

### 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 <a href="www.chicago.gov/dps">www.chicago.gov/dps</a> for the latest news, updates, and our calender 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.



## DPS WORKSHOP



eProcurement 101
Today's Speaker: Pamela Walker-Smith
Pamela.Walker-Smith@cityofchicago.org

# Agenda

- What is eProcurement overview
- Accessing iSupplier Portal / Online Bidding
- How to register
- View Bids / Solicitations
- How to respond to Bid/Solicitation
- Questions

### Welcome to the Department of Procurement Services

#### Overview of eProcurement

eProcurement is an enhancement to the City's Financial Management Procurement System (FMPS) in Oracle that applies web technology to the acquisition of goods and services.

The iSupplier Portal is a full-service resource for vendors doing business or interested in doing business with the City of Chicago.

To date fully committed eProcurement contract types are Commodities, Construction and Small Orders. Coming on board now are Professional Services and Aviation. In the fall of 2020 we expect the rollout for contract types Work Services, Vehicles & Heavy Equipment.

# Overview of iSupplier

- The City of Chicago has implemented the "iSupplier" Portal Online eProcurement System for all purchasing activities.
- As a registered Vendor in the iSupplier Portal you will be able to:
  - View and Respond to Bids / Solicitations online
  - View Orders, Payments, Invoices past and present
  - Update Your Company Information contacts, address, phone, email
- To assist vendors with the transition to the iSupplier Portal and Online Bidding process, the City developed the eProcurement microsite, a website "How To" manual for eProcurement. The web address www.chicago.gov/eprocurement

# iSupplier Portal / Microsite /Security

### www.chicago.gov/eprocurement

- Your information is secure, the City takes security seriously and ensures all information is encrypted.
- The City uses the *https*: protocol for secure communication. We use the same security that is used for banking log-ins.
- Bids solicitations are not visible to employees or other vendors prior to Bid Opening. Your Bid is secure.

# First Time Vendor Registration

### Log in and registration:

- Existing Vendors with a City vendor number: Click on the request an iSupplier invitation button
- New Vendors without an existing City vendor number: Click on the New Vendor Registration button.

### What is needed at New Vendor Registration?

- W9/FEIN/Tax ID attached as PDF. If not attached your registration request will be returned.
- The legal business name of the company must match the company name on the W9/FEIN/Tax ID form, or your registration request will be returned.

### eProcurement Site/iSupplier Portal Home Page



City of Chicago The City of Chicago's Official Site

Procurement Services iSupplier Portal



Home

Login and Registration

**Current Bids and Solicitation Opportunities** 

Online Training Materials

Delegates

Help

The City of Chicago has implemented the "iSupplier" Portal Online eProcurement System for all purchasing activities.

#### Announcements

#### Introduction to eProcurement Vendor Workshops:

\*\* 2020 eProcurement Vendor Workshops are listed below. \*\*

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 reducing the time it takes to complete procurements. We invite you to attend a demonstration to learn about iSupplier registration, how vendors will submit bids, proposals, how to view contracts and payments online all via the eProcurement process.

To Register for upcoming Workshops & Events: www.cityofchicago.org/dpsevents

Please be advised that, due to the closure of City hall to reduce the spread of COVID-19, all in-person eProcurement Training sessions have been cancelled until further notice. We will be scheduling online training sessions soon. Please watch this page for further details.

# Current Vendor Registration

Home

Login and Registration

**Current Bids and Solicitation Opportunities** 

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Delegates

Help

### Vendor Registration

There are TWO separate processes for registration as a vendor in the City's iSupplier Portal. It is important that your firm determines which process you should follow and that you read all the instructions below.

### Existing City of Chicago Vendors

If your business has previously registered with the City, had a contract (excluding subcontracts) or received a payment from the City, your firm should follow the process directly below. The following are **NOT** included in this group:

- Vendors who have only had contracts with Sister Agencies, as opposed to with the City of Chicago. Contracts with the following Sister Agencies would not qualify for previous registration with the City of Chicago:
  - · Chicago City Colleges
  - Chicago Housing Authority
  - Chicago Park District
  - Chicago Public Schools
  - Chicago Transit Authority
  - Metropolitan Pier & Exposition Authority (MPEA)
  - Public Building Commission
- · Vendors who have done business only with Cook County, but not with the City.

In order to register your business in the City of Chicago iSupplier Portal, you will need to send an email to CustomerSupport@cityofchicago.org with the subject "Request an iSupplier Invitation", or click on the button below. Within two business days, you will receive an e-mail invitation from the City that provides a link to the iSupplier website and instructions for filling out and submitting your registration.

#### REQUEST ISUPPLIER INVITATION

How to register after receiving registration invitation

# New Vendor Registration

#### New Vendors with the City of Chicago

Vendors who have never previously registered with the City of Chicago, never received a payment from the City of Chicago or never had a contract with the City of Chicago should follow this process. Click the New Vendor Registration button below; it will take you to the registration page in the iSupplier Portal where you can complete the process.

If during registration you receive an error message stating that a supplier with the same name or the same FEIN number already exists, your business already has a City vendor number and you should follow the above "Registration for Existing City of Chicago Vendors" process.

#### **NEW VENDOR REGISTRATION**

How to Register

In either case, if more than one person at your business will use iSupplier, please add them as "contacts" and check "Create User Account For The Contact" next to each contact. This will create separate iSupplier login accounts for each user.

### Current Bid Opportunities Overview

Home

Login and Registration

**Current Bids and Solicitation Opportunities** 

Online Training Materials

Delegates

Help

### Current Bids and Solicitation Opportunities

eProcurement Bid and Solicitation Opportunities \*\*

Suppliers/Vendors who would like to respond to a solicitation / bid opportunity must be registered with the City of Chicago, Department of Procurement Services. If you have not registered with the City of Chicago, please refer back to the Registration Page.

\*Note: When viewing the eProcurement Bid Opportunities on-line (abstract), please make sure to click on details, then the PDF.

To View PreBid Attendee List click link below:

PreBid and PreSubmittal Conference Attendees

#### Non-eProcurement Bid and Solicitation Opportunities

Non-eProcurement opportunities are current competitively bid, RFP, RFQ, RFI and Small Order bids and addenda that cannot be responded to using iSupplier, but available for downloading. Some documents listed on the Website are not available for downloading due to size restrictions. All non-eProcurement documents are available in the Bid and Bond Room at 121 N. LaSalle St, Room 103, Chicago, IL.

