



CITY OF CHICAGO  
DEPARTMENT OF  
PROCUREMENT  
SERVICES

# 2019 WORKSHOP SCHEDULE

[WWW.CITYOFCHICAGO.ORG/DPS](http://WWW.CITYOFCHICAGO.ORG/DPS)

DPS workshops will be broadcast on our YouTube Channel, [www.youtube.com/ChicagoDPS](http://www.youtube.com/ChicagoDPS)

## ■ ■ ■ PROCUREMENT ■ ■ ■

### **PROCUREMENT FUNDAMENTALS: DOING BUSINESS WITH THE CITY**

**JAN. 16 • FEB. 27 • MAR. 6 • APR. 24 • JUL. 24 • AUG. 21 • SEPT. 25 • OCT. 23 • NOV. 20**

*Workshop Time: 3:15 PM – 4:15 PM | 121 N. LaSalle, Bid & Bond, Room 103*

Do you have questions about how to become a successful bidder on City contracting opportunities? Unsure where to begin? This informational workshop highlights the role and responsibility of DPS in the City's purchasing process. Come learn about different procurement methods and the laws which govern the procurement process. Once completed, you will better understand what it takes before you start the bidding process and your responsibilities after you have won a contract with the City of Chicago.

### **BUILDING CHICAGO! CONSTRUCTION CONTRACTING OVERVIEW**

**JAN 10 • MAR 7 • MAY 2**

*Workshop Time: 2:00 PM – 3:00 PM | 121 N. LaSalle, Bid & Bond, Room 103*

Construction-focused workshop that provides an overview of the bidding process and highlights programs related to construction opportunities. This includes the Small Business Initiative (SBI), Mid-size Business Initiative (MBI), Equal Employment Opportunity (EEO), Apprentice Utilization Bid Preference, and many more. Additionally, learn about the Job Order Contract (JOC). This is another delivery method for the City of Chicago to procure construction services. JOC is a firm, fixed price, competitive bid with indefinite quantity, delivery method designed to produce a large number of multi-trade, repair and rehabilitation projects, as well as minor new construction projects quickly.

### **PROPELLING YOUR BUSINESS THROUGH AVIATION OPPORTUNITIES**

**FEB. 7 • MAY 23 • AUG. 15 • NOV. 14**

*Workshop Time: 3:30 PM – 4:30 PM | 121 N. LaSalle, 11th Floor, Room 1103*

The City of Chicago's two major airports (O'Hare and Midway International) create more than \$45 billion in annual economic activity and create 540,000 jobs for the region. This workshop focuses on aviation-specific contracting opportunities in construction, work services, operations and maintenance. Learn about the Chicago Department of Aviation and how to do business with the City of Chicago at its major airports.

### **CONTRACTING 101: HOW TO RESPOND TO A REQUEST FOR PROPOSAL (RFP)**

**APR. 3 • AUG. 7 • DEC. 12**

*Workshop Time: 2:30 PM – 3:30 PM | 121 N. LaSalle, Bid & Bond, Room 103*

This workshop is designed to teach business owners how to respond to a City of Chicago RFP. Using advice from seasoned professionals, you will learn specific details about what evaluators look for in a RFP and how to avoid common mistakes that can hurt your chances of a winning bid. Attend this workshop and you will learn how to navigate RFP specifications efficiently.

### **DPS INCENTIVES & PROGRAMS: GETTING THE MOST FROM YOUR BIDS**

**APR. 17 • AUG. 1**

*Workshop Time: 2:00 PM – 3:00 PM | 121 N. LaSalle, Bid & Bond, Room 103*

DPS has made it a priority to ensure that all interested businesses have the opportunity, information, and resources to compete for City contracts. This workshop will feature incentives and programs created to increase the diversity of the businesses that bid on and earn City Contracts. Come learn about comprehensive information on ways to grow your business, increase capacity, foster mutually beneficial business relationships, and be more competitive on City contracts. Learn about the Small Business Initiative, BEPD Incentive, M/WBE Mentorship Program, Veteran-Owned Business Enterprise (VBE), and many more.

