



CHI | DPS

Department of Procurement Services

DPS WORKSHOP



DPS PR Team for Today's Workshop
Jackie Umbles – Host
Rodney LaBauex – Chat Facilitator

Welcome

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.

Also ensure that you download a copy of our most recent **Consolidated Buying Plan**. This is a 15-month forecast including hundreds of upcoming opportunities for 12 city agencies. To download go to: **www.chicago.gov/dps**

We encourage you to follow on our website www.chicago.gov/dps for the latest news, updates, and our calendar of events. Go online and sign up for our Email Newsletter: DPS Alerts full of news that you can use. Follow us on social media to stay informed:

- o Facebook: www.facebook.com/ChicagoDPS
- o Twitter: @ChicagoDPS
- o Youtube: www.YouTube.com/ChicagoDPS
- o DPS Alerts: **www.chicago.gov/dps** and click on the letter icon and sign-up

Today's Workshop

- Everyone is muted upon entry for the presentation portion of the workshop
- We ask that you hold your questions to the end of the presentation. You can use the chat feature to type out your question and the speaker will answer the questions at the end of the presentation.
- 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 right side of your screen.
 - In the Send to or To drop-down list, select the recipient of the message.
 - Enter your message in the chat 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.



**COMPLIANCE 101:
HONORING OBLIGATIONS TO CHICAGO TAXPAYERS**
Presented by: Gabriel Rodriguez
gabriel.rodriquez2@cityofchicago.org

Points of Interest

What We Do

- Review Bidders/Proposer Compliance Plan
- Monitor M/W/DBE Commitments
- Monitor Equal Employment Opportunity (Minority and Female Commitments)
- Monitor CRO / 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

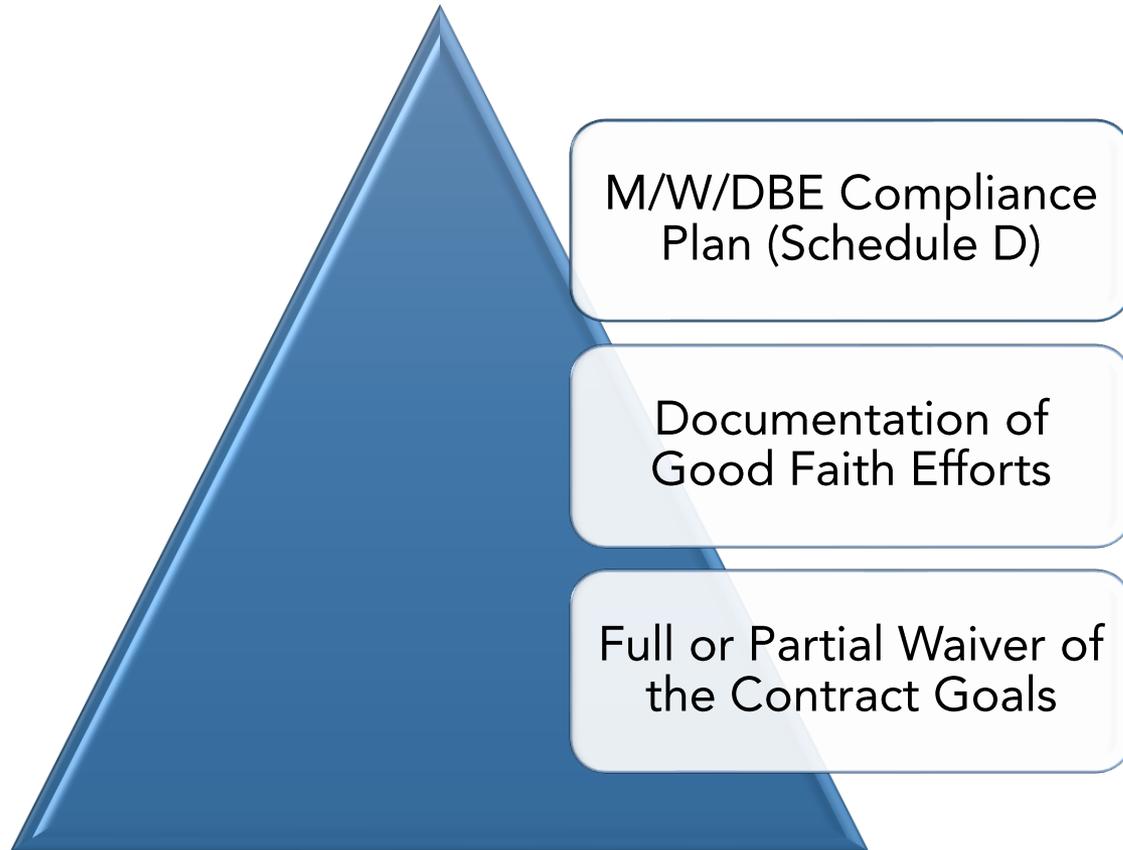
Compliance Plan
for M/W/DBE
Participation