\*\* For companies who are NOT registered in iSupplier and wish to download and review bid solicitations:

1) We encourage you to register in iSupplier (link to vendor registration page https://www.cityofchicago.org/city/en/depts/dps/isupplier/vendor-registration.html); Viewing or downloading the solicitation after logging into iSupplier will add you to the Specification Take-Out List. NOTE: Viewing the solicitation without logging in does not register you as a bid document holder!

### Paper Bid Soliciations/NoneProcurements

#### **Current Bid Opportunities**

DPS is transitioning from paper bids to eProcurement online bids. Upon completion of the transition, all bids will be advertised through eProcurement. During this transition, you MUST check both the eProcurement and paper bid opportunities section below for a complete list of bid opportunities.

### eProcurement Bid Opportunities

These solicitations require an online response, are available only online, and not available for pick up in our Bid and Bond Room. Suppliers/Vendors who would like to respond to an eProcurement solicitation/bid opportunity must be registered with the City of Chicago, please visit the eProcurement Registration Page. Notifications of addenda are automatically sent to respondents to eProcurement Solicitations.

You may view and respond to eProcurement solicitations at the eProcurement Bid Opportunities Page.

### Paper Bid Opportunities

DOWNLOAD THE BID OPPORTUNITY LIST (PDF)

Non-eProcurement opportunities are current competitively bid, RFP, RFQ, RFI and Small Order bids and addenda that cannot be responded to online, but available for downloading, with the exception of construction documents that the City is unable to post due to size of documents. Those documents will be available on CD for pick up at the City's Bid & Bond Room, City Hall Room 103. During a transition period, the City will begin with few eProcurement bid opportunities and move towards more and more eProcurement bid opportunities until all bid opportunities are eProcurement ones.

\*\*\*\*\*\*As part of an effort to ensure the health and safety of Chicago's residents and City employees, and to prevent the further spread of the COVID-19 virus, effective Thursday, March 19, 2020, City Hall and all Department of Procurement Services (DPS) locations are closed to the public until further notice. During this closure, paper bids and RFPs are being converted via addendum to eProcurement. This allows vendors to submit bid/proposal responses electronically despite the closure of the Bid & Bond room. Paper bids and proposals will not be accepted until further notice. All bid/proposal responses must be submitted electronically through eProcurement.\*\*\*\*\*

### Pre-Bid Conference Attendees

Home / Departments / Procurement Services / Contract Administration / Services / Current Bid Opportunities

#### **Current Bid Opportunities**

2017 PreBid and PreSubmittal Conference Attendees

DPS is transitioning from paper bids to eProcurement online bids. Upon completion of the transition, all bids will be advertised through eProcurement. During this transition, you MUST check both the eProcurement and paper bid opportunities section below for a complete list of bid opportunities.

### eProcurement Bid Opportunities

These solicitations require an online response, are available only online, and not available for pick up in our Bid and Bond Room. Suppliers/Vendors who would like to respond to an eProcurement solicitation/bid opportunity must be registered with the City of Chicago, please visit the eProcurement Registration Page. Notifications of addenda are automatically sent to respondents to eProcurement Solicitations.

You may view and respond to eProcurement solicitations at the eProcurement Bid Opportunities Page.

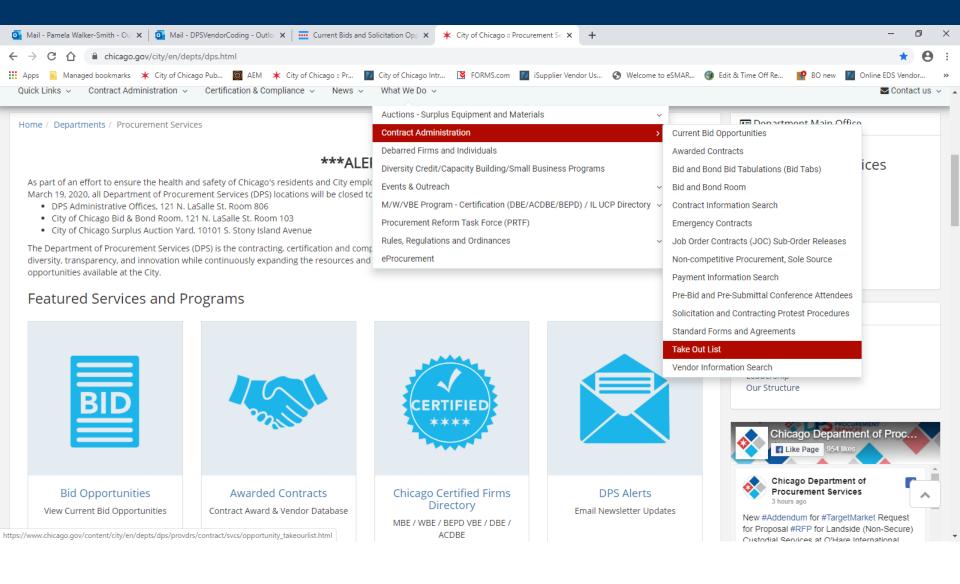
Pre-Bid and Pre-Submittal Conference Attendees

2020 PreBid and Presubmittal Conference Attendees

2019 PreBid and PreSubmittal Conference Attendees

2018 PreBid and PreSubmittal Conference Attendees

### Take Out List



### Take Out List

Home / Departments / Procurement Services / Contract Administration / Services / Take Out List

#### Take Out List

When picking up specifications from the Bid and Bond Room, you will be asked to leave a business card or to fill out the specification take-out list. A record of all prospective bidders is kept to allow the Department of Procurement Services to inform you if any addenda are issued and for prospective subcontractors to inquire who may be bidding on that particular job.

Copies of all take-out lists are available for pickup in the Bid & Bond Room, or may be sent out at the expense of the requesting party. Sorry, we cannot fax take-out lists. Take out list are also made available online.



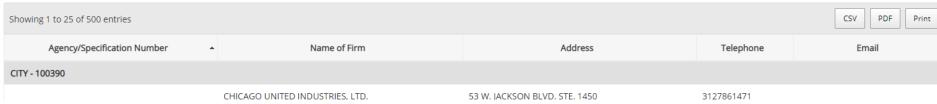
#### Take Out List

How to Search: Enter one or more criteria in the form below. If you do not know the exact name or number, enter a partial string. For example, ABC in Vendor Name will return ABC Company, ABC Chicago, and Chicago ABC Corporation.

