



CHICAGO COOK  
WORKFORCE PARTNERSHIP

A proud partner of the  American Job Center® network

**REQUEST FOR PROPOSALS:  
Community Hiring of  
Chicago Community Health Response Corps**

Bidder Webinar

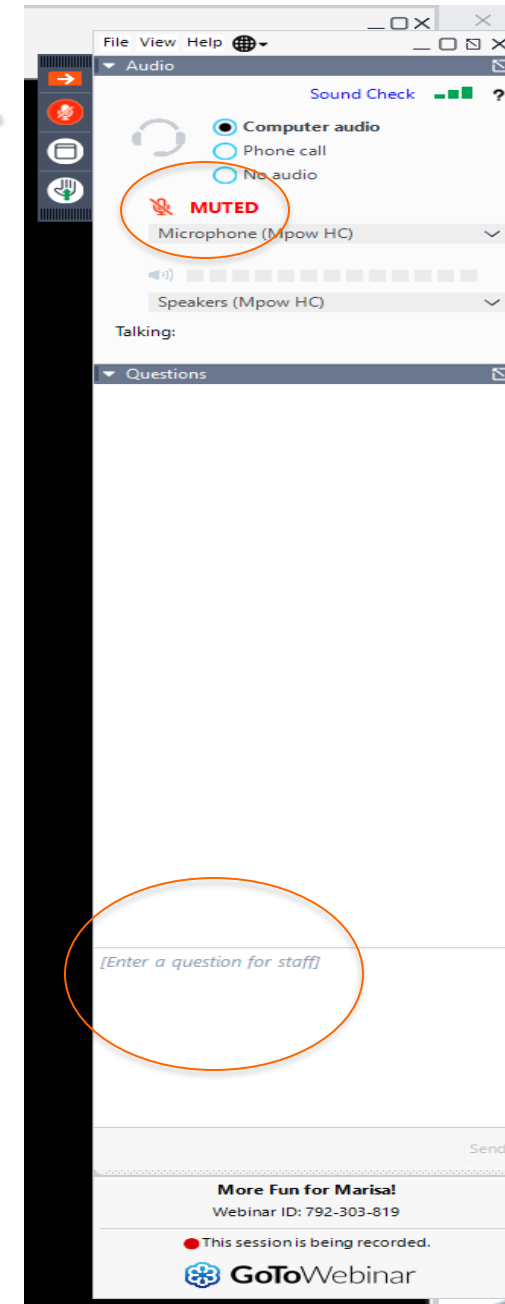
**Tuesday, September 20, 2022**

# Housekeeping

All participants are muted.

Enter questions and technical problems in the Questions box.

Enter your questions or technical issues here.



Participants are muted.

# Presenters

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**Claudia Cattouse-Regalado**  
Director of COVID-19 Response Corps

**Clare Healy**  
Manager, COVID-19 Response Corps

**Sergio Davila**  
Fiscal Accountant

# Agenda

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1. **Submission and Review Timeline**
2. Background
  - About The Partnership
  - About the Chicago COVID-19 ChiTracing/Response Corps
  - About the Chicago Community Health Response Corps
  - Purpose of RFP
3. Requested Scope of Work
  - Community Hiring of Corps Workers
  - Development of Community Area Outreach Work Plans
  - Engagement and Participation in CBO Capacity Building and Communities of Practice
  - 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. Questions

# Submission and Review Timeline

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## 2022

- ▼ **Sept 08** RFP release
- ▼ **Sept 20** Bidder webinar
- ▼ **Sept 26** RFP questions due at 5:00 PM
- ▼ **Sept 30** RFP Q&A posted on Partnership website
- ▼ **Oct 07** **Proposals due at 4:00 PM**
- ▼ **Oct 10-21** Review, selection, notification
- ▼ **Nov 01** Anticipated contract start

Questions → [RFPquestions@chicookworks.org](mailto:RFPquestions@chicookworks.org)

Proposals → [ChiHealthRespCorpsRFP@chicookworks.org](mailto:ChiHealthRespCorpsRFP@chicookworks.org)

# Background

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# The Partnership

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**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
- Manages 40+ community-based organizations for other non-WIOA initiatives such as: Construction, Chicago Housing Authority, Public Health, and other community initiatives
- 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

