount (USD)	**Not Specified**		

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 Amount (USD)	**Not Specified**		
Estimated Total Amount (USD)	**Not Specified**		

CITY OF CHICAGO

REQUEST FOR PROPOSALS (RFP) FOR

Small Business Technology Enhancement Program_Re-release

RFP # 69292

ISSUED BY: CITY OF CHICAGO DEPARTMENT OF BUSINESS AFFAIRS & CONSUMER PROTECTION

All proposals must be submitted via the eProcurement system.

http://www.cityofchicago.org/eprocurement

Questions concerning the RFP should be directed to

Maurice Phillips
Director of Economic Recovery
Department of Business Affairs & Consumer Protections
121 N. LaSalle, Room 805
Chicago, Illinois 60602
Email: BACPeconomicrecovery@cityofchicago.org

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OVERVIEW OF DEPARTMENT

The City of Chicago's Department of Business Affairs and Consumer Protection (BACP) empowers and educates entrepreneurs and business owners to start, grow, and succeed. BACP supports entrepreneurs through the provision of business education, access to support and the administration of resources through a network of nearly 70 business service organizations. Additionally, BACP licenses businesses and public vehicles, supports consumers, promotes and enforces Chicago's labor laws.

PROGRAM DESCRIPTION

Notice of Re-release: RFP #63171, BACP Small Business Technology Enhancement Program, was issued on January 23, 2026. Due to a change of scope that has increased the number of potential awardees from a maximum of one up to a maximum of four, Business Affairs and Consumer Protection (BACP) is reissuing the current RFP. The current RFP will cover the same service category and community service areas as the prior RFP.

In May 2022, Chicago launched a Digital Equity Council (DEC), a cross-sector, community-driven effort to understand and overcome the nuanced barriers to digital equity by engaging those most burdened by digital inequities. The DEC heard from more than 3,000 Chicagoans through 17 community conversations and solution design workshops, plus a citywide survey. This effort resulted in the publication of the City's first Digital Equity Plan, and launch of a Chicago Digital Equity Coalition. In parallel, the City has also stood up an Interagency Broadband Task Force to coordinate efforts holistically across departments and City agencies to inform and implement broadband initiatives.

Despite this progress, there is still work to be done to address the racial and economic disparities behind the digital divide and create conditions to close the gap. Digital disparities, including limited access to digital technologies, internet connectivity, and digital literacy training, hinder the growth and development of small businesses owned by under-resourced entrepreneurs. These disparities have a direct impact on workforce development, perpetuating economic inequality and limiting opportunities for social mobility.

The City of Chicago is launching a Small Business Technology Enhancement Program to empower under-resourced small business owners by providing them with the essential skills and resources needed to thrive in today's digital economy. By addressing digital disparities and promoting digital inclusion, we can empower under-resourced entrepreneurs to succeed in the digital age, drive small business growth, and foster more equitable economic development.

Under-resourced entrepreneurs often face significant barriers to digital inclusion like limited access to digital technologies, inadequate internet connectivity, digital literacy gaps and cultural and linguistic barriers. And often the consequences of digital disparities for under-resourced entrepreneurs and small business owners are far-reaching. Their inability to leverage digital channels for marketing, sales, and customer engagement limits revenue growth potential. Digital disparities also hinder the ability of the business to create jobs, contributing to higher unemployment rates in under-resourced communities. This perpetuates economic inequality and reduces social mobility.

This RFP will utilize $400,000.00 in funding provided through the Neighborhood Broadband Connectivity Program of the Chicago Road to Recovery Plan, the City's plan to amplify a fair investment strategy to catalyze a sustainable economic recovery. It is funded by the American Rescue Plan Act State and Local Fiscal Recovery Fund (ARPA SLFRF), with Federal Assistance Listing Number 21.027, granted to the City of Chicago, and the selected organizations will serve as Delegate Agencies for the City of Chicago, which is synonymous at the federal level with "Subrecipient" or "Sub awardee" for the purposes of alignment with federal grant guidance. Funds can go toward non-capital expenses, such as partnerships with community-based non-profits to provide access to digital technologies, digital literacy training, and digital skill building opportunities for small businesses.

