



City of Chicago
Department of Procurement Services
October, November & December
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

How to Navigate the DPS Website

October 7, 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.

Your Business is Certified: Now What?

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

This workshop will provide newly certified MBE/WBE/DBE/ACDBE/ and BEPD firms valuable information on how to compete for City contracts in addition to providing information on resources available to firms.

The JOC Information Session

October 16, 2015
2:30pm to 3:30pm
City Hall, 121 N. LaSalle, 1st Flr. Room 103

A Job Order Contract (JOC) is another delivery method for the City of Chicago to procure construction services. JOC is a firm, fixed price, competitive bid with indefinite quantity, delivery method designed to produce a large number of multi-traded, repair and rehabilitation projects, as well as, minor new construction projects quickly.

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The ABC's of DBE and ACDBE Certification

October 21, 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 program with the City of Chicago, Illinois Department of Transportation, Chicago Transit Authority, Metra, and Pace.

How to Become Certified

October 28, 2015

November 18, 2015

2:00pm to 3:00pm

City Hall, 121 N. LaSalle, 1st Flr. Room 103

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

October 28, 2015

November 18, 2015

3:15pm to 4:15pm

City Hall, 121 N. LaSalle, 1st Flr. Room 103

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.

The Online Schedule A Application – MBE/WBE/BEPD

November 4, 2015

2:30pm to 3:30pm

30 N. LaSalle, 6th Floor CDOT Computer Lab

This workshop will give hands on experience filling out the MBE/WBE/BEPD Schedule A application. During this training you will learn where to find the online application, what documents will be needed, and how to upload the documents. Be prepared to work on your application.

NOTE: Please bring your username and password for the Certification/Compliance (C2) System and your business tax ID number with you to class.

DPS Incentive Overview: Getting the most from your bids

November 10, 2015

2:30pm to 3:30pm

City Hall, 121 N. LaSalle, 1st. Flr. Room 103

This workshop will discuss all of the ordinances that have been established regarding contracting with the City of Chicago, and offer an opportunity for individuals to ask questions. Come learn about how DPS incentives and ordinances can help you do business with the City of Chicago. Learn about Veteran/Small Business Joint Venture Bid Incentive, the Diversity Credit Program, Small Business Initiative, and Chicago First Local Business Bidding Preference, and many more.

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City of Chicago Procurement Fundamentals

December 2, 2015

2:30pm to 3:30pm

City Hall, 121 N. LaSalle, 1st. Flr. Room 103

This workshop teaches vendors about the laws, policies, rules and regulations which govern the procurement process. Attendees will be afforded an opportunity to discuss how these various elements impact the bidding process.

Contracting 101: How to Respond to a Request for Proposal (RFP)

December 16, 2015

2:30pm to 4:00pm

City Hall, 121 N. LaSalle, 1st. Flr. Room 103

This workshop is designed to teach business owners how to respond to a City of Chicago RFP. Learn what evaluators look for in a RFP and how to avoid common mistakes. Learn helpful tips on how to navigate RFP specifications.

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