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)

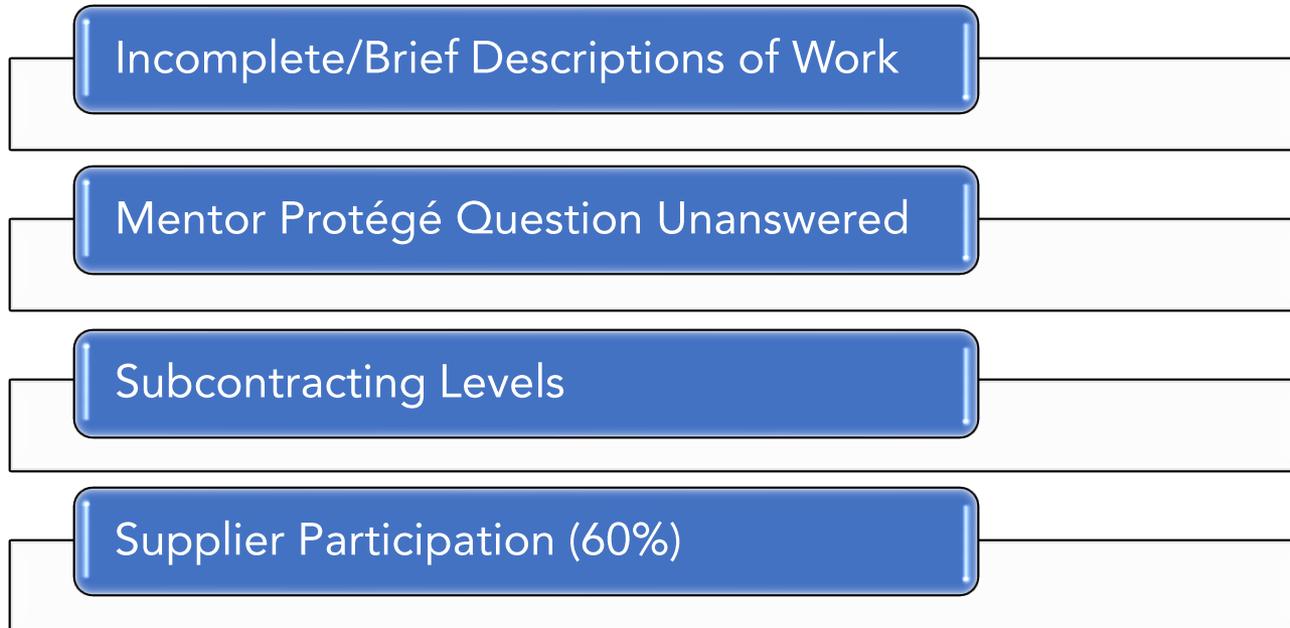
Certification Letter(s)

- 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



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)

