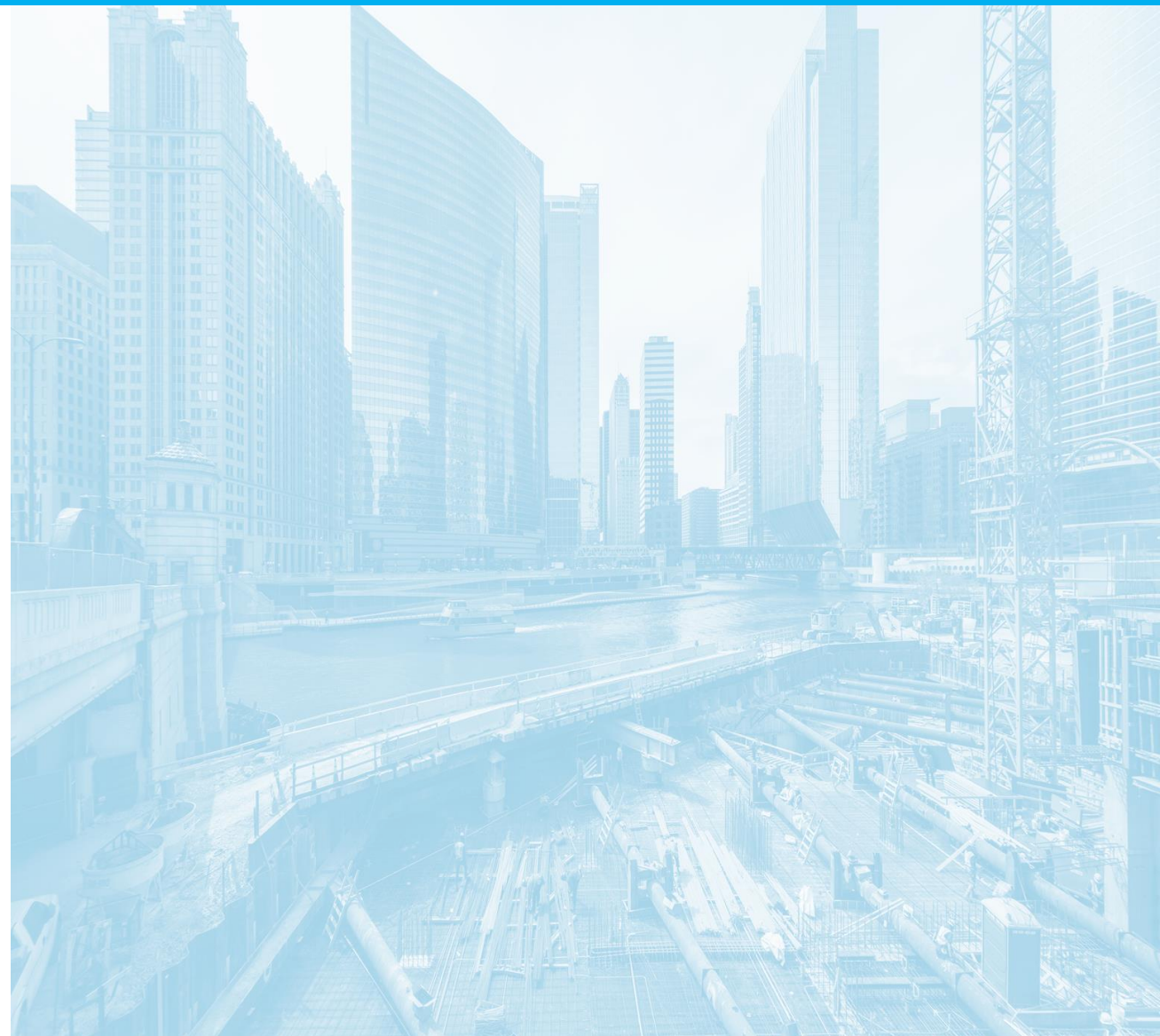


 Everyone is muted upon entry

You can use To Send a Question: **Use only the Q & A panel to ask your question. Do not use the chat panel**

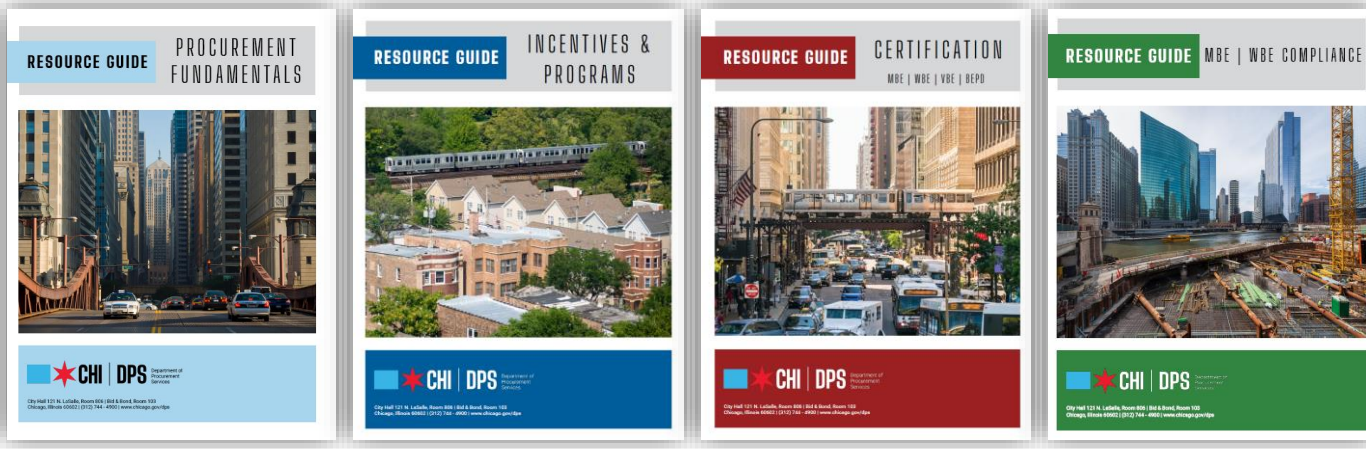
- ✓ Use the Q & A panel on the bottom right side of your screen.
- ✓ Enter your message in the text box, then press Enter on your keyboard.

Note: If you join a meeting, session, or event in progress, you can see only the Q & A that participants send after you join.



2022 Construction Summit

HOSTED BY THE DEPARTMENT OF PROCUREMENT SERVICES



- DPS has published a four-volume set of Resource Guides, expanding on the guiding principle of transparency.
- The Resource Guides were divided into key areas of the procurement process:
 - Contract Administration
 - Incentives and Programs
 - Certification
 - Compliance
- Download now at www.chicago.gov/dpsguides



RESOURCE GUIDES



@CHICAGODPS



CHICAGO DEPARTMENT OF PROCUREMENT SERVICES

Aileen Velazquez, Chief Procurement Officer, Department of Procurement Services (DPS)

Presented By:

Lorel Blameuser, Deputy Procurement Officer

Mitchell Krock, Managing Deputy Procurement Officer

Desiree Otkins, Manager Of Certification / Compliance

Monica Jimenez, First Deputy Procurement Officer



Lorel Blameuser, Deputy Procurement Officer



Doing Business With The City of Chicago

The Department of Procurement Services is committed to Communications and Outreach which is key to keeping citizens informed of bid opportunities, new programs, and innovations. We encourage you to visit our website, not only will you find our bid opportunities but also certification information, the latest procurement news, procurement updates, and a calendar of events. Go to www.Chicago.gov/dps.