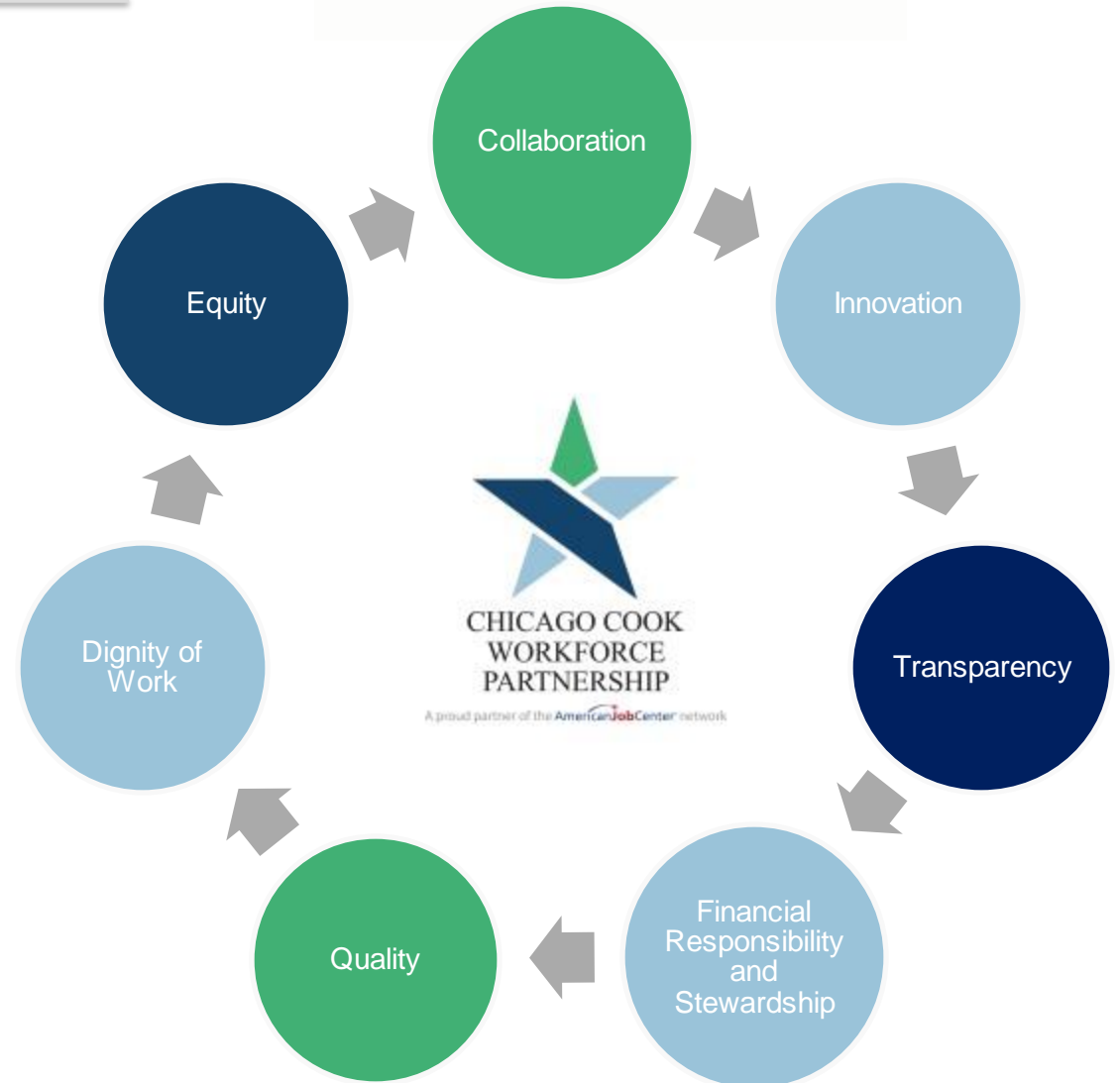
## Vision

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 Chi-Tracing/COVID-19 Community Response Corps

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## Background

CDPH established the Chicago Contact Tracing and Resource Coordination program to mitigate community transmission of COVID-19 while investing in hard-hit communities by creating a diverse public health workforce that reflects the City's residents.

In 2020, The Partnership was awarded \$56M through an RFP to be Lead Coordinating Organization (LCO) responsible for creating and operating the City of Chicago community-based COVID-19 Contact Tracing Corps through a network of approximately 30 community-based organizations (CBOs) from August 2020 to June 2022, with an extension from July 2022 to December 2022. The Partnership issued two rounds of requests for proposals (RFPs) to select approximately 31 CBOs to collectively employ the Contact Tracing Corps, comprising a minimum of 480 staff.