Your search returned a large number of results. The results page displays only the first 500 of those results. Please refine your search and try again. For example, instead of C for vendor, try Chicago. Or use multiple search criteria, such as Department Name + Vendor Name.

Vendor name	Specification #	Agency
Chicago United		Select Agency ▼

#### Search Results:



### 

### Current Bids and Solicitation Opportunities

eProcurement Bid and Solicitation Opportunities \*\*

Suppliers/Vendors who would like to respond to a solicitation / bid opportunity must be registered with the City of Chicago, Department of Procurement Services. If you have not registered with the City of Chicago, please refer back to the Registration Page.

\*Note: When viewing the eProcurement Bid Opportunities on-line (abstract), please make sure to click on details, then the PDF.

#### City of Chicago eProcurement Solicitations



To view or download solicitations without logging in, click the icon at the Online Bid link, then click www.cityofchicago.org/eProcurement. For non-eProcurement bids, visit www.cityofchicago.org/bids

Login

Previous 1-10

✓ Next 10 ②

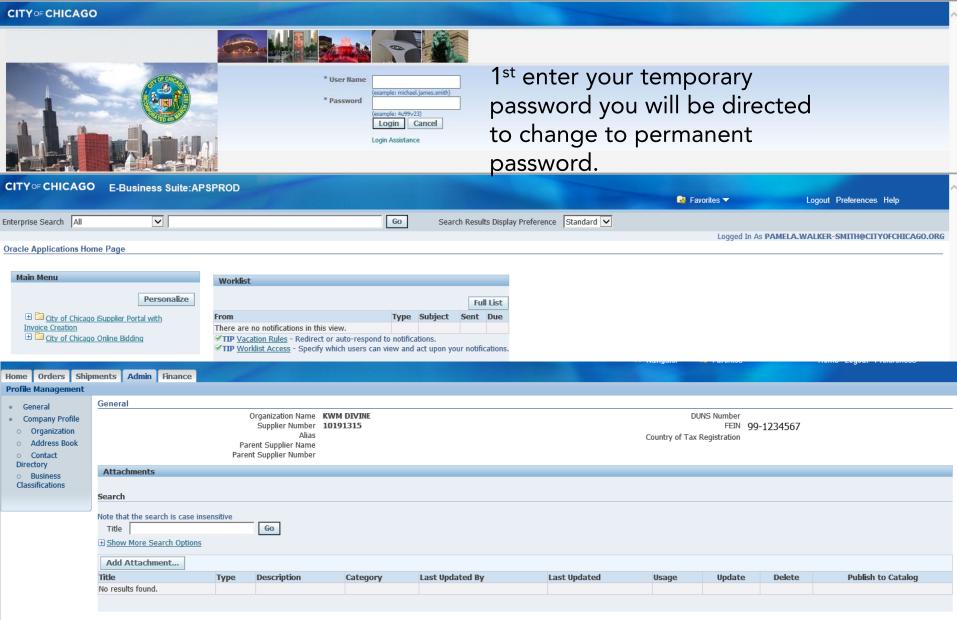
Status Active ∨ Go Previous 1-10 ✓ Next 10 ⊗ Solicitation Specification Advertisment Supplier Response Supplier Response Protected Deadline for **Department Name** Event Program/Model Number Number Solicitation Title Date **Due Date** Questions Details FIRE DEPARTMENT Commodities 994831 994831: SAFETY AND TECHNICAL RESCUE 15-APR-2020 15-APR-2020 09:00:00 06-MAY-2020 22-APR-2020 09:00:00 16:00:00 EQUIPMENT 11:00:00 1192197 DEPARTMENT OF WATER Construction 7390 1192197: Sewer Structure Rehabilitation North Area 13-APR-2020 13-APR-2020 12:00:00 | 20-MAY-2020 08-MAY-2020 MANAGEMENT 12:00:00 11:00:00 16:00:00 DEPARTMENT OF WATER Construction 7391 1192198 1192198: Sewer Structure Rehabilitation Central 13-APR-2020 13-APR-2020 12:30:00 20-MAY-2020 08-MAY-2020 MANAGEMENT 12:30:00 11:00:00 16:00:00 7392 1192200 DEPARTMENT OF WATER Construction 1192200: Sewer Structure Rehabilitation South Area 13-APR-2020 13-APR-2020 12:00:00 20-MAY-2020 08-MAY-2020 100 MANAGEMENT 12:00:00 11:00:00 16:00:00 DEPARTMENT OF WATER 7387 1183155 1183155: SEWER MAIN LINING PROGRAM - SOUTH 10-APR-2020 10-APR-2020 08:30:00 19-MAY-2020 30-APR-2020 Construction 100 MANAGEMENT AREA (Project#7511D) 08:30:00 11:00:00 16:30:00 7388 1183156 1183156: SEWER MAIN LINING PROGRAM - FAR 10-APR-2020 10-APR-2020 08:30:00 19-MAY-2020 30-APR-2020 DEPARTMENT OF WATER Construction 100 MANAGEMENT SOUTH AREA (Project#7511E) 16:30:00 08:30:00 11:00:00 DEPARTMENT OF WATER Construction 7386 1183154 1183154: SEWER MAIN LINING PROGRAM -10-APR-2020 10-APR-2020 08:30:00 18-MAY-2020 30-APR-2020 MANAGEMENT CENTRAL AREA (Project#7511C) 08:30:00 11:00:00 16:30:00 10-APR-2020 08:30:00 15-MAY-2020 DEPARTMENT OF WATER 7384 1183148 1183148: SEWER MAIN LINING PROGRAM - FAR 10-APR-2020 30-APR-2020 Construction NORTH AREA (Project#7511A) 16:30:00 MANAGEMENT 08:30:00 11:00:00 DEPARTMENT OF WATER 7385 1183152 1183152: SEWER MAIN LINING PROGRAM - NORTH 10-APR-2020 10-APR-2020 08:30:00 15-MAY-2020 30-APR-2020 Construction MANAGEMENT AREA (Project#7511B) 08:30:00 11:00:00 16:30:00 DEPT OF ASSETS INFORMATION Construction 7113 1080188NW 1080188NW: General Construction, Northwest Side, 09-APR-2020 09-APR-2020 08:30:00 14-MAY-2020 17-APR-2020 AND SERVICES 08:30:00 16:00:00 16:00:00