Doing Business With The City of Chicago Cont.....

The Department of Procurement Services under the direction of the Chief Procurement Officer is the contracting authority for the procurement of goods and services for the City of Chicago. We 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.



DPS LAWS

The Procurement Process is governed by laws:

- Municipal Purchasing Act (55ILCS 5/8-10-1 et seq.), the state statute that governs the City's procurement practices.
- Chapter 22-92 of the Municipal Code of Chicago, the City ordinances that govern purchasing.





DPS SET UP

The Department of Procurement Services is divided into two divisions: Contract Administration & the Office of Contracting Equity formerly known as Certification/Compliance.



Overview of the Contract Administration Unit

DPS CONTRACT ADMINISTRATION

The Department of Procurement Services provides centralized procurement services on behalf of city departments, with integrity and transparency, through innovative and cost-effective best practices. Department of Procurement Services promotes responsible stewardship of city resources and ethical

The Department of Procurement Services ...

- Is The contracting authority for over 30 city departments i.e., infrastructure – CDOT, WM; Public Safety – CPD, CFD, OEMC; Public Services including the Department of Aviation's International airports O'Hare & Midway
- It Ensures User Departments have access to goods and services to fulfill their missions and serve Chicago residents.
- It Administers an open bid and solicitation process.
- Processing over 2,500 contracts annually for new contracts, amendments, and task orders, etc.
- Awarding Contracts ranging in all dollar values, in hundreds of millions of dollars



Procurement Methods

The Department of Procurement Services processes various procurement methods, Informal & Formal bids.

An Informal Bid Solicitation is known as a Small Order for projects valued **under \$250,000.00**. The Small Order value increased from \$100,000 to \$250,000 by Ordinance on 1/1/2022.

Formal Bid Solicitations are known as Bids, Request for Proposal, or Request for Qualifications which are projects valued **over \$250,000.00**

- Formal Competitive Bids consist of Commodities, Work Services, Construction, Job Order Contracts-JOC.
- Request for Proposals & Request for Qualifications are professional services that include construction and architectural designs.

Formal solicitations are publicly advertised in the Chicago Tribune newspaper in the daily classified section. Or you can view and download it from the Department of Procurement Services (DPS) website. These opportunities are updated weekly on the website. You can also register on the DPS website for DPS Alerts to receive notification of a recently advertised project. Or updated with any changes that might occur to solicitations.

Website:

- www.chicago.gov/bids and www.chicago.gov/city/en/depts/dps/isupplier/current-bids.html



What is the difference between Bid, RFP, RFQ solicitation?

COMPETITIVE BID (“BID”)

- Method of procurement to purchase commodities and services such as supplies, equipment, maintenance, and/or repair services and construction. Bid specifications details every aspect of product or services.
- In this method price is the key component of the basis of award. Therefore, the lowest bidder’s pricing meeting all the terms and conditions is awarded the Contract.

REQUEST FOR PROPOSAL / REQUEST FOR QUALIFICATIONS is a

- Method of procurement to hire a professional services consultant to implement a new project or design in various professional service disciplines. This includes architecture, engineering, and design services.
- RFP/RFQs are used when the City does not have in-house technical experts or resources to implement a project or design project.
- An RFP/Q defines the 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.
- In these methods qualifications are key in the evaluation and selection process in determining an award of Contract/Agreement.
- What is the difference between these procurement methods? It’s pricing for Bids and qualifications for RFPs/RFQs.
- I hope this gives you a better understanding of formal & informal bids.

Minority/Women Business Compliance Requirements for solicitations....

- Bids, RFPs/RFQs over \$10,000.00 are required to include Minority/Women Business compliance goals.
- My colleagues will go into more detail about M/WBE & Incentive Programs.





DPS WEBSITE

- The Department of Procurement Services website has so much information that is useful for understanding procurement.
- An important note is DPS receives all Bids electronically through DPS' eProcurement feature found on the DPS website. As well as the Bid tabulation and awarded contracts are posted on the DPS website at www.Chicago.gov/DPS.
- You can register on the DPS website to receive DPS Alerts; you sign up for Email Newsletter; bid opportunities, workshops, updates; and so many features.





eProcurement Submissions

The Department of Procurement Services has moved into the electronic bid submission process, eProcurement.

The City has transitioned from paper proposal submissions to online submissions for bids, RFPs, and RFQs via eProcurement. Vendors must register in iSupplier to submit electronic submissions through eProcurement. Proposals cannot be submitted via eProcurement after the published due date.

The eProcurement documents can be viewed and downloaded using the following link:

<https://www.chicago.gov/city/en/depts/dps/isupplier/current-bids.html>

- Register in iSupplier:

<https://www.chicago.gov/city/en/depts/dps/isupplier/login-register.html>

- eProcurement Workshop Schedule:

<https://www.chicago.gov/city/en/depts/dps/provdrs/eprocurement.html>

- eProcurement Instructional Documents:

- <https://www.chicago.gov/city/en/depts/dps/isupplier/online-training-materials.html>





Mitchell Krock, Managing Deputy Procurement Officer



- Small Business Initiative (SBI) for Construction
- Mid-sized Business Initiative (MBI) for Construction
- Diversity Credit
- Mentor/Protégé
- Phased Graduation Program

Overview of City Construction Programs

Small Business Initiative for Construction

Municipal Code:
2-92-710

- **Program Goal:** Designed to encourage small businesses to participate in City-funded construction projects up to \$10 million in total cost
- **Key Points:**
 - Small local businesses are exclusive bidders
 - The principal place of business must be located in Six-County Region
 - Two Tiers: Small Business Initiative (SBI) I and II
 - SBI I- Estimated Project Cost between \$2,000,000-\$10,000,000
 - Bidders may not exceed Small Business Administration (SBA) 1.5 times SBA size standards and 1.5 times certification personal net worth (PNW) limits
 - SBI II- Estimated Project Cost less than \$2,000,000
 - Bidders may not exceed ½ SBA size standards and ½ certification PNW limits
 - Small business must perform the majority of the work with its own forces and/or subcontractors who are local businesses

- **Program Goal:** Designed to increase small and mid-sized business participation in City funded construction projects between \$10 million and \$20 million in total cost
- **Key Points:**
 - Small and mid-sized local businesses are exclusive bidders
 - The principal place of business must be located in Six-County Region
 - Estimated project cost between \$10,000,000-\$20,000,000
 - Bidder may not exceed 2 times SBA size standard and 2 times certification PNW limits
 - At least 51% of the work must be performed by the mid-sized business enterprise's own forces or subcontractors who are mid-sized local businesses

Mid-Sized Business Initiative for Construction

Municipal Code:
2-92-800 et seq.