This work will address **three** goals:

- Prevent and mitigate community transmission of COVID-19.
- Provide “Earn-as-You-Learn” opportunities for community-based workforce to promote career pathways and long-term sustainable growth.
- Invest in our community areas experiencing economic hardship to promote economic recovery by giving our residents the opportunity to invest in themselves and their own skills for a long-term career in health care.

# Chicago Chi-Tracing/COVID-19 Community Response Corps



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

**FUNDER: CDPH**



**\$56M**  
July 2020 – Oct 2022



**LEAD COORDINATING ORGANIZATION (LCO)**



**PARTNERS**



July 2020 – June 2022

**COMMUNITY-BASED ORGS**

31 CBOs  
Hired 800+ Contact Tracers + 50+ Supervisors/Leads

Resource Coordinators + Supervisors

# Chicago Chi-Tracing/COVID-19 Community Response Corps

## Corps CBOs

30+ Competitively procured Community-Based Organizations (CBOs) from Chicago's hardest-hit communities

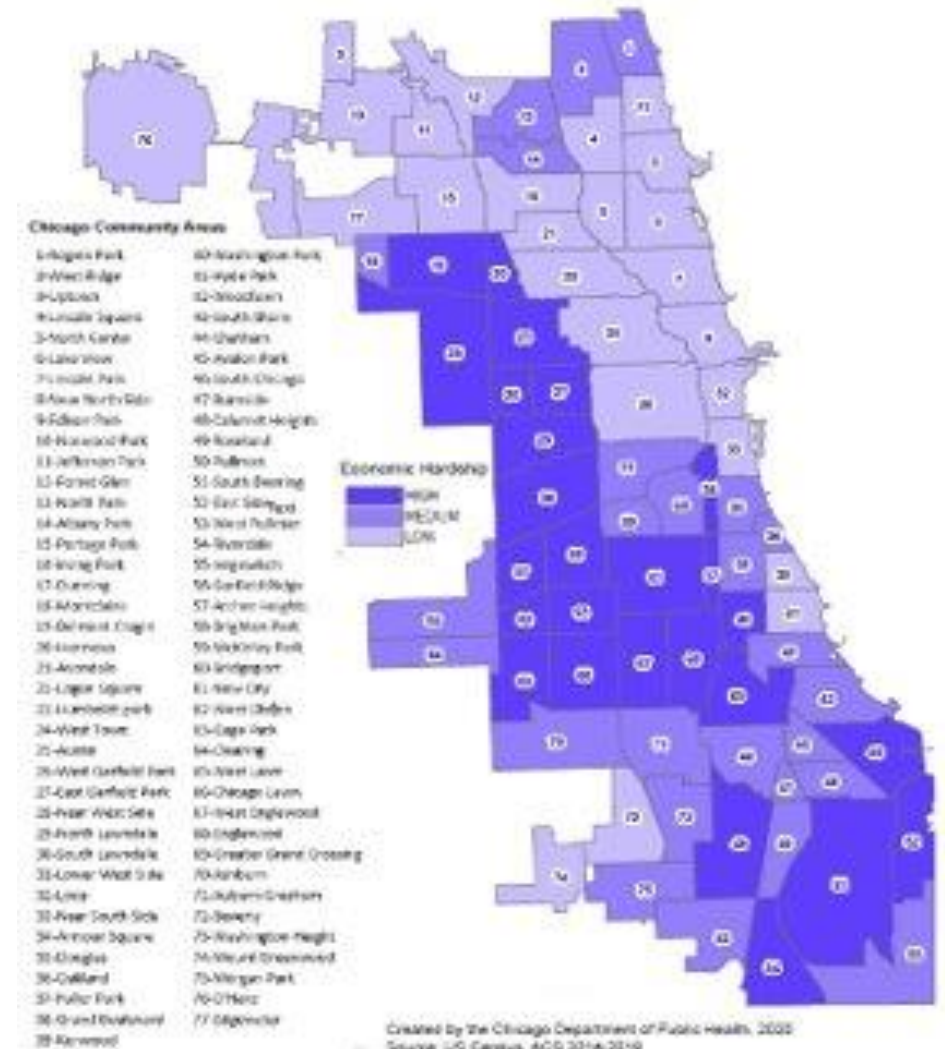
- 800 Contact Tracers/COVID-19 Response Corps and
- 50+ Supervisors/Leads

