



City of Chicago Department of Procurement Services April, May & June 2016 Workshop Schedule

DPS offers 18 free workshops presented quarterly, to educate citizens and business owners about the fundamentals of procurement and the latest developments in procurement and certification.

For more information and to register for workshops go to www.cityofchicago.org/dpsevents

City of Chicago Procurement Fundamentals

April 6, 2016 2:00pm to 3:00pm
City Hall, 121 N. LaSalle, 1st Flr. Room 103

This workshop will cover the laws, which govern the procurement process, including the Municipal Purchasing Act and Municipal Code of Chicago. Come learn about policies, rules and regulations, such as the Special Conditions Regarding M/W/DBE Participation and Economic Disclosure Statements before you start the bidding process.

Introduction to eProcurement

April 6, 2016 3:15pm to 4:15pm
City Hall, 121 N. LaSalle, 1st Flr. Room 103

DPS is embarking on the next phase of start-to-finish purchasing modernization via the implementation of a comprehensive eProcurement system. Come learn about the new technology that is going to be used to expedite the contracting and payment processes. Learn about iSupplier registration, how vendors will submit bids and proposals online and how to view contracts and payments.

How to Navigate the DPS Website

April 13, 2016 2:30pm to 3:30pm
City Hall, 121 N. LaSalle, 1st. Flr. Room 103

This workshop will take you through all of the resources that are found on the DPS website. Come and see how the M/WBE forum works, how to do a search for MBE/WBE firms, how to search for awarded contracts and the bid take out lists, and much more.

DPS Incentive Overview: Getting the Most From Your Bids

April 20, 2016 2:30pm to 3:30pm

City Hall, 121 N. LaSalle, 1st Flr. Room 103

This workshop will provide information on who is qualified to be certified as a Minority or Women-Owned, or Disadvantaged Business Enterprise. DPS is the certifying agency for the following certifications: Minority-Owned Business Enterprise (MBE), Women-Owned Business Enterprise (WBE), Business Enterprise for People with Disabilities (BEPD), Disadvantaged Business Enterprise (DBE) and Airport Concessions Disadvantaged Business Enterprise (ACDBE). Find out what documents are needed when submitting an application and how to avoid the most common mistakes.

How to Become Certified

April 27, 2016 2:00pm to 3:00pm

City Hall, 121 N. LaSalle, 1st Flr. Room 103

This workshop will provide information on who is qualified to be certified as a Minority or Women-Owned, or Disadvantaged Business Enterprise. DPS is the certifying agency for the following certifications: Minority-Owned Business Enterprise (MBE), Women-Owned Business Enterprise (WBE), Business Enterprise for People with Disabilities (BEPD), Disadvantaged Business Enterprise (DBE) and Airport Concessions Disadvantaged Business Enterprise (ACDBE). Find out what documents are needed when submitting an application and how to avoid the most common mistakes.

Doing Business with the City of Chicago

April 27, 2016 3:15pm to 4:15pm

City Hall, 121 N. LaSalle, 1st Flr. Room 103

This workshop is designed to outline the role and responsibility of the Department of Procurement Services in the City's purchasing process. Come learn about different procurement methods, such as: Small Orders, Competitive Bids, Request for Proposals, Request for Qualifications, and Job Order Contracts. Learn your responsibilities after you win a contract with the City of Chicago.

The JOC Information Session

May 4, 2016 2:30 pm to 3:30 pm

City Hall, 121 N. LaSalle, 1st Flr. Room 103

A Job Order Contract (JOC) 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.

Contracting 101: How to Respond to a Request for Proposals

This workshop is designed to teach business owners how to respond to a City of Chicago RFP. Learn what evaluators look for in a RFP and how to avoid common mistakes. Learn helpful tips on how to navigate RFP specifications.

May 11, 2016 2:30 pm to 3:30 pm

City Hall, 121 N. LaSalle, 1st Flr. Room 103

The ABC's of DBE & ACDBE Certification

This workshop provides an overview of the City's Disadvantaged Business Enterprise (DBE) and Airport Concessions Disadvantaged Business Enterprise (ACDBE) programs. Topics include 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.

May 18, 2016 2:30 pm to 3:30 pm
City Hall, 121 N. LaSalle, 1st Flr. Room 103

Introduction to City Bonding Requirements

Learn valuable information about City required bid, payment, and performance bonds. Professionals will be on hand to discuss the legal basis for the City bonds, the nuts and bolts of compliance and circumstances under which the City might make claims on a bond.

June 1, 2016 2:30 pm to 3:30 pm
City Hall, 121 N. LaSalle, 1st Flr. Room 103

The Online Schedule A Application MBE/WBE/BEPD

Beginning January 1, 2016, DPS will no longer accept paper applications for M/WBE certification. This workshop will give hands on experience filling out the online MBE/WBE/BEPD Schedule A application. During this training you will learn where to find the online application, what documents will be needed, and how to upload the documents. Be prepared to work on your application. NOTE: Please bring your username and password for the Certification & Compliance System (C2) and business Tax ID number with you to class.

June 8, 2016 2:30 pm to 4:00 pm
30 N. LaSalle, 6th Floor CDOT Computer Lab

This hands-on class will NOT be livestreamed.

Compliance Documentation 101

This workshop will provide vendors with an overview of the City's Minority and Women-Owned Business Enterprise (M/WBE), Equal Employment Opportunity and Chicago Residency Ordinance contracting requirements. Learn helpful tips on how to complete bid submittal compliance documentation and also gain insight on laws, rules and regulations governing compliance.

June 15, 2016 2:30 pm to 3:30 pm
City Hall, 121 N. LaSalle, 1st Flr. Room 103

How to Become Certified

This workshop will provide information on who is qualified to be certified as a Minority or Women-Owned, or Disadvantaged Business Enterprise. DPS is the certifying agency for the following certifications: Minority-Owned Business Enterprise (MBE), Women-Owned Business Enterprise (WBE), Business Enterprise for People with Disabilities (BEPD), Disadvantaged Business Enterprise (DBE) and Airport Concessions Disadvantaged Business Enterprise (ACDBE). Find out what documents are needed when submitting an application and how to avoid the most common mistakes.

June 22, 2016 2:00 pm to 3:00 pm
City Hall, 121 N. LaSalle, 1st Flr. Room 103

Doing Business with the City of Chicago

This workshop is designed to outline the role and responsibility of the Department of Procurement Services in the City's purchasing process. Come learn about different procurement methods, such as: Small Orders, Competitive Bids, Request for Proposals, Request for Qualifications, and Job Order Contracts. Learn your responsibilities after you win a contract with the City of Chicago.

June 22, 2016 3:15 pm – 4:15 pm
City Hall, 121 N. LaSalle, 1st Flr. Room 103

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WE ARE NOW ON SOCIAL MEDIA

Chicago Department of Procurement Services (DPS) will be posting all bid opportunities and addenda, details for upcoming classes and events, and information on how to do business with the City of Chicago!

www.facebook.com/ChicagoDPS



<https://twitter.com/ChicagoDPS>



www.YouTube.com/ChicagoDPS