Such activities may include:

1. **Access to digital technologies**: Affordable access to digital devices, internet connectivity, and digital tools.
2. **Digital literacy training:** Ensuring Chicagoans have the foundational comfort and confidence to access digital tools, information, and services in everyday life. This may include learning how to use a computer, setting up online accounts, and browsing the internet safely.
3. **Digital skill building:** Equipping Chicagoans with specialized skills that can grow businesses or open doors to new economic opportunities. This may include hosting workshops and classes focusing on practical technology applications for small business owners like search engine optimization, Yelp, eCommerce, Canva, Point of Sale system, leveraging social media for marketing, leveraging Artificial Intelligence tools etc.

Target Community Areas

Target Community Areas are those within the top 25 Chicago Community Areas identified as having the lowest levels of digital connectivity. While these figures are measured at the household level, they reflect broader digital inequities that directly affect the small business landscape in these neighborhoods, limiting access to online tools, digital markets, essential business services, and technology-enabled opportunities. These areas are predominantly Low- or Moderate-Income Community Areas, where many small businesses and entrepreneurs face compounded barriers to digital adoption. The size of the digitally disconnected population suggests a substantial pool of potential small business owners or entrepreneurs who may lack

essential digital skills to grow their business. Proposals that deliver programming within or adjacent to these Target Community Areas may be prioritized, as they help ensure that support reaches business corridors and commercial districts most impacted by the city's digital divide. This data is publicly available through the U.S. Census and at the City of Chicago's Digital Equity data set, which is linked here.

Target Community Areas include:

Community Area	Percent (%) of Households without Home Internet
West Englewood	31.77
Englewood	29.42
Fuller Park	28.67
Auburn Gresham	26.78
Chatham	26.07
Greater Grand Crossing	25.92
Gage Park	25.70
North Lawndale	25.59
Avalon Park	25.34
Chicago lawn	25.27
East Garfield Park	25.21
Archer Heights	24.40
South Lawndale	24.21
Roseland	23.48
Austin	23.31
Armour Square	23.22
New City	22.42
Montclare	21.71
Belmont Cragin	21.14
West Garfield Park	20.86
Burnside	20.83
Humboldt Park	20.77
West Pullman	20.58
Pullman	19.76
Woodlawn	19.65

ELIGIBILITY & PROGRAM GUIDANCE

The City of Chicago's Small Business Technology Enhancement Program seeks to award up to four delegate agencies for this contract. Applicants must demonstrate existing organizational capacity, operational infrastructure, service area coverage, and relevant experience necessary

to successfully deliver program services within the required implementation timeline. Additionally, the selected delegate agencies will conduct localized outreach and deliver direct services, including workshops, individualized assistance and language or community-specific support.

All completed proposals must include the following: examples of digital literacy course materials; documentation confirming that locations for any in-person trainings have been secured for the full duration of the program; and resumes of the professionals proposed to facilitate the trainings.

Funds can be used for all direct and indirect program management expenses involved in administering the program. The City of Chicago encourages applicants to allocate funds in their budget for program reporting, economic impact data collection and evaluation.

Indirect costs could be up to 10% of the direct costs or in agreement with the Delegate Agency's Negotiated Indirect Cost Rate Agreement (NICRA). For more information on allowable and unallowable expense under the terms of the ARPA – SLFRF grant and 2 CFR Part 200, please review the U.S. Treasury's ARPA-SLFRF Final Rule and the Office of Management and Budget (OMB) guidelines.

Successful proposals will clearly demonstrate the ability to launch programs as early as the third quarter of 2026. Proposals should also reflect a deep understanding of the local digital inclusion ecosystem, digital literacy and skill building standards, and small business sector needs. Successful proposals will also demonstrate the capacity to implement culturally relevant programs, which includes the ability to translate materials in languages requested by the City of Chicago, which include but is not limited to Spanish.

Competitive proposals will demonstrate how existing community partnerships, digital literacy programming, and digital skill building opportunities will support small businesses and entrepreneurs. Factors to consider include content delivery (scheduled one-on-one, classroom based, drop-in clinics), type of curriculum (digital fundamentals, online marketing, digital payments, AI and automation), availability of assets (devices for participants, shared community space for learning, free and reliable internet), applications or programs (Google, Yelp, Canva), as well as meaningful measurement and impact of the program (pre/post skill assessments, application of skills, business engagement).

