



CHICAGO  
DEPARTMENT OF  
INNOVATION &  
TECHNOLOGY



CITY OF CHICAGO  
DEPARTMENT OF  
**DPS** PROCUREMENT  
SERVICES

# Information Technology @ the City of Chicago

IT Vendor Outreach Event



November 28, 2017

# Agenda

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- 1:30 Arrivals & Networking**
- 2:00 Welcome
- 2:05 Overview of the Department of Innovation & Technology
- 2:40 How we purchase IT goods & services / Opportunities
- 2:45 Networking Break
- 3:15 Doing Business with the City
- 4:15 Q & A



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# Goals for Today's Event

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- Understand the makeup of the Department of Innovation & Technology (DoIT) team, its mission, core responsibilities, and services
- Meet key contacts from DoIT
- Meet other members of the IT vendor community
- Find potential partnership opportunities with other businesses & firms
- Learn more about how to do business with the City of Chicago
- Learn where to find awarded contracts and bid opportunities
- How to sign up for alerts and keep in touch



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**CHICAGO  
IS A RESPONSIVE CITY  
WHERE  
TECHNOLOGY FUELS  
INCLUSION, ENGAGEMENT,  
INNOVATION, AND OPPORTUNITY  
FOR EVERYONE**

# Department of Innovation & Technology

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City of Chicago's central IT organization, providing a number of technology and telecommunications services to departments, the Mayor, Aldermen, residents, businesses and tourists.

DoIT supports Mayor's Emanuel's vision to realize Chicago's potential as a city where technology fuels opportunity, inclusion, engagement, and innovation for all by:

- Facilitating creative thought to improve existing City processes
- Designing and implementing systems to power processes and services
- Leveraging data to drive decision-making and improve City service delivery
- Piloting and evaluating new technologies
- Producing and contributing to open source projects
- Supporting public access to technology at City facilities
- Building strategic partnerships



# Building a Responsive City

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## **PUT PEOPLE AT THE CENTER**

- Establish Digital Experience & Design role
- Begin leveraging design thinking or human-centered design to develop products and services
- Update the City's 311 system
- Updates to the City's website

## **MAXIMIZE THE UTILITY OF EXISTING DATA**

- Make data open and accessible
- Support departments use of data
- Build predictive models to improve city operations

## **INTEGRATE TECHNOLOGY & PHYSICAL INFRASTRUCTURE**

- Chicago Smart Lighting
- Array of Things
- City Digital Partnership

## **ENSURE EQUITY & ACCESSIBILITY**

- Updates to the City's website
- Support Public Technology at libraries, senior and community service centers