## CDPH COVID-19 Related Assigned Projects

- Contact Tracing (original project)
- Expansion of Corps
- Vaccination Pod Support
  - Promotores de Salud (Community Health Worker)
  - COVID-19 Hotline → Call Center
  - Canvassing/Community Outreach

## Workforce Development

- Access to an Earn & Learn training program
- Ongoing professional development opportunities
- Employment placement



# Chicago Community Health Response Corps



**Chicago Department of Public Health (CDPH) and The Partnership as the Lead Coordinating Organization (LCO) will** work in conjunction with the subcontracted community-based organizations (CBOs) to help them hire, manage, train, and staff the Community Health Response Corps across prioritized communities. The Partnership and the Community Health Response Corps (CHRC) will work with CDPH to address the priority concerns identified by the City, CDPH, and community-based organizations in prioritized neighborhoods. The goals of this Response Corps are to:

- **Create public health workforce employment and training opportunities** for people who live in communities that are most affected by health and economic inequities.
- **Increase community members' connections to and utilization of resources** to mitigate the social, economic, and health impacts of the pandemic.
- **Equip Chicagoans with health knowledge and resources** to achieve their desired health outcomes
- **Continue efforts to promote** resilience against COVID-19 and other public health threats in high-risk communities.

# Purpose of RFP

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**Purpose of funding is to competitively select a minimum of 10 non-profit CBOs to serve as local employers for the Chicago Community Health Response Corps, and through this:**

- Focus on closing the racial life expectancy gap in Chicago by addressing the root causes of health, including access to care and services.
- Create a public health workforce to conduct community health outreach, education, and support in navigating to recovery and health-promoting resources predominantly in the Black and Hispanic communities.
- Sustain community outreach and public health workforce development through a Chicago Community Health Response Corps that will support residents in priority community areas most affected by the pandemic

