



## **HOW TO DO BUSINESS WITH THE GOVERNMENT/ONLINE RESOURCES**

*City of Chicago Department of Procurement Services Legal and Public Affairs Teams*



**CHI | DPS**

Department of Procurement Services



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# Workforce Development Incentives & Programs

- The City of Chicago has put numerous initiatives in place to increase the number of skilled residents prepared to work in growing industries.
- Ensuring that disadvantaged populations and youth have access to employment opportunities in Chicago is also a high priority.



# Residency Requirements



## ▪ Chicago Residency Ordinance

- Requires contractors on construction contracts valued at \$100,000 or more to utilize at least 50% of all labor hours by Chicago residents

## ▪ Project Area Resident Ordinance

- Require contractors on construction contracts valued at \$100,000 or more to utilize at least 7.5% of all labor hours by residents in Project Area

# City-Based Business Incentives

- Incentive for local businesses that employ City residents, especially from socio-economically disadvantaged areas of the City
- City funded contracts valued at \$100,000 or more
  - 4%: City-based business that conducts day-to-day business operations at a facility located in the city which is the place of employment for the majority of its full-time employees
  - 6%: the majority of full-time employees are City residents
  - 8%: the majority of City resident employees reside in a socio-economically disadvantaged area of the City





# Equal Employment Opportunity

- Encourages bidders to commit to utilizing minority and female journeyworkers, apprentices, and laborers
- Canvassing formula is used to determine incentive amount
- Contractors can receive 150% credit toward their commitment for each labor hour worked by employees from socio-economically disadvantaged areas



# Apprentice/Ex-Offender Utilization Bid Incentive

- Contractors can earn an incentive of up to 1% that can be used on a future bid.
- Applies to all City-funded construction contracts with an estimated value of \$100,000 or more.
- Apprentices must be sponsored into an apprenticeship training program that is authorized by a union to sponsor apprentice and either:
  - Enrolled in or graduated from a construction technology training program administered by City Colleges;
  - Participating in a workforce development program funded by DFSS, OR
  - Graduated from a high school operated by CPS.

Total labor hours performed by apprentices	Future bid incentive as a percentage of the future contract base bid
5-10%	0.5%
11-15%	1.0%

# Ex-offender Apprentice Utilization Incentive

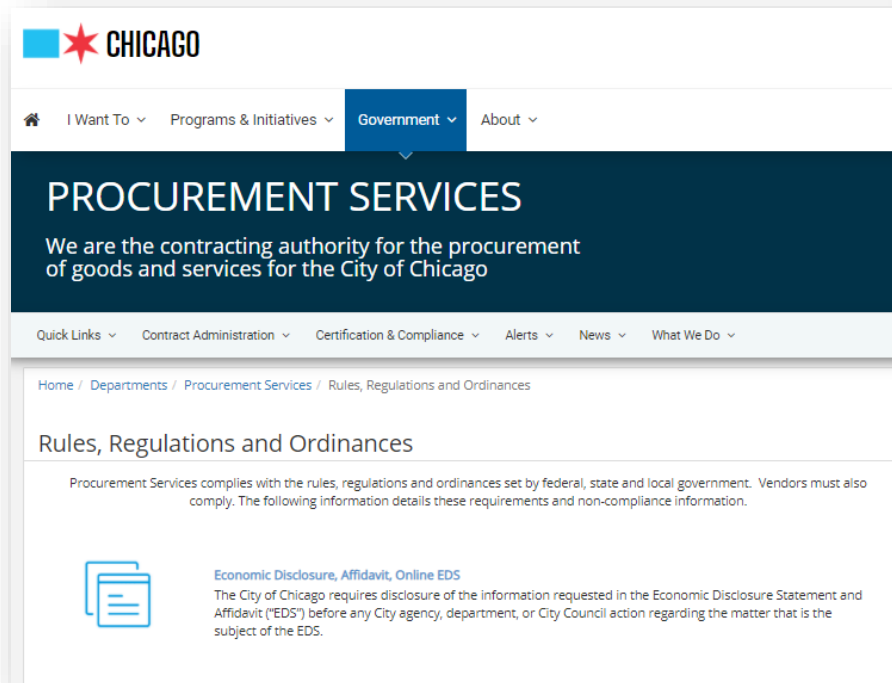
- Bidders can earn an incentive of up to 1% that can be used on a future bid
- Applies to all City-funded construction contracts with an estimated value of \$100,000 or more
  - Ex-offender apprentices must be:
    - Sponsored into an apprenticeship training program that is authorized by a union to sponsor apprentice and
    - Participating in a workforce development program funded by DFSS

