



City of Chicago Department of Procurement Services January 2015 Workshop Schedule

DPS offers 15 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

The ABCs of DBE and ACDBE Certification

January 7, 2015 2:30pm to 3:30pm
City Hall, 121 N. LaSalle, 1st Flr. Room 103

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.

Professional Declaration of Eligibility MBE/WBE Certification

January 14, 2015 2:30pm to 3:30pm
City Hall, 121 N. LaSalle, 1st Flr. Room 103

Recommended for Attorneys and Accountants: The Professional Declaration of Eligibility is an innovative way of allowing qualified attorney's and CPAs to review, verify and attest that an applicant meets the requirements to become certified with the City of Chicago for one of the following certification programs: Minority Owned Business Enterprise (MBE) or Women Owned Business Enterprise (WBE). This workshop will outline who qualifies to use the PDE program, and who is qualified to submit a PDE application.

Note: *This workshop is for program informational purposes only. The City does not certify or endorse CPA's or Attorneys to prepare applications for those vendors seeking certification with the City of Chicago.*

How to Navigate the DPS Website

January 21, 2015 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.

How to Become Certified

January 28, 2015 2:00pm to 3:00pm
City Hall, 121 N. LaSalle, 8th Flr. Room 805

This workshop will provide information on who is qualified to be certified as a Minority/Women-Owned Business Enterprise. 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

January 28, 2015 3:15pm to 4:15pm
City Hall, 121 N. LaSalle, 8th Flr. Room 805

This workshop is designed to outline the role and responsibility of the Department of Procurement Services in the City's purchasing process. Ideal for companies looking to do business with the City of Chicago.

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

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

[@ChicagoDPS](https://twitter.com/ChicagoDPS)