Diversity Credit Program

Municipal Code: 2-92-530 and 2-92-720(e)

- **Program Goal:** Designed to increase the participation of MBEs and WBEs in private contracts (not funded by a governmental entity) by making such participation eligible for credit toward M/WBE goals on City contracts
- **Key Points:**
 - M/WBE must perform direct, commercially useful function
 - M/WBE work must be in area of specialty certified by City
 - \$1 of credit for every \$3 earned by M/WBE vendors
 - Maximum amount of credit for a City contract is 5%
 - Credits may only be used once and expire after 1 year
 - Private sector contract may not have affirmative action goals

Mentor/ Protégé Program

Municipal Code:
2-92-535

- **Program Goal:** Designed to increase the participation and capacity of MBEs and WBEs in City contracting by making M/WBE utilization and mentoring eligible for credit toward M/WBE goals on a City contract
- **Key Points:**
 - Written mentor/protégé agreement must be approved by CPO
 - 0.5% participation credit can be earned for every 1% performed by the protégé up to 5%
 - Mentor/protégé agreement must be designed to assist protégé in becoming self-sustaining, competitive, and profitable
 - Prime can mentor an MBE/WBE or its subcontractor(s) can mentor an MBE/WBE
 - Use of Mentor-Protégé Program must be indicated on bid/proposal
 - Prime may also receive a 1% bid incentive

MBE/WBE Phased Graduation Program

Municipal Code:
2-92-470 and 2-92-725

- **Program Goals:** Designed to maximize diversity in the City's contracting by making established businesses eligible for continued participation in the City's MBE/WBE Construction and Non-Construction Programs for at least three additional years
- **Key Points:**
 - Applies when a firm has exceeded the gross receipts/employee size limits for a certification or its owners' PNW exceed the PNW limits for certification, making the firm no longer eligible for certification as an MBE or WBE
 - The firm will be considered a "participating established business" for a period of three years
 - 75% credit for participation in new City contracts during the first year (i.e., for each dollar (\$1.00) paid to such firms, the prime contractor will be credited for seventy-five cents (\$0.75) of participation)
 - 50% credit during the second year, and
 - 25% credit during the third year if starting a new contract

- Applicable incentives will be listed in the bid package
- Bidders will be required to submit an affidavit and all requested documentation in order to be considered for the incentive
 - The incentive will not be applied if you fail to submit any requested documentation
- If eligible, your bid will be reduced in the amount of the incentive(s) for evaluation purposes only

How Incentives Work

- **Program Goal:** Designed as an incentive to increase the utilization of minority and women journey workers, apprentices, and laborers on construction projects with an estimated value of \$100,000 or more
- **Key Points:**
 - Using a canvassing formula, bidders propose minority and women utilization levels as a percentage of work hours on the project
 - Commitment cap for female workers is 15%
 - Cap for minority workers is 70%
 - Bidder will be given a 150% credit for every work hour performed by a minority or female worker residing in a socio-economically disadvantaged area
 - After completing the numerical calculations set forth in the canvassing formula, the final calculation represents the “award criteria figure” by which Bids will be compared

Equal Employment Opportunity

Municipal Code:
2-92-390

Apprentice Utilization Bid Incentive

Municipal Code:
2-92-335

- **Program Goal:** Designed as an incentive to encourage City prime contractors to utilize apprentices on construction projects with an estimated value of \$100,000 or more
- **Key Points:**
 - “Apprentice” means any person who is:
 - Sponsored into an apprenticeship training program by a contractor that is authorized by a union to sponsor apprentices; and
 - Enrolled in, or has graduated from, a construction technology training program administered by City Colleges of Chicago or is a graduate of a high school operated by Chicago Public Schools
 - Earned credit incentive for future contracts
 - Credit valid for 3 years
 - Can only be used to win one contract award
 - Tiered Incentive:
 - 5-10% work performed by apprentice results in ½% bid incentive
 - 11-15% project-area subcontractor work result in 1% bid incentive

- **Program Goal:** Designed as an incentive for City prime contractors to sponsor and utilize ex-offender apprentices for construction projects with an estimated value of \$100,000 or more
- **Key Points:**
 - DFSS works with delegate agencies to recruit, screen, and refer potential qualified candidates. All candidates go through an initial intake process where their eligibility for this program will be determined.
 - Earned credit incentive for future contracts
 - Credit valid for 3 years
 - Can only be used to win one contract award
 - Tiered Incentive:

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 Bid Incentive

Municipal Code:
2-92-336

- **Program Goal:** Applies to contracts for construction projects and is designed to encourage the utilization of veteran- owned subcontractors in the performance of the contract
- **Key Points:**
 - Bidder must utilize veteran-owned small local businesses (VBEs) as subcontractors
 - Tiered incentive based on the Bidder's commitment to the use of veteran-owned subcontractors in the performance of the contract:
 - If the commitment is 1-16%, the Incentive is 0.5% of the contract base bid;
 - If the commitment is 17-32% the Incentive is 1% of the contract base bid;
 - If the commitment is 33-49% the Incentive is 1.5% of the contract base bid;
 - If the commitment is 50% or greater, the Incentive is 2% of the contract base bid.

Veteran-owned Subcontractor Utilization Bid Incentive

Municipal Code:
2-92-940

- **Program Goal:** Designed to increase contracting opportunities and participation by small-local veteran-owned business enterprises (VBEs) and eligible joint ventures consisting of one or more veteran-owned business enterprises
- **Key Points:**
 - Contracts over \$100,000
 - 5% bid incentive
 - A VBE can qualify by itself-no need to JV with another business
 - VBEs must have 51% or more veteran ownership and must be certified by the City

Veteran-owned + Small Business Joint Venture Bid Incentive

Municipal Code: 2-92-950

■ Key Points:

■ For JVs:

- All members must be an SBE, veteran-owned business, or both;
- At least one member must be a veteran-owned business;
- All SBEs must collectively have at least 30% interest in the JV;
- All veteran-owned businesses must collectively have at least 30% interest in the JV;
- The JV partners must self-perform at least 20% of the work; and
- None of the JV members may act as brokers

Veteran-owned + Small Business Joint Venture Bid Incentive

Municipal Code: 2-92-950

- **Program Goal:** Designed to increase contracting opportunities and participation by business enterprises owned or operated by people with disabilities
- **Key Points:**
 - Business enterprise must be 51% or more owned by person with disability
 - Prime or Subcontractor
 - Must be a certified Business Enterprise Owned by People with Disabilities (BEPD)
 - Tiered incentive:
 - Participation of 2-5% results in 1% bid incentive
 - Participation of 6-9% results in 2% bid incentive
 - Participation of 10-13% results in 3% bid incentive
 - Participation of 14% or more results in 4% bid incentive

Business Enterprises Owned or Operated By People with Disabilities

Municipal Code:
2-92-337

- **Program Goal:** Designed to increase contracting opportunities and participation by city-based businesses
- **Key Points:**
 - Contracts for \$100,000 or more
 - 4% bid incentive if City-based
 - Conduct meaningful day-to-day business from a facility in the City
 - Majority of regular, full-time employees work out of City facility
 - Holds all City licenses, and
 - Subject to applicable City taxes
 - 6% bid incentive if firm qualifies for the 4% bid incentive and majority of regular, full-time workforce are City residents
 - 8% bid incentive if firm qualifies for the 6% bid incentive and the majority of its City resident workforce lives in socio-economically disadvantaged areas