Total labor hours performed by apprentices	Future bid incentive as a percentage of the future contract base bid
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11-15%	1.0%



# RESOURCES

- Information, including regulations, regarding all of DPS's incentives and programs is available online
- Workshop: Programs and Incentives: Getting the Most from your Bids



## BUYING PLAN 3Q 2020 4Q 2023

- VENDOR FAIR EDITION
- BUYING PLAN HOW-TO GUIDE
- COVID-19 BUSINESS RESOURCES

 **CHI** | **DPS** Department of  
Procurement  
Services  
City Hall 121 N LaSalle, Room 806  
Bld & Bond, Room 103  
Chicago, Illinois 60602 | (312) 744-4900  
[www.chicago.gov/dps](http://www.chicago.gov/dps)

## WHAT IS THE BUYING PLAN?

- Key transparency initiative for the City of Chicago
- Forecast of goods and services that is expected to be procured in the next 6 quarters
- Allows businesses and the vendor community to prepare for upcoming solicitations.





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## **TYPES OF CONTRACTING OPPORTUNITIES AVAILABLE:**

- Architecture & Engineering
- Commodities
- Construction
- Professional Services
- Small Orders (Purchases Under \$100,000)
- Vehicles & Heavy Equipment
- Work Services





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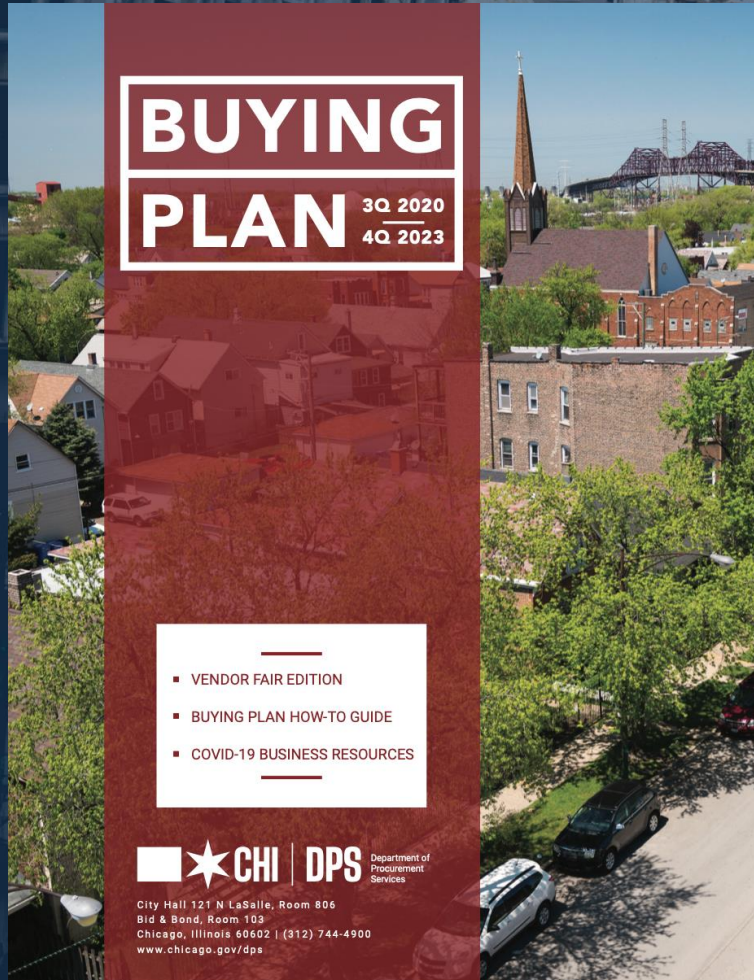
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## **PARTICIPATING GOVERNMENT AGENCIES: 13**