### **INTRODUCTION TO ePROCUREMENT**

**JAN. 24 • FEB. 21 • MAR. 21 • APR. 18 • MAY. 22 • JUN. 20 • JUL. 18 • AUG. 22 • SEPT. 12 • OCT. 17 • NOV. 7**

*Workshop Time: 2:00 PM – 3:00 PM | 121 N. LaSalle, 11th Floor, Room 1103*

DPS is continuing on the next phase of start-to-finish purchasing modernization via the implementation of a comprehensive eProcurement system. eProcurement applies digital technology to the acquisition of goods and services. It will allow DPS to collaborate with City Departments to create solicitations and contracts online, greatly reducing the time it takes to complete procurements. Come watch a demonstration and learn about iSupplier registration, how vendors will submit bids and proposals online, and how to view contracts and payments.

### **HOW TO COMPLETE AN ONLINE ECONOMIC DISCLOSURE STATEMENT (EDS)**

**JUN. 26 • SEPT. 26**

*Workshop Time: 3:15 PM – 4:15 PM | 30 N. LaSalle, 6th Floor, CDOT Computer Lab*

An Economic Disclosure Statement (EDS) is required of all bidders seeking to do business with the City of Chicago. Through the EDS, applicants make disclosures required by State law and City ordinances and certify to compliance with various laws and ordinances. This hands-on workshop will go over the proper way to fill out an EDS and how to submit via the online portal application.

Please note that all vendors must bring their FEIN information in order to create an online EDS account and complete the online EDS application.

**TO REGISTER FOR WORKSHOPS: [www.cityofchicago.org/dpsevents](http://www.cityofchicago.org/dpsevents)**

## WE ARE FAMILY! DOING BUSINESS WITH SISTER AGENCIES

APR. 11: CPS & CCC • JUL. 25: PBC & CHA • OCT. 10: CPD & CTA

Workshop Time: 3:15 PM – 4:15 PM | 121 N. LaSalle, 11th Floor, Room 1103

Interested in doing business beyond the City of Chicago but not sure where to start? This workshop welcomes guest presentations that outlines the roles and responsibilities of how to do business with the City of Chicago's six sister agencies: Chicago Public Schools (CPS), City Colleges of Chicago (CCC), Public Building Commission (PBC), Chicago Housing Authority (CHA), Chicago Park District (CPD) and Chicago Transit Authority (CTA).

Please note that government agencies change for each session.

## WORKFORCE DEVELOPMENT INCENTIVES & PROGRAMS

MAR. 13 • JUN. 19 • NOV. 21

Workshop Time: 2:00 PM – 3:00 PM | 121 N. LaSalle, 11th Floor, Room 1103

The City of Chicago has created numerous initiatives to significantly increase the number of skilled residents prepared to work in growing industries. Ensuring that disadvantaged populations have access to employment opportunities in Chicago is a high priority. This workshop will cover the Project Area Resident Ordinance and local hiring requirements, apprenticeship utilization and ex-offender bid incentives. Additionally, the Department of Family and Support Services and Chicago Cook Workforce Partnership will feature programs they offer.

## PROFESSIONAL DECLARATION OF ELIGIBILITY (PDE)

MAR. 27 • SEPT. 11

Workshop Time: 2:00 PM – 3:00 PM | 121 N. LaSalle, Bid & Bond, Room 103

Recommended for Attorneys and Accountants: The Professional Declaration of Eligibility is an innovative way of allowing qualified attorneys and CPAs to review, verify and attest that an applicant meets the requirements to become certified with the City of Chicago for one of the following certification programs: Minority Owned Business Enterprise (MBE) or Women Owned Business Enterprise (WBE). This workshop will outline who qualifies to use the PDE program, and who is qualified to submit a PDE application.