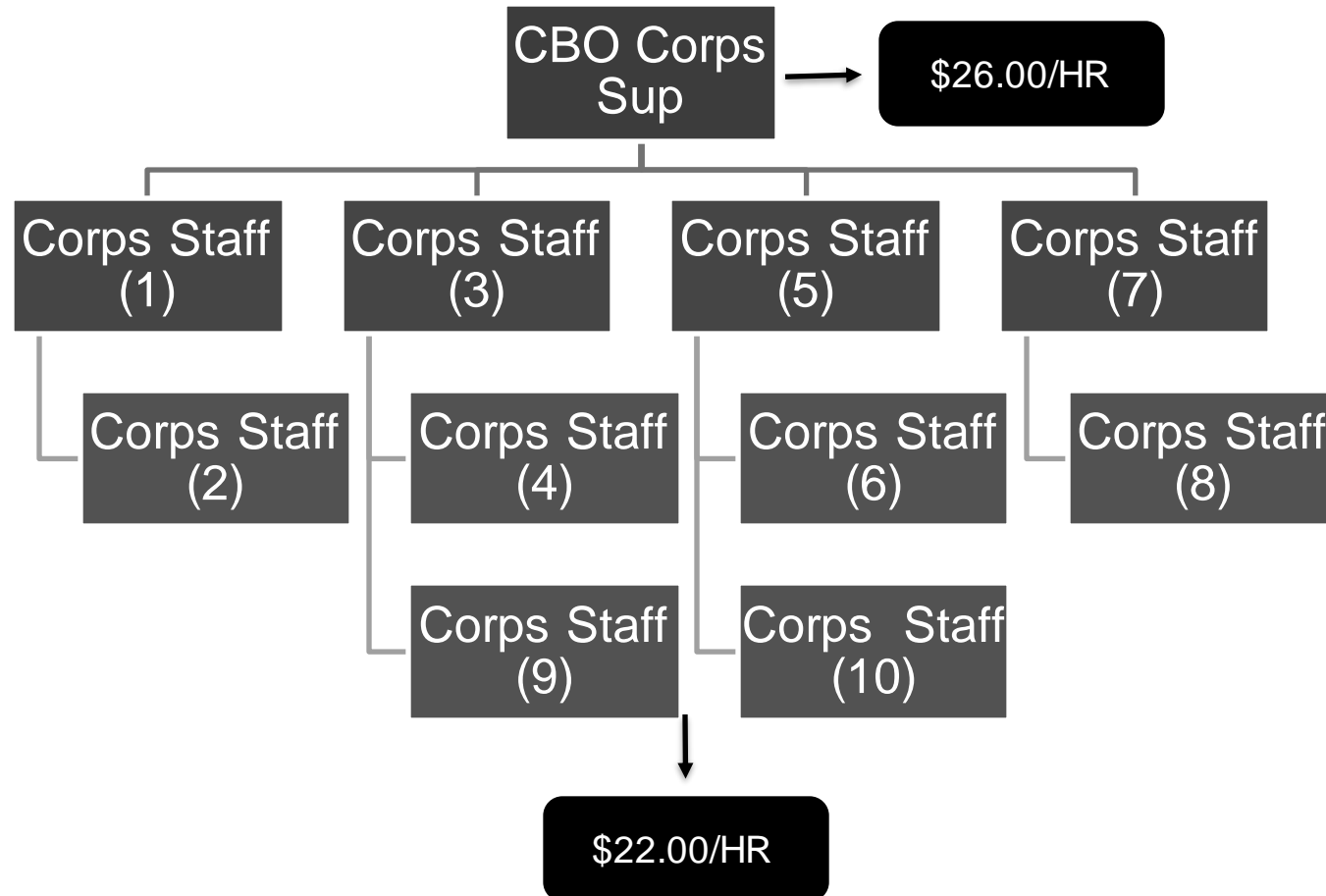
# Requested Scope of Work

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# Community Hiring of Community Health Corps Workers

**CBO will hire, manage, and professionally develop 11 Community Health Corps Workers including 1 Supervisor from November 2022 - June 2023 (with a possible extension of 1 year)**



- Integrate short-term workforce into existing org structure
- Provide management structure for short-term workforce
- Perform all HR functions, incl. payroll processing
- Provide on-the-job professional development
- Coordinate with Partnership and project partners on Community/Public Health literacy training
- Coordinate with Partnership and project partners on earn-and-learn programming

# Community Hiring of Community Health Corps Workers

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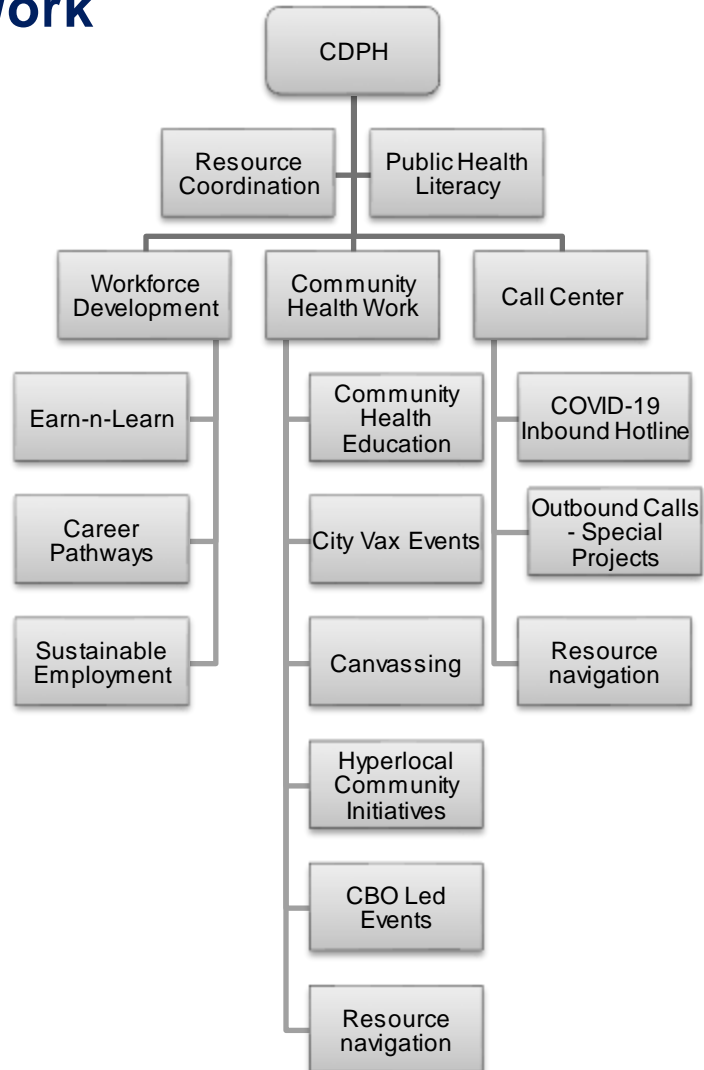
## **CBO will prioritize recruiting and hiring who are:**