All successful respondents of this RFP will be required to undergo assessment of risk potential in accordance with Uniform Guidance (2 CFR Part 200). Program staff will monitor subrecipient performance to ensure compliance with Federal grant standards and successful program implementation.

REPORTING REQUIREMENTS

Grantee(s) will be required to maintain requested data using a City-approved platform and to submit reports, including impact data, to the City. Grantee(s) will also be required to participate in a cohort with other grantees to share and communicate best practices.

Requested data to be reported monthly and include, at minimum:

- Total # of unique small businesses served.
- Total # of 1:1 technical assistance hours.
- Total # of Digital Skills taught.
- Total # of cohorts hosted.
- Total # of webinars hosted.
- Total # of webinar attendees.
- Success stories.
- Business information from participants including but not limited to business address and business type (inclusive of Ward, ZIP Code, and Community Area data).
- Business owner demographic information from participants; providing such information is voluntary for business owner and not a condition to receive services.
- Pre- and post-program surveys to capture economic impact and gains in digital competency.
- Lessons learned.

The grantee(s) will be required to keep detailed records on costs, in addition to any other record keeping required for compliance with federal requirements related to the American Rescue Plan Act and 2 CFR Part 200.

RFP DUE DATE

APPLICATION DUE DATE: **July 21, 2026, at 12:00 PM CDT. (NOON)**

SELECTION CRITERIA

All proposals received by the deadline will undergo a technical review to determine whether all required components have been addressed and included. Proposals determined by BACP to be incomplete will not be considered. BACP reserves the right to waive irregularities that, within its sole discretion, BACP determines to be minor. If such irregularities are waived, similar irregularities in all proposals will be waived.

SCORING CRITERIA

Proposals will be scored based on the following, with 100 being the maximum score.

Category	Available Points
Organizational Capacity and Experience	25
Program Overview, and Implementation Plan	45
Budget Justification	15
Community Support	10
Overall Responsiveness	5
Total Points	100

PROPOSED CONTRACT TERM AND FUNDING SOURCE

The anticipated contract period will be August 1,2026 through December 31, 2026. The total amount for this program is $400,000.00 and up to four awards will be granted to selected delegate agencies to administer the Small Business Technology Enhancement Program. Payment for services will be made on a reimbursement basis. No advances will be made. Respondents must demonstrate capacity to fund program expenditures from the start date until they are reimbursed by the City.

This initiative is administered by the City of Chicago Department of Business Affairs. It is funded by the Chicago Road to Recovery Plan using funding from the American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Fund (SLFRF) (ALN 21.027). Consequently, all guidelines and requirements of the City of Chicago and federal guidelines and requirements must be met. Additionally, all delegate agencies must comply with the Single Audit Act if applicable.

REQUIRED PROPOSAL CONTENT

Applicants are advised to adhere to the applications requirements of the RFP. Failure to comply may be cause for rejection of the non-compliant proposal. Applicants must provide information in the appropriate areas throughout the RFP. By submitting a response to this RFP, you are acknowledging that if your proposal is accepted by the city, the proposal and related submittals may become part of the contract.

The City reserves the right to request clarification and/or additional information from the respondents during the evaluation and selection process. Any respondent that makes a material misrepresentation will be eliminated from further consideration. The City reserves the right to disregard any informality in the submission. All submitted materials are the property of the City.

PROGRAM CONTACT

Maurice Phillips, Director of Economic Recovery

Department of Business Affairs & Consumer Protections

121 N. Lasalle, Room 805

Chicago, Illinois 60602

Email: BACPeconomicrecovery@cityofchicago.org

PRE-SUBMITTAL CONFERENCE

A virtual pre-submittal conference will be held on the following date:

July 9th, 2026, from 1:00 PM – 2:00 PM, Registration is available by clicking here.

The purpose of the pre-submitting event is to clarify the RFP process and the scope of the required services. Attendance is not mandatory, but it is strongly suggested the interested applicants attend. Questions can be emailed to BACPeconomicrecovery@cityofchicago.org

E-PROCUREMENT SYSTEM

Proposals must be submitted via online application. Emailed or faxed proposals will not be accepted.