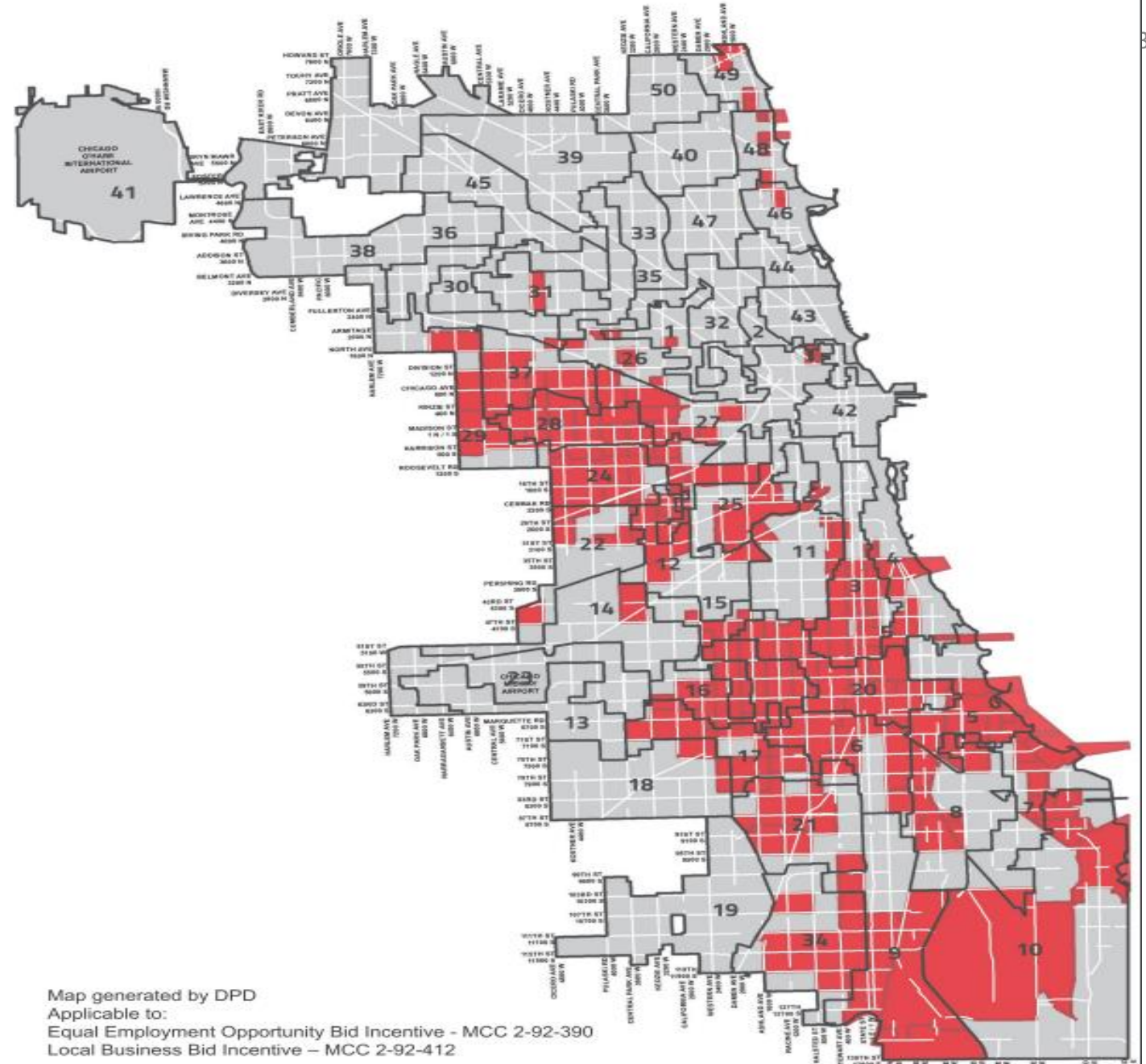
City-Based Business Bid Incentive

Municipal Code: 2-92-412

Socio-Economically Disadvantaged Areas

Current copy of map located at
https://www.chicago.gov/content/dam/city/depts/dps/RulesRegulations/ChicagoSocioEconDisadvantagedAreas_map.pdf

City of Chicago Socio-Economically Disadvantaged Areas*



Diverse Workforce and Management Bid Incentive

Municipal Code: 2-92-407

- **Program Goal:** Designed to encourage contractors to employ a diverse workforce and management. Applies to contracts with an estimated value of \$100,000 or more
- **Key Points:**
 - Bidders must have a diverse workforce and/or diverse management
 - Two tiered incentives cannot be combined
 - Diverse Workforce:

Percentage of Workforce that is Diverse	Bid Incentive
10-20%	2%
>20-40%	4%
Over 40%	6%

- Diverse Management

Percentage of Management that is Diverse	Bid Incentive
10-20%	0.5%
>20-40%	2%
Over 40%	4%



Desiree Otkins, Manager Of Certification / Compliance



CERTIFICATION

We have goals on our programs, based on data, and mandated by ordinance. These goals include:

MBE/WBE Construction:
26 % MBE/6 % WBE



MINORITY
BUSINESS
ENTERPRISE



WOMEN
BUSINESS
ENTERPRISE



DISADVANTAGED
BUSINESS
ENTERPRISE



BUSINESS
ENTERPRISE
owned by
PEOPLE WITH
DISABILITIES



VETERAN
BUSINESS
ENTERPRISE



AIRPORT
CONCESSIONS
DISADVANTAGED
BUSINESS
ENTERPRISE

DO YOU QUALIFY?

Qualifying Groups:

- African-American
- Hispanic
- Asian
- Native American
- Women
- Veteran
- Persons with Disabilities
- Other individuals who can prove social and economic disadvantage



CERTIFICATION REQUIREMENTS

- Local Business: business entity that has its principal office (where the business entity directs, controls and coordinates its activities) located in the counties of Cook, DuPage, Kane, Lake, McHenry or Will (Applies to MBE/WBE/VBE/BE PD)
- DBE/ACDBE – Anywhere in Illinois
- 51% owned, controlled and managed by a minority, woman, veteran and/or person(s) with a disability or for DBE/ACDBE, socially or economically disadvantaged individuals



CERTIFICATION REQUIREMENTS

Business Size Standard

- **MBE/WBE/VBE:** Gross receipts must not exceed \$43.2M averaged over 3 years for non-construction firms.
Construction firms subject to 1.5x SBA size standards averaged over 7 years.
- **DBE:** Gross Receipts calculated to SBA size standards for the firms primary line of business averaged over 5 years, subject to not exceeding 3 year average maximum of \$28.48M for FHWA/FTA assisted contracts. (as of 3/1/22)
- (Note: DBE firms involved in FAA assisted Projects are not subject to the 3 year average maximum of \$28.48M)
- **ACDBE:** not to exceed \$56.42M averaged over 3 years for most firms – some exceptions do exist.