## ■ ■ ■ CERTIFICATION & COMPLIANCE ■ ■ ■

## COMPLIANCE 101: HONORING OBLIGATIONS TO CHICAGO TAXPAYERS

JUN. 6 • AUG. 14 • OCT. 24

Workshop Time: 2:00 PM – 3:00 PM | 121 N. LaSalle, Bid & Bond, Room 103

This workshop will provide an overview of vendor requirements, including information about paying correct wages, the City's Minority and Women-Owned Business Enterprise (M/WBE) program, and Chicago Residency and Project Area Resident contracting requirements. Learn about helpful tips on how to complete bid submittal compliance documentation and also gain insight on laws, rules and regulations governing compliance.

## TRACKING CONTRACT PAYMENTS: WHAT YOU NEED TO KNOW

MAY 1 • JUL 10 • SEPT. 18

Workshop Time: 3:15 PM – 4:15 PM | 121 N. LaSalle, Bid & Bond, Room 103

The Certification & Compliance (C2) Network System is a web-based tool that provides up-to-date tracking of payments made to prime contractors and sub-contractors. Prime contractors are responsible for reporting payments to all sub-contractors on a monthly basis. Come learn the roles and responsibilities of both the prime and subcontractors.

## HOW TO BECOME CERTIFIED

JAN. 16 • FEB. 27 • MAR. 6 • APR. 24 • JUL. 24 • AUG. 21 • SEPT. 25 • OCT. 23 • NOV. 20

Workshop Time: 2:00 PM – 3:00 PM | 121 N. LaSalle, Bid & Bond, Room 103

DPS is the certifying agency for the following certifications: Minority-Owned Business Enterprise (MBE), Women-Owned Business Enterprise (WBE), Veteran-Owned Business (VBE), Business Enterprise for People with Disabilities (BEPD), Disadvantaged Business Enterprise (DBE) and Airport Concessions Disadvantaged Business Enterprise (ACDBE). This workshop will provide detailed information on who is qualified to be a Chicago certified firm. Learn out what documents are needed when submitting an application and how to avoid the most common mistakes in the certification process. Subject matter experts will be on-hand to answer all your questions about common certification topics.

## YOUR BUSINESS IS CERTIFIED: NOW WHAT?

JUN. 23 • APR. 25 • AUG. 28

Workshop Time: 2:30 PM – 3:30 PM | 121 N. LaSalle, Bid & Bond, Room 103

Your business is certified, what are your next steps? This workshop will provide valuable information to newly certified firms on how to compete for City contracts as well as provide information on resources available to certified firms. Are you prepared to meet with prime contractors? Have you considered joint venturing on contracting opportunities? Are you attending pertinent networking events? Come hear advice from subject matter experts to better market your business, compete for, and earn City contracts.

## THE ONLINE SCHEDULE A APPLICATION – MBE/WBE/VBE/BEPD

JUN. 26 • SEPT. 26

Workshop Time: 2:00 PM – 3:00 PM | 30 N. LaSalle, 6th Floor, CDOT Computer Lab

As of January 1, 2016, DPS no longer accepts paper applications for M/W/VBE certification. This workshop will give a hands-on experience filling out the online MBE/WBE/VBE/BEPD Schedule A application. During this training you will learn where to find the online application, what documents are needed, and how to upload the documents. Be prepared to work on your application with the assistance of a subject matter expert.

NOTE: Please bring your username and password for the Certification & Compliance System (C2) and business Tax ID number with you to class.

**TO REGISTER FOR WORKSHOPS: [www.cityofchicago.org/dpsevents](http://www.cityofchicago.org/dpsevents)**



## THE ABC'S OF DBE AND ACDBE CERTIFICATION

JAN 9 • APR 10 • JUL 17 • NOV 13

Workshop Time: 3:15 PM – 4:15 PM | 121 N. LaSalle, Bid & Bond, Room 103

This workshop provides an overview of the City's Disadvantaged Business Enterprise (DBE) and Airport Concessions Disadvantaged Business Enterprise (ACDBE) programs. Come learn about the application process and benefits of certification as part of the Illinois Unified Certification process with the City of Chicago, Illinois Department of Transportation, Chicago Transit Authority, Metra, and Pace.