- City of Chicago residents; and
- Residents that are 18 years of age or older; and
- Residents that are authorized to work in the United States; and
- Residents that consent to a background check; and
- Residents of priority and/or high economic hardship community areas as defined in Section III of the RFP; and/or
- Residents returning from incarceration and/or who have historical 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; and/or
- Residents that are unemployed or underemployed; and/or
- Residents that are interested in pursuing healthcare, public health, or a social service career



# Community Hiring of Community Health Corps Workers

## Scope of Work



## 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 CBO office, approved events or sites within Partnership delegate agency network, remote if approved by CBOs

Partnership and project partners will train CBOs and Corps workers to perform all required work.

# Development of Community Area Outreach Work Plans

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- Template and instructions provided
- Quarterly, measurable work plan
- Tailored to the community area(s) that the CBO serves
- Evidence-based and data-informed
- Utilize community health work and resource navigation activities

# Engagement and Participation in CBO Community of Practice and Capacity Building

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- Capacity building and technical assistance services
  - Identify unique needs of each CBO
  - Examples include establishing fiscal and human resources standards, policies, and procedures, strengthening existing organizational practices and systems, such as fiscal, human resources, development, and program planning, creating a trauma-informed workplace.
- Communities of Practice
  - Participate in convenings to coordinate service delivery, share best practices, troubleshoot issues, and overall maximize the available resources in each community.
  - Identify sustainable community health worker positions within the CBO

# Performance Measures

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Performance will be measured on basis of CBO ability to:

- Expediently hire the required number of Corps Workers, supervising and rehire (backfill) as necessary;
- Retain hired Corps workers and Supervisor;
- Effectively and efficiently implement community health work and hotline activities; and
- Provide meaningful professional development opportunities to their corps employees.

Specific performance measures will be discussed and negotiated.

CBO will use Partnership's Career Connect data workforce system to track Corps members in the project.

Reporting modes and cadence will be specified.

Other measurements may be requested by CDPH per initiatives.

# Funding and Performance Period

## Eligible Respondents

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# Funding and Performance Period

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This initial RFP will fund a minimum of 10 CBOs to perform the requested scope of services from **November 1, 2022, to June 30, 2023.**

A maximum award amount of **\$649,090.91** is available to each selected entity. Of this award, **\$454,363.64** is designated for wages, fringe benefits, and payroll costs for the Corps workers to be employed by the selected entities.

Successful respondents to this RFP will enter into a grant agreement with The Partnership and become part of The Partnership's service network. Agreements executed as a result of this RFP process will be paid through **cost reimbursement** unless otherwise specified.

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.

# Proposal and Submission Requirements

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# Eligible Respondents

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## Eligible respondents for Funding of this RFP:

Respondents **must meet all** criteria set forth below to be eligible for this funding opportunity.

CBOs are eligible to respond to this RFP. As defined here, a CBO is a non-clinical/medical, not-for-profit organization that has demonstrated service delivery to specific populations and/or community areas. Service delivery includes programming being driven by an understanding of and/or direction by community voice.

Organization:

- 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.

Organization is not deemed ineligible to respond per RFP Section III (pp.7).



