



CHICAGO COOK  
WORKFORCE PARTNERSHIP

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**REQUEST FOR PROPOSALS:**  
**Community Hiring of**  
**Chicago COVID-19 Contact Tracing Corps**  
**Bidder Webinar, August 6, 2020**

# Housekeeping

All participants are muted.

Enter questions and technical problems in the Questions box.



Participants are muted.

Enter your questions or technical issues here.



**Amy Santacaterina**  
Director of WIOA Programs

**Terri Zhu**  
Program Developer

**Wingman Ho**  
Controller

# Agenda



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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



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## 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](mailto:RFPquestions@chicookworks.org)

Proposals → [Round2ContactTracer@chicookworks.org](mailto: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:

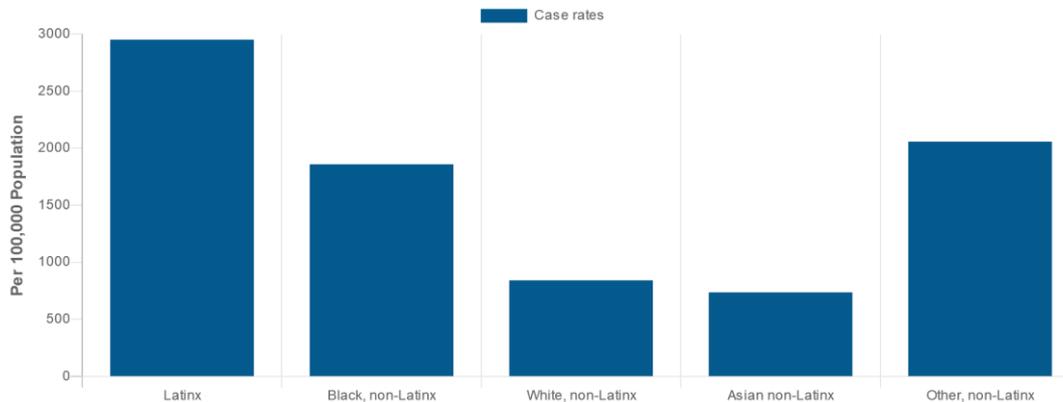
- Designs innovative solutions to address business needs, and,
- Prepares individuals for, and connects them to, career opportunities

## Chicago 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

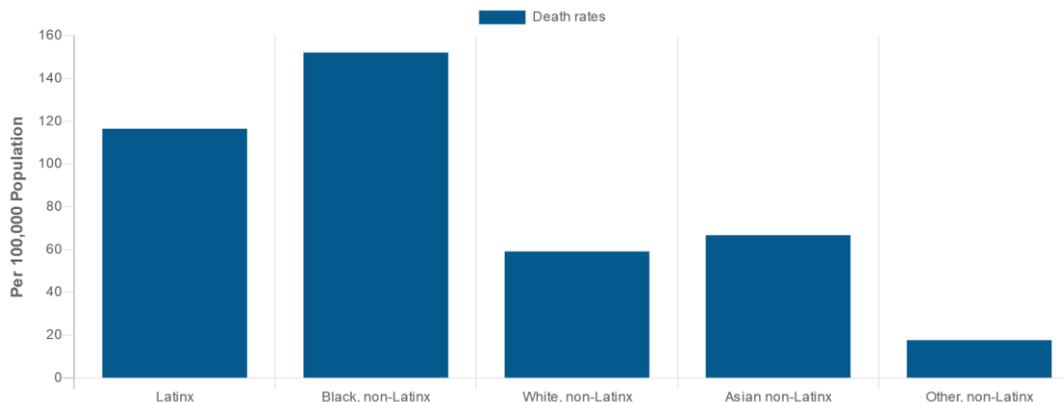
# Chicago COVID-19 Contact Tracing Corps

COVID-19 Case rates by race-ethnicity through July 31, 2020 among Chicago residents



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

COVID-19 Death rates by race-ethnicity through July 31, 2020 among Chicago residents



**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

\$11 M



RESOURCE COORDINATION HUB

\$24.6 M



30 COMMUNITY-BASED ORGS

Hire 90 Resource Coordinators  
+ 10 Supervisors



Hire 450 Contact Tracers  
+ 30 Supervisors



# Purpose of RFP



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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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# Community Hiring of Contact Tracers