- Chicago Board of Elections
- Chicago Housing Authority (CHA)
- Chicago Park District (CPD)
- Chicago Public Schools (CPS)
- Chicago Transit Authority (CTA)
- City Colleges of Chicago (CCC)
- Metropolitan Pier and Exposition Authority (MPEA)
- Metropolitan Water Reclamation District (MWRD)
- Public Building Commission (PBC)
- State of Illinois
- Cook County
- Forest Preserves of Cook County
- Illinois Tollway







## INFORMATION INCLUDED IN THE BUYING PLAN:

- Buying Agency
- Department
- Contract Type
- Anticipated
- Advertisement Date
- Potential Subcontracting Opportunities

Department	Contract Type	Project Description	Estimated Value	Estimated Term (Months)	Anticipated Ad Date	Subcontractor Opportunities	Funding Source
Animal Care & Control	Commodities	Injectable Microchips	\$500,001 - \$1,000,000	60	4Q 2020	TBD	Non-Federal
Animal Care & Control	Commodities	Animal Disinfectant Cleaner	\$500,001 - \$1,000,000	60	1Q 2021	TBD	Non-Federal
Animal Care & Control	Commodities	Compounded Animal Pharmaceuticals	\$500,001 - \$1,000,000	60	4Q 2021	TBD	Non-Federal
Animal Care & Control	Work Services	Dead Animal Cremation and Removal	\$500,001 - \$1,000,000	60	3Q 2020	TBD	Non-Federal
Assets, Information, and Services	Commodities	Storage Containers	\$1,000,001 - \$2,000,000	60	4Q 2020	No Stated Goals	Non-Federal
Assets, Information, and Services	Information & Technology	Non-Target Market IT Professional Services	TBD	60	3Q 2020	Professional Services	Non-Federal
Assets, Information, and Services	Information & Technology	RE-DESIGN OF WWW.CHICAGO.GOV	TBD	60	3Q 2020	Professional Consulting Services	Non-Federal



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## **BUYING PLAN HOW-TO GUIDE**

### WHAT IS THE CITY OF CHICAGO CONSOLIDATED BUYING PLAN?

- 15-month forecast of hundreds of upcoming opportunities to help businesses plan ahead
- Includes City of Chicago and 13 additional government agencies
- Info included: buying agency, department, contract type, anticipated advertisement date, potential subcontracting opportunities
- Directory of Assist Agencies with programs for local, small, minority, and women-owned businesses

### TYPES OF CONTRACTING OPPORTUNITIES AVAILABLE:

- ARCHITECTURE & ENGINEERING
- COMMODITIES
- CONSTRUCTION
- PROFESSIONAL SERVICES
- SMALL ORDERS (PURCHASES UNDER \$100,000)
- VEHICLES & HEAVY EQUIPMENT
- WORK SERVICES

\*Small orders amount are for the City of Chicago and may be different for other agencies participating in the Buying Plan.

### SMALL BUSINESS INITIATIVE | MID-SIZE BUSINESS INITIATIVE | TARGET MARKET



The City's key procurement priorities are creating opportunities for businesses of all sizes, and helping them grow so they can participate in the business of Chicago.

- Small Business Initiative (SBI):** Exclusive to small businesses and limited to construction projects that are under \$3 million in total cost.
- Mid-Sized Business Initiative (MBI):** Small and mid-sized local construction firms can bid on construction projects valued between \$3 and \$10 million. Expands the SBI construction programs.
- Target Market Program:** Promotes contracting opportunities exclusively to businesses that are certified as minority or women-owned business enterprises.

SBI, MBI, and Target Market contracting opportunities are indicated in the Buying Plan by the following highlighting:

-  **SMALL BUSINESS INITIATIVE**
-  **MID-SIZE BUSINESS INITIATIVE**
-  **TARGET MARKET**

### COVID-19 BUSINESS IMPACT

The impact of the COVID-19 pandemic on the region is a continually evolving situation and projects in the Buying Plan may change. For the most up-to-date information about contracting opportunities, please visit the corresponding government agencies' procurement pages for more details on page 2.

The City continues to work with stakeholders Federal, State and County agencies to provide business support options, and the Chicago Department of Public Health (CDPH) to communicate updated guidance for the businesses, consumers and employees affected by this public health crisis. For the latest information on COVID-19 visit [www.chicago.gov/coronavirus](http://www.chicago.gov/coronavirus).