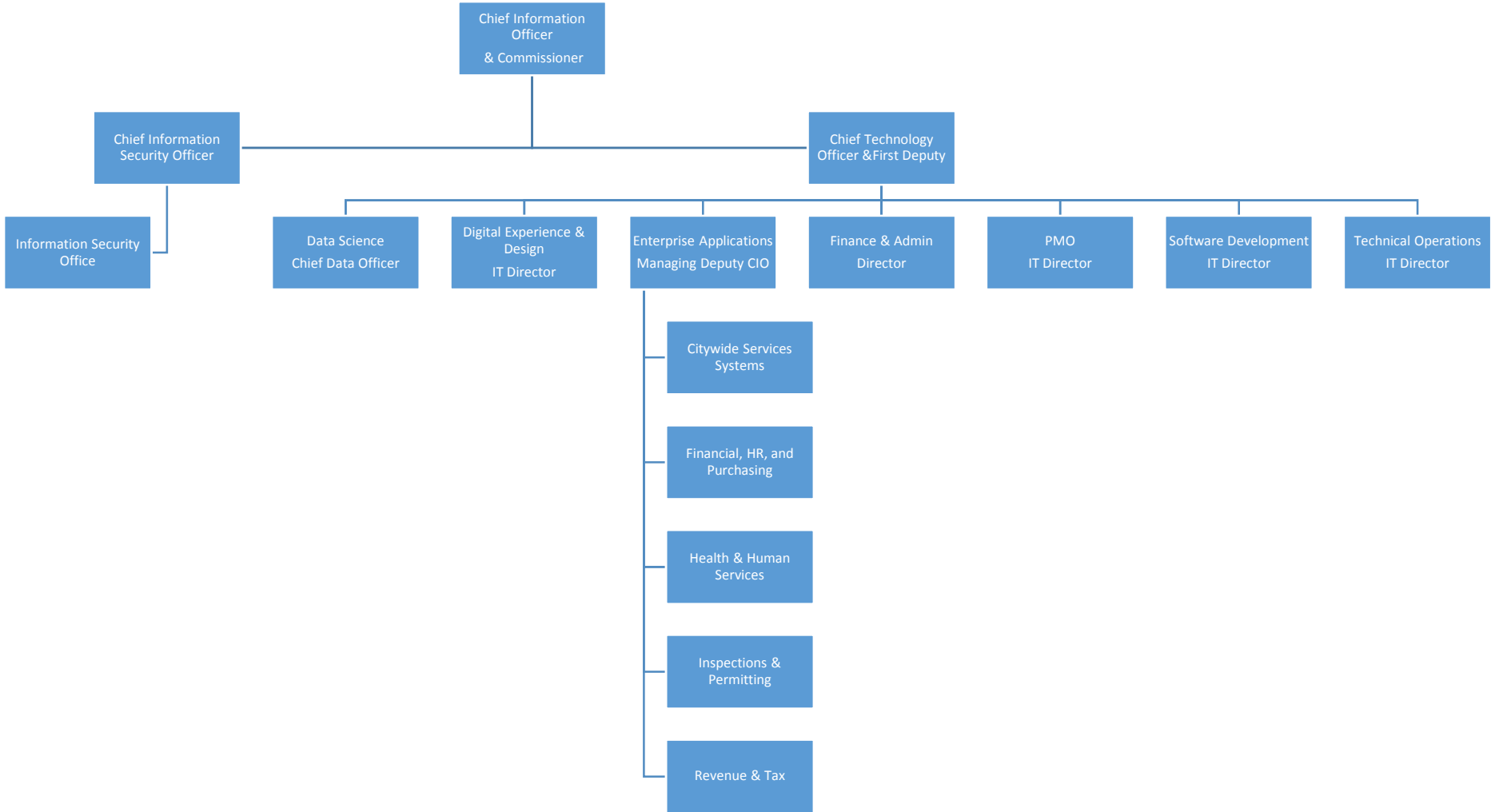
## **COLLABORATE & ADVOCATE**

- Build solutions that can be shared
- Github.com/Chicago





# Department of Innovation & Technology



# Data Science

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Use data to improve the quality of life of residents in the city and improve the efficiency of city operations.

## DATA MANAGEMENT

- This team is responsible for the integrity of the city's data systems, enabling a smooth operation of city applications and maintaining the safety of the data in SQL and NoSQL databases.
- Postgres, Oracle

## BUSINESS INTELLIGENCE

- Provide an easy-to-use interface between city employees and data, enabling city employees to access, use, and discover information for strategic management and daily operations.
- Business Objects, PowerBI, Tableau

## OPEN DATA

- Release information to the public in an accessible, machine-readable format. The team manages the City of Chicago data portal, which contains almost 500 datasets ranging from crimes to energy consumption.
- Kettle, Pentaho



# Data Science

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## ADVANCED ANALYTICS

- Apply statistical techniques to uncover hidden correlations between events and activities in the city. Often, data is used to create forecasts or projections on events in the city so operational departments can proactively resolve issues. The team also engages in techniques to optimize city responses and evaluating the effectiveness of analytic models.
- R, Python

## RAPID APPLICATION DEVELOPMENT

- Deploy small, lightweight applications designed to encourage storing information on city servers instead on desktop files.
- Oracle APEX



# Enterprise Applications

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Manage, maintain, design, and develop City enterprise systems in the following program areas:

- Citywide Services Management
- Financial Management, Purchasing, and HR
- Health & Human Services
- Inspections & Permitting
- Revenue & Tax



# Citywide Services Management

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## **CUSTOMER SERVICE REQUEST (CSR)**

- City's cornerstone software application that enables citizens and businesses to request City services to be initiated online or by phone to 311, to be distributed to the appropriate
- City service departments that deliver the requested services, and to be tracked for status and for outcomes through the completion of the request, which also may be inquired about online or by phone to 311.

## **ADMINISTRATIVE HEARINGS MANAGEMENT SYSTEM (AHMS)**

- Enables many of the services provided by the Administrative Hearing Department.
- The system coordinates, tracks and reports on the matters which are reviewed and adjudicated relating to the public health, safety, welfare, morals and economic well being of the residents of the City of Chicago.