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

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

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 in all aspects of the eProcurement system, register using the link below and include the name of the agency which you will represent. Training will cover 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: customersupport@cityofchicago.org
- Questions on eProcurement for Delegate Agencies including: CustomerSupport@cityofchicago.org or contact the eProcurement hotline at 312-744-4357 (HELP)
- Online Training Materials: 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

Here is a link to all additional technical assistance videos and handouts: https://www.cityofchicago.org/city/en/depts/dps/isupplier/online-training-materials.html

Additionally, respondents may e-mail CustomerSupport@cityofchicago.org to receive more specific advice and troubleshooting.

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.

CANCELLATION

The City reserves the right, at any time and in its sole and absolute discretion, to reject any or all submissions, or to withdraw the RFP without notice. In no event shall the City be liable to

respondents for any cost or damages incurred by respondents, team members, consultants, or other interested parties in connection with the RFP process, including but not limited to any and all costs of preparing the preliminary cost budget, architectural drawings and renderings or other submitted materials, and participation in any conferences, oral presentations, or negotiations.

INSURANCE REQUIREMENTS

INSURANCE REQUIREMENTS

BACP [Digital Literacy Grant Program]

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 Employer's Liability**

Workers' Compensation Insurance, as prescribed by applicable law covering all employees who are to provide a service under this Agreement and Employer's 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. The policy shall be written on an occurrence basis, with coverage at least as broad as the Insurance Services Office (ISO) Commercial General Liability Form CG 00 01 (current edition), or equivalent. This insurance shall include, but not be limited to, coverage for bodily injury, personal injury, and property damage liability (including loss of use), personal and advertising injury, products and completed operations (for a minimum of two (2) years following project completion), premises and operations liability, contractual liability, no exclusion for damage to work performed by subcontractors, any limitation of coverage for designated premises or project is not permitted, 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. 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 Contactor 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.

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.

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.

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.

4) **Umbrella or Excess Liability**

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.

The Contractor may use a combination of primary and Excess/Umbrella policies to satisfy the limits of liability required under Workers' Compensation, Employer's Liability, Commercial General Liability, and Automobile Liability.

5) **Professional Liability**

Professional Liability Insurance covering acts, errors, or omissions must be maintained with limits of not less than $**2,000,000** per claim. Coverage must include, but not be limited to, technology errors and omissions, and/or pollution liability if environmental site assessments are conducted, when applicable. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede start of work under the Agreement. A claims-made policy which is not renewed or replaced must have an extended reporting period of two (2) years.

6) **Cyber Liability**

Cyber Liability must be maintained with limits of not less than $**1,000,000** for cyber incident, and coverage must include the following:

• Liability for system failure, network failure, security breaches, including loss or unauthorized access, use or disclosure of sensitive data or proprietary data, whether by Contractor or any subcontractor or cloud service provider used by Contractor;

• Costs associated with a privacy breach, including notification of affected individuals, customer support, forensics, crises management / public relations consulting, legal services of a privacy attorney, credit monitoring and identity fraud resolution services for affected individuals;

• Expenses related to regulatory compliance, government investigations, fines, fees, assessments, and penalties where insurable by law;

• Liability for technological products and/or services provided by or created by Contractor, including intellectual property infringement or misappropriation.

• Liability for professional services provided by Contractor;

• PCI fines, fees, penalties, and assessments;

• Costs associated with social engineering fraud loss, and cyber extortion payment and response costs;

• First and Third-Party Business Interruption Loss resulting from a network security failure or system failure;

• Costs of restoring, updating, or replacing data; and

• Liability losses connected to network security, privacy, and media liability.

The City must be named as an additional insured. A copy of the physical 'Additional Insured' endorsement must accompany the Certificate of Insurance when submitted. Certificates of Insurance and Additional Insured Endorsements reflecting applicable limits, sub-limits, self-insured retentions and deductibles must be provided upon request. The certificate must confirm the required coverages in the 'Additional Comments' section or Contractor must provide a copy of the declarations page confirming the details of the cyber insurance policy. Contractor will be responsible for all deductibles, self-insured retentions or waiting period requirements. Contractor shall provide any coverage sublimits under the policy. In the event Contractor maintains broader coverage and/or higher limits than the minimums shown above, the City of Chicago shall be entitled to the broader coverage and/or higher limits maintained by Contractor.

Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available. If the Cyber Liability policy is written on a claims-made basis, the retroactive date should be prior to the commencement of this agreement/addendum. If the policy is written on a claims-made basis and non-renewed at any time during and up until the completion of the project or services, Contractor shall maintain coverage that meets these requirements for a period of not less than two (2) years from the date of completion of the project or services with a retroactive date prior to the commencement of the project or services or shall purchase an Extended Reporting Period for at least a two year period. All insurance carrier(s) must carry an A.M. Best rating of at least A-, Class VI.

7) **Blanket Crime**

Contractor must maintain 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.

8) **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, rented or used by Contractor.

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. For any claims related to this contract, the Contractor's insurance coverage shall be primary and non-contributory. Any insurance or self-insurance maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it. This also applies to any Excess or Umbrella liability policies.

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.

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 when applicable Excess/Umbrella Liability, Professional Liability, Cyber Liability, and/or Pollution Liability Insurance with coverage at least as broad as in outlined in Section A, Insurance Required. Contractor must ensure that coverage(s) is sufficient to cover any potential risks or damages arising from Subcontractor's work. Unless otherwise specified, the appropriate coverage limits for Subcontractor(s) may be determined by Contractor, but these limits must be adequate to cover all potential liabilities. Should Contractor accept coverage limits from Subcontractor(s) less than those outlined in Section A, Contractor shall be responsible for any gap in the required coverage limits in the event of a loss. Contractor shall determine if Subcontractor(s) must also provide any additional coverages. Contractor is responsible for ensuring that each Subcontractor has named the City of Chicago as an additional insured where required and provide evidence of additional insured status on an endorsement form acceptable to the City. Contractor is also responsible for ensuring that each Subcontractor has complied with the required coverage and terms and conditions outlined in Section B, Additional Requirements. When requested by the City, Contractor must provide to the City all physical copies of 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 Subcontractor(s) to comply with required coverage(s) 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.

myCOI

Respondent, if selected, shall register with the City's online insurance certificate portal using the designated email registration link provided at [web address] and as specified in [Exhibit ____]. Respondent shall provide a current and valid email address for both the contractor and the contractor's insurance agent or provider, as described in further detail in [Exhibit ___]. 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

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.

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) i

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)

Compliance with Laws, Statutes, Ordinances and Executive Orders

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

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

   The respondent covenants that he/she presently has no interest, and shall not acquire any interest, direct, or indirect, in the project to which the grant agreement pertains which would conflict in any manner or degree with the performance of his/her work hereunder. The respondent further covenants that in the performance of the grant agreement no person having any such interest shall be employed.
2. Governmental Ethics Ordinance, Chapter 2-156: All respondents agree to comply with the Governmental Ethics Ordinance, Chapter 2-156 which includes the following provisions: a) a representation by the respondent that he/she has not procured the grant agreement in violation of this order; and b) a provision that any grant agreement which the respondent has negotiated, entered into, or performed in violation of any of the provisions of this Ordinance shall be voidable by the City.
3. Selected respondents shall establish procedures and policies to promote a drug-free workplace. The selected respondent shall notify employees of its policy for maintaining a drug-free workplace, and the penalties that may be imposed for drug abuse violations occurring in the workplace. The selected respondent shall notify the City if any of its employees are convicted of a criminal offense in the workplace no later than ten days after such conviction.
4. Business Relationships with Elected Officials - Pursuant to Section 2-156-030(b) of the Municipal Code of Chicago, as amended (the "**Municipal Code**") it is illegal for any elected official of the City, or any person acting at the direction of such official, to contact, either orally or in writing, any other City official or employee with respect to any matter involving any person with whom the elected official has a business relationship, or to participate in any discussion in any City Council committee hearing or in any City Council meeting or to vote on any matter involving the person with whom an elected official has a business relationship. **Violation of Section 2-156-030(b) by any elected official with respect to the grant agreement shall be grounds for termination of the grant agreement.** The term business relationship is defined as set forth in Section 2-156-080 of the Municipal Code.