**Resource Navigators:** The City of Chicago has established Small Business Resource Navigators to provide 1:1 assistance to small businesses looking for support during this difficult time. For more information, click here [bit.ly/33cbhnh](http://bit.ly/33cbhnh).

**Information on Reopening Guidelines:** The City has released industry-specific guidelines for businesses, employees, and customers to follow as the city prepares to begin safely reopening. Guidelines can be found at [www.chicago.gov/reopening](http://www.chicago.gov/reopening).



 @CHICAGODPS

**WWW.CHICAGO.GOV/DPS**





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## **ASSIST AGENCIES: 41**

- Comprised of not-for-profit agencies and/or chamber of commerce agencies that represent the interest of small, minority and/or women-owned businesses
- Provide programs for small businesses
- Prime contractors can contact certain agency with subcontracting opportunities to connect with certified firms
- Also available at [www.chicago.gov/assistagency](http://www.chicago.gov/assistagency)





# BUYING PLAN

3Q 2020  
4Q 2023

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## CITY OF CHICAGO CREATING OPPORTUNITIES for businesses of all sizes

The Department of Procurement Services (DPS) has created numerous programs and to increase the pool of bidders on City contracts and incentivize the use of small, local, minority, and women-owned businesses. This includes the Small Business Initiative (SBI), Mid-Size Business Initiative (MBI), and Target Market Programs.

### SMALL BUSINESS INITIATIVE (SBI)

- Exclusive to small businesses and limited to construction projects that are under \$3 million in total cost.
- Divided into two tiers: SBI I – projects that are \$3 million or less. SBI II – projects that are \$2 million in total cost or less and must meet 1/2 size standards from SBA.

### MID-SIZE BUSINESS INITIATIVE (MBI)

- Exclusive to small and mid-sized local (six counties) businesses and limited to construction projects that are between \$3-20 million.
- Divided into two tiers: MBI I – \$10-20 million and firms no greater than two times SBA size standards. MBI II – \$3-10 million and firms no greater than 1 1/2 times size standards.

### TARGET MARKET PROGRAM

- Target Market was created to offer exclusive opportunities for MBE/WBEs in professional services fields, such as Architecture, Engineers, or IT.
- Allows prime level opportunities for minority and women-owned certified firms.

### 3Q 2020 - 4Q 2023 BUYING PLAN OPPORTUNITIES

#### MID-SIZE BUSINESS INITIATIVE (CONSTRUCTION)

Department	Contract Type	Description	Anticipated Ad Date
Aviation	Construction - MBI-1	Ring Tunnel Exhaust System	4Q 2021
Aviation	Construction - MBI-1	Airport Maintenance Center Building Renovations	2Q 2022
Transportation	Construction - MBI-2	Community Infrastructure Contract Area 1 - MBI I	3Q 2020
Transportation	Construction - MBI-2	Community Infrastructure Contract Area 2 - MBI I	3Q 2020
Transportation	Construction - MBI-2	Community Infrastructure Contract Area 3 - MBI I	3Q 2020
Transportation	Construction - MBI-2	Community Infrastructure Contract Area 4 - MBI I	3Q 2020
Transportation	Construction - MBI-2	Community Infrastructure Contract Area 5 - MBI I	3Q 2020
Aviation	Construction - MBI-2	Terminal Building ADA	3Q 2021
Aviation	Construction - MBI-2	Spine Road Airside Relocation	4Q 2021
Aviation	Construction - MBI-2	Terminals 1 and 3 Back-Up Heat Exchanger Pump	1Q 2022





# **DPS ALERT**

- Weekly email newsletter on City of Chicago bid opportunities, procurement news, and events
- 12,000 subscribers
- Outreach events from Assist Agencies and other government agencies
- Bid Opportunity List (BOL). Please note, beginning October 2020, solicitations will be publicly advertised in the Chicago Tribune and Public Notice Illinois at [www.publicnoticeillinois.com](http://www.publicnoticeillinois.com)



 **DPS ALERT**

Monday, November 2, 2020

**ANNOUNCEMENTS**

Beginning October 12, 2020, solicitations will be publicly advertised in the Chicago Tribune and Public Notice Illinois at [www.publicnoticeillinois.com](http://www.publicnoticeillinois.com). For information about contracting opportunities, review the weekly Bid Opportunity List (BOL) and [www.chicago.gov/bids](http://www.chicago.gov/bids).