### Abstract cont'd

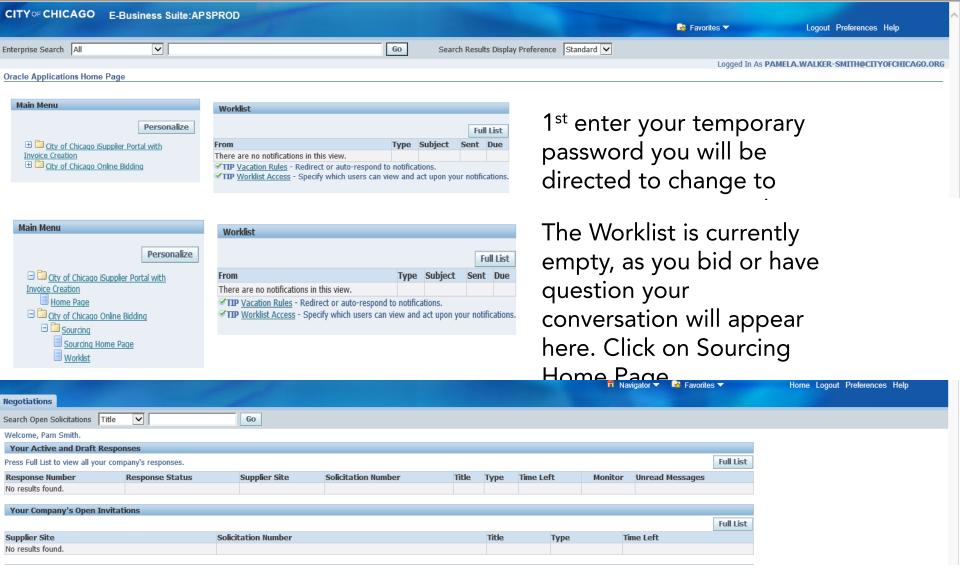
To view or download solicitations without logging in, click the click the click icon at the Online Bid link, then click to open. To sort the listing by a specific column, click on the desired column header. For registration to bid and more information, visit www.cityofchicago.org/eProcurement. For non-eProcurement bids, visit www.cityofchicago.org/bids Abstracts Status Active ∨ Go Solicitation Specification Advertisment Supplier Response Supplier Response Protected Deadline for Department Name Event Program/Model Number Number Solicitation Title Date Start Date Due Date Markets Questions Details FIRE DEPARTMENT Commodities 994831 994831: SAFETY AND TECHNICAL RESCUE 15-APR-2020 15-APR-2020 09:00:00 06-MAY-2020 22-APR-2020 100 09:00:00 11:00:00 16:00:00 To view or download solicitations without logging in, click the click icon at the Online Bid link, then click to open. To sort the listing by a specific column, click on the desired column header. For registration to bid and more information, visit www.cityofchicago.org/eProcurement. For non-eProcurement bids, visit www.cityofchicago.org/bids Form Details (Abstract): RFQ 6909 Status Active Document PDF File Abstract Event Commodities Advertisment Date 15-APR-2020 09:00:00 Program/Model Supplier Response Start Date 15-APR-2020 09:00:00 Solicitation Number 6909 Supplier Response Due Date 06-MAY-2020 11:00:00 Specification Number 994831 Protected Markets Solicitation Title 994831: SAFETY AND TECHNICAL RESCUE EQUIPMENT Other Details Section Other Details **Pre-Solicitation Meeting** Attendance Pre-Solicitation Conference Date & Time Pre-Solicitation Conference Location No results found. Deadline for Questions 22-Apr-2020 16:00:00 Document PDF File To view or download solicitations without logging in, click the icon at the Online Bid link, then click to open. To sort the listing by a specific column, click on the desired column header. For registration to bid and more information, visit www.cityofchicago.org/eProcurement. For non-eProcurement bids, visit www.cityofchicago.org/bids Form Details (Abstract): RFQ 6909 Status Active Document PDF File Return to Abstracts Copyright (c) 2006, Oracle. All rights reserve Do you want to open or save 6909.pdf from eprocurement.cityofchicago.org? Open Save Cancel Commodities Solicitation #6909 (BID) 994831: SAFETY AND TECHNICAL RESCUE EQUIPMENT Specification Number:994831

Required for use by: FIRE DEPARTMENT

# Log In/1<sup>st</sup> Folder – iSupplier Portal https://chicago.gov/eprocurement



# Log In/2nd Folder – Online Bidding https://chicago.gov/eprocurement



# Log In/2nd Folder – Online Bidding https://chicago.gov/eprocurement

### Table Legend

**Response Number**: is the number received when a solicitation has been saved. It's your # for the specific solicitation write it down.

**Response Status**: Occurs with an action: Active bid submitted; Draft began and saved not submitted; and Resubmission Required: an addendum has been issued that you must acknowledge receipt of.

Supplier Site: Not used by DPS.

**Solicitation Number**: The number for the RFQ.

Title: Precedes with the Specification Number, colon and Title/Subject of RFQ.

**Type**: Terminology for eProcurement Solicitations is RFQ.

Time Left: Number of days remaining before the due date (bid/proposal opening).

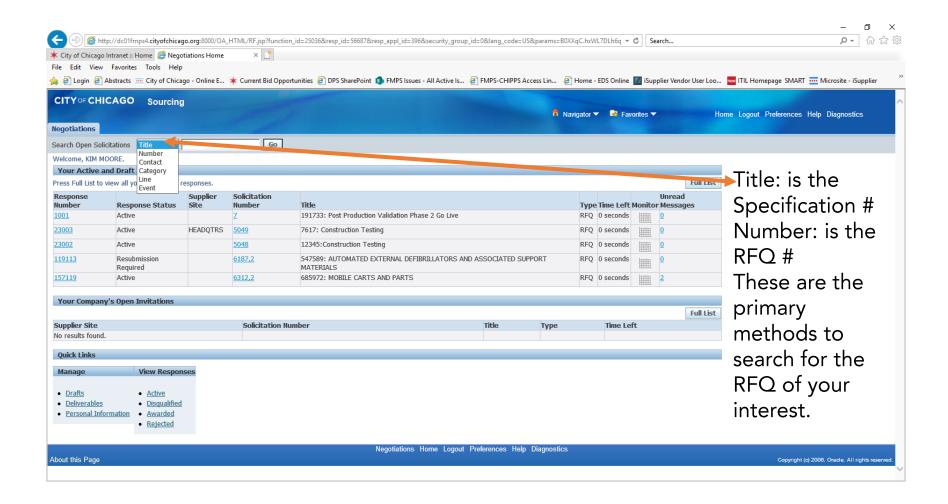
**Monitor**: Can be used to see the activity for the RFQ.