   Section 2-156-080 defines a " business relationship" as any contractual or other private business dealing of an official, or his or her spouse or domestic partner, or of any entity in which an official or his or her spouse or domestic partner has a financial interest, with a person or entity which entitles an official to compensation or payment in the amount of $2,500 or more in a calendar year; provided, however, a financial interest shall not include: (i) any ownership through purchase at fair market value or inheritance of less than one percent of the share of a corporation, or any corporate subsidiary, parent or affiliate thereof, regardless of the value of or dividends on such shares, if such shares are registered on a securities exchange pursuant to the Securities Exchange Act of 1934, as amended; (ii) the authorized compensation paid to an official or employee for his office or employment; (iii) any economic benefit provided equally to all residents of the City;

(iv) a time or demand deposit in a financial institution; or (v) an endowment or insurance policy or annuity contract purchased from an insurance company. A "contractual or other private business dealing" shall not include any employment relationship of an official's spouse or domestic partner with an entity when such spouse or domestic partner has no discretion concerning or input relating to the relationship between that entity and the City.

5. Compliance with Federal, State of Illinois and City of Chicago regulations, ordinances, policies, procedures, rules, executive orders and requirements, including Disclosure of Ownership Interests Ordinance (Chapter 2-154 of the Municipal Code); the State of Illinois - Certification Affidavit Statute (Illinois Criminal Code); State Tax Delinquencies (65ILCS 5/11-42.1-1); Governmental Ethics Ordinance (Chapter 2-156 of the Municipal Code); Office of the Inspector General Ordinance (Chapter 2-56 of the Municipal Code); Child Support Arrearage Ordinance (Section 2-92-380 of the Municipal Code); and Landscape Ordinance (Title 17 and Chapter 10-32 of the Municipal Code).
6. If selected for grant award, respondents are required to (a) execute the Economic Disclosure Statement and Affidavit, and (b) indemnify the City as described in the grant agreement between the City and the successful respondents.
7. **Prohibition on Certain Contributions, Mayoral Executive Order 2011-4.** Neither you nor any person or entity who directly or indirectly has an ownership or beneficial interest in you of more than 7.5% ("**Owners**"), spouses and domestic partners of such Owners, your Subcontractors, any person or entity who directly or indirectly has an ownership or beneficial interest in any Subcontractor of more than 7.5% ("**Sub-owners**") and spouses and domestic partners of such Sub-owners (you and all the other preceding classes of persons and entities are together, the "**Identified Parties**"), shall make a contribution of any amount to the Mayor of the City of Chicago (the "**Mayor**") or to his political fundraising committee during (i) the bid or other solicitation process for the grant agreement or Other Contract, including while the grant agreement or Other Contract is executory, (ii) the term of the grant agreement or any Other Contract between City and you, and/or (iii) any period in which an extension of the grant agreement or Other Contract with the City is being sought or negotiated.

You represent and warrant that since the date of public advertisement of the specification, request for qualifications, request for proposals or request for information (or any combination of those requests) or, if not competitively procured, from the date the City approached you or the date you approached the City, as applicable, regarding the formulation of the grant agreement, no Identified Parties have made a contribution of any amount to the Mayor or to his political fundraising committee.

You shall not: (a) coerce, compel or intimidate your employees to make a contribution of any amount to the Mayor or to the Mayor's political fundraising committee; (b) reimburse your employees for a contribution of any amount made to the Mayor or to the Mayor's political fundraising committee; or (c) bundle or solicit others to bundle contributions to the Mayor or to his political fundraising committee.

The Identified Parties must not engage in any conduct whatsoever designed to intentionally violate this provision or Mayoral Executive Order No. 2011-4 or to entice, direct or solicit others to intentionally violate this provision or Mayoral Executive Order No. 2011-4.

Violation of, non-compliance with, misrepresentation with respect to, or breach of any covenant or warranty under this provision or violation of Mayoral Executive Order No. 2011-4 constitutes a breach and default under the grant agreement, and under any Other Contract for which no opportunity to cure will be granted. Such breach and default entitles the City to all remedies (including without limitation termination for default) under the grant agreement, under any Other Contract, at law and in equity. This provision amends any Other Contract and supersedes any inconsistent provision contained therein.

