REQUEST FOR PROPOSALS:
Community Hiring of Chicago COVID-19 Contact Tracing Corps
Bidder Webinar, August 6, 2020
All participants are muted.

Enter questions and technical problems in the Questions box.

Participants are muted.

Enter your questions or technical issues here.
Presenters

Amy Santacaterina
Director of WIOA Programs

Terri Zhu
Program Developer

Wingman Ho
Controller
Agenda

1. Submission and Review Timeline
2. Background
   ➢ About The Partnership
   ➢ About the Chicago COVID-19 Contact Tracing Corps
   ➢ Purpose of RFP
3. Requested Scope of Work
   ➢ Community Hiring of Contact Tracers
   ➢ Performance Measures
4. Funding and Performance Period
5. Eligible Respondents
6. Proposal and Submission Requirements
   ➢ Proposal Components
   ➢ Fiscal Component
   ➢ Electronic Submission
7. Evaluation Criteria and Selection Process
8. Application TA from AMPT: Advancing Nonprofits
9. Questions
Submission and Review Timeline

2020

▼ July 28  RFP release
▼ August 6  Bidder webinar
▼ August 10 RFP questions due at 5:00 PM
▼ August 13 RFP Q&A posted on Partnership website
▼ August 17 Proposals due at 4:00 PM
▼ August  Review, selection, notification
▼ September 1 Anticipated contract start

Questions → RFPquestions@chicookworks.org
Proposals → Round2ContactTracer@chicookworks.org
Background

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The Partnership

Created in 2012, The Chicago Cook Workforce Partnership (The Partnership) is an umbrella organization operating the public workforce system in the City of Chicago and Cook County.

The Partnership:
- Combines federal and philanthropic resources to broaden the reach and impact of workforce development services for both employers and job seekers
- Administers Workforce Innovation and Opportunity Act (WIOA) funding and services in Chicago and Cook County
- Manages a provider network of 10 American Job Centers (One-Stops), 50+ community-based organizations, and industry-focused sector centers
- Has helped to place over 70,000 individuals in employment, collaborated with over 2,000 employers, and administered more than $300 million in government and philanthropic funds
The Partnership

Vision

Every person has the opportunity to build a career; every business has the talent to grow and compete in a global economy.

Mission

To create, promote, and effectively manage a network of workforce development organizations that:

- Designs innovative solutions to address business needs, and,
- Prepares individuals for, and connects them to, career opportunities
Chicago COVID-19 Contact Tracing Corps

Chicago Department of Public Health (CDPH) is establishing a community-based COVID-19 Contact Tracing Corps to:

➢ Mitigate community transmission of COVID-19
➢ Invest in community-based organizations (CBOs) in high economic hardship community areas heavily impacted by COVID-19
➢ Provide jobs and earn-and-learn training opportunities to community residents
➢ Build a public health workforce that looks like the City it serves
Chicago COVID-19 Contact Tracing Corps

Every Chicago zip code has seen multiple cases of COVID-19.

But black and Latinx communities are disproportionately impacted.

Chicago COVID-19 Contact Tracing Corps

The Partnership and pre-identified collaborators have been selected by CDPH through an RFP to establish and operate the City of Chicago Contact Tracing Corps and Resource Coordination Hub.

FUNDER: CDPH

$40 M
July 2020 – June 2021

LEAD COORDINATING ORGANIZATION (LCO)

$29 M
CONTACT TRACING CORPS

$24.6 M
30 COMMUNITY-BASED ORGS

Hire 450 Contact Tracers + 30 Supervisors

$11 M
RESOURCE COORDINATION HUB

Hire 90 Resource Coordinators + 10 Supervisors
Purpose of RFP

This is Funding Round 2 of 2.

Purpose of Funding Round 2 of RFP is to competitively select at least 20-23 non-profit CBOs to serve as local employers of City of Chicago COVID-19 Contact Tracing Corps, and through this:

➢ Invest in Chicago communities disproportionately impacted by COVID-19

➢ Create a public health workforce representative of Chicago residents

Funding Round 1 released on July 16 to closed bidder list to enable immediate rollout of hiring of Contact Tracers as required by CDPH.

Invited bidders:

➢ Current WIOA delegate agencies of The Partnership

➢ CDPH-provided list of respondents to its LCO RFP
Requested Scope of Work

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CBO will hire, manage, and professionally develop a minimum of 15 Contact Tracers and 1 Supervising Contact Tracer (Supervisor) from September 2020 – June 2021.