## **PERMITTING / CASE MANAGEMENT / DIGGER**

- Enables City services provided by several departments such as transportation for trucks, axle weight distribution & bridge selection/use permits and for moving vans

## **WORK / ASSET / INVENTORY MANAGEMENT**

- Enables the Departments of Aviation and of Streets & Sanitation (i.e., Bureau of Forestry) to track, store, inventory and allocate materials, equipment and assets (e.g., City trees) as well as to track and analyze the work performed with these allocated resources



# Finance, HR, and Purchasing

## **FMPS (FINANCIAL MANAGEMENT AND PURCHASING SYSTEM) & CHIPPS (CHICAGO INTEGRATED PERSONNEL AND PAYROLL SYSTEM )**

- City's Enterprise Resource Planning suite originally launched in 2002.
- FMPS is comprised of payables, receivables, general ledger and numerous other modules that ensure City staff process financial transactions with efficiency and accuracy.
- ChIPPS is comprised of human resources and payroll modules that serve as the backbone for maintaining employee records and payroll processing.
- The program team's purpose is to provide overall vendor management, application management, infrastructure integrity and technical support to all users of the systems.
- Working in conjunction with business process leads from Finance, Human Resources and Budget Management, DoIT has developed rigorous procedures for moving configurations and enhancements through the production migration path. The strict procedures are in place to ensure that no outlying codes or fixes will compromise financial and/or payroll processing.

### **KEY FMPS MODULES**

- Purchasing – Requisition and receiving of goods/services
- Accounts Receivable – Billing
- Account Payable – Invoice entry, inquiry and approval
- General Ledger – Chart of accounts

### **KEY CHIPPS MODULES**

- Human Resources – Automate workflow and process related to recruitment, hiring,, termination, performance and skills
- Self Service Payroll – Maintain employee assignments
- Payroll – Rules-based system, assist in controlling workforce costs, ensure City staff are paid on time and in accordance with compensation rules.



# Inspections & Permitting

Creates, maintains, and supports inspection and permit systems for the Departments of Transportation, Buildings, Planning & Development, Public Health, Fleet & Facilities Management, Cultural Affairs & Special Events, and Fire.

## KEY FUNCTIONS

- Applying, reviewing, and issuing building and public way permits, trade licenses for general contractors and various trades
- Tracking, scheduling and recording results of inspections for permits, certificates of occupancy, annual inspections, business licenses, complaints, and re-inspections
- Billing of annual inspections and permits and elevator permit inspections
- Tracking violations recorded in the inspection results, and registration & status of vacant building complaints

## CORE TECH

- Infor Hansen 7 (Building permits and inspections, elevator permits)
- Infor Hansen 8 (Transportation public way permits & inspections, Digger service network tracking system, Buildings annual inspection certifications, Public Health inspection & permitting, 2FM environmental projects, Fire Prevention Bureau permits and inspections)
- Inspections and Permits online portal (CDOT permits and Digger, CDPH permit applications, notices and renewals, DoB annual inspection certifications)
- Avolve ProjectDox (Building standard plan review and development services plan review)
- Selectron Mobile Technologies (Mobile inspections tracking)



# Revenue & Tax

Comprised of applications that serve business licensing, tax payments, debt collection and revenue processing for the Department of Finance and the Department of Business and Consumer Protection. Application support is provided by Computer Aid, Inc. (CAI).

**INTEGRATED REVENUE INFORMATION SYSTEM (IRIS)** – Custom application designed to process the issuance and payment of business licenses. Key functions include:

- The application and renewal of city license(s) in person or on the web
- The application and payment of city taxes in person or on the web
- The investigation of businesses for licensing and certification compliance

**ACCOUNT REFERRAL MANAGEMENT SYSTEM (ARMS)** – Used primarily by the Department of Finance, OBM and various City departments with cost recovery cases. Key functions include:

- Refer delinquent City debt and fines to a stable of City authorized law firms for collection
- Manage employee indebtedness for all City departments and sister agencies
- Create records for insurance processing and payment cost recovery cases

**CASHIERING** – Supports payment processing techniques and rules, and reconciliation processes.

- A front end point of sale (POS) that is used to process all in-person payments received at the City's various payments sides, the City Clerk's sticker sales offices, the auto pounds and the City's airports.
- A customized backend application for recording revenue and reconciliation processing. The back end application interfaces with the POS as well as multiple City websites that take payments.





# Information Security Office

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Promotes and protects the confidentiality, integrity and availability of City of Chicago information assets through informed risk based decision making and operational resilience.

## **POLICY & GOVERNANCE**

Define & support regulatory, legal, risk, and operational requirements and goals via the use of policies, procedures, processes, and controls.

## **SECURITY EDUCATION & AWARENESS**

Tools and services designed to ensure that information security and compliance are at the forefront of user activities.

