



OFFICE OF THE MAYOR
CITY OF CHICAGO

LORI E. LIGHTFOOT
MAYOR

EXECUTIVE ORDER NO. 2023-12

WHEREAS, in recent years, the City of Chicago has prioritized a more inclusive and equitable approach towards contracting to counter decades of disinvestment in communities across the City; and

WHEREAS, the City of Chicago possesses one of the most robust, dynamic, and diverse economies in the world; and

WHEREAS, the City of Chicago, despite its great wealth and productivity, nevertheless possesses an unfortunate legacy of racial, ethnic, gender-based and economic inequities, discrimination, and disparities in health, wealth, and wellbeing; and

WHEREAS, the City of Chicago seeks to support diverse organizations and investment in all city residents, and strengthen the network of organizations providing vital neighborhood-based social services; and

WHEREAS, through our budgetary investments and corresponding delegate agency contracts, the City can improve life outcomes for generations of residents, and support service organizations and their employees who do this work every day; and

WHEREAS, in 2020, the City of Chicago funded nearly 400 non-profit delegate agencies to deliver social services across seven departments through 1,200 contracts totaling over \$280 million; and

WHEREAS, a disproportionate share of current non-profit delegate agencies are headquartered in the Downtown/Loop area, and others are clustered in the Near West Side, West Town, Lower West Side, Uptown, and Humboldt Park, a fraction of the 77 community areas across the city; and

WHEREAS, the City is committing to reducing the barriers preventing many small, local, community-based organizations from applying for City of Chicago contracts, despite their strong track records of aligned initiatives and outcomes; and

WHEREAS, the City of Chicago desires grant dollars to go to local organizations that provide best-in-class services focused on our most vulnerable residents and are sustaining programs and jobs in diverse, predominately Black and Latinx communities aligned with the highest social service needs; and

WHEREAS, in 2022 the Mayor’s Office issued a Strategic Plan for Equity in Delegate Grantmaking which identified the main barriers for contracting with the City and what changes must be implemented to make the delegate grantmaking process more equitable, incorporating feedback from over 150 stakeholders including City of Chicago staff, current delegate agencies, non-funded social service organizations, philanthropy, and community leaders now, therefore,

I, LORI E. LIGHTFOOT, Mayor of the City of Chicago, do hereby order as follows:

1. The following terms are defined as thus for use in this executive order:

“Best Efforts” shall mean actions undertaken by DPS and City Departments that the Chief Procurement Officer or their designee has determined, by their scope, intensity, and appropriateness to the objective, can reasonably be expected to fulfill the program’s requirements.

“Delegate Agency” shall mean a not-for-profit or for-profit organization which provides social services (including but not limited to job training and placement, education, child day care, emergency shelter, home-delivery meals, and health care) to targeted communities under agreements with the city.

“Delegate Contracting Department” shall mean any City Department that enters into agreements with Delegate Agencies.

2. All Delegate Contracting Departments will use best efforts to complete outreach about grant opportunities in community areas less represented by delegate contracts. Outreach shall include, but is not limited to, raising awareness of bidders’ conferences and online grant listings, distributing recordings of bidders’ conferences, and providing plain language summaries of funding opportunities and requirements. Community area representation in delegate contracts shall be based on annual data analysis by the Office of Budget and Management on Delegate Agency contracts across City departments, as well as data concerning the service needs of community areas.

3. The Mayor’s Office, Delegate Contracting Departments, the Office of Budget and Management, and the Department of Law will produce uniform cross-departmental Delegate Agency standards for designing, promoting, and evaluating Request for Proposals; assessing the qualification and readiness of grantees; designing equity-focused weighted evaluation criteria; finalizing contracts and awarding grants; soliciting and evaluating grantee outputs, outcomes and impact data, including direct feedback from participants in services; ensuring access to services by individuals with disabilities or Limited English Proficiency; and conducting ongoing compliance and technical assistance. These standards will be prepared on or before September 8, 2023 at the latest, and updated on an annual basis thereafter, as required.

4. The Department of Finance shall provide, to the extent practicable under grant terms, 25 percent of the grant award after contracts are executed, before work commences to eligible delegates that meet standards set by the Advance Mobilization Payment policy utilized by the Department of Finance.

5. The Office of Budget and Management shall collaborate with the Department of Assets, Information and Services and relevant Delegate Contracting Departments to facilitate annual public reporting on delegate service locations by Chicago community area served by the delegate contract; contract dollar amounts based on ongoing updates to iSupplier or any other procurement services portal that City departments might use; and metrics related to advance mobilization payments in relevant Requests for Proposal.

6. Every City department entering into a Delegate Agency grant agreement must collect data on the demographic composition of their governing board and top three staff executives with regards to race, ethnicity, and gender identity. If a delegate is unable to comply with the data requirement, they must provide a written explanation to the contracting department before the contract is executed. All demographic contract data will be reported annually to the Office of Budget and Management and posted on a public dashboard or database on all citywide contracts. AIS, OBM and Delegate Contracting Departments will collaborate to produce a standard template or update to iSupplier to gather this information from delegates by December 31, 2023, with feedback from State and Federal funding partners, as appropriate.

7. The Office of Budget and Management, Department of Procurement Services, Department of Law, and other relevant Departments will provide a report to the Mayor on the feasibility and legal and operational advisability of more standardized participant demographic data collection, and data collection and/or contract goals related to community area, city resident hire, or socio-economically disadvantaged area (SEDA) hire for delegate agreements by December 31, 2023. The report will include information on the departmental administrative staff capacity required for potential compliance, and an assessment of feasibility based on funding source restrictions.

8. Every City department that enters into a grant agreement, to the extent permitted by the funding source, must award points to organizations that have a location in one or more geographic areas aligned with specific service needs when evaluating Requests for Proposal (RFP) responses. Commissioners have the authority to make case-by-case exemptions for this requirement for specific RFPs.

This Executive Order shall take effect upon its execution and filing with the City Clerk.

Lori E. Lightfoot
Mayor

Received and filed May 12, 2023

Andrea M. Valencia
City Clerk