- Integrate short-term workforce into existing org structure
- Provide management structure for short-term workforce
- Perform all HR functions, incl. payroll processing
- Provide general on-the-job professional development
- Coordinate with Partnership and project partners on Contact Tracer training
- Coordinate with Partnership and project partners on earn-and-learn programming
Community Hiring of Contact Tracers

Staffing

- Contact Tracing Corps will operate 7 days per week; Partnership will negotiate operating schedules with selected CBOs
- Individual Contact Tracers will work 5 days per week (FT) with 1 day of earn-and-learn activities
- Proposed staffing model must support engagement of up to 150 contacts on a given day (10 contacts per FT Contact Tracer on average)

Example Staffing Models

1 FT Supervising Contact Tracer

- 15 FT Contact Tracers

1 FT Supervising Contact Tracer

- 12 FT Contact Tracers
- 6 PT Contact Tracers
Community Hiring of Contact Tracers

Primary Work of Contact Tracers

- Use CDPH web-based platform to call contacts of people diagnosed with COVID-19
- Educate on COVID-19, inform on contact status, instruct on self-quarantine
- Interview contacts to identify their contacts
- Refer contacts to Resource Coordination Hub

Potential Additional Work

- In-person engagement of hard-to-reach contacts
- COVID-19 prevention education
- General health and wellness education targeted of populations at risk of COVID-19
- Community engagement to increase understanding and support for contact tracing and other mitigation efforts
- Identification of healthcare and social assistance resources available in neighborhood

Work can be performed at:
- Home of Contact Tracer
- CBO office
- Approved site within Partnership agency network

Partnership and project partners will train CBOs and Contact Tracers to perform all required work.
Recruitment

CBO will prioritize recruiting and hiring City of Chicago residents who are:

- Residents of high economic hardship community areas as defined in Section III of the RFP; or
- Residents returning from incarceration and/or who have historic involvement with the justice system; and/or
- Residents with demonstrated barriers to employment, including but not limited to disability, housing insecurity, food insecurity, and healthcare insecurity.

Sample job descriptions for Contact Tracer and Supervising Contact Tracer are posted on The Partnership’s website among RFP documents at:
https://chicookworks.org/our-network/request-for-proposals/
Performance Measures

Performance will be measured on basis of CBO ability to:

➢ Expediently hire the required number of Contact Tracers and Supervising Contact Tracers and rehire (backfill) as necessary;
➢ Retain hired Contact Tracers and Supervising Contact Tracers;
➢ Effectively and efficiently implement contact tracing and related activities;
➢ Provide meaningful on-the-job professional development opportunities to their contact tracing employees; and
➢ Successfully coordinate with The Partnership and project partners to implement earn-and-learn programming for Contact Tracers

Specific performance measures will be negotiated.

CBO will use Partnership’s Career Connect workforce data system to track Contact Tracers.

Reporting modes and cadence will be specified.
Funding and Performance Period
Eligible Respondents

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Funding and Performance Period

~$15.69 M

~20-23 CBOs

Max. awarded to each CBO:

$639,450
Designated for Contact Tracer wages + associated costs

$145,00
Designated for program + administrative costs


Award may be renewed for one (1) additional term of up to 12 months contingent upon programmatic need and CBO achievement of benchmarks and compliance with funding terms.

Refer to Budget Instructions for detail.
Eligible Respondents

To be eligible for this RFP, respondent must be:

- **CBO**, defined here as non-clinical/medical, **not-for-profit** organization that has demonstrated service delivery to specific populations and/or community areas, includes programming driven by an understanding of or direction by **community voice**.

AND

- Organization that 1) operates in accordance with Federal, State, and local law; 2) is currently eligible to do business with the City of Chicago, Cook County, the State of Illinois, and The Partnership; and 3) possesses the technical competence, administrative and fiscal capacity, and demonstrated fiduciary responsibility to accomplish the objectives and scope of work stated in this RFP.

AND

- Organization not deemed ineligible to respond per RFP Section III.
Eligible Respondents

The Partnership strongly prioritizes the selection of CBOs located in or primarily serve one or more high economic hardship community areas. Service to high economic hardship community areas will be scored.

<p>| High Economic Hardship Community Areas as Defined by CDPH for Chicago Contact Tracing Corps |</p>
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<tr>
<th>Chicago Community Area Name (Number)</th>
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<td>Armour Square (34)</td>
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<td>Belmont Cragin (19)</td>
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<td>Brighton Park (58)</td>
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<td>Gage Park (63)</td>
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<tr>
<td>Greater Grand Crossing (69)</td>
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<tr>
<td>Hermosa (20)</td>
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Proposal and Submission Requirements

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Proposal Components

Program Proposal

• Organizational Information form
• Executive Summary
• Narrative response to Program Questions 1-7
• Copy of Budget

Fiscal Proposal

• Narrative response to Fiscal Questions a-p
• Budget
• All required forms and attachments

Full proposal instructions are in RFP Section V: Proposal Questions and Required Attachments. All required forms are available with the RFP at: https://chicookworks.org/our-network/request-for-proposals/
Presented by:

Wingman Ho
Controller
Fiscal Proposal

➢ Fiscal Proposal includes:

➢ Budget

➢ Fiscal Narrative

➢ Required Documents to submit with proposal
Budget Documents

- Budget instructions
- Budget Summary Form
- Personnel Budget Form
- Non-Personnel Budget Form
- Contact Tracers Budget Form
- Use required forms on the website

## Budget Summary: Type of Expenditures

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</table>
Fiscal Narrative

Fiscal Questions (Questions a to p) can be found on pages 13 & 14 of the RFP.