## **COMPLIANCE ASSURANCE**

Documentation, processes, and partnerships that enable the ISO and other departments to maintain current information and controls related to applicable laws, regulations, and requirements.

## **THREAT & VULNERABILITY MANAGEMENT**

Policies, processes, and tools that allow the ISO and supporting departments to proactively identify, detect, and respond to potential threats.

## **INCIDENT RESPONSE**

Plans and processes to facilitate the detection, identification, response, recovery, and communication related to cyber security incidents.



# Project Management Office

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## **PROJECT MANAGEMENT STANDARDS & PROCESSES**

- Standardized PM methodology, process and tools for effective project management

## **RESOURCE EVALUATION**

- Ensuring the optimization of resources in projects

## **PROJECT PLANNING**

- Support each project's planning efforts

## **PROJECT REVIEW & ANALYSIS**

- Monitoring projects to ensure they are kept on track and completed successfully

## **EXECUTING ASSIGNED PROJECTS**

- Assign project managers to every project that is funded and has an executive sponsor

## **IT GOVERNANCE**

- Ensuring all of the IT projects are aligned with the City's IT vision and mission, value is being delivered, oversight of performance measures, while keeping site of any issues/risks.

## **IT PORTFOLIO MANAGEMENT**

- Evaluating and prioritizing the IT project request to ensure what is being assigned aligns with the City's IT vision and mission while keeping sight of the budget and resource allocation



# Software Development

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## WEB APPLICATION DEVELOPMENT AND SUPPORT

Create, maintain and support custom-developed websites, web applications and web services

- Portfolio of 200+ applications and services, including cityofchicago.org, the employee intranet, online forms and transparency sites.
- Web services include utilities for user authentication, payment processing, and transmitting emails, as well as custom middleware services that connect disparate enterprise systems.
- Standard Tech Stack
  - Java (with Spring and Bootstrap), Apache, JBOSS, Oracle, Linux.
  - Content Management: Adobe Experience Manager



# Software Development

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## GIS APPLICATION DEVELOPMENT AND SUPPORT

Create, maintain and support the enterprise GIS database (~700 datasets and spatial layers) and custom-developed GIS websites, applications and services.

- Coordinate and manage the GPS vehicle tracking and smartphone tracking systems (provided by Webtech Wireless and XORA), and a custom-developed City system that integrates all GPS records (the Chicago Mobile Asset Tracker).
- Portfolio of ~30 GIS websites, services and tools, including the Zoning map, Plow Tracker, Map Chicago and a variety of GIS data editing and mapping tools.
- Web services include the Enterprise Location Service (ELS), a heavily-used address cleansing, validation and geocoding utility.
- Esri ArcGIS software is the core GIS platform. Apps are developed with ArcGIS Online, JavaScript, and core Java technologies. The infrastructure is a combination of Linux and Windows servers, with Oracle databases and Apache web servers.



# Software Development

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## **FILENET DOCUMENT MANAGEMENT SYSTEM DEVELOPMENT AND SUPPORT**

Manage and Maintain the FileNet Document Management hosting environment

- Develop and Support document capture and workflow applications. Most are internal systems, or integrations with specific partners.
- Manage and Maintain the on-premise hosting environment, using the standard IBM FileNet technology stack.

## **HOSTING ENVIRONMENT MANAGEMENT AND SUPPORT**

Manage and maintain, the Development, QA and Production hosting environments for the custom Web, GIS and FileNet systems.

- Support all City developers, development teams and vendors that use the shared hosting environment
- Support, monitor and operate 200+ virtual servers running all development tools, applications and hosting software.
- Significant platform products include: WebLogic Portal 9, WebLogic Server 9, JBOSS 6.x, FileNet 5.x, Adobe Experience Manager 6.x, Apache web server 2.x, Esri ArcGIS 9.x and 10.x and a variety of development, monitoring and app security tools: CVS and GitLab, Cruise Control, Hyperic vCenter, Coverity Quality Advisor, Google Search Appliance and others.



# Technical Operations

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- Provides the Desktop, Network and Telecommunication Services to the city departments and agencies.
- Provide Data Center Services for city enterprise systems and storage solutions.
- Manages the Help Desk Support for technology solutions (4-DATA).
- Provide Mobility solutions for department users.
- Provides technical guidance to departments ITSCs.
- Standardizes city technology hardware and devices.
- Manages the technical support, and project implementation teams.
- Partners with city departments, and industry subject matter experts to set determine strategies and initiatives that drives innovative solution for the city of Chicago for cost savings and efficiencies in government operations utilizing the best technological solutions.



