



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.



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Professional Declaration of Eligibility

Presented By:

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What is Professional Declaration of Eligibility?

The Professional Declaration of Eligibility is an innovative way of allowing qualified Attorneys and CPAs to review, verify, and attest that an applicant meets the requirements to become certified with the City of Chicago for:

Minority Owned Business Enterprise (MBE) or

Women Owned Business Enterprise (WBE)

Program Guidelines

- **Program Guidelines for MBE/WBE Eligibility**

Regulations Governing Certification of Minority- and Women-Owned Business Enterprises, Veteran-Owned Business Enterprises, and Business Enterprises Owned or Operated by People with Disabilities For Non-Construction Contracts

<https://www.cityofchicago.org/content/dam/city/depts/dol/rulesandregs/CertificationRegulationsNonconstruction.pdf>

Who's Eligible

Eligibility Includes:

- MBE / WBE
- Non-construction*, non-supplier/distributor
- No denial within past three years
- No withdrawal within past three years
- No graduation within past three years

Licensed Professional Requirements

- Attorney or CPA
- Licensed in Illinois
- At least 3 years
- Has not been convicted or found liable of fraud and/or making false statements.
- No ownership interest or familial relationship

What Should Be Done- Professional

- Full Review of Electronic Application and all Documentation Completed and Provided by Applicant Vendor
- On-Site Visit interview with business owner(s)
- Preparation of Summary Report (detailed)
- Attestation by Licensed Professional – CPA or Licensed Attorney

Review Process - City

Once the file has been submitted by the Professional and formally received by the City, DPS will expeditiously review the application. Upon completion, DPS may grant certification, send a Preliminary Notice of Denial, or notify the Applicant that additional information is needed. Incomplete applications are subject to review under the standard certification process.

What happens next?

- Approved businesses are certified for five (5) years. Firms seeking recertification may do so under the standard certification process.
- Once a decision is issued following the initial review, the file is subject to a full scope audit to ensure compliance with program regulations.
- Firm must submit annual No Change Affidavit and all other program regulations with respect to continuing eligibility.

Do's and Don'ts of the City

The City does not certify or endorse CPAs or Attorneys to prepare applications for those vendors seeking certification with the City of Chicago.

Documentation

- Completed Electronic Application
- Copy of all required documents submitted with Electronic Application
- Professional Declaration of Eligibility Affidavit submitted with Electronic Application.
- Electronic Application and document list are available via the DPS Certification and Compliance System (C2)
www.chicago.mwdbe.com

Documentation

- Contact Information
- Type of Certification You Are Seeking
 - MBE and/or WBE
- Ownership Information
- Employee Information
- Facility Information
- Financial Information (including personal and corporate Tax Returns)
- Licenses (for applicant and business)

Documentation

- Experience
 - Resumes
 - Professional Associations
 - Listing of Equipment
 - Leases
- Contract Information
 - Pending
 - Past Year (Two Years)
 - Invoices/Purchase Orders

Documentation

- Attachment 1
 - Individual Statement of Ownership
- Attachment 4
 - Affidavit of Social Disadvantage
- Attachment 5
 - IRS Form 4506T-Request for Transcript of Tax Return (Separate form needed for Business, and Personal Tax Returns)

Full Scope Audit

- Full review of certification and firm
- 100% of Files Submitted
- Subject to decertification

Penalties

Technical Errors – Not Intentional

- Errors that didn't affect the certification outcome:
 - 1st Strike – Notice
 - 2nd Strike – Additional training
 - 3rd Strike – Lose Eligibility

Penalties

Technical Errors –Intentional

- If it is determined there is an intentional error to obtain certification, you will lose eligibility.

Penalties

Substantive Errors – Not Intentional

Errors that did affect the certification outcome:

- 1st Strike – Will require adopting Compliance Integrity Agreement (CIA)
- 2nd Strike – Professional will be barred from the program. A proposed decertification will be sent with right to appeal

Penalties

Substantive Errors – Intentional

- If it is determined there is an intentional error to obtain certification, you will lose eligibility

Additional Penalties

Professional of Record:

- Referred to Inspector General's Office
- Referred to State licensing board for discipline
- Referred to Corporation Counsel for Prosecution under the City's False Statements Ordinance

How To Get Help

- Department of Procurement Services:
Certification Unit
 - 121 North LaSalle, Suite 806
 - 312-744-4900, option #1
- Your Area Assist Agency

Pitfalls to Avoid

- Incomplete Applications, Site Visits and/or Summary Recommendation Report
 - Lack of Details
 - Lack of Specifics
- Incorrect Type of Application Submitted
- Failure to Timely Respond to Requests for Information
- Failure to Fully Respond to Requests for Information
- No Payment Received



Questions?

Training • Outreach • Communications



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Thank You for Attending...



FAIRNESS • TRANSPARENCY • DIVERSITY • INCLUSION

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