CERTIFICATION REQUIREMENTS

Personal Net Worth Standard (“PNW”)

- **MBE/WBE/VBE:** The PNW threshold is currently \$2,491,482.51. This is evaluated annually by the City of Chicago.
- **DBE/ACDBE:** The threshold applies to all people seeking certification and is currently at \$1,320,000. This is adjusted periodically by the U.S. Department of Transportation.

The calculation of personal net worth excludes the value of your primary residence and interest in certified firm.



BUSINESSES THAT QUALIFY

- Sole Proprietor
- General Partnership
- Corporation
- Limited Partnership
- Limited Liability Corporation





ONLINE APPLICATION PROCESS

- Submit applications online at <https://Chicago.mwdbe.com>
- Upon submission of application, you will receive an emailed invoice. Your application will be reviewed once you have paid your application fee and all completed documents are received



TOP 10 REASONS THAT DELAY THE APPLICATIONS PROCESS

1. Unsubstantiated or questionable ownership/control.
2. Unclear description of critical functions and who is responsible.
3. Company cannot substantiate where **and/or how** start-up funds/expansion capital was **initiated**.
4. Outside secondary employment takes up the majority of the time each day from the MBE/WBE/VBE/BEPD/DBE Enterprise.
5. The company is not located within the six-county region (Cook, Kane, Lake, Will, DuPage, and McHenry, Lake (MBE/WBE/VBE/BEPD)).
6. Point of Contact did not respond to requests for information in a timely manner.
7. Inconsistencies with the Applicant firm name among various documents.
8. Problems with contracts: missing, incomplete, not signed & executed by qualifying owners, or have no corresponding proof of payments.
9. Required documents are not attached or no explanation is given as to why the documents are not available.
10. Three/Five/Seven years of tax returns were not submitted (signed) as required.



WHAT's NEXT?

After Applications are Submitted

- Your application is checked to make sure we have all documentation. Incomplete applications will be returned and will need to be resubmitted.
- The process can take approximately 90 days from the day we receive “all” documents.
- Documents are thoroughly audited. Applicants will be contacted in the event additional information or clarification is needed.
- You may receive a site visit.
- If approved, your certification is valid for the life of your business as long as you remain compliant to the rules and regulation of the program.





Monica Jimenez, First Deputy Procurement Officer

Compliance Overview

What We Do

- Review Bidders/Proposer Compliance Plan
- Monitor M/W/DBE Commitments
- Monitor Equal Employment Opportunity (Minority and Female Commitments)
- Monitor Chicago Residency O / Local Residency Requirement
- Contract Closeout

How We Do It

- Certification and Compliance System (C2)
- Certified Payroll Processing System (LCP Tracker)
- Conduct Audits
- Conduct Site Visits

Schedules

Schedule B

M/W/DBE Affidavit of
Joint Venture

Schedule C

M/W/DBE Letter of Intent

Schedule D

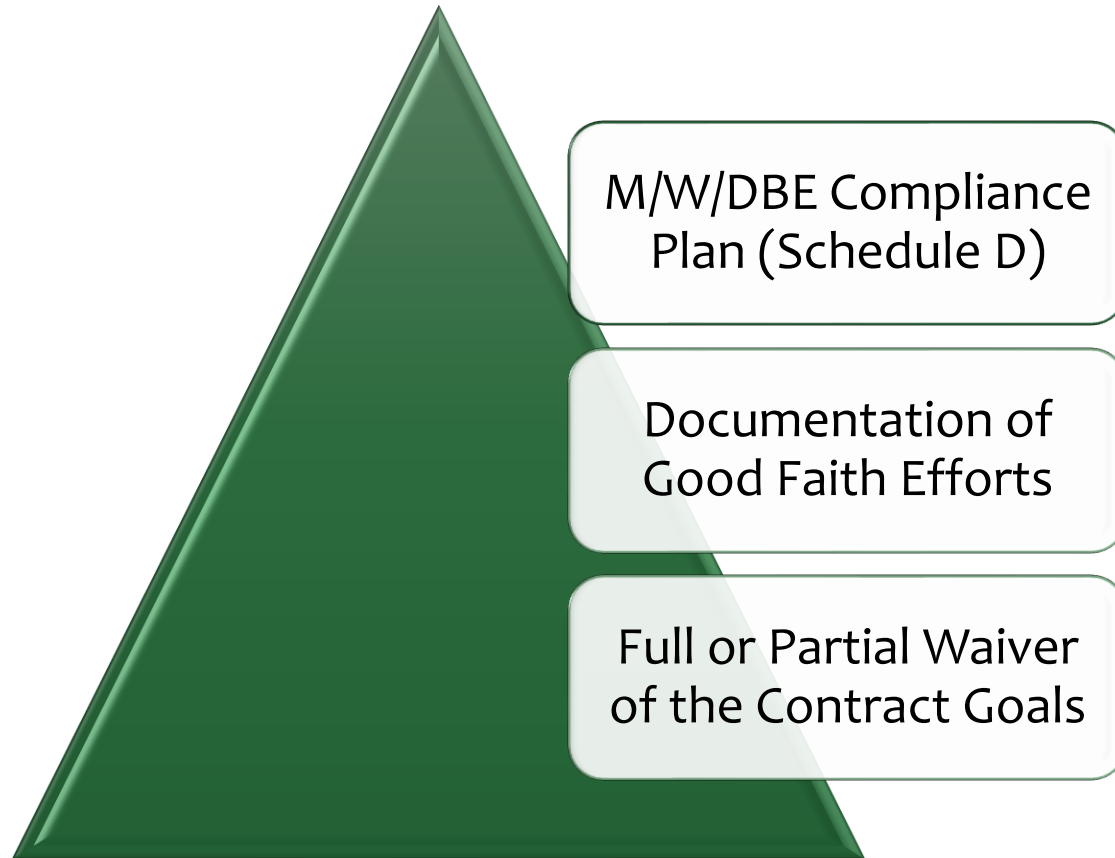
Compliance Plan for
M/W/DBE
Participation

Schedule H

Documentation of
Good Faith Efforts

Compliance Reviews (Pre-Award)

- Proper Compliance Plan Submittal



Compliance Reviews (Pre-Award)

Compliance Plan Review of Supportive Documentation

Schedule C's

- Project name/Specification Number Identified
- Work and/or Services clearly described
- Dollar amount matches the Schedule D
- Dates of when the Schedule C was signed (Post/Pre Bid-Opening)

Certification Letter(s)

- Is the firm identified on the Schedule D Certified?
- What area(s) of specialty / NAICS code(s) is the firm Certified in?
- Is their Certification in line with the work/services outlined on Schedule C?

Quotes/Proposals

- Request copies of the proposals/quote submitted to Prime
- Request to see the communications/negotiations between Prime and M/W/DBE Firm (fax/email/phone)
- CONFIRM AGREEMENT

Common Mistakes

Incomplete/Brief Descriptions of Work

Mentor Protégé Question Unanswered

Subcontracting Levels

Supplier Participation (60%)

Schedule C Review



SCHEDULE C
MBE/WBE Letter of Intent to
Perform as a Subcontractor to the Prime Contractor

**CONSTRUCTION
PROJECTS ONLY**

NOTICE: THIS SCHEDULE MUST BE AUTHORIZED AND SIGNED BY THE MBE/WBE SUBCONTRACTOR FIRM. FAILURE TO COMPLY MAY RESULT IN THE BID BEING REJECTED AS NON-RESPONSIVE.