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# How we purchase IT goods & services

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## IT COMMODITIES

- Software/Hardware Reseller Agreements
- Current Agreements
  - CDW-G (See PO#29659 for Awarded Contract)
    - Software, Apple Products, Panasonic Ruggedized Notebooks, Network Equipment, Servers, Storage Solutions, and Related Maintenance and Installation Services
  - Dell Marketing LP (PO# 29656 for Awarded Contract)
    - Computer Hardware, Software, and Related Maintenance and Installation Services

## PROFESSIONAL SERVICES

- Task Order Requests to pre-qualified pools (primarily projects)
  - Two Pools: Non-Target Market and Target Market
  - Eight Scope Categories: Advanced Analytics, Data Warehouse & Business Intelligence, Database Support, Application Development, GIS Application Development, IT Management Consulting, Information Security, IT Infrastructure Design & Development
  - Search Specs # 121573 and #66760 for all awarded contracts
  - Vendors may be qualified in multiple scope categories
- Requests for Proposals (primarily maintenance & support)

Go to [cityofchicago.org/dps](http://cityofchicago.org/dps) for the link the to Citywide Vendor Contract Payment search site to access all awarded contracts





# Planned Opportunity Highlights

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## **OUTSOURCED INFORMATION TECHNOLOGY SERVICES RFP**

- Support & Maintenance of the City's core infrastructure including network, end user computing, data centers, and help desk (PO#11236)

## **TELECOMMUNICATIONS RFPS**

- Cellular and Wireless Communications (Spec # 62859)
- Enterprise Broadband Services (PO #19393)
- Enterprise Voice and Private Data (PO #19393)

## **NON-TARGET MARKET IT PROFESSIONAL SERVICES RFQ (SPECS # 121573 AND #66760)**

- Eight Scope Categories: Advanced Analytics, Data Warehouse & Business Intelligence, Database Support, Application Development, GIS Application Development, IT Management Consulting, Information Security, IT Infrastructure Design & Development
- To be issued in 2018

## **TARGET MARKET IT PROFESSIONAL SERVICES RFQ (SPEC # 121573)**

- Eight Scope Categories: Advanced Analytics, Data Warehouse & Business Intelligence, Database Support, Application Development, GIS Application Development, IT Management Consulting, Information Security, IT Infrastructure Design & Development
- To be issued in 2019

Go to [cityofchicago.org/dps](http://cityofchicago.org/dps) to access the Buying Plan for a full list of planned opportunities



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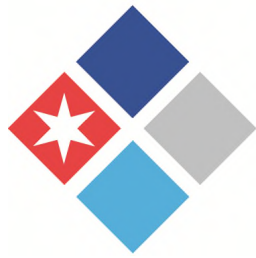


## How to Respond to a Request for Proposal (RFP)



Jamie L. Rhee,  
Chief Procurement Officer City of Chicago,  
Department of Procurement Services





# DPS DEPARTMENT OF PROCUREMENT SERVICES

## CONTRACTING AUTHORITY FOR THE CITY OF CHICAGO

- Administers an open bid and solicitation process
- Over 2,500 contract awards and modifications
- Contracts range from less than \$10,000.00 to \$140,000,000.00

## CERTIFICATION & COMPLIANCE

- Manages new, renewed and ongoing certifications for 2,750 certified firms which include MBE, WBE, DBE, ACDBE and BEPD
- New in 2017 - VBE
- Reciprocity with Cook County
- Nearly 350 site visits in 2016



# Mission Statement

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We are the contracting authority for the procurement of goods and services for the City of Chicago.

We pledge to work together as a team and with our customers to guarantee an open, fair and timely process by establishing, communicating and enforcing superior business practices.

Integrity, Public Trust and the Law are our guiding principles.



# Tips for Finding Bid Opportunities with City of Chicago (CoC)

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- Bids valued over \$100,000.00 and RFP's are publicly advertised in Chicago Sun Times.
- Bids and RFPs are posted on the CoC Department of Procurement Services (DPS) website: [www.cityofchicago.org/bids](http://www.cityofchicago.org/bids) to view and download. Bookmark. Updated weekly.
- Bid opportunities are posted in CoC DPS Bid & Bond Room 103, City Hall, 121 N. LaSalle St. Bid or RFP on CD-ROM can be picked up here.
- See CoC Buying Plan and register your company for DPS Alerts on DPS website at [www.cityofchicago.org/Procurement](http://www.cityofchicago.org/Procurement).
- Attend Pre-Bid Conferences. Network with other potential bidders to partner on the bid, subcontract or submit as prime.
- Check Bid Take Out List posted in Bid & Bond and on DPS website.



