



SEPTEMBER 2019 WORKSHOPS

**DPS TEACHES OVER 15 DIFFERENT CLASSES ON
PROCUREMENT AND CERTIFICATION. REGISTER FOR CLASSES
AT WWW.CHICAGO.GOV/DPSEVENTS OR SCAN THE QR CODE**



PROCUREMENT

PROFESSIONAL DECLARATION OF ELIGIBILITY (PDE)

SEPT. 11 - Workshop Time: 2:00 PM – 3:00 PM | 121 N. LaSalle, Bid & Bond, Room 103

Recommended for Attorneys and Accountants: 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 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.

INTRODUCTION TO ePROCUREMENT

SEPT. 12 - Workshop Time: 2:00 PM – 3:00 PM | 121 N. LaSalle, 11th Floor, Room 1103

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. Come watch a demonstration and learn about iSupplier registration, how vendors will submit bids and proposals online, and how to view contracts and payments.

PROCUREMENT FUNDAMENTALS: DOING BUSINESS WITH THE CITY

SEPT. 25 - Workshop Time: 3:15 PM – 4:15 PM | 121 N. LaSalle, Bid & Bond, Room 103

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.

HOW TO COMPLETE AN ONLINE ECONOMIC DISCLOSURE STATEMENT (EDS)

SEPT. 26 - Workshop Time: 3:15 PM – 4:15 PM | 30 N. LaSalle, 6th Floor, CDOT Computer Lab

An Economic Disclosure Statement (EDS) is required of all bidders seeking to do business with the City of Chicago. Through the EDS, applicants make disclosures required by State law and City ordinances and certify to compliance with various laws and ordinances. This hands-on workshop will go over the proper way to fill out an EDS and how to submit via the online portal application.

Please note that all vendors must bring their FEIN information in order to create an online EDS account and complete the online EDS application.



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CERTIFICATION & COMPLIANCE

TRACKING CONTRACT PAYMENTS: WHAT YOU NEED TO KNOW

SEPT. 18 - Workshop Time: 3:15 PM – 4:15 PM | 121 N. LaSalle, Bid & Bond, Room 103

The Certification & Compliance (C2) Network System is a web-based tool that provides up-to-date tracking of payments made to prime contractors and sub-contractors. Prime contractors are responsible for reporting payments to all sub-contractors on a monthly basis. Come learn the roles and responsibilities of both the prime and subcontractors.

HOW TO BECOME CERTIFIED

SEPT. 25 - Workshop Time: 2:00 PM – 3:00 PM | 121 N. LaSalle, Bid & Bond, Room 103

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. Subject matter experts will be on-hand to answer all your questions about common certification topics.

THE ONLINE SCHEDULE A APPLICATION – MBE/WBE/VBE/BEPD

SEPT. 26 - Workshop Time: 2:00 PM – 3:00 PM | 30 N. LaSalle, 6th Floor, CDOT Computer Lab

As of January 1, 2016, DPS no longer accepts paper applications for M/W/VBE certification. This workshop will give a hands-on experience filling out the online MBE/WBE/VBE/BEPD Schedule A application. During this training you will learn where to find the online application, what documents are needed, and how to upload the documents. Be prepared to work on your application with the assistance of a subject matter expert.

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

TRANSPARENCY AND COMMUNITY OUTREACH

GOLDMAN SACH'S 10,000 SMALL BUSINESS INFORMATION SESSION

SEPT. 19 - Workshop Time: 3:15 PM – 4:15 PM | 121 N. LaSalle, Bid & Bond, Room 103

Attend this workshop to learn more about this innovative program that can take your business to the next level. Learn what it takes to grow a business, how to increase your staff, create effective marketing strategies, and develop important business relationships. This class will teach you how to apply for this free, competitive application program sponsored by the Goldman Sachs Foundation.

WANT TO LEARN MORE?

DPS OUTREACH



DPS ALERT: DPS provides a weekly email notifications on City of Chicago bid opportunities, procurement news, and upcoming events. To sign up, visit www.chicago.gov/dps

DPS WORKSHOPS

DPS offers over 15 different classes taught monthly or quarterly on procurement and certification programs, free to the public. Learn about a wide variety of topics such as: Procurement Fundamentals, How to Become Certified, and How to Navigate the DPS Website.

Visit www.chicago.gov/dpsevents to view workshop PowerPoint presentations and to register for workshops.



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