If you violate this provision or Mayoral Executive Order No. 2011-4 prior to award of the Agreement resulting from this specification, the Commissioner may reject your bid.

For purposes of this provision:

"Other Contract" means any agreement entered into between you and the City that is (i) formed under the authority of Municipal Code Ch. 2-92; (ii) for the purchase, sale or lease of real or personal property; or (iii) for materials, supplies, equipment or services which are approved and/or authorized by the City Council.

"Contribution" means a "political contribution" as defined in Municipal Code Ch. 2-156, as amended.

"Political fundraising committee" means a "political fundraising committee" as defined in Municipal Code Ch. 2-156, as amended.

8. (a) The City is subject to the 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 rise to, or otherwise recognize an employer-employee relationship of any kind between the City and any personnel provided by you.

(c) You will not condition, base, or knowingly prejudice or affect any term or aspect of the employment of any personnel provided under the grant agreement, or offer employment to any individual to provide services under the grant agreement, based

upon or because of any political reason or factor, including, without limitation, any individual's political affiliation, membership in a political organization or party, political support or activity, political financial contributions, promises of such political support, activity or financial contributions, or such individual's political sponsorship or recommendation. For purposes of the grant agreement, a political organization or party is an identifiable group or entity that has as its primary purpose the support of or opposition to candidates for elected public office. Individual political activities are the activities of individual persons in support of or in opposition to political organizations or parties or candidates for elected public office.

(d) In the event of any communication to you by a City employee or City official in violation of paragraph (b) above, or advocating a violation of paragraph (c) above, you will, as soon as is reasonably practicable, report such communication to the Hiring Oversight Section of the City's Office of the Inspector General ("IGO Hiring Oversight"), and also to the head of the Department. You will also cooperate with any inquiries by IGO Hiring Oversight related to this Agreement.

9. Federal funding-specific requirements: Sections 602 and 603 of the Social Security Act, as added by Section 9901 of the American Rescue Plan Act of 2021 (Pub. L. 117-2); 2 CFR Part 200 Uniform Administrative Guidance for Federal Grants, and implementing regulations promulgated thereunder.
10. All federal statutes relating to nondiscrimination, including, but not limited to:
    1. Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352) which prohibits discrimination on the basis of race, color or national origin;
    2. Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681-1683, 1685-1686) which prohibits discrimination on the basis of sex;
    3. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) which prohibits discrimination on the basis of handicaps;
    4. Age Discrimination in Employment Act of 1967 and The Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-6107) which prohibits discrimination on the basis of age;
    5. The Drug Abuse Office and Treatment Act of 1972 (Pub. L. 92-255) relating to nondiscrimination on the basis of drug abuse;
    6. The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (Pub. L. 91-616) relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
    7. Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3) relating to confidentiality of alcohol and drug abuse patient records;
    8. Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.) relating to nondiscrimination in the sale, rental or financing of housing;
    9. The Civil Rights Restoration Act of 1987;
    10. Executive Order 12250;
    11. Federal Equal Pay Act of 1963;
    12. Civil Rights Act of 1991; and
    13. Executive Order 11063, as amended by Executive Order 12259; and

14. Section 188 of the Workforce Investment Act of 1998 (20 U.S.C. 9201), and any other applicable nondiscrimination statutes.

Exhibit ( )

Registration and Submittal of Certificate of Insurance through myCOI

You will receive a registration e-mail from registration@myCOItracking.com. Please follow the instructions in the e-mail to complete your registration with myCOI. Outlined within this exhibit are step by step instructions on how to register.

Contractor's organizational contact for this contract and insurance related matters as well as your insurance agent's contact information will be needed for registration.

You do not need to provide a certificate of insurance during your registration; myCOI will work with your agent using the information provided during registration to obtain the certificate of insurance directly from your agent.

Once the certificate of insurance is submitted by your agent and is approved for compliance by myCOI notification will be provided.

Please add the following e-mail addresses to your safe sender list to ensure you receive all e-mail communication from myCOI: registration@myCOItracking.com, certificaterequest@myCOIsolution.com

If you have any questions, please contact myCOI directly at 317-759-9426, Ext. 105 or via e-mail at support@myCOItracking.com.