**Unread Messages**: Messages are sent via the Online Discussions by the DPS Procurement

Specialist conducting the RFQ.

1		_							
Your Active and Draft Responses									
Press Full List to view all your company's responses.								Full List	
Response Number			Solicitation Number	Title	Туре	Time Left		Unread Message	ès
1001	Active		Z	191733: Post Production Validation Phase 2 Go Live	RFQ	0 seconds		<u>0</u>	
23003	Active	HEADQTRS	<u>5049</u>	7617: Construction Testing	RFQ	0 seconds		<u>0</u>	
23002	Active		5048	12345: Construction Testing	RFQ	0 seconds		<u>0</u>	
	Resubmission Required			547589: AUTOMATED EXTERNAL DEFIBRILLATORS AND ASSOCIATED SUPPORT MATERIALS	RFQ	0 seconds		<u>0</u>	
<u>157119</u>	Active		<u>6312,2</u>	685972: MOBILE CARTS AND PARTS	RFQ	0 seconds		2	

# Responding to a Solicitation



# Responding to a Solicitation

Negotiations Negotiations > Active Solicitations			you	ı don'	do a fuzzy s t know the and it starts	exact
Note that the search is case insensitive    Number   7     Title     Category       Select Negotiation: Respond	Go Clear		sea but Wh seld seld By	arch fie tton. nen the ect the ect the Respo	e number 7 eld and hit to e results a a e RFQ number e Respond onding resure ons of Add	the Go appear, ber and button. It
Search						
Note that the search is case insensitive  Number   7   Title   Category   Go   Clear				Contact Line Event		
Select Negotiation: Respond						
Select Number Title	Contact	Time Left ▲	Close Date	All Responses	Your Company's Responses	Monitor Unread Messages
O 7393 987012: LEGAL ADVERTISING SERVICES	KELLY, ROBERT	2 days 15 hours	30-Apr-2020 11:00:00	Sealed	0	<u>0</u>
O 7402 886127: PSYCHOLOGICAL TESTING FOR PRE-EMPLOYMENT FITNESS FOR DUTY & RE-EVALUATIO	ADAMS, RAYMOND	3 days 20 hours	01-May-2020 16:00:00	Sealed	0	<u>0</u>
○ <u>7389,1</u> 354609: TRADESMEN SERVICES	BELTRAN, MAURICIO	7 days 15 hours	05-May-2020 11:00:00	Sealed	0	<u>0</u>

Table left to right: Select the RFQ number, view the title, the Procurement Specialist Contact Name, Time Left in days & hours of Bid Opens and closes when Responses are due, all Bids are sealed, No responses or a Response number will be present when one is submitted, No messages

# Acknowledgement\_



The following terms and conditions must be accepted before a quote is placed in this RFQ.

City makes no representations or warranties that the electronic procurement system utilized by the City on any procurement will accurately and timely transmit any bidder's bid or proposal or any other information to the City. All bidders use this system at their own risk. The City disclaims all liability that may result or arise from the use by any bidder of the eprocurement system, including claims for lost profits and consequential damages.

When you accept the terms and conditions your firm is added to the Take Out List

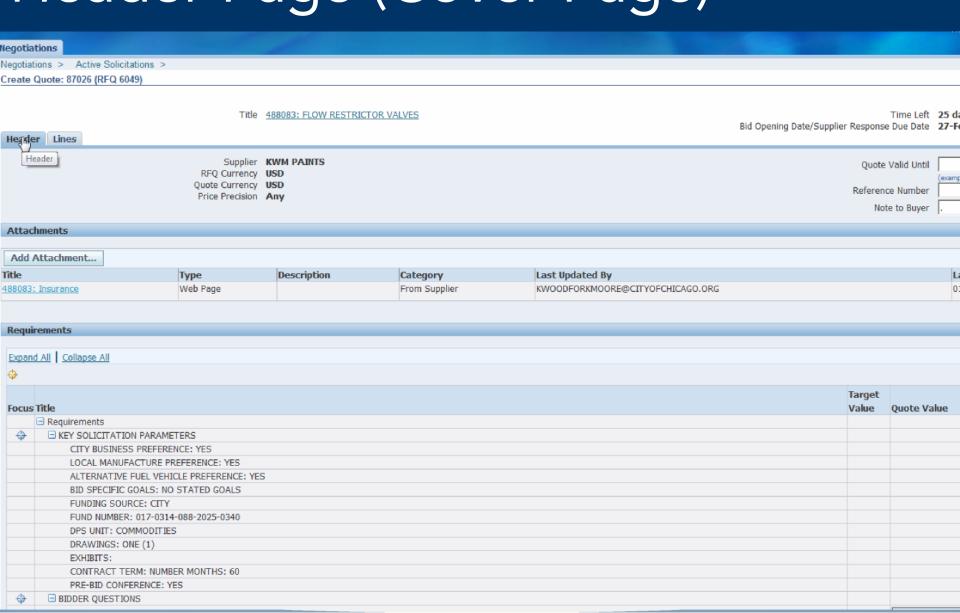
Title Type Description Cat

No results found.