Project Name: _____ Specification No.: _____

From: _____

(Name of MBE/WBE Firm)

To: _____ and the City of Chicago.

(Name of Prime Contractor)

The MBE or WBE status of the undersigned is confirmed by the attached City of Chicago or Cook County Certification Letter. 100% MBE or WBE participation is credited for the use of a MBE or WBE "manufacturer." 60% participation is credited for the use of a MBE or WBE "regular dealer."

The undersigned is prepared to perform the following services in connection with the above named project/contract. If more space is required to fully describe the MBE or WBE proposed scope of work and/or payment schedule, attach additional sheets as necessary. The description must establish that the undersigned is performing a commercially useful function:

The above described performance is offered for the following price and described terms of payment:

Pay Item No./Description	Quantity/Unit Price	Total

Subtotal: \$ _____

Total @ 100%: \$ _____

Total @ 60% (if the undersigned is performing work as a regular dealer): \$ _____

NOTICE: THIS SCHEDULE AND ATTACHMENTS REQUIRE ORIGINAL SIGNATURES ON EACH PAGE.

(If not the undersigned, signature of person who filled out this Schedule C) (Date)

(Name/Title-Please Print)

(Company Name-Please Print)

(Signature of President/Owner/CEO or Authorized Agent of MBE/WBE) (Date)

(Name/Title-Please Print)

Schedule C Review, cont.

Schedule C: MBE/WBE Letter of Intent to Perform as a Subcontractor to the Prime Contractor

Partial Pay Items

For any of the above items that are partial pay items, specifically describe the work and subcontract dollar amount(s):

Pay Item No./Description	Quantity/Unit Price	Total

Subtotal: \$ _____

Total @ 100%: \$ _____

Total @ 60% (if the undersigned is performing work as a regular dealer): \$ _____

SUB-SUBCONTRACTING LEVELS

A zero (0) must be shown in each blank if the MBE or WBE will not be subcontracting any of the work listed or attached to this schedule.

_____ % of the dollar value of the MBE or WBE subcontract that will be subcontracted to non MBE/WBE contractors.

_____ % of the dollar value of the MBE or WBE subcontract that will be subcontracted to MBE or WBE contractors.

NOTICE: If any of the MBE or WBE scope of work will be subcontracted, list the name of the vendor and attach a brief explanation, description and pay item number of the work that will be subcontracted. MBE/WBE credit will not be given for work subcontracted to Non-MBE/WBE contractors, except for as allowed in the Special Conditions Regarding Minority Business Enterprise Commitment and Women Business Enterprise Commitment in Construction Contracts.

The undersigned will enter into a formal written agreement for the above work with you as a Prime Contractor, conditioned upon your execution of a contract with the City of Chicago, within three (3) business days of your receipt of a signed contract from the City of Chicago.

The undersigned has entered into a formal written mentor protégé agreement as a subcontractor/protégé with you as a Prime Contractor/mentor. () Yes () No

NOTICE: THIS SCHEDULE AND ATTACHMENTS REQUIRE ORIGINAL SIGNATURES ON EACH PAGE.

(If not the undersigned, signature of person who filled out this Schedule C)

(Date)

(Name/Title-Please Print)

(Company Name-Please Print)

(Email & Phone Number)

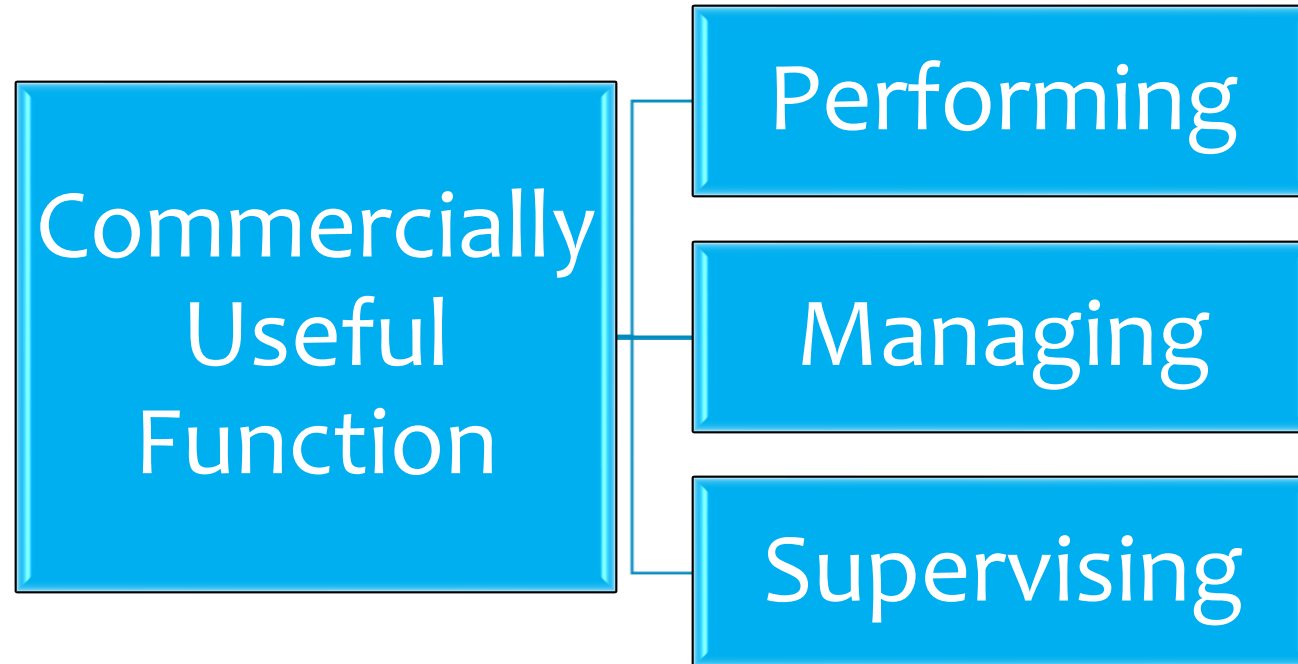
(Signature of President/Owner/CEO or Authorized Agent of MBE/WBE)

(Date)

