NOTICE OF PROCUREMENT

Chicago Urban League

Illinois Climate and Equitable Jobs Act (CEJA) Navigation Program

The Chicago Urban League ("CUL") is soliciting proposals from qualified community-based organizations, workforce development providers, and/or outreach partners to support implementation of the Illinois Department of Commerce and Economic Opportunity (DCEO) Climate and Equitable Jobs Act (CEJA) Navigation Program.

Program Purpose

The goal of the DCEO CEJA Navigation Program is to conduct community outreach, education, and recruitment activities that ensure underrepresented residents successfully connect with clean energy workforce training programs, registered apprenticeships, and pathways to good-paying jobs within Illinois' growing clean energy economy.

The program prioritizes outreach and engagement within Equity Investment Eligible (EIE) communities, including environmental justice communities and neighborhoods impacted by violence, economic disinvestment, and systemic barriers to employment.

Scope of Services

Selected contractor(s) will support one or more of the following activities:

- Community outreach and awareness campaigns regarding CEJA workforce opportunities;
- Recruitment and engagement of individuals residing in EIE communities;
- Information sessions, workshops, and community education activities;
- Participant referral and navigation support for clean energy training and apprenticeship programs;
- Documentation and reporting of outreach activities and participant engagement outcomes.

The selected contractor(s) will be expected to recruit and engage approximately **250 to 375** eligible individuals during the contract period.

Contract Award Information

The Chicago Urban League anticipates awarding one (1) or two (2) contracts under this procurement.

- **Funding Range:** $25,000 to $50,000 per award

- **Service Delivery Start Date:** Fall 2026

Funding availability is contingent upon continued support through the Illinois Department of Commerce and Economic Opportunity (DCEO).

Eligible Applicants

Eligible applicants may include:

- Community-based organizations;
- Workforce development organizations;
- Nonprofit organizations;
- Other qualified entities with demonstrated experience serving EIE communities and conducting outreach, recruitment, or workforce navigation services.

Preference may be given to organizations with:

- Established relationships within EIE communities;
- Experience with workforce development and apprenticeship pathways;
- Knowledge of clean energy career opportunities;
- Demonstrated capacity to recruit and support underrepresented populations.

Proposal Submission Requirements

Proposals should include:

Evaluation Criteria	Description	Maximum Points
1. Organizational Overview and Qualifications	Demonstrates the organization's mission, capacity, staffing, relevant experience, and qualifications to successfully perform the scope of work. Includes organizational structure, past performance, and partnerships.	**20**
2. Description of Proposed Outreach and Recruitment Strategy	Clearly outlines the methods and approach for outreach, engagement, and recruitment of target populations. Strategy should demonstrate innovation, cultural responsiveness, and measurable outcomes.	**25**
3. Experience Serving EIE Communities	Demonstrates direct experience and success working with EIE communities, including culturally and linguistically appropriate services, community trust, and understanding of community needs.	**20**
4. Proposed Work Plan and Timeline	Provides a detailed work plan with clear tasks, deliverables, milestones, responsible parties, and realistic timeline for implementation and completion.	**20**

Evaluation Criteria	Description	Maximum Points
5. Budget and Budget Narrative	Presents a clear, reasonable, and cost-effective budget aligned with proposed activities. Budget narrative explains all costs and demonstrates efficient use of resources.	**15**
	TOTAL	**100**

Conflict of Interest

The Procuring Entity requires all Proponents, including their officers, employees, agents, subcontractors, and affiliates, to avoid any actual, potential, or perceived conflict of interest in relation to this procurement process.

A Proponent shall be considered to have a conflict of interest if the Proponent:

1. Has an unfair advantage or access to confidential information not available to other Proponents that could influence the procurement process;
2. Has participated in the preparation, drafting, or development of the specifications, scope of work, evaluation criteria, or other procurement documents for this Notice of Procurement;
3. Has any relationship, financial interest, or affiliation with the Procuring Entity, its employees, consultants, or evaluation committee members that could improperly influence or be perceived to influence the procurement process or outcome; or
4. Engages in conduct that compromises, or could reasonably be perceived to compromise, the integrity, fairness, openness, or transparency of the procurement process.

Proponents must disclose in writing to the Procuring Entity, at the earliest opportunity, any actual, potential, or perceived conflict of interest. Failure to disclose a conflict of interest may result in disqualification of the Proposal, termination of any resulting agreement, or any other remedy available to the Procuring Entity.

The Procuring Entity reserves the sole right to determine whether a conflict of interest exists and to take such action as it deems appropriate to protect the integrity of the procurement process.

Submission Instructions

Proposals must be submitted electronically to the Chicago Urban League by **5:00 P.M. September 30, 2026.**

The Chicago Urban League reserves the right to reject any or all proposals, negotiate with selected applicants, and award contracts in the best interest of the organization and program objectives.

For additional information and submittal, please contact: **Andrew J. Wells** awells@chiul.org