



**ADDENDUM NUMBER 1**

December 11, 2024  
Request for Proposal (RFP)  
Summer Youth Employment Program (SYEP)  
Event Number 3265  
Proposal Due Date: Tuesday, January 7, 2025, at 1:00 P.M. CST  
Chicago Housing Authority  
Department of Procurement and Contracts  
60 East Van Buren, 8<sup>th</sup> Floor  
Chicago, IL 60605

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**Receipt of this Addendum is to be acknowledged by the Contractor by signing, dating and submitting with the Proposal. Failure to do so may render the Proposal non-responsive.**

The following revisions, clarifications, additions and/or deletions are included in this Addendum to Solicitation No. 3265 and are to be fully incorporated into Respondent’s Response therein.

Respondent acknowledges receipt of Addendum: \_\_\_\_\_  
Respondent’s Signature                      Date

**Item Number 1: QUESTIONS AND ANSWERS**

- 1. As far as the 200 participants per site, is that the max number?**

**Answer:** Exhibit 1 includes a map reflecting anticipated service areas for this scope of work, which is subject to change dependent upon the proposals received. All proposals must address service delivery for 200 enrolled participants per service area for which a proposal is submitted. A separate fee form is required for each Service Area proposal. See fee form section for additional instructions.

- 2. As it relates to section on Approach/Work Plan on pg 13 of solicitation- what is the difference between the items #1 and #2?**

**Answer:**

Article V(D)(1) prompts Respondents to rank service area preference, for which a proposal is submitted.

Article V(D)(2) prompts Respondents to communicate the corresponding participant service locations for the preferred service areas reflected in Article V(D)(1), for which a proposal is submitted.



**3. Does CHA have a max budget they are hoping to spend on this initiative?**

**Answer:** Article V(I) includes guidance regarding specific budget elements essential to the scope of service to assist Respondents with budgeting. Selected Respondents should include reasonable costs to deliver a high-quality program while being mindful of the evaluation criteria included in this solicitation. Budget elements to support a high-quality program design and leveraging resources should be considered.

**4. Does budget have capacity for things like uniforms, field trips, etc.?**

**Answer:** Article V(I) includes guidance regarding specific budget elements essential to the scope of service to assist Respondents with budgeting. Respondents should include reasonable costs to deliver a high-quality program while being mindful of the evaluation criteria included in this solicitation. Dependent upon the submitted proposal, certain costs might be required to achieve this. Budget elements to support a high-quality program design and leveraging resources should be considered.

**5. Item #11 under Approach/Work Plan on pg. 14. Matching with an appropriate specialized program?**

**Answer:** Article V(D)(11) prompts Respondents to describe the strategy to ensure participants are engaged in service elements/programming consistent with their goals/interests. This is most applicable to Respondents proposing on-site service delivery or working with partners to serve participant cohorts.

**6. If our agency employs participants through CHA where families are receiving vouchers, will this income affect that?**

**Answer:** SYEP participant wages are considered temporary income and should not contribute to household income for rent calculations. However, residents should always consult the Admissions and Continued Occupancy policy (public housing) and the HCV Administrative Plan (HCV), and corresponding lease agreements.

**7. It appears that we will be utilizing multiples systems (City Span and B2G Now/ LCP Tracker Platform). Our agency currently only utilizes City Span. Will there be a training provided for this other tracking system? If so, when?**

**Answer:** CHA will provide training for required systems and databases associated with this scope of service performance.



- 8. Are we allowed to enroll our agency participants into this Summer Work Program, or must all participants be enrolled specifically from the CHA database?**

**Answer:**

Article (3)(I) states the Selected Respondent(s) will administer and manage a Summer Youth Employment Program targeting CHA public housing residents and Housing Choice Voucher participants, ages 15-24.

Article (3)(VIII) states participants must apply via the One Summer Chicago website. Eligible participants that have submitted a complete One Summer Chicago online application will be referred by CHA to the Selected Respondent(s) based on zip codes in the assigned Service Areas.

- 9. Can you confirm that the proposal must include 200 youth per service area?**

**Answer:** All proposals must address service delivery for 200 enrolled participants per service area for which a proposal is submitted.

- 10. Where can I locate a map of the service areas?**

**Answer:** See Exhibit 1 of the solicitation.

- 11. The RFP states, "Contractors pursuing services directly to CHA residents (i.e., services...) are exempt from CHA's Supplemental Section 3 Business Participation Requirements."**

**Answer:** The statement referenced pertains to contractors providing professional services that are directly related to supporting CHA residents. In these cases, the subcontracting requirements to Section 3 businesses are exempt, meaning that contractors are not required to subcontract to Section 3 businesses.

This exemption is designed to recognize that certain types of professional services, such as case management, counseling, or other support services, are inherently focused on providing direct assistance to CHA residents. Because these services are primarily resident-focused, the requirement to subcontract to Section 3 businesses is considered not applicable. However, while the subcontracting requirement is not mandatory in these cases, contractors are still encouraged to engage with Section 3 businesses whenever feasible.

- 12. Where can I find the Executive Summary from Article X?**

**Answer:** See page 30 of Solicitation

**\*\*\*\* END OF ADDENDUM NO. 1\*\*\*\***



Chicago Housing Authority

*Tamika Carson*

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Tamika Carson  
Procurement Director