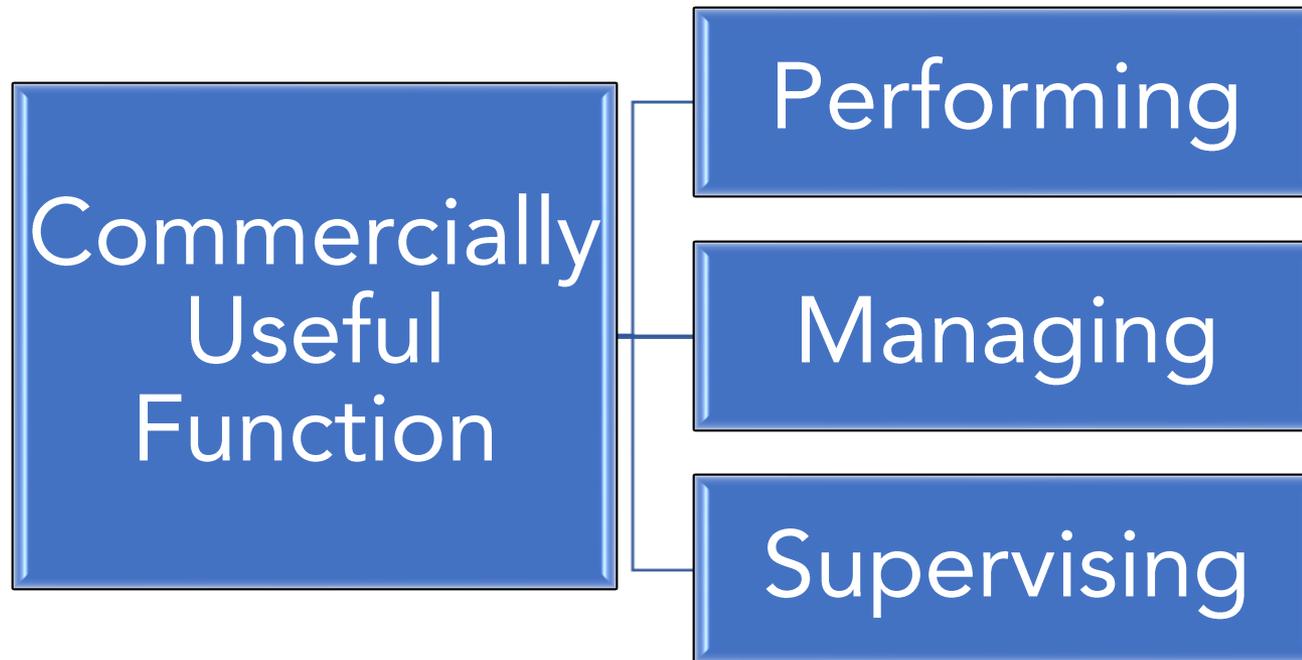
(Signature of President/Owner/CEO or Authorized Agent of MBE/WBE)

(Date)

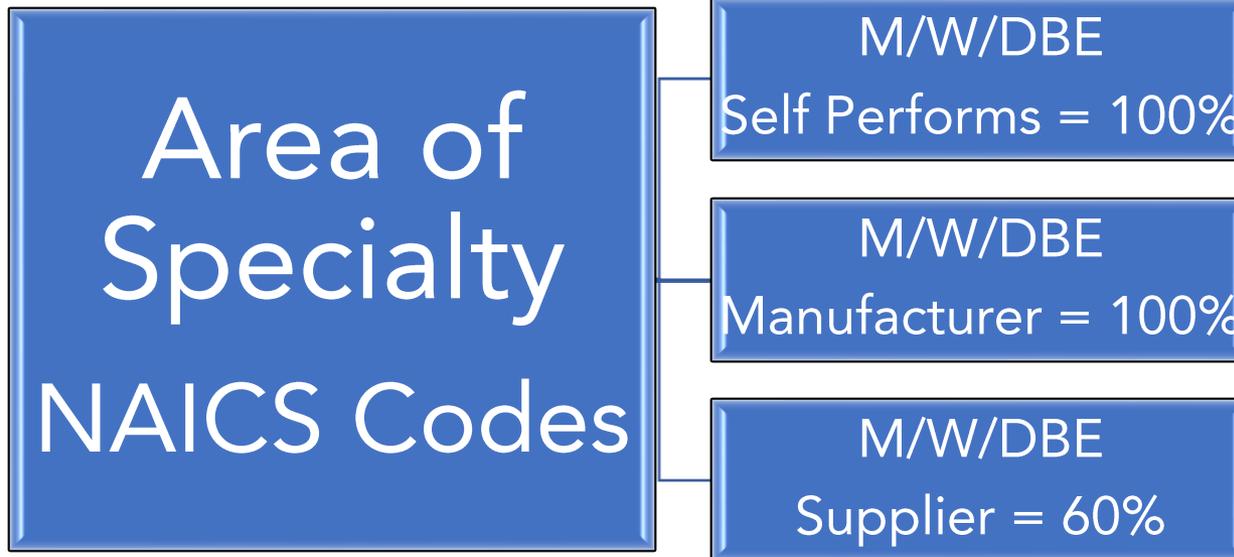
(Name/Title-Please Print)

(Email & Phone Number)

Commercially Useful Function, cont.