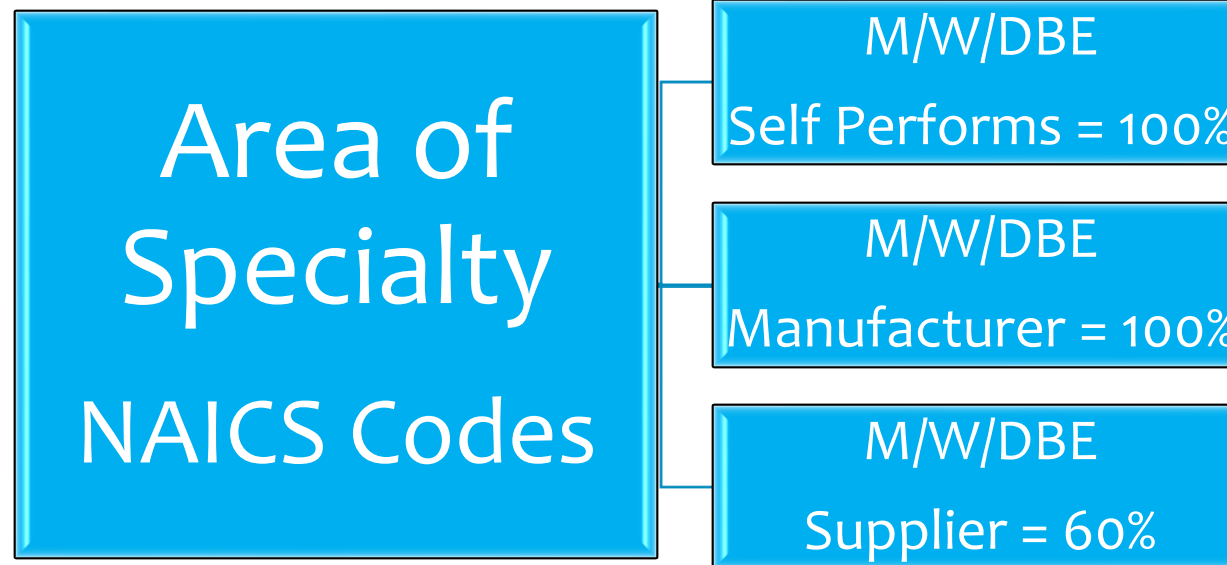
(Name/Title-Please Print)

(Email & Phone Number)

Commercially Useful Function, cont.



Counting Participation




Post Award Requirements/Contract Monitoring

Contract Monitoring Begins

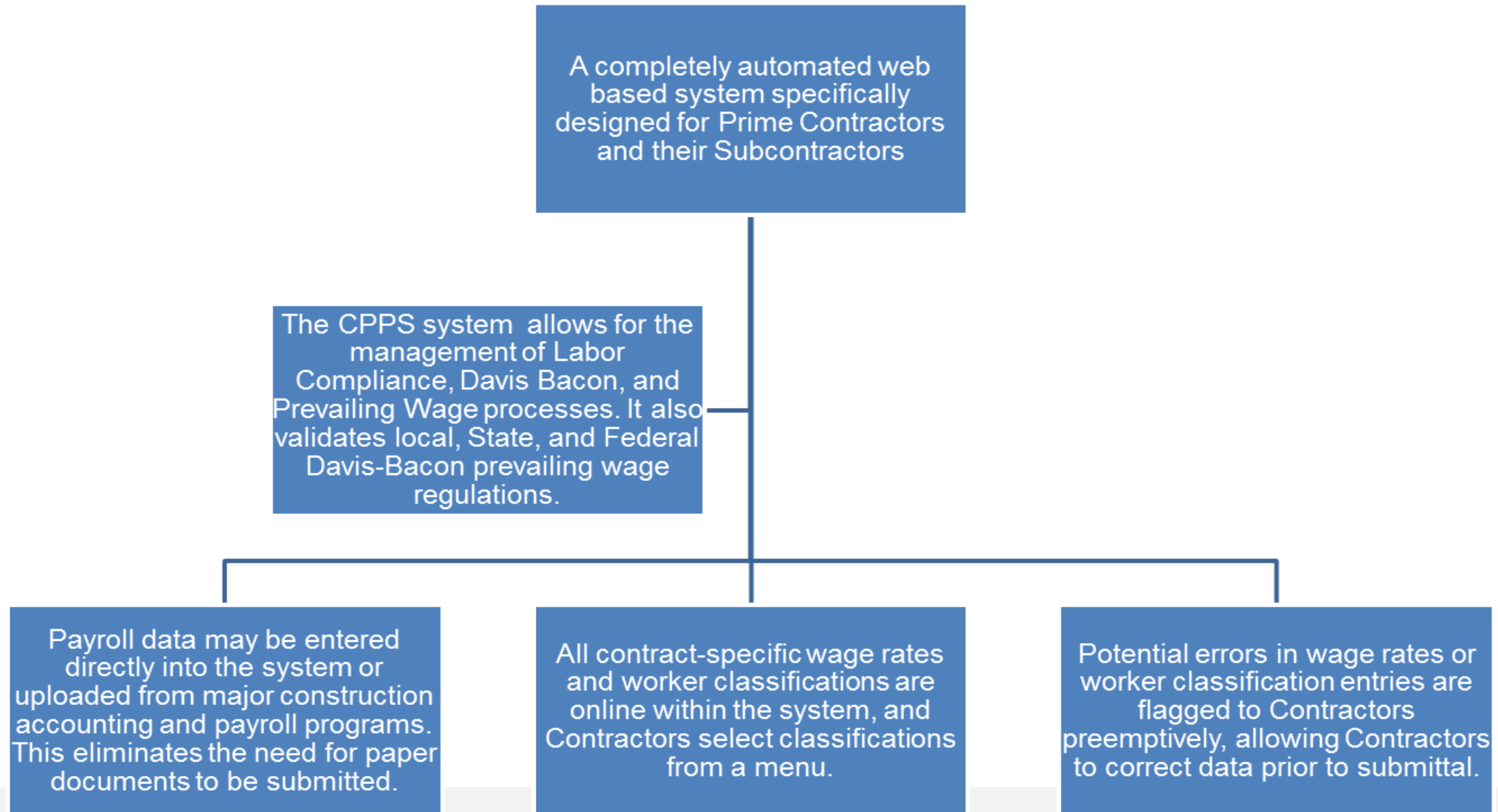


C2 – MBE/WBE/DBE Payment Reporting



TRACK Payments	<ul style="list-style-type: none">• To Prime• To M/W/DBE Firms
Online VERIFY	<ul style="list-style-type: none">• Requires confirmation of payments made to M/W/DBE Firms
TRENDING Report	<ul style="list-style-type: none">• Identify how the Prime is trending on goal attainment