\* I have read and accepted the terms and conditions



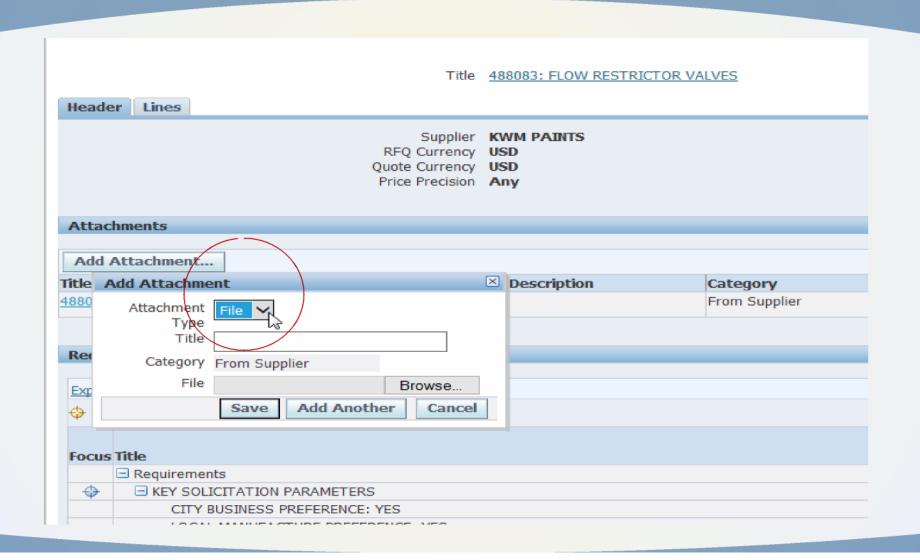
# Header Page (Cover Page)



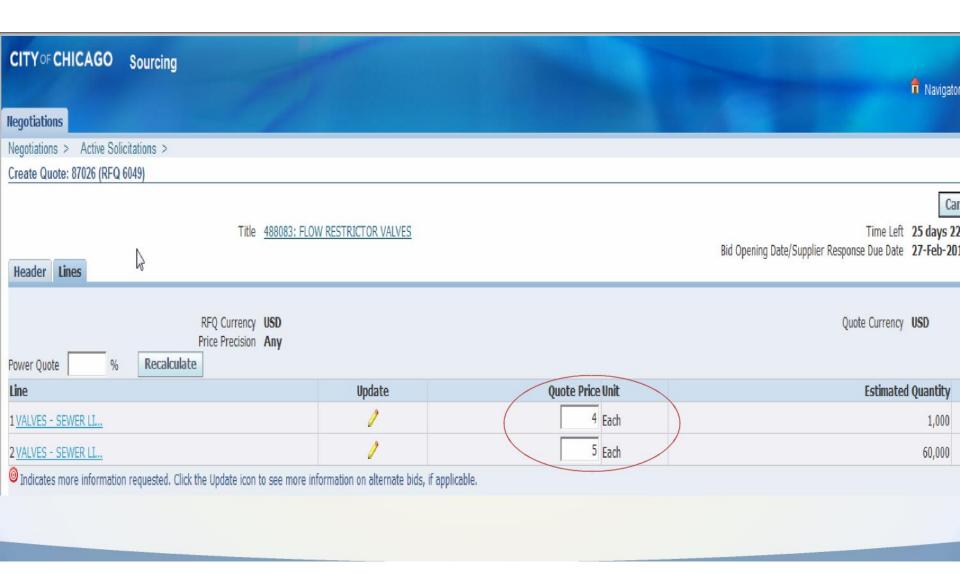
# List of Requirements

	FUND NUMBER: 017-0314-088-2025-0340					
	DPS UNIT: COMMODITIES					
	DRAWINGS: ONE (1)					
	EXHIBITS:					
	CONTRACT TERM: NUMBER MONTHS: 60					
	PRE-BID CONFERENCE: YES					
+	☐ BIDDER QUESTIONS		None			
	Requirements table  Any deviations from or exceptions to any provisions or requirements of the bidding documents, including but not limited to the specifications of the goods and/or services to be provided must be noted here or in an attachment, with the exact nature of the change outlined in sufficient detail, and as provided in the contract terms and conditions "Trade Names and Substitutions," as applicable. Bidder must provide the reason for which deviations were made. Failure of a bidder to comply with the terms of this paragraph may be cause for reject					
	bid.					
	Enter the EDS number from your EDS Certificate and attach the certificate.		(Numeric Value or			
-	□ COMMODITIES					
	This is a checklist of all supporting documents that must be attached to your bid response. Attach all documents specified below. After attaching, click "YES" to indicate that the attac was completed.	hment				
	- Proposal Page completed, signed and notarized - (ALL)					
	- Proposal To Be Completed By a Corporation - (ALL)		NO 🔽			
	- Proposal To Be Completed By a Partnership - (ALL)		YES 🗸			
	- Proposal To Be Completed By a Joint Venture - (ALL)		NO V			
	- Proposal To Be Completed By a Sole Proprietor - (ALL)		YES 🗸			
	- Bid Execution Page - (ALL)		NO V			
	- Request for a reduction or waiver of MBE/WBE goals - (ALL)		NO V			
	- Certificate of Filing of Economic Disclosure Statement and Affidavit (EDS) - (ALL)		YES V			
	- Certificate of Insurance 'No' for each	<b>—</b>	Yes 🗸			
	Bid incentive/preference affidavit(s) requirement					
	- Local Manufacture Affidavit - (ALL)		YES 🗸			
	- Chicago Business Affidavit - (ALL)		NO 🗸			
	- Small Business/Veterans Preference Joint Venture - (ALL)		No 🔽			
	- Alternatively Powered Vehicles affidavit - (ALL)					
	- Bidder Contact Information - (ALL)					
	(,					