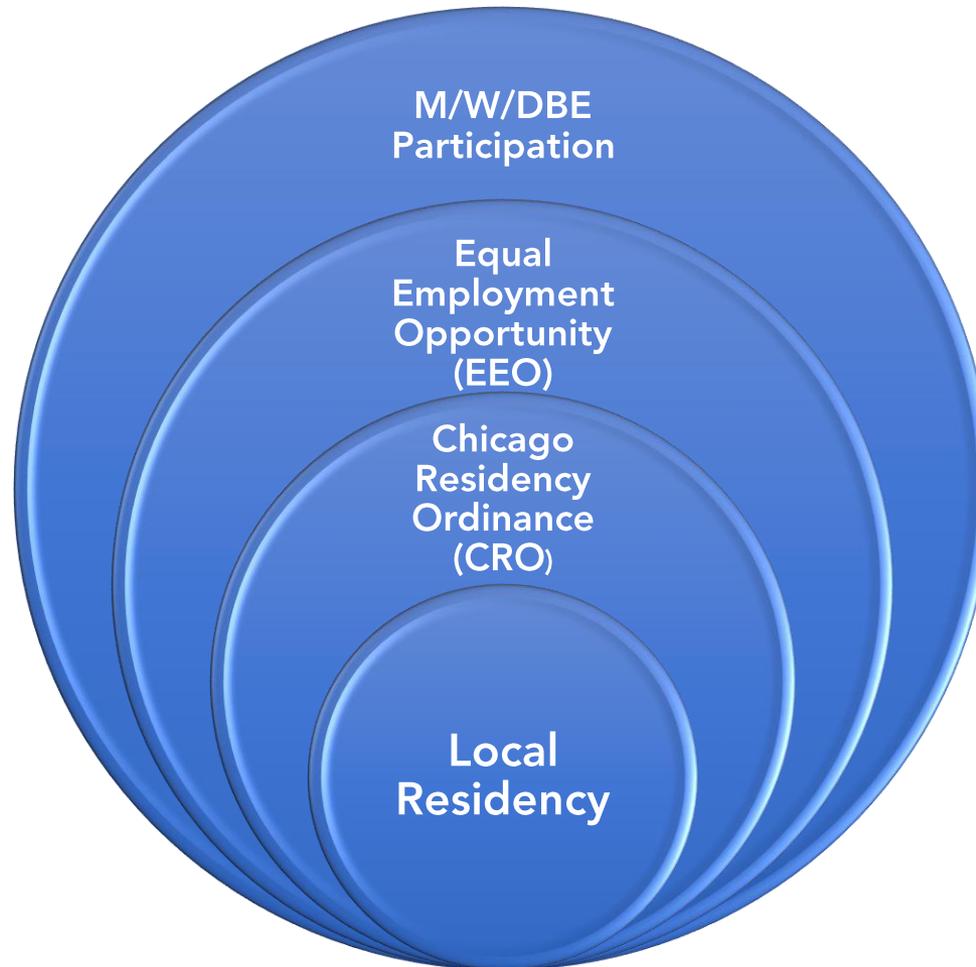


Counting Participation



Post Award Requirements/Contract Monitoring

Contract Monitoring Begins



C2 – MBE/WBE/DBE Payment Reporting



TRACK Payments

- To Prime
- To M/W/DBE Firms

Online VERIFY

- Requires confirmation of payments made to M/W/DBE Firms

TRENDING Report

- Identify how the Prime is trending on goal attainment

CPPS – Certified Payroll Reporting / LCP

A completely automated web based system specifically designed for Prime Contractors and their Subcontractors

The CPPS system allows for the management of Labor Compliance, Davis Bacon, and Prevailing Wage processes. It also validates local, State, and Federal Davis-Bacon prevailing wage regulations.

Payroll data may be entered directly into the system or uploaded from major construction accounting and payroll programs. This eliminates the need for paper documents to be submitted.