# Types of Procurement

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- Small Orders
- Competitive Bids
- **Request for Proposals (RFP)**
- Request for Qualifications (RFQ)
- Job Order Contracts (JOC)





# Request for Qualifications (RFQ)

- ✓ Method used to solicit qualifications from companies who possess a high degree of technical expertise and knowledge in specific disciplines. RFQs are non-project specific.
- ✓ Selected vendors will be awarded Task Order driven Master Consulting Agreements, whereby an estimated maximum compensation limit will be established for the duration of the contract term.
- ✓ The City will negotiate compensation schedules with selected vendors prior to contract award and incorporate the rates for both the Consultant as prime contractor and each identified subcontractor, if any, into the Agreement.
- ✓ City “pre-qualifies” companies to build a vendor pool to respond to future Task Orders (individual projects).
- ✓ Evaluation/selection is based on qualifications and technical competence.



# RFQ Task Orders

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- **“Task Order Request” or (TOR)** means the solicitation document issued by a user department for a specific task or tasks pertaining to the scope of services required by the user department during the term of the Agreement. The Consultants will respond to the Department’s TOR by submitting a complete Task Order proposal for the Department’s review and approval.
- **“Task Order”** means the individual project defined by the user department within the scope of the MCA and awarded to the selected vendor based on their Task Order proposal in response to a Task Order Request.



# When is an Request for Proposals (RFP) method used?

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- The RFP is typically used to solicit proposals for engaging a professional services consultant to:
  - 1) implement a specific project when the City does not have in-house technical expertise or resources necessary to implement the project or provide the services; or
  - 2) to solicit proposals from a pre-qualified vendor pool of consultants holding a Task Order based Master Consulting Agreement (MCA) with the City in various professional service disciplines. The City may utilize an RFP method for procuring large dollar value commodities and/or services which are not adapted to competitive bidding.



# Use of RFP vs. Competitive Bid?

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- **REQUEST FOR PROPOSAL (“RFP”)**

- Method of procurement to hire a professional services consultant to implement a new project in various professional service disciplines.
- Project specific.
- Used when the City does not have in-house technical experts or resources to implement a project or provide services.

- **COMPETITIVE BID (“BID”)**

- Method of procurement to purchase supplies, equipment, maintenance and/or repair services and construction.
- Detailed bid specification prepared.
- Structured as project specific with specific quantities (One Time) or “blanket” indefinite quantity usage (aka Depends Upon Requirements (DUR) Term Agreement) for goods and/or services.
- Proposal Page line items include defined unit of measures and specific or estimated quantities.



# Differences between an RFP vs. Competitive Bid?

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- Bid specification details every aspect of product or services. An RFP defines project objectives and scope of service parameters, but does not specify in detail every aspect of how to accomplish or perform the required services. The City seeks proposals from qualified vendors detailing their proposed plan to implement and complete the project.
- An RFP entails detailed evaluation of proposals by an Evaluation Committee (“EC”) based on evaluation criterion published in the RFP. The EC is comprised of various stakeholder departments.
- For a competitive bid, contract award is to the “lowest responsive and responsible bidder” meeting City specifications based on department review of Bid Tabulation & recommendation of award.
- For an RFP, vendor selection is to the highest rated or ranked Respondent to the RFP, not lowest price. Price can be negotiated.



# RFP Proposal Content

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## Proposal Content

1. Cover Letter
2. Executive Summary
3. Professional Qualifications and Specialized Experience of Respondent and Team Members
4. Professional Qualifications and Specialized Experience of Key Personnel
5. Implementation or Work Plan
6. Cost Proposal (Submit on City form for equitable comparisons)
7. MBE/WBE or DBE Plan (Schedules C-1 and D-1)
8. Financial Statements (Audited last 3 years or equivalent)
9. Online Economic Disclosure Statement and Affidavit (“EDS”) and Appendix B: Building Code Scofflaw/Problem Landlord Certification
10. Legal Actions (Last 5 years)
11. Insurance (Required at time of contract award)



# RFP Evaluation Criteria

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RFP evaluation criterion will vary depending upon the project, but the most common ones are as follows:

