



City of Chicago
Richard M. Daley, Mayor

Chicago Department of Family
and Support Services

Mary Ellen Caron, Ph.D.
Commissioner

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March 23, 2009

Dear Community Partners,

This summer, the Youth Ready Chicago program will provide up to 7,300 youth with a government-subsidized paid work experience operating via a system of hubs and worksites. The Department of Family and Support Services (FSS) is seeking proposals from qualified organizations to serve as hubs for the Youth Ready Chicago program.

Successful respondents will be able to demonstrate strong experience with Workforce Investment Act youth program models, youth employment and training programs, or have operated summer youth employment models previously. In order to be eligible, applicants must have annual operating budgets of at least \$500,000 and the financial capacity and experience to manage and distribute payroll for at least 100 youth.

Interested applicants are asked to download the complete Request for Proposal (RFP) at the following websites, www.cityofchicago.org/fss or www.youthreadychicago.org. Paper applications of the RFP will also be available at the FSS front desk at 1615 W. Chicago Avenue, 2nd Fl.

The RFP opening date is **March 23, 2009** and the proposal submission due date is **April 13, 2009**, 4:00 p.m. Central Standard Time.

Responses must be submitted in hardcopy and emailed as directed in the RFP. Proposals must be e-mailed to youthreadychicago@cityofchicago.org and submitted to:

Carmen E. Alicea-Reyes
Deputy Commissioner of Youth Services
Department of Family and Support Services
1615 West Chicago Avenue
Chicago, Illinois 60622

There will be a Pre-Bid Proposal Conference on **March 30, 2009** from 1:00 p.m. – 3:00 p.m. at 2102 W. Ogden Avenue.

For questions regarding the RFP, please contact Julia Talbot at (312) 746-1679 or email at italbot@cityofchicago.org or Mary Ellen Messner at (312)743-1887 or email at mmessner@cityofchicago.org

I encourage you to review the RFP and to apply if your organization is able to provide the required services.

Sincerely,

Mary Ellen Caron
Commissioner