# Eligible Respondents

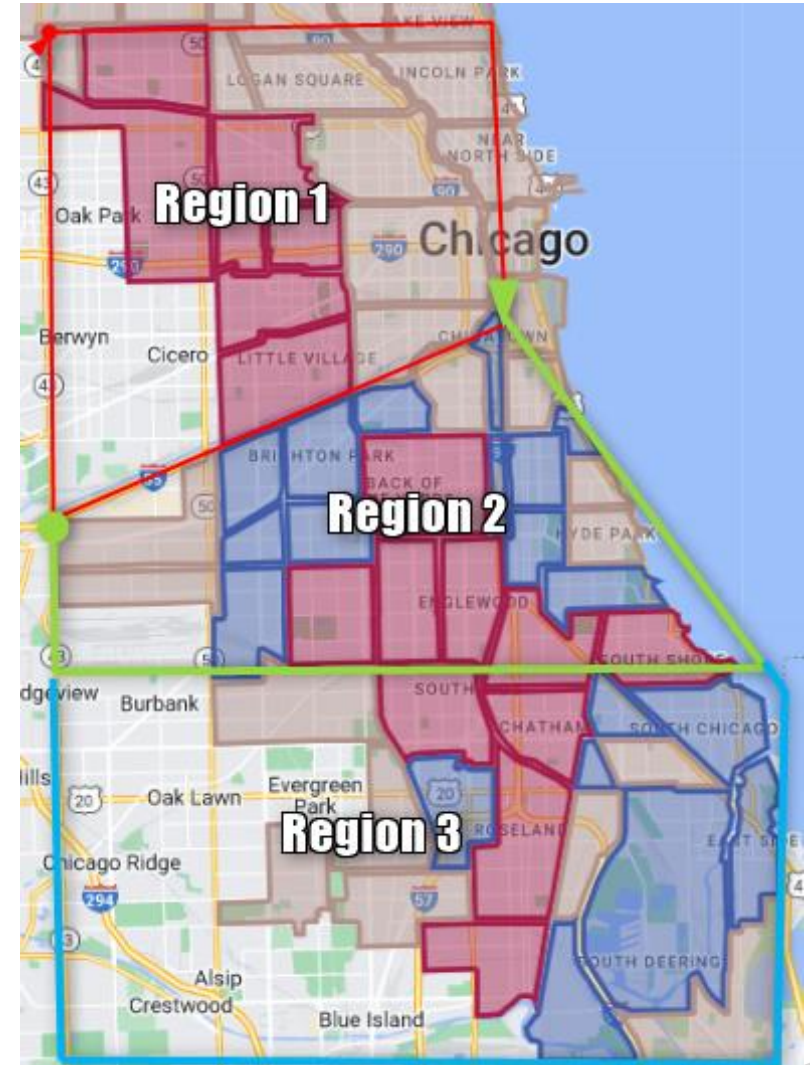
The Partnership strongly prioritizes the selection of CBOs that are in or primarily serve one or more of the City's priority and/or high economic hardship community areas. As described in Section V of the RFP, service to priority and/or high economic hardship communities will be a scored component of submitted proposals.

The following priority community areas (next slide) have been identified by the City based on a combination of factors, including:

- Health and social vulnerability
- Economic hardship
- Communities that were most negatively impacted by the COVID-19 pandemic.

Applicants should specify a plan for prioritizing these communities with this investment. Both hiring and deployment should be 2022 Chicago Community Health Response Corps prioritized in these areas, such that staff are hired from these areas when possible and that services are intentionally deployed to these areas.

Service to priority and/or high economic hardship community areas **will be scored.**



# Eligible Respondents

## Priority Community Areas as Defined by CDPH for Chicago Community Health Response Corps

Chicago Community Area Name (Number)

Auburn Gresham (71)	Austin (25)
Belmont Cragin (19)	Chatham (44)
Chicago Lawn (66)	East Garfield (27)
Englewood (68)	Greater Grand Crossing (69)
Humboldt Park (23)	New City (61)
North Lawndale (29)	Roseland (49)
South Lawndale (30)	South Shore (43)
West Englewood (67)	West Garfield Park (26)
West Pullman (53)	

## High Economic Hardship Areas as Defined by CDPH for Chicago Community Health Response Corps

Chicago Community Area Name (Number)

Archer Heights (57)	McKinley Park (59)
Armour Square (34)	Oakland (36)
Avalon Park (45)	Riverdale (54)
Brighton Park (58)	South Chicago (46)
Burnside (47)	South Deering (51)
East Side (52)	Washington Heights (73)
Fuller Park (37)	Washington Park (40)
Gage Park (63)	West Elsdon (62)
Grand Boulevard (38)	West Lawn (65)
Hermosa (20)	Woodlawn (42)

# Proposal and Submission Requirements

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# Proposal Components

## Program Proposal

- Organizational Leadership Survey (Formsite.com)
- Executive Summary (Signed by authorized rep)
- Program Narrative (Response 1-9) \*\* updated
- Staffing Plan Outline
- Budget



## Fiscal Proposal

- Narrative response to Fiscal Questions a-o
- Completed W-9 Request for Taxpayer Identification Number and Certification
- IRS 501 (c) (3) Tax Exempt Determination Letter
- Most Recent Audited Financial Statements
- Certificate of Good Standing
- List of Board Members
- Cost Allocation Plan
- Indirect Cost Determination Letter (only if applicable)
- Fiscal Policies and Procedures Manual
- Budget (signed PDF and Excel format)