## ■ ■ ■ TRANSPARENCY AND COMMUNITY OUTREACH ■ ■ ■

### WORKING WITH ASSIST AGENCIES

MAR. 20 • JUN. 5 • NOV. 6

Workshop Time: 3:15 PM – 4:15 PM | 121 N. LaSalle, 11th Floor, Room 1103

City of Chicago Assist Agencies are comprised of not-for-profit agencies and/or chambers of commerce that represent the interests of small, local, minority, women, veteran, and disadvantaged- owned businesses within the Chicago's diverse communities. These organizations offer many resources to help business at every stage of their growth cycle as well as connect prime contractors with certified firms for subcontracting opportunities. This workshop will outline the role and responsibilities of an Assist Agency.

Please note that agencies will vary each session. Visit [www.cityofchicago.org/dpsevents](http://www.cityofchicago.org/dpsevents) for the latest schedule updates.

### HOW TO NAVIGATE THE DPS WEBSITE

JAN. 17 • JUN. 12 • OCT. 16

Workshop Time: 2:30 PM – 3:30 PM | 121 N. LaSalle, Bid & Bond, Room 103

The DPS website is the best place to find a wealth of resources relating to City procurement. Recently, the City of Chicago has refreshed the look of each department website and some things have changed. This workshop will take you through the new look and feel of the website as well as all the resources that are available and how to find them. Learn how to: locate upcoming opportunities, bid tabulations, information about awarded contracts, how to identify primes and Chicago certified subcontractors, City auctions, upcoming outreach events and how to stay informed of all the latest news and updates.

### ALL ACCESS TO MAYOR'S OFFICE FOR PEOPLE WITH DISABILITIES

APR. 4 • OCT. 3

Workshop Time: 2:00 PM – 3:00 PM | 121 N. LaSalle, Bid & Bond, Room 103

Meet the Mayor's Office for People with Disabilities as they discuss the programs they offer for the disabled community with a focus on entrepreneurs. Additionally, DPS will present an overview of the programs and incentives offered including the certification for Business Enterprises Owned or Operated by People with Disabilities (BEPD), which includes service disabled veterans.

### GOLDMAN SACH'S 10,000 SMALL BUSINESS INFORMATION SESSION

MAR. 14 • JUN. 13 • AUG. 8 • SEPT. 19

Workshop Time: 3:15 PM – 4:15 PM | 121 N. LaSalle, Bid & Bond, Room 103

Meet the Mayor's Office for People with Disabilities as they discuss the programs they offer for the disabled community with a focus on entrepreneurs. This workshop will be team-taught with a DPS Certification Officer, who will present an overview of the programs and incentives offered including the certification for Business Enterprises Owned or Operated by People with Disabilities (BEPD), which includes service disabled veterans.

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### DPS ON SOCIAL MEDIA

Chicago DPS post bid opportunities and addenda, details for upcoming classes and events, and information on how to do business with the City of Chicago.



[FACEBOOK.COM/CHICAGODPS](https://www.facebook.com/chicagodps)



[@CHICAGODPS](https://twitter.com/CHICAGODPS)



[YOUTUBE.COM/CHICAGODPS](https://www.youtube.com/chicagodps)

### DPS LIVESTREAM

The Department of Procurement Services has implemented livestreaming through a YouTube Channel. This is designed to bring additional transparency to the procurement process. The DPS YouTube channel, [www.youtube.com/ChicagoDPS](https://www.youtube.com/ChicagoDPS), will broadcast all City of Chicago bid openings. The date and time of all bid openings are listed on the Bid Opportunity List, which can be found at [www.cityofchicago.org/dps](http://www.cityofchicago.org/dps). Additionally, all DPS Workshops are livestreamed, unless noted otherwise.



**WWW.CITYOFCHICAGO.ORG/DPS**

121North LaSalle Street | City Hall, Room 806 • Bid & Bond, Room 103 | (312) 744-4900