## Staffing

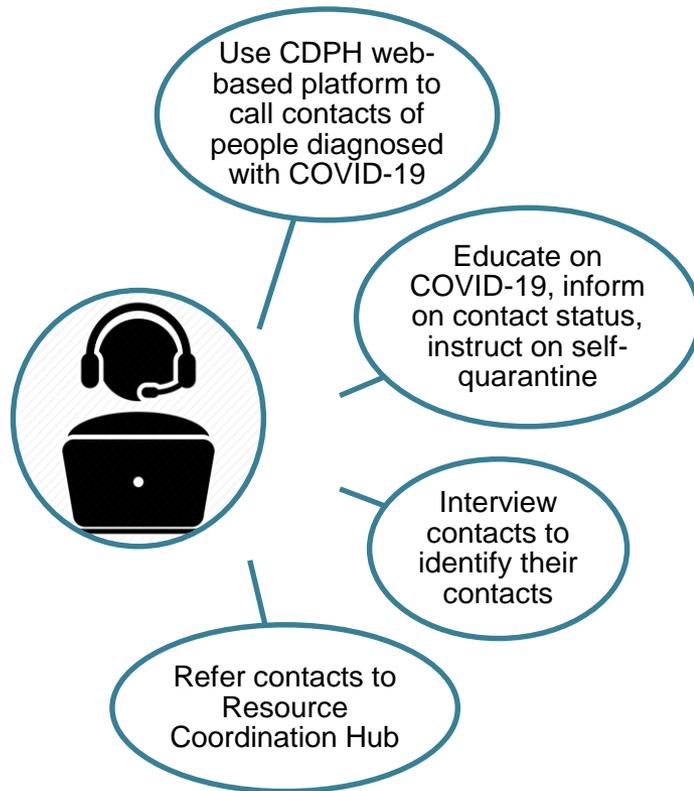
- Contact Tracing Corps will operate 7 days per week; Partnership will negotiate operating schedules with selected CBOs
- Individual Contact Tracers will work 5 days per week (FT) with 1 day of earn-and-learn activities
- Proposed staffing model must support engagement of up to 150 contacts on a given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

### Example Staffing Models



# Community Hiring of Contact Tracers

## Primary Work of Contact Tracers



### Work can be performed at:

- Home of Contact Tracer
- CBO office
- Approved site within Partnership agency network

## 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



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

# Community Hiring of Contact Tracers

## 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



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Refer to Budget Instructions for detail.



Max.  
awarded to  
each CBO:  
**\$784,450**

**\$639,450**

Designated for  
Contact Tracer  
wages +  
associated costs

**\$145,00**

Designated for  
program +  
administrative  
costs

**September 1, 2020 – June 30, 2021**  
performance period.

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.

# 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.**

**High Economic Hardship Community Areas as Defined by CDPH for Chicago Contact Tracing Corps**  
Chicago Community Area Name (Number)

Archer Heights (57)	Humboldt Park (23)
Armour Square (34)	New City (61)
Auburn Gresham (71)	North Lawndale (29)
Austin (25)	Riverdale (54)
Belmont Cragin (19)	Roseland (49)
Brighton Park (58)	South Chicago (46)
Chicago Lawn (66)	South Deering (51)
East Garfield Park (27)	South Lawndale (30)
East Side (52)	South Shore (43)
Englewood (68)	Washington Park (40)
Fuller Park (37)	West Elsdon (62)
Gage Park (63)	West Englewood (67)
Greater Grand Crossing (69)	West Garfield Park (26)
Hermosa (20)	West Lawn (65)

**Service to high economic hardship community areas will be scored.**

# Proposal and Submission Requirements



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# Proposal Components



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## 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

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- Fiscal Proposal includes:
  - Budget
  - Fiscal Narrative
  - Required Documents to submit with proposal

# Budget Documents

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

<https://chicookworks.org/request-for-proposal-community-hiring-of-chicago-covid-19-contact-tracing-corps-funding-round-1/>

# Budget Summary: Type of Expenditures



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D1. Type of Expenditure	D2. Account Number	D3. Partnership Share	D4. Other Share	D5. Total Cost
Personnel	5001	\$0	\$0	\$0
Fringe Benefits	5002	\$0	\$0	\$0
Operating/Technical	5713	\$0	\$0	\$0
Professional and Technical Services	5409	\$0	\$0	\$0
Travel	5151	\$0	\$0	\$0
Materials and Supplies	5605	\$0	\$0	\$0
Equipment	5304	\$0	\$0	\$0
Indirect Costs	5407	\$0	\$0	\$0
Other	0000	\$0	\$0	\$0
Other	0000	\$0	\$0	\$0
Other	0000	\$0	\$0	\$0
Contact Tracers-Wages	5911	\$0	\$0	\$0
Contact Tracers-Fringe	5912	\$0	\$0	\$0
Contact Tracers-Taxes	5913	\$0	\$0	\$0
Other	0000	\$0	\$0	\$0
<b>TOTALS</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

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](mailto: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

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**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.



## Technical Problems with Electronic Submission

→ Contact **Sylvia Ortiz Rivera**

Email: [srivera@chicookworks.org](mailto: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



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# Evaluation Criteria



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<b>CRITERIA</b>	<b>POINT VALUE</b>
<b>Program Proposal</b>	
Location in and Service to High Economic Hardship Community Areas (Q. 1)	20
Respondent Qualifications (Q. 2-5)	40
Program Design (Q. 6-7)	20
<b>Fiscal Proposal (a-p)</b>	20
<b>Total Points Available</b>	<b>100</b>

# 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!



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# Application TA from AMPT: Advancing Nonprofits



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## Support for Chicago COVID Contact Tracing Corps RFP

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 4<sup>th</sup> 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 10<sup>th</sup> 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.

More information at <http://amptchicago.org/programs/chicago-covid-contact-tracing-corps-rfp/>

# 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](mailto: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.