121 NORTH LASALLE STREET, ROOM 806 • BID & BOND, ROOM 103 • CHICAGO, ILLINOIS 60602

WHO IS THE DEPARTMENT OF PROCUREMENT SERVICES (DPS)?

The Department of Procurement Services (DPS) is the centralized contracting, certification, and compliance authority of the City of Chicago. DPS maintains the highest commitment to diversity, transparency, and innovation while expanding programs and resources for Chicago's business community. Use this quick reference guide for an overview of our Department.

TYPES OF CONTRACTS

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

WHAT ARE WE BUYING?

BUYING PLAN: 15-month forecast of hundreds of upcoming opportunities for the City of Chicago and 13 additional agencies.

BID OPPORTUNITY LIST (BOL): Weekly update of upcoming bid opportunities.

Visit **www.chicago.gov/bids** for up-to-date bid opportunities

CERTIFICATION PROGRAM

DPS manages the certification of approximately 2,500 new and renewing firms. There are participation and other programs for firms that are certified. We certifiy in the following areas:

- Minority-Owned Business Enterprise (MBE)
- Women-Owned Business Enterprise (WBE)
- Veteran-Owned Business Enterprises (VBE)
- Business Enterprises Owned or Operated by People with Disabilities (BEPD)
- Disadvantaged Business Enterprise (DBE)
- Airport Concession Disadvantaged Business Enterprise (ACDBE)

To apply for certification or check the status of a firm's certification, visit **https://chicago.mwdbe.com** or call **(312) 744-4900, Option 1**.

@CHICAGODPS

WWW.CHICAGO.GOV/DPS

DPS OFFERS FREE WORKSHOPS TO THE PUBLIC

Over 20 topics on procurement and certification programs, free to the public. Popular classes include:

PROCUREMENT FUNDAMENTALS: DOING BUSINESS WITH THE CITY

Do you have questions about how to become a successful bidder on City contracting opportunities? Unsure where to begin? This informational workshop highlights the role and responsibility of DPS in the City's purchasing process. Come learn about different procurement methods and the laws which govern the procurement process. Once completed, you will better understand what it takes before you start the bidding process and your responsibilities after you have won a contract with the City of Chicago.

INTRODUCTION TO ePROCUREMENT

DPS is continuing on the next phase of start-to-finish purchasing modernization via the implementation of a comprehensive eProcurement system. eProcurement applies digital technology to the acquisition of goods and services. It will allow DPS to collaborate with City Departments to create solicitations and contracts online, greatly reducing the time it takes to complete procurements.

BUILDING CHICAGO! CONSTRUCTION CONTRACTING OVERVIEW

Construction-focused workshop that provides an overview of the bidding process and highlights programs related to construction opportunities. This includes the Small Business Initiative (SBI), Mid-size Business Initiative (MBI), Equal Employment Opportunity (EEO), Apprentice Utilization Bid Preference, and many more. Additionally, learn about the Job Order Contract (JOC) process.

HOW TO BECOME CERTIFIED

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

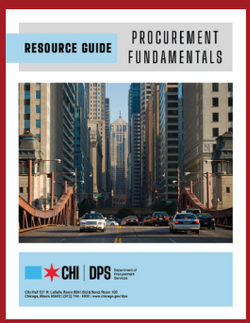
YOUR BUSINESS IS CERTIFIED: NOW WHAT?

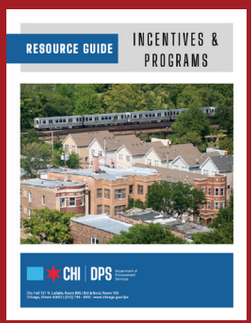
Your business is certified, what are your next steps? This workshop will provide valuable information to newly certified firms on how to compete for City contracts as well as provide information on resources available to certified firms. Are you prepared to meet with prime contractors? Have you considered joint venturing on contracting opportunities? Are you attending pertinent networking events? Come hear advice from subject matter experts to better market your business, compete for, and earn City contracts.

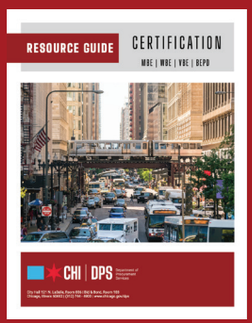
For all workshops and schedule information, visit
www.chicago.gov/dpsevents

DPS RESOURCE GUIDES

A comprehensive collection of City procurement processes for businesses at every stage of the contracting and certification process.







The four-volume Resource Guide set is a key initiative of DPS to enhance transparency about the City's procurement processes. To download, visit www.chicago.gov/dpsguides.

COMMUNICATIONS & OUTREACH

DPS ALERT

Sign up at www.chicago.gov/dpsalert to receive notices of upcoming bid opportunities for contracts and information for current and prospective vendors doing business with the City.

@CHICAGODPS

WWW.CHICAGO.GOV/DPS