➢ Describe your organization’s fiscal capacity.

➢ Does your organization perform its own accounting?

➢ Describe how the agency will ensure that costs charged to the program are reasonable, allocable, allowable and necessary.

➢ Who is your organization’s payroll processor?
Required Attachments

1. Fiscal Narrative (Response to Fiscal Questions: a-p)
2. Completed W-9 Request for Taxpayer Identification Number and Certification
3. IRS 501(c)(3) Tax Exempt Determination Letter dated within past 3 years (required only if applicable)
4. Most Recent Audited Financial Statements
5. Certificate of Good Standing
6. List of Board Members
7. Cost Allocation Plan
8. Indirect Cost Determination Letter (required only if applicable)
9. Segregation of Duties Worksheet
10. Budget
Electronic Submission

Email proposals to: Round2ContactTracer@chicookworks.org

By 4:00 PM CDT on August 17, 2020

EMAIL

Subject Line: “Contact Tracing RFP Round 2” + org name

Body: List of email attachments
+ org info
+ request for e-signature follow-up if applicable

Attachments

1. “ContactTracing2_OrgName_Program”
Program proposal including all forms/attachments (PDF)

2. “ContactTracing2_OrgName_Fiscal”
Fiscal narrative + fiscal forms/attachments (PDF)

3. “ContactTracing2_OrgName_Fiscal”
Budget (Excel)

Full submittal instructions in RFP Section VI: Submittal Procedure and Requirements.

- Formatting
- Attachment contents
- File format
- Deadlines
- Etc.
Electronic Submission

Technical Problems with Electronic Submission

Contact Sylvia Ortiz Rivera

Email: srivera@chicookworks.org

Phone: (312) 848-7174*

*Contact by phone is preferred.

Full submittal instructions are in RFP Section VI: Submittal Procedure and Requirements. Instructions outline formatting requirements, attachment contents and file format, deadlines, etc.
Evaluation Criteria and Selection Process

1. Submission and Review Timeline
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### Evaluation Criteria

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<td><strong>Program Proposal</strong></td>
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<td><strong>Total Points Available</strong></td>
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</table>
Selection Process

**Review**
- Review of **Program Proposal** by Partnership staff + external readers
- Review of **Fiscal Proposal** by Partnership staff

**Selection**
- Discussion of programmatic and fiscal review outcomes
- Respondent selection
Proposal Due Date!

2020

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- August 6  Bidder webinar
- August 10 RFP questions due at 5:00 PM
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AMPT: Advancing Nonprofits (AMPT) is a new capacity-building support initiative that provides nonprofits with programs and services to strengthen their organizational health and assist them over the long haul through the various stages of their ongoing development. **AMPT prioritizes small to mid-size organizations led by and serving Black and Brown people on Chicago’s West and South Sides.**

For **small organizations or those new to responding to an RFP**, AMPT is offering the following support for the Chicago COVID Contact Tracing Corps RFP:

- A readiness checklist for Black and Brown-led community-based organizations to use to determine if their organization has the capacity to participate in this opportunity and whether they can and should respond to the RFP.
- A webinar to help organizations understand their readiness for this opportunity. The webinar was held August 4th and a recording will be posted on the AMPT web site.
- For organizations that decide they will apply, AMPT is offering "office hours" the week of August 10th for organizations to ask questions and get help with the RFP.
- For the small community-based organizations that decide they will not respond to the RFP, AMPT is offering an opportunity to participate in a learning experience that addresses capacity needs that emerged for them in this process.

Questions

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QUESTIONS?

Type your questions into the Go To Webinar Questions function

This Q&A is for questions for The Partnership about the RFP. Questions for AMPT: Advancing Nonprofits will not be answered here.

Email additional questions by 5:00 PM CDT on August 10, 2020 with subject line “Contact Tracing Round 2” to: RFPquestions@chicookworks.org

A Q&A page will appear on The Partnership website on August 13, 2020 at: https://chicookworks.org/our-network/request-for-proposals/

No answers are considered final until posted on The Partnership’s website.