All contract-specific wage rates and worker classifications are online within the system, and Contractors select classifications from a menu.

Potential errors in wage rates or worker classification entries are flagged to Contractors preemptively, allowing Contractors to correct data prior to submittal.

Field Analyst

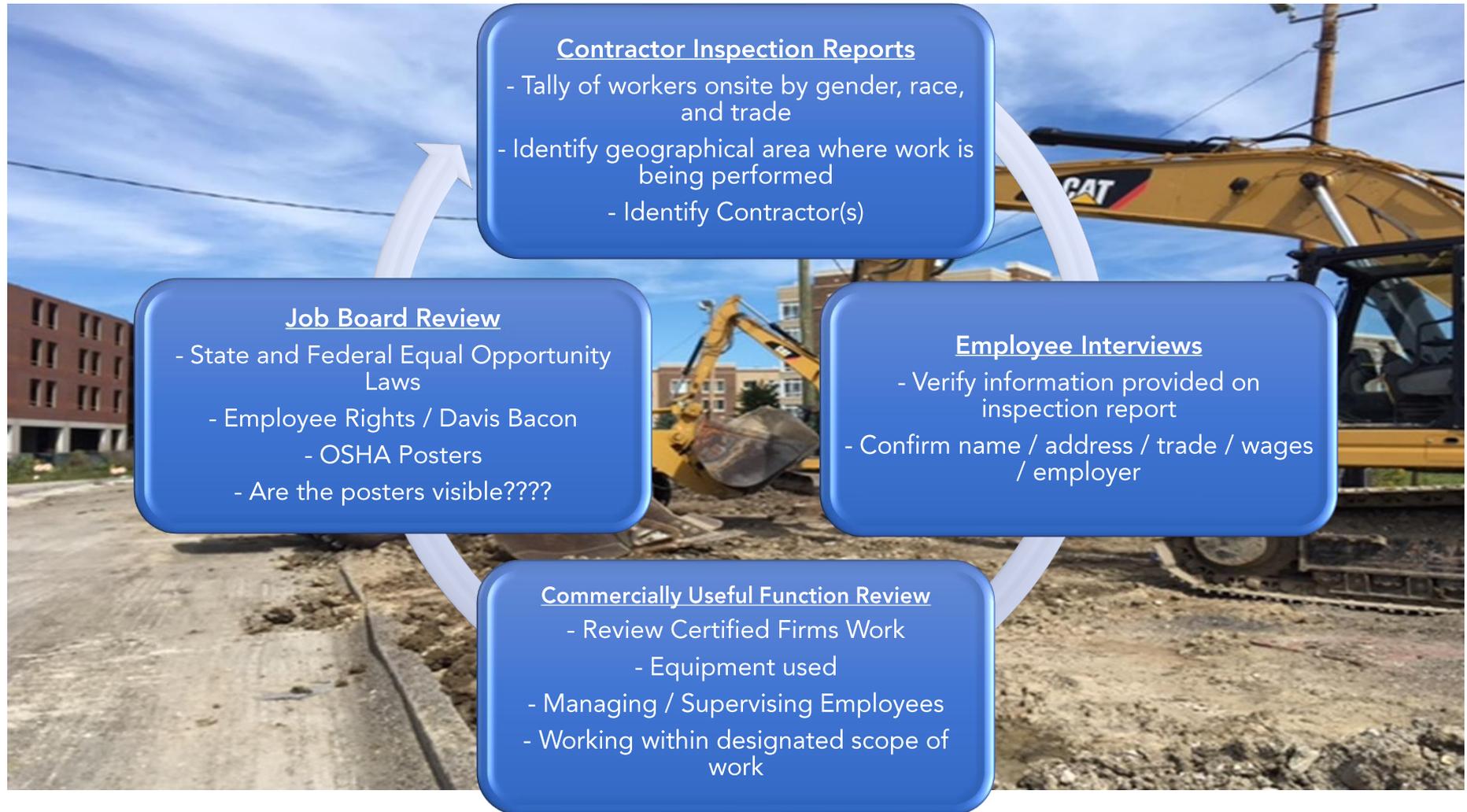
Compliance

- 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