As part of an effort to ensure the health and safety of Chicago's residents and City employees, and to prevent the further spread of the COVID-19 virus, DPS offices continue to be closed to the general public. Visit [www.chicago.gov/reopening](http://www.chicago.gov/reopening) for industry specific guidelines and FAQs.

**REGISTER NOW FOR THE 2020 VIRTUAL VENDOR FAIR**



3 FULL DAYS OF VIRTUAL WORKSHOPS AND INFORMATION ON UPCOMING GOVERNMENT CONTRACTING OPPORTUNITIES

**Thursdays: November 5, 12 & 19, 2020**

JOIN US VIRTUALLY FOR:

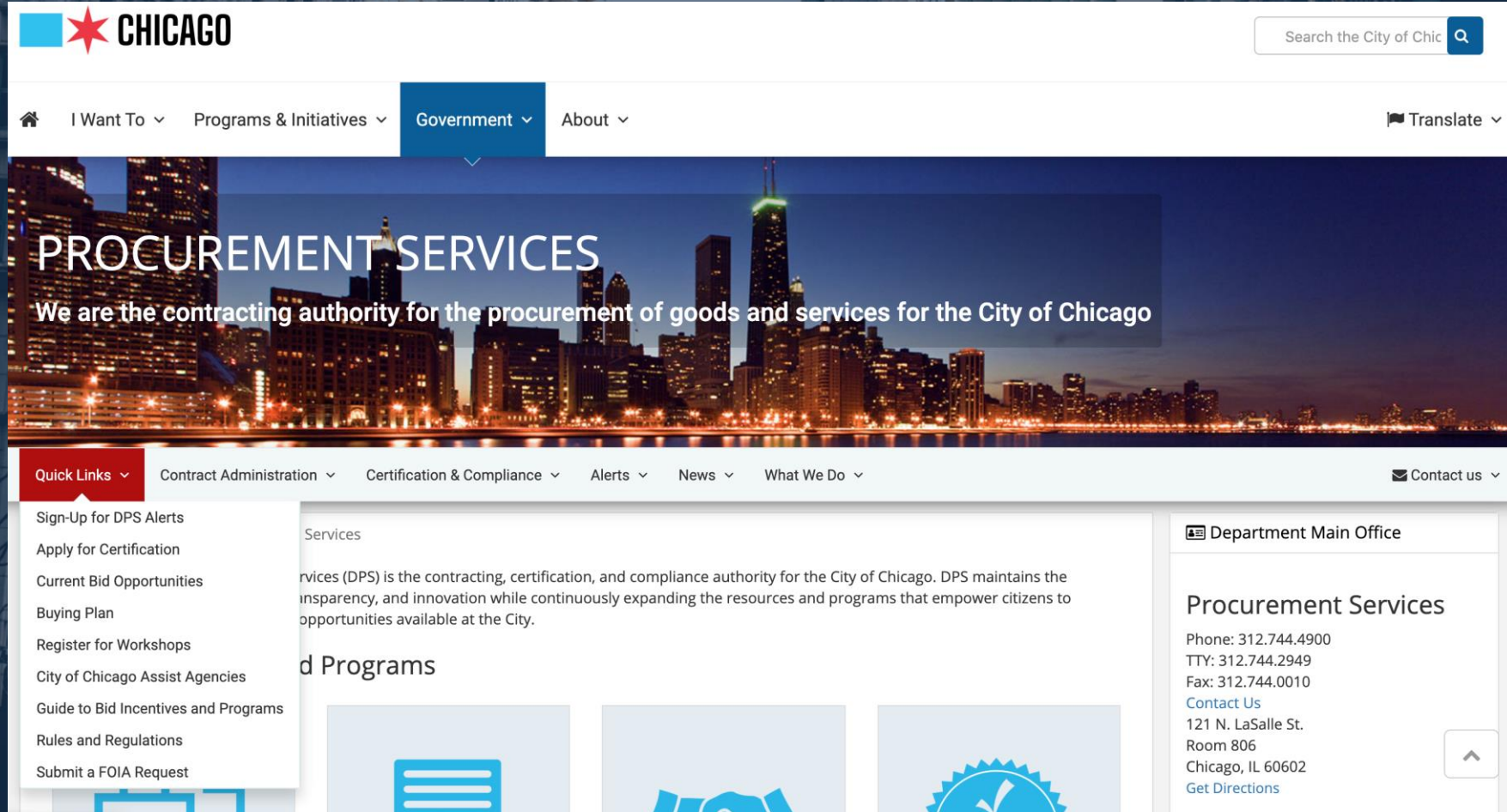
- **WORKSHOPS**
- **SUBJECT MATTER EXPERTS FROM:**  
City of Chicago | Sister Agencies | Cook County  
State of Illinois | Federal Agencies  
Financial Institutions | Assist Agencies