CPPS – Certified Payroll Reporting / LCP



Field Analyst

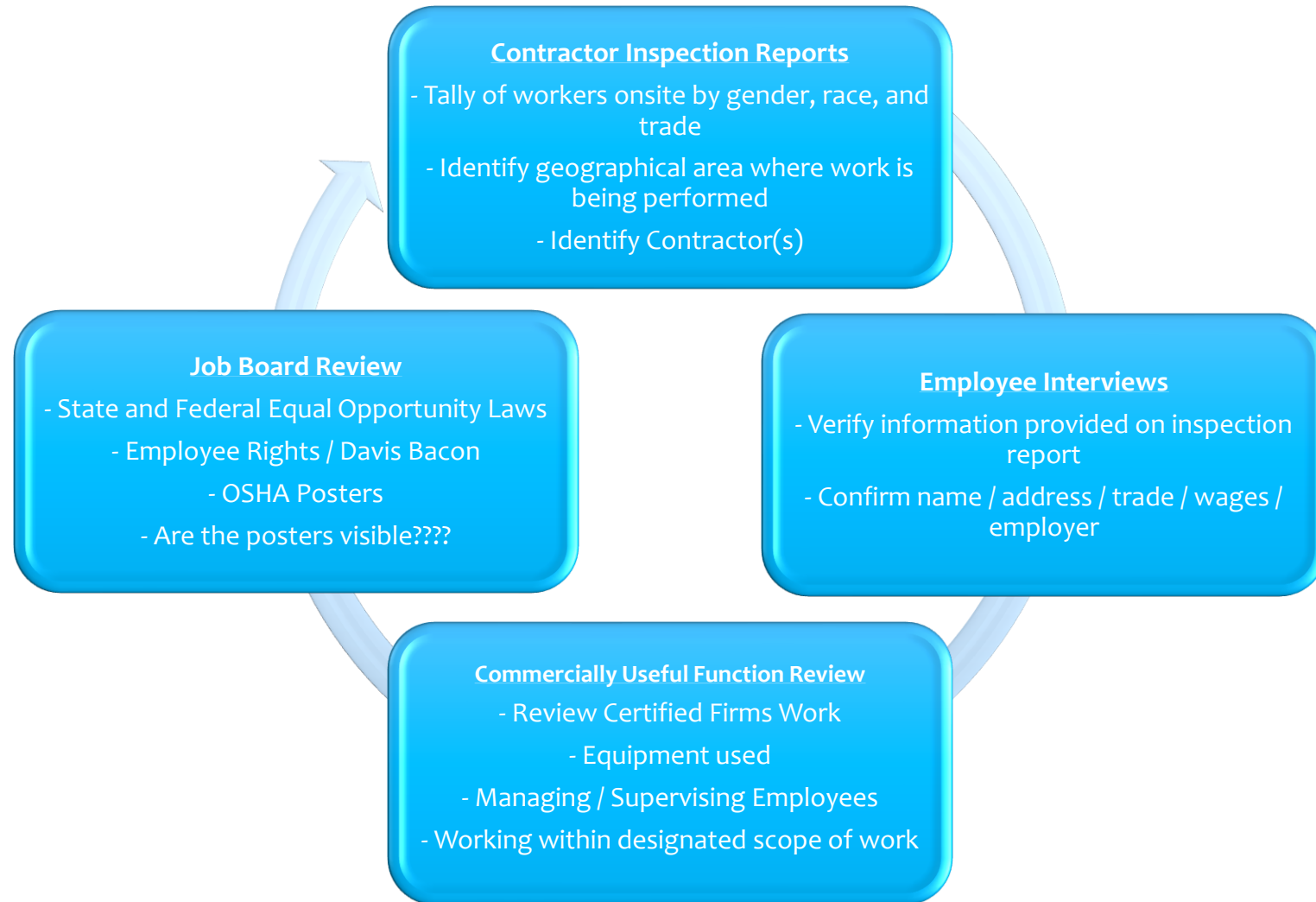
Compliance

- An extension of the Compliance Officers role with the focus on conducting site visits to physically observe and collect data on M/W/DBE Firms to ensure a Commercially Useful Function is being performed

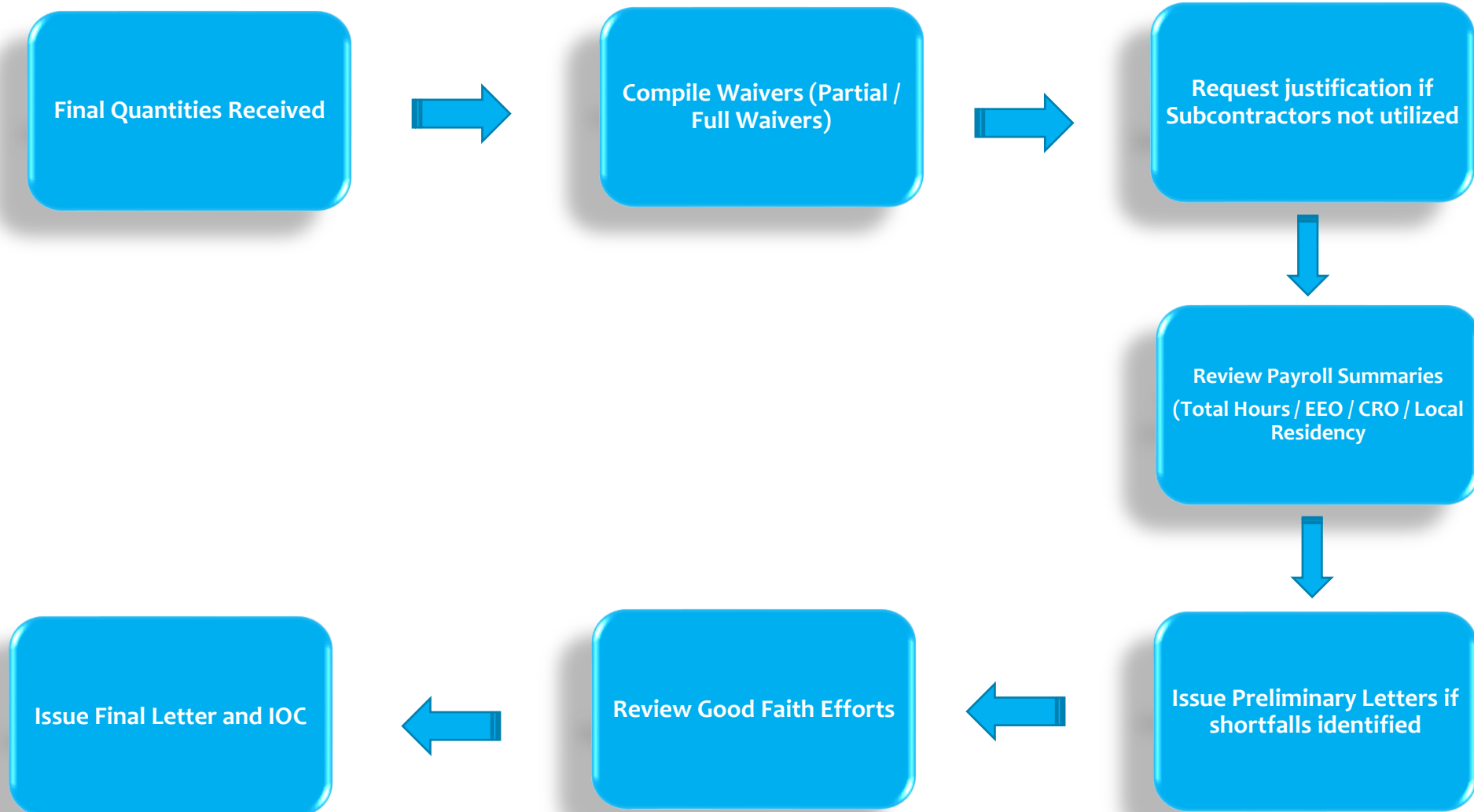
Certification

- Interview business owners seeking Certification with the City of Chicago.
- Evaluate the firm, their viability, facilities and industry knowledge for Certification

Site Visits



Contract Closeout Overview



QUESTIONS?

Please fill out the survey, we value your feedback. Thank You!



Thank You For Attending...

DPS Events

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