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/>

# Fiscal Response and Required Attachments

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Presented by:

**Sergio Davila**  
Fiscal Accountant

# Fiscal Proposal

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- Fiscal Proposal include
  - Budget
  - Fiscal Narrative
  - Required Documents to submit with proposal

# Budget Documents

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- Consists of Budget instructions
- Budget Summary Form
- Personnel Budget Form
- Non-Personnel Budget Form
- Community Health Response Budget Form
- Use required forms on the website

**<https://chicookworks.org/our-network/request-for-proposals/>**

# Budget Summary: Type of Expenditures

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
CHRC Workers-Wages	5911	\$0	\$0	\$0
CHRC Workers-Fringe	5912	\$0	\$0	\$0
CHRC Workers-Taxes	5913	\$0	\$0	\$0
Other	0000	\$0	\$0	\$0
<b>TOTALS</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

The respondent CBOs may use up to fifteen percent of the sub-contracted award amount for program-related costs and each CBO may use an additional 15% of their subcontracted award amount for indirect/administrative costs within their agency. These percentages are calculated based on the allocation for each sub-contracted CBO, not on the cumulative program budget

Budget forms and instructions are posted with this RFP on The Partnership's website at <https://chicookworks.org/our-network/request-for-proposals/>.

Submit the following required item:

- Budget (Excel workbook inclusive of all sheets/tabs) – submit electronic copy in Excel format

Follow “**Community Health Response Corps RFP Budget Instructions**” to complete all budget forms.



# Fiscal Narrative

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- Fiscal Questions (Questions a to o) can be found on page 17 & 18 of the RFP Proposal. No limit of pages for response in this section.
- Example of questions:
  - 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

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1. Fiscal Narrative (Response to Fiscal Questions a-o)
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. Fiscal Policies and Procedures Manual
10. Budget\*

# Electronic Submission

## EMAIL

Subject Line: "Chicago Community Health Response Corps" + org name

Body: List of email attachments

+ org info

+ request for e-signature follow-up if applicable

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**1. "Community Health Corps\_OrgName\_Program"**

Program proposal including all forms/attachments  
(PDF)

**2. "Community Health Corps\_OrgName\_Fiscal"**

Fiscal narrative + fiscal forms/attachments  
(PDF)

**3. "Community Health Corps\_OrgName\_Fiscal"**

Budget  
(Excel)

**Email proposals to:**

[ChiHealthRespCorpsRFP@chicookworks.org](mailto:ChiHealthRespCorpsRFP@chicookworks.org)

**By 4:00 PM CDT on  
Friday, October 7, 2022**

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

# Electronic Submission

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## Technical Problems with Submission

- **Technical Problems with Submission**

If you experience a technical problem when submitting your proposal (e.g., file size is too large), immediately email [RFPquestions@chicookworks.org](mailto:RFPquestions@chicookworks.org) to explain the problem. Enter “**submission problem + your organization name**” in the email subject line.

- If you experience a technical problem when submitting your proposal within three (3) hours of the submittal deadline, email [RFPquestions@chicookworks.org](mailto:RFPquestions@chicookworks.org) as instructed above and call:

**RFP Submission Support Hotline: (312) 848-7174\***

- \*Calls to this number will only be answered within three (3) hours of the submittal deadline, from 12:00 p.m. to 4:00 p.m. on Friday, October 07, 2022. Do not call this number at any other time.

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



## CRITERIA

## POINT VALUE

### Program Proposal

Location in and Service to Priority and High Economic Hardship Community Areas (Q. 1)

20

Respondent Qualifications (Q. 2-7)

30

Program Design (Q. 8-9)

20

### Fiscal Proposal (a-o)

30

**Total Points Available**

**100**

# Selection Process

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## Review

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

## Selection

- Discussion of programmatic and fiscal review outcomes
- Respondent selection

# Proposal Due Date!

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## 2022

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# Questions

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# QUESTIONS?

Type your questions into the  
Go To Webinar Questions function

Email additional questions must be submitted by 5:00 PM CDT on September 26, 2022, with subject line  
“**Community Health Response Corps RFP Questions**” to:

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

A Q&A page will appear on The Partnership website on September 30, 2022, at:

<https://chicookworks.org/our-network/request-for-proposals/>

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