1. Professional Qualifications & Specialized Experience, Local Availability of Team (Prime, joint venture partners or subcontractors, if any).
  - Current and Past Performance Record + References
  - Certifications and/or Licenses
2. Professional Qualifications & Specialized Experience, Local Availability of Key Personnel.
  - Resumes/Role on Project + Organization Chart/Dedicated Resources
3. Implementation or Work Plan
4. Cost Proposal
5. MBE/WBE Commitment (25% MBE and 5% WBE Participation Goals or Other Goals Set)  
DBE may apply if federally funded project.
6. Financial Statements
7. Compliance with Laws, Ordinances and Statutes. EDS Certifications.
8. Legal Actions
9. Conflict of Interest



# Tips for Preparing RFP Proposal

- Read the entire RFP document. Follow Proposal Format and Content instructions. No short cuts. Don't assume the City knows your firm.
- Submit questions about the RFP, in writing, to DPS. Addendum will be issued to all RFP document holders on file with Bid & Bond Room.
- Be “responsive” to RFP submittal requirements. Submit all required information and documents.
- Submit cost proposal in format provided for equitable comparisons.
- Be a “responsible vendor”. Verify your company has the ability and the capacity to perform and your proposal meets each specified requirement.
- If a mandatory requirement, avoid taking exceptions to the requirement. It will result in proposal rejection.





# Tips for Preparing RFP Proposal

➤ Exhibit forms which must be completed as part of the proposal submission will vary depending upon the RFP, but the following exhibit forms are universal to every RFP:

1. Company Profile Information

2. Company References/Client Profile Information

3. MBE/WBE or DBE Compliance Plan (Schedule C-1 and D-1) and/or Waiver?

4. Online Economic Disclosure Statement and Affidavit (“EDS”) which includes Disclosure of Retained Parties and Familial Relationships with Elected City Officials and Department Heads and Other Certifications. For online EDS instructions go to: <http://webapps.cityofchicago.org/EDSWeb>.

5. Insurance Certificate (Required at Contract Award)

➤ Review City Standard Contract Terms and Conditions if attached as an RFP exhibit to determine if your firm can perform under those terms & conditions.

➤ Verify existence of any Addendum issued by City before submitting proposal.



# Tips for Submitting RFP Proposal

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- Submit proposal on time. Return a complete sealed package no later than 4:00 p.m. Central Time to Bid & Bond Room, Room 103, City Hall on the published due date in the legal advertisement. Late proposals may be rejected by CPO unless stated otherwise in the RFP.
- Cover letter must be signed by an authorized officer.
- Acknowledge any Addendum issued in Cover Letter.
- Pay attention to the RFP instructions for proposal submission requirements.
- Submit one page EDS Certificate of Filing.
- Make a checklist of all submittal requirements per Proposal Required Content section to verify completeness of proposal before submitting to DPS.



# Proposal Evaluation and Award

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- Respondents to the RFP are posted on website. No other information about proposals or evaluation is available until after the contract award process is completed.
- All Freedom of Information Act (FOIA) requests received are held until after contract award. Debriefing meetings can be requested in writing to CPO.
- Evaluation Committee (“EC”) evaluates proposals in 3 Phases:
  - 1. Preliminary Proposal Assessment (Checklist for “Responsiveness?”)
  - 2. Proposal Evaluation
  - 3. Site Visits, Demonstrations, Oral Presentations, if necessary
- Vendor selection and declination letters sent to Respondents, as applicable. City not obligated to select any vendor.
- Contract award contingent on successful negotiation of terms and pricing. City not obligated to award a contract. RFP may allow multiple awards by Service Category or separate Projects.



# Publications- Consolidated Buying Plan

- 15 month forecast
- Hundreds of upcoming opportunities for 12 agencies

CITY OF CHICAGO | SISTER AGENCIES | COOK COUNTY | STATE OF ILLINOIS

# BUYING PLAN

1Q 2017 - 2Q 2018

This document will be updated periodically and is subject to change without notice.



# eProcurement

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eProcurement is an enhancement to the City's procurement and financial system that applies digital technology to the acquisition of goods and services. The portal for vendors, iSupplier, will be a full service resource for vendors and those interested in doing business with the City of Chicago. This tool will allow users to:

- Respond to Bids, RFPs, and RFQs online
- View & Track Contracts, Releases, Receipts, Payments and Invoices online
- Electronic submission of invoices



# eProcurement

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## Key Objectives

### Vendors:

- Allowing vendors to download and respond to solicitations electronically

### City:

- Streamlining the creation and approval of contracts, amendments, modifications, and extensions.
- Ensuring all contracts/modifications are processed quickly and in accordance with all ordinances, law and regulations.
- Eliminating some paper-based processes, including physical routing of documents internally among DPS staff and managers.
- Consolidated procurement data tracking which is currently done through multiple systems.
- Enable online processes to capture and store vendor registration information, communication, and solicitation/contract processing.