EXHIBIT Update

City of Chicago
Business Affairs and Consumer Protection

eProcurement RFP Questions/Requirements

RFP Name: **BACP Small Business Technology Enhancement**

Program Please read and complete the sections below.

INSTRUCTIONS:

1. The total score should be 100. Not all questions are required to have a score. If a question does not have a score, just insert zero (0) so that the total can be calculated at the end. (Go to HOME bar, then TABLE TOOLS, then LAYOUT, then FORMULA, then hit OK. Total will populate)
2. You may add more than four (4) questions under each section. You may change, add or delete sections, however, please keep the section name and question formats as demonstrated below.
3. OBM has prepopulated questions for agency contact information, organization information, and agency overview. They represent sections 1.0, 2.0, and 3.0, respectively. Standard questions will be populated for these sections.
4. Respondents have a **4,000-character limit** when typing their response. You may indicate below if they are able to attach a response that may require more than 4,000 characters.
5. Update each section with program

Section Name	Questions	Max Score
Organizational Capacity and Experience		100
4.0.OCE.1	Please describe how your organization is prepared to implement this program, including your organization's mission, goals, and history.	5
4.0.OCE.2	Describe your organization's experience implementing digital equity or inclusion programs, if applicable.	5
4.0.OCE.3	Describe your organization's experience serving small businesses.	5
4.0.OCE.4	Describe your organization's outcomes and impacts related to digital equity or similar inclusion programs it has implemented.	5
4.0.OCE.5	Please provide a copy of your last three Form 990 submissions, or equivalent, filings. If your nonprofit organization is new, please provide a copy of your Illinois Certificate of Good Standing. Please acknowledge submission of required document.	2
4.0.OCE.6	Please provide a summary of pending lawsuits, unsatisfied judgements and/or judgement liens currently filed against Respondent or any officer, owner, principal, employee, subsidiary, or affiliate of the Respondent.	3
Program Overview and Implementation Plan		

5.0.POI.1	Please select from the Service Areas listed below and describe the specific activities your organization will perform, including the location(s) of services and how your proposed program seeks to meet the needs of the community/communities it serves. **Service Areas:** **Area 1** Austin Belmont Cragin East Garfield Park Humboldt Park Montclare North Lawndale West Garfield Park **Area 2** Archer Heights Armour Square Fuller Square Gage Park Lower West Side South Lawndale **Area 3** Chatham Chicago Lawn Englewood Greater Grand Crossing West Englewood Woodlawn **Area 4** Auburn Gresham Avalon Park Burnside Pullman Roseland West Pullman	15
5.0.POI.2	Please detail your organization's plan to implement the proposed program, including specific roles, expertise, and compensation (salaries or hourly rates for full-time, part-time, and hourly staff) for all individuals, both organizational staff and external partners/consultants, who will support this initiative. For any roles not yet filled, a title is sufficient. Attach the resumes of all key staff members involved in this program.	10
5.0.POI.3	Please provide a timeline of key milestones in order to meet the deadline of launching the program in the first quarter of 2026.are designed to connect with the community population and get them to participate in the prevention/education activities.	15
5.0.POI.4	Please describe how your organization will monitor program	5

City of Chicago
Business Affairs and Consumer Protection

eProcurement RFP Questions/Requirements

	expenditures and ensure that appropriate fiscal controls and records are in place.	
Budget Justification		
6.0.BJU.1	What is the total amount you are requesting? (Note: The City expects to award up to $400,000 to one delegate agency to administer this program).	0
6.0.BJU.2	Your attached budget will be reviewed for this question. Did you attach your program budget?	5
6.0.BJU.3	Please describe your financial capacity (cash-flow) to expend funds prior to reimbursement.	5
6.0.BJU.4	Describe your organization's experience administering federally funded programs, including proper monitoring, record keeping, and accounting.	5
Community Support		
7.0.CUS.1	Please provide evidence of Community support. Community support may be demonstrated through letters of support, committed resources (i.e., space, funding), evidence of community-based planning, program design or input, or other meaningful showcase of support.	10
Overall Responsiveness		
8.0.OR.1	The applicant completed the application in an accurate manner, answered all questions with sufficient detail to demonstrate knowledge and capacity to carry out the proposed program(s), and submitted all necessary information or documentation.	5