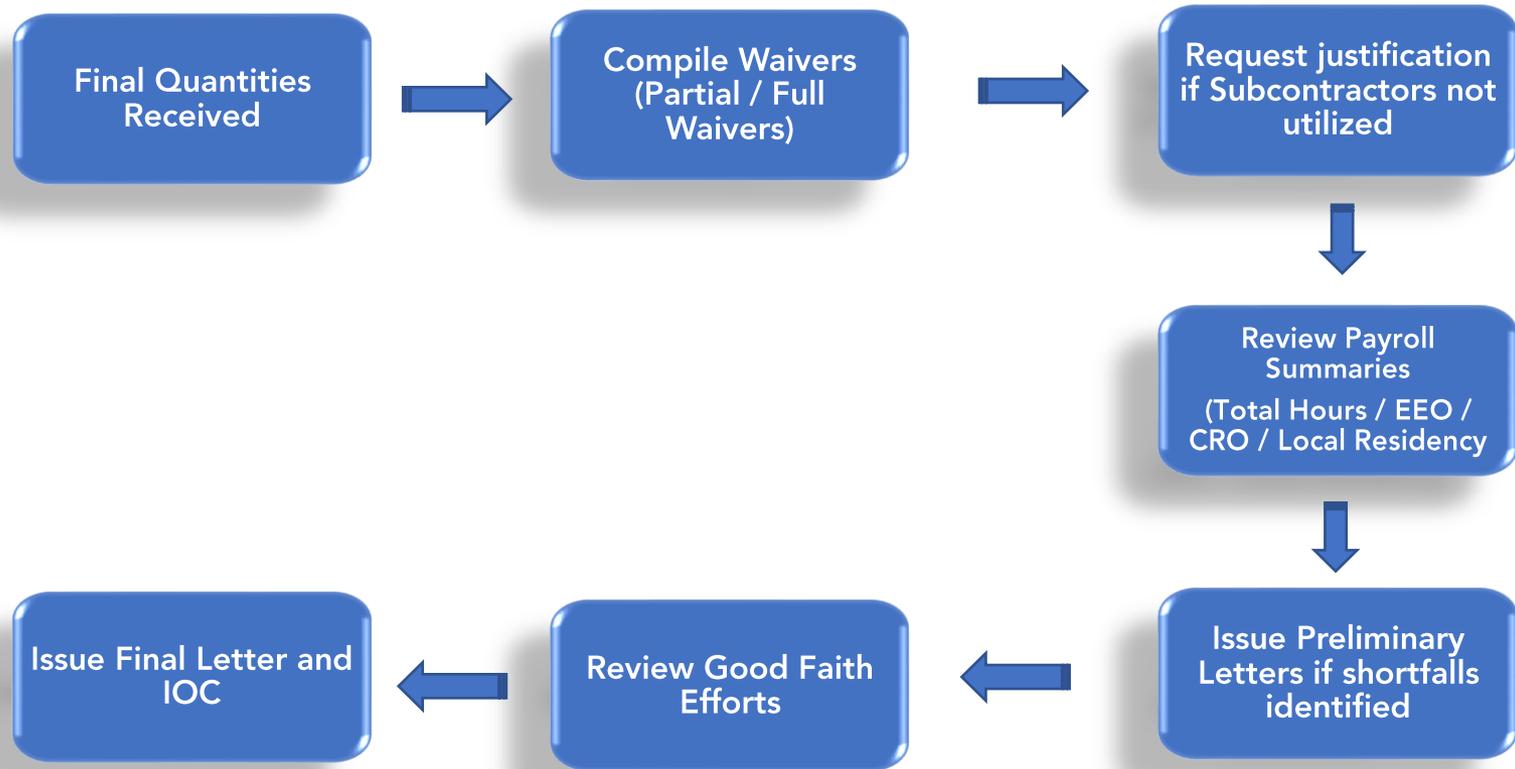
Certification

- 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?

Training • Outreach • Communications



www.facebook.com/ChicagoDPS



@ChicagoDPS



www.youtube.com/ChicagoDPS



www.cityofchicago.org/dps

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.chicago.gov/dps • dpsevents@chicago.gov
facebook.com/ChicagoDPS • [@ChicagoDPS](https://twitter.com/ChicagoDPS) •
youtube.com/ChicagoDPS