STAY UP-TO-DATE ON ALL INFORMATION FOR THE VENDOR FAIR AT  
**[WWW.CHICAGO.GOV/VENDORFAIR](http://WWW.CHICAGO.GOV/VENDORFAIR)**

**TIPS TO PROTECT CHICAGO'S BUSINESSES**

 **TIPS TO PROTECT CHICAGO'S BUSINESSES**

The City of Chicago is working diligently to ensure that our business community is prepared to proactively



The screenshot shows the official website for the City of Chicago's Procurement Services. The header features the Chicago logo and a search bar. The main navigation menu includes links for 'I Want To', 'Programs & Initiatives', 'Government' (which is highlighted), and 'About'. A secondary navigation bar contains 'Quick Links', 'Contract Administration', 'Certification & Compliance', 'Alerts', 'News', 'What We Do', and 'Contact us'. The 'Quick Links' dropdown menu is open, listing options such as 'Sign-Up for DPS Alerts', 'Apply for Certification', 'Current Bid Opportunities', 'Buying Plan', 'Register for Workshops', 'City of Chicago Assist Agencies', 'Guide to Bid Incentives and Programs', 'Rules and Regulations', and 'Submit a FOIA Request'. The main content area has a large banner for 'PROCUREMENT SERVICES' with the tagline 'We are the contracting authority for the procurement of goods and services for the City of Chicago'. Below the banner, there is a 'Services' section with a brief description of the department's role. To the right, a 'Department Main Office' sidebar provides contact information for Procurement Services, including phone, TTY, fax, and address, along with links to 'Contact Us' and 'Get Directions'. The background of the website features a night-time view of the Chicago skyline.

**CHICAGO**

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# PROCUREMENT SERVICES

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

Quick Links Contract Administration Certification & Compliance Alerts News What We Do Contact us

- Sign-Up for DPS Alerts
- Apply for Certification
- Current Bid Opportunities
- Buying Plan
- Register for Workshops
- City of Chicago Assist Agencies
- Guide to Bid Incentives and Programs
- Rules and Regulations
- Submit a FOIA Request

**Services**

Procurement Services (DPS) is the contracting, certification, and compliance authority for the City of Chicago. DPS maintains the transparency, and innovation while continuously expanding the resources and programs that empower citizens to take advantage of the opportunities available at the City.

## Contract Programs

**Department Main Office**

### Procurement Services

Phone: 312.744.4900  
TTY: 312.744.2949  
Fax: 312.744.0010  
[Contact Us](#)  
121 N. LaSalle St.  
Room 806  
Chicago, IL 60602  
[Get Directions](#)





Featured Services and Programs



**DPS Overview**

Doing Business with the City



**Bid Opportunities**

View Current Bid Opportunities



**Awarded Contracts**

Contract Award & Vendor  
Database



**Chicago Certified Firms  
Directory**

MBE / WBE / BEPD VBE / DBE /  
ACDBE



**DPS Alerts**

Email Newsletter Updates



**Buying Plan**

Forecast of goods and services  
the City & 13 government  
agencies expect to procure



**SBI MBI Target Market  
Opportunities**

Opportunities Published in the  
Buying Plan



**Procurement  
Improvements**

Transparency, Public Trust, Law



2020 Virtual Vendor Fair

Home Nov. 5 Nov. 12 Nov. 19 Resources

2020  
**VENDOR  
FAIR**   
\*\*\*\*\*

PRESENTED BY  **CHI** | **DPS** Department of Procurement Services





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