



# DPS

CITY OF CHICAGO  
DEPARTMENT OF  
PROCUREMENT  
SERVICES

# PROCUREMENT RESOURCE GUIDE

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:** A quarterly update with a 15-month forecast of hundreds of upcoming opportunities for the City of Chicago and 12 additional agencies.



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



Visit [www.chicago.gov/bids](http://www.chicago.gov/bids) for up-to-date bid opportunities and eProcurement bid opportunities

## CERTIFICATION PROGRAM

DPS manages the certification of approximately 2,500 new and renewing firms that are minority, women-owned, veteran, or disadvantaged businesses. There are participation and other programs for firms that are certified. We certify in the following areas:

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



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

## DPS OFFERS FREE WORKSHOPS TO THE PUBLIC

Over 15 different topics taught monthly or quarterly on procurement and certification programs, free to the public. Some 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.

### DPS INCENTIVES & PROGRAMS: GETTING THE MOST FROM YOUR BIDS

This workshop will feature incentives and programs created to increase the diversity of the businesses that bid on and earn City Contracts. Come learn about ways to grow your business, increase capacity, foster mutually beneficial business relationships, and be more competitive on City contracts. Learn about the Small Business Initiative, BEPD Incentive, M/WBE Mentorship Program, Veteran-Owned Business Enterprise (VBE) incentive, and many more.

### 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.

### HOW TO NAVIGATE THE DPS WEBSITE

The DPS website is the best place to find a wealth of resources relating to City procurement. Recently, the City of Chicago has refreshed the look of each department website and some things have changed. This workshop will take you through all the resources that are available and how to find them. Learn how to: locate upcoming opportunities, bid tabulations, awarded contracts, how to identify primes and Chicago certified subcontractors, City auctions, upcoming outreach events and how to stay informed of all the latest news and updates.

For all workshops and schedule information, visit  
[www.chicago.gov/dpsevents](http://www.chicago.gov/dpsevents)



## COMMUNICATIONS & OUTREACH

### WEEKLY EMAIL NEWSLETTER



Sign up to receive notices of upcoming bid opportunities for contracts and other information of interest to current and prospective vendors doing business with the City of Chicago.

### SOCIAL MEDIA

Facebook: [www.facebook.com/ChicagoDPS](http://www.facebook.com/ChicagoDPS)  
Twitter: [www.twitter.com/ChicagoDPS](http://www.twitter.com/ChicagoDPS)

YouTube: [www.youtube.com/ChicagoDPS](http://www.youtube.com/ChicagoDPS)

- Bid Opportunities
- Events
- News

- Livestream
- Bid Openings
- Workshops



@CHICAGODPS