- **DPS Alerts**
  - Nearly 10,000 subscribers learn about bid opportunities, and new programs weekly
- **DPS “On the Road”**
  - Over 100 workshops and events in the community annually
- **DPS Workshops**
  - 19 different classes on procurement and certification related issues free to the public

March 13, 2017

CHICAGO URBAN LEAGUE  
SPRING 2017 WORK SHOP SERIES

BACP SMALL BUSINESS CENTER  
ON THE ROAD EXPO

PROJECT INCREASE AFTERNOON  
OF BUSINESS DEVELOPMENT

WEEKLY BID OPENINGS

FOLLOW DPS ON FACEBOOK &  
TWITTER



### UPCOMING WORKSHOPS

DPS teaches 19 free workshops to educate interested citizens and business owners about the latest developments in procurement and certification.

Meet the Department of Procurement Services

Do you have questions about how to become a successful bidder on City contracting opportunities? Do you have questions about contract and bid specification language? Come and ask your questions to the City's Procurement, Certification and Compliance Staff. You will be able to speak directly to procurement staff that is eager to assist you in learning about the City's procurement process and share tips on how to navigate the process efficiently.

Chicago Urban League Spring 2017 Workshop Series:  
Pre-Qualification & Certification/  
Business Opportunity Forecasting



**Chicago Urban League**

Wednesday, March 14, 2017  
Chicago Urban League  
4510 S. Michigan Ave  
Chicago, IL 60653  
9:00 a.m. - 10:30 a.m.

The Chicago Urban League is hosting its Spring Certification Workshop series starting in March. These workshops develop essential entrepreneurial skills that support various types of firms in the construction industry reach their next level of business success. The aim of this program is to increase the pool of qualified minority

# www.youtube.com/ChicagoDPS

- Additional transparency to the procurement process
- Livestreaming capability
- Broadcast all City of Chicago bid openings
- Broadcast all workshops
- Educational videos about topics related to procurement, certification and compliance

The screenshot shows the YouTube channel page for Chicago DPS. At the top, there are links for 'For returning subscribers' and 'For new visitors'. Below this is the 'What to watch next' section, which features a large video thumbnail titled 'SPEC#132826 RFQ#4970' by Chicago DPS, with 2 views and posted 3 days ago. To its right are three smaller video thumbnails: 'Spec #131248A & Spec# 123618' (3 views, 4 days ago), 'The ABCs of DBE & ACDBE' (6 views, 5 days ago), and 'Spec # 123668' (15 views, 1 week ago). Below the 'What to watch next' section is the 'Playlists by Chicago DPS' section. It features two playlist thumbnails: 'DPS Education' with 14 videos and 'City of Chicago TV' with 2 videos. The 'DPS Education' playlist includes 'DPS Education Procurement Fundamentals' (5:38), 'DPS Education Compliance' (5:19), and 'DPS Education Certification' (5:08). The 'City of Chicago TV' playlist includes 'Dept of Procurement Services 2015 Vendor Fair' (2:38) and 'Chicago Dept. of Procurement Services Constr...' (3:27).





# DPS ON SOCIAL MEDIA

- Posting bid advertisements and addenda, upcoming workshops and events, and new policies and procedures that affect vendor community



facebook.com/ChicagoDPS



@ChicagoDPS



youtube.com/ChicagoDPS

[www.cityofchicago.org/dps](http://www.cityofchicago.org/dps)



# Agenda

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- 1:30 Arrivals & Networking
- 2:00 Welcome
- 2:05 Overview of the Department of Innovation & Technology
- 2:40 How we purchase IT goods & services / Opportunities
- 2:45 Networking Break
- 3:15 Doing Business with the City
- 4:15 Q & A**





CHICAGO  
DEPARTMENT OF  
INNOVATION &  
TECHNOLOGY



CITY OF CHICAGO  
DEPARTMENT OF  
**DPS** PROCUREMENT  
SERVICES

# Thank You

## Department of Innovation & Technology

[doit@cityofchicago.org](mailto:doit@cityofchicago.org)

[cityofchicago.org/doit](http://cityofchicago.org/doit)

[techplan.cityofchicago.org](http://techplan.cityofchicago.org)

312.744.5844

## Department of Procurement Services

[cityofchicago.org/dps](http://cityofchicago.org/dps)

312.744.4900

