

DPS WORKSHOP



Becoming Certified with the City of Chicago

Presented By: Regence Norwoods, CPA
Certification Unit, Department of Procurement Services

Department Overview

Department of Procurement Services 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.

City of Chicago Certification Programs

Certification Types

- MBE - Minority-owned Business Enterprise
- WBE - Women-owned Business Enterprise
- VBE – Veteran-owned Business Enterprise
- BEPD - Businesses Owned by People with Disabilities
- DBE - Disadvantaged Business Enterprise
- ACDBE- 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 (affirmative action review board)

Benefits of Certification

1. Provides visibility - once certified your firm is listed in a directory which is accessible to the general public.
2. There are minority, women, veteran and disadvantaged business participation goals on City of Chicago projects and sister agencies.
3. There are businesses in the private sector that seek out certified firms for products and/or services.
4. The City of Chicago has a Target Market program which provides exclusive bidding to certified minority and women owned business enterprises. This allows certified businesses to take 100% of the contract because there are no subcontractor goals associated with the project.

Certification Requirements

- **Local Business:** principal place of business and majority of full-time work force located in the counties of Cook, DuPage, Kane, Lake, McHenry or Will (Applies to MBE/WBE/VBE/BEPD)
- **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

Business Size Standard

- **MBE/WBE/VBE:** Gross receipts must not exceed \$39.9M averaged over 3 years for non-construction firms. Construction firms subject to SBA size standards averaged over 5 years.
- **DBE:** Gross Receipts subject to SBA size standards averaged over 3 years not to exceed \$23.98M.
- **ACDBE:** not to exceed \$56.42M averaged over 3 years for most firms – some exceptions do exist.

Certification Requirements

Personal Net Worth Standard

- MBE/WBE/VBE: The threshold only applies to construction companies and it is currently at \$2.3M. This is evaluated annually by the City of Chicago.
- DBE/ACDBE: The threshold applies to all people seeking certification and is currently at \$1.32M. 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.

Information Needed / Proof of Eligibility

- Contact Information
- Type of Certification You Are Seeking
 - MBE/WBE/VBE/BEPC/DBE/ACDBE
 - BEPC requires Schedule G Form
 - VBE requires DD214 and/or DD215
- Ownership Information
- Employee Information
- Facility Information
- Financial Information
- Licenses (for applicant and business)
- Resume(s)
- Evidence of Executed Contracts and/or invoices
- Driver's License / Birth Certificate
- Proof of Equity Contribution
- Business Bank Account (Signatory Card)
- Organizational Chart
- Equipment List
- Loan Information
- Federal Tax Returns
- Individual Tax Returns
- W2s/1099s
- Personal Net Worth Statements (construction firms, all new DBE/ACDBE)

What's Next?

- The process can take approximately 90 days from the day we receive “all” documents.
 - Electronic application
www.chicago.mwdbe.com
 - \$250 application fee
 - You may receive a site visit.

If approved (MBE/WBE/VBE/BEPD), your certification is valid for five years.

- All vendors must submit an Annual “No Change Affidavit.”
 - You must notify the Certification & Compliance Division regarding material changes within 10 business days of the change.
- All MBE/WBE/VBE/BEPD vendors must “recertify” every five years.
- After Applications are Submitted

Top Reasons for Denial

1. The company is not located in one of the six county regions
2. Unresponsiveness to requests
3. Absentee management
4. Unsubstantiated or questionable ownership/control
5. Unclear description of critical functions and who is responsible
6. Applicant cannot substantiate initial capital contribution/financial independence
7. Inconsistencies among various documents
8. Incomplete contracts (signatures, scope, date)
9. Tax returns were not submitted (signed) as required

Sister Agencies

Agency	Procurement/Purchasing Contact Number
Chicago Public Schools	773-553-2280
Cook County	312-603-5370
Chicago Park District	312-742-7529
Public Building Commission	312-744-3090
Chicago Housing Authority	312-742-5862
Chicago Transit Authority	312-664-7200
City Colleges	312-553-2510
Metropolitan Pier Exhibition Authority (MPEA)	312-791-7500
Metropolitan Water Reclamation District	312-751-6600



Questions?



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www.cityofchicago.org/dps



WORKSHOP SCHEDULE

CITYOFCHICAGO.ORG/DPS

Note: All bid advertisements, addenda, upcoming workshops, events, new policies, and procedures that affect vendor community.

Thank You for Attending...



FAIRNESS • TRANSPARENCY • DIVERSITY • INCLUSION



Department of Procurement Services
121 North LaSalle, City Hall Room 806, Chicago, IL
60602

City Hall Bid & Bond Room 103 • 11th Floor Room 1103

www.cityofchicago.org/dps •

dpsevents@cityofchicago.org

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