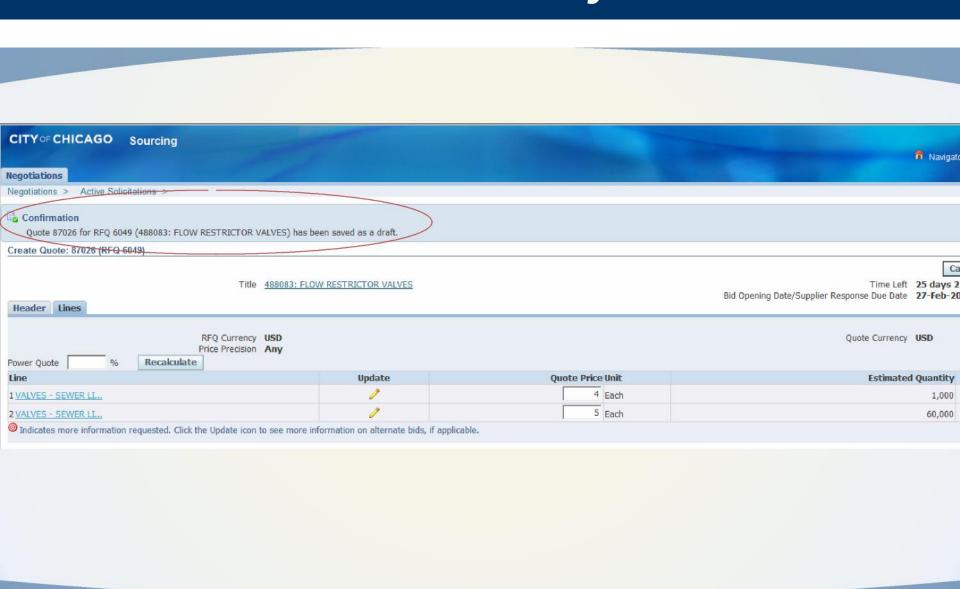
# Adding Attachments



# Lines



# Save Draft – Save Early, Save Often



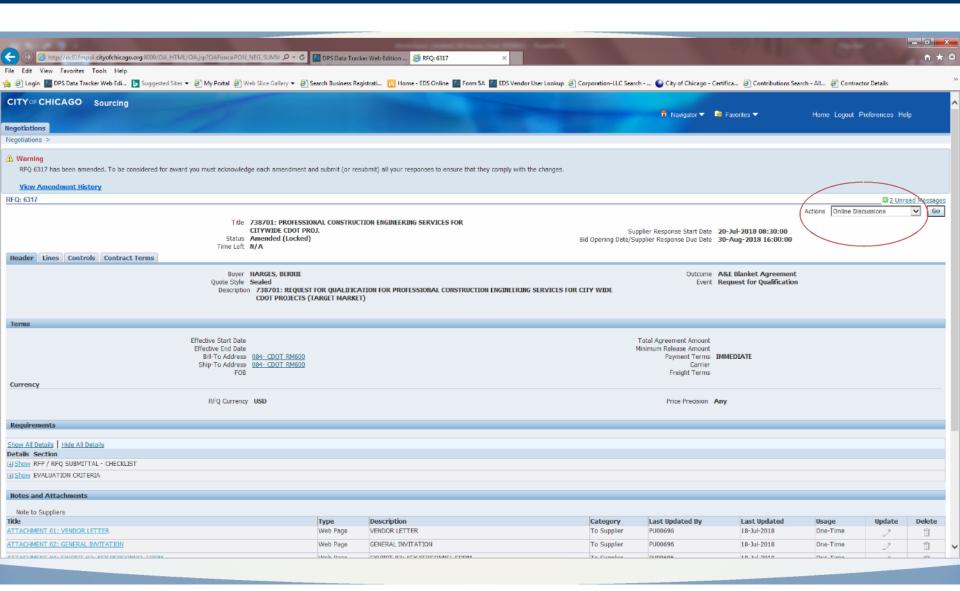
### Converted solicitations

These are solicitations which were originally advertised in paper format. Due to the closure of City Hall to reduce the spread of COVID-19, these solicitations were converted through addenda to eProcurement to allow vendors to respond despite the closure.

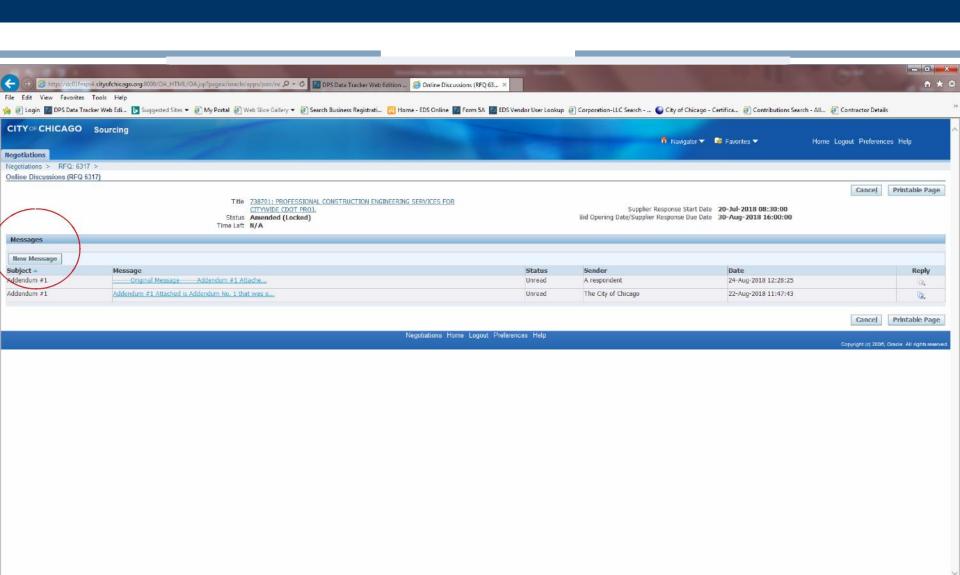
#### Items to Note:

- Responses must be submitted through eProcurement. Surrogate (paper) responses are not allowed.
- Addenda: addenda before the conversion must be acknowledged through the acknowledgement of addenda form. Addenda issued after the conversion are e-Procurement addenda. These must be acknowledged in the system, and on provided acknowledgement forms, if any.
- Responses: Fill out the paper solicitation forms, scan and upload as an attachment. Also fill in the total price in the line provided. Submit detailed pricing on the sheets provided. For RFPs, enter 0.01 and enter pricing on the sheets provided.
- Assistance: Converted solicitations did not have the benefit of an eProcurement overview during a pre-submittal or pre-bid conference. Contact the eProcurement Help Desk for assistance.

