



Welcome to the City of Chicago
Department of Procurement Services
Bid & Bond Room

Rahm Emanuel, Mayor
Jamie Rhee, Chief Procurement Officer



May 2018



Welcome to the Department of Procurement Services

Professional Declaration of Eligibility (PDE)



City of Chicago

Minority Owned Business Enterprise (MBE)

Women Owned Business Enterprise (WBE)

Certification Program



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 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>



What should be done:

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



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



What is the timeframe?

- Once the file is received, a cursory review will take place within 10 business days by a Certification Officer and a decision will be issued.



What happens next?

- Application, supporting documentation (including Site Visit and Summary Report), and attestation
- Once a decision is issued following the initial review, the file is subject to a full scope audit.
- Firm must submit annual No Change Affidavit and all other program regulations with respect to continuing eligibility.



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



The City does Not endorse any licensed professionals

- 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 continued....

- 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 continued....

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



Documentation continued....

- Attachment 1
 - Individual Statement of Ownership
- Attachment 4
 - Affidavit of Social Disadvantage
- Attachment 5
 - IRS Form 4506T-Request for Transcript of Tax Return
- Downloadable Form
 - Personal Net Worth Statement



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



Where to go for help:

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



Hurdles To The Application Process

- 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





Chicago Department of Procurement Services



Chicago Department of Procurement Services
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Community & Government · Add A Category
Chicago DPS is the contracting authority for the City of Chicago. Our open bid and solicitation process ensures fairness, competition and best value.

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Save the Date! The Chicago Department of Procurement Services will be in attendance!

SMALL BUSINESS CENTER ON THE ROAD
A Business Expo for the Polish Community
Saturday, March 8, 2014, from 10AM to 1PM
Coppernick Center Annex
5216 W. Lawrence Ave., Chicago



Small Business Center on the Road: A Business Expo for the Polish Community
Saturday, March 8 at 10:00am
Coppernick Center in Chicago, Illinois
9 people are going

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1 person saw this post

Chicago Department of Procurement Services
February 18 near Chicago, IL

The Chicago Department of Procurement Services has canceled the a Irrigation System, Maintenance and Repair project (Spec. #36926) This project will be rebid - stay tuned for a new Spec. number.

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Chicago Department of Procurement Services
February 14

The Chicago Department of Procurement Services has advertised Addendum #4 for the RFP for Mobile Handheld, for Parking Citation Hardware, Software, Service and Support. RFP document can be downloaded from www.cityofchicago.org/bids

Reviews

★★★★★

What do you think of Chicago Department of Procurement Services?

Likes

Women's Business Development Center
1 friend also likes this.

SBA U.S. Small Business Administration
Government Organization

Chicago Department of Procurement Services shared a link.
February 18 near Chicago, IL

The Chicago Department of Procurement Services has advertised Addendum #1 for Stainless Steel Band Type Clamps and Tapped Clamps. The bid document and addendum can be found at www.cityofchicago.org/bids.



City of Chicago :: Bids, RFP, RFQ, RFI, Small Order
www.cityofchicago.org

- Will post bid advertisements and addenda, upcoming workshops and events, and new policies and procedures that affect vendor community



Department of Procurement Services

**Thank you for visiting the
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Department of Procurement Services

**For more information visit:
www.cityofchicago.org/procurement**

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Jamie Rhee
Chief Procurement Officer