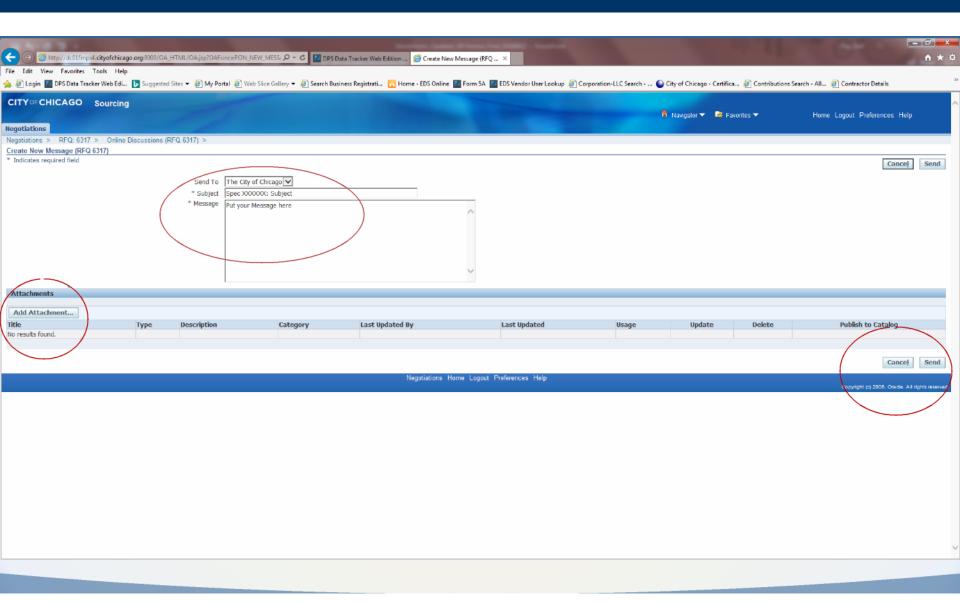
### Online Discussions



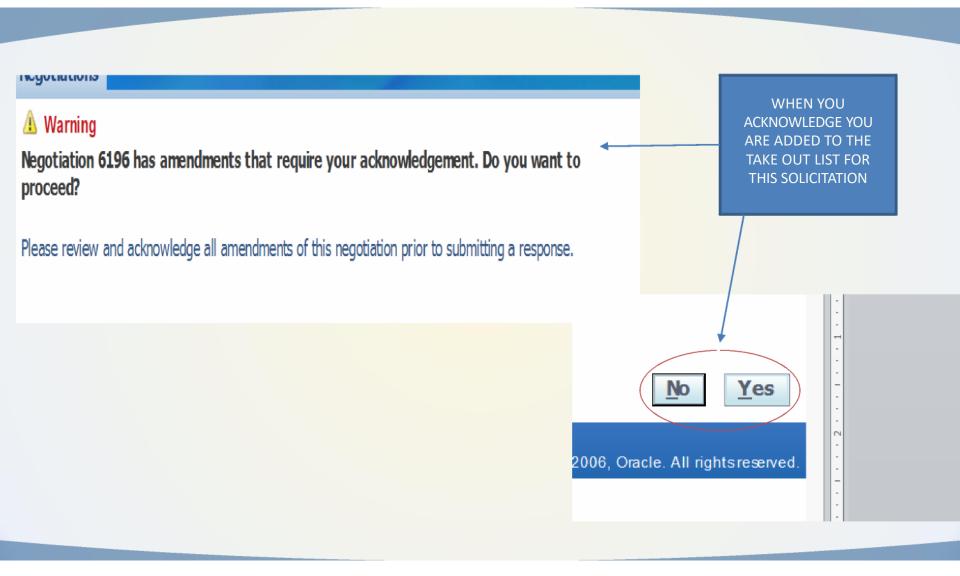
## Online Discussions - Continued



# Online Discussions - Continued



# Amendment Acknowledgement



# Electronic Signature



### Confirmation of Submission

- Make sure you completed electronic signature if you didn't do this, your submission is still "Draft" and is not valid.
- Look for Quote status of "Active"
- You will receive a confirmation email the next day at 7:30 AM.
- You still must check for addenda that may be issued after you receive your confirmation – Quote status will change to "Resubmission Required."



#### **Confirmation of Quote submission**

11-MAR-2020

Dear Hart-Occurs C Employer Blood DO DSC

Your Quote#

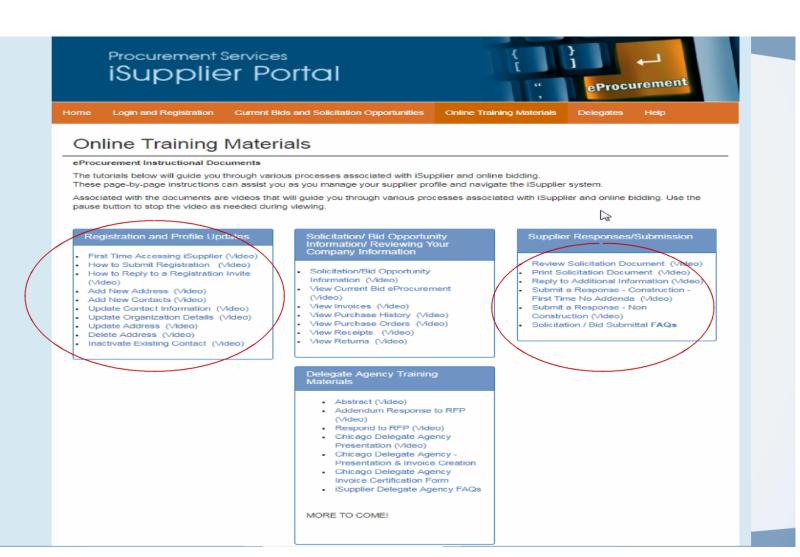
for RFQ# 7241
(1121263: MORSE LUNT SEWER IMPROVEMENT PROJECT, released by the DEPARTMENT OF WATER MANAGEMENT)

has been submitted on Wednesday, March 11, 2020 at 07:40:52 AM by

Please keep this confirmation for your records.

If you have any questions or require additional assistance, please contact CustomerSupport@cityofchicago.org.

# Training Materials



# eProcurement Workshops

#### DPS WORKSHOPS HAVE GONE VIRTUAL!

We are now offering our workshops virtually. Pre-registration is required 24 hours in advance to receive the link to the workshop.

### ePROCUREMENT 101 May 21

Workshop Time: 2:00 PM - 3:00 PM | Online

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. Come watch a demonstration and learn about iSupplier registration, how vendors will submit bids and proposals online, and how to view contracts and payments.

### Who to Contact for Assistance

- Access Help Page on the iSupplier Portal information on this page
- Questions on Registration: Contact 312-744-HELP or email to customersupport@chicago.gov (Mon. – Fri., 8:30 a.m. to 4:30 p.m.)
- Training Materials (Documents and Videos):

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



## 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

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