



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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DPS WORKSHOP



Your Business is Certified: Now What?
Today's Presenter: Francisco Nunez
Francisco.Nunez@cityofchicago.org

Marketing – Advertising - Networking

Market... Advertise...

Build Relationships

Network, Network, Network

Attend Contract & Business Events

Your goal is a face to face meeting

Your Business is Certified – Now What?

Have a Good Business Card

Who are you? What do you do?

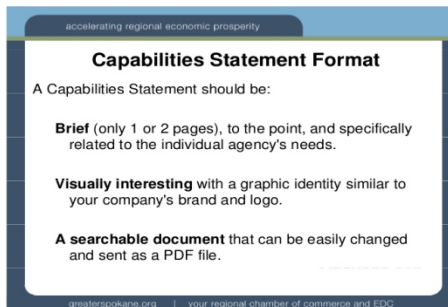
How can people reach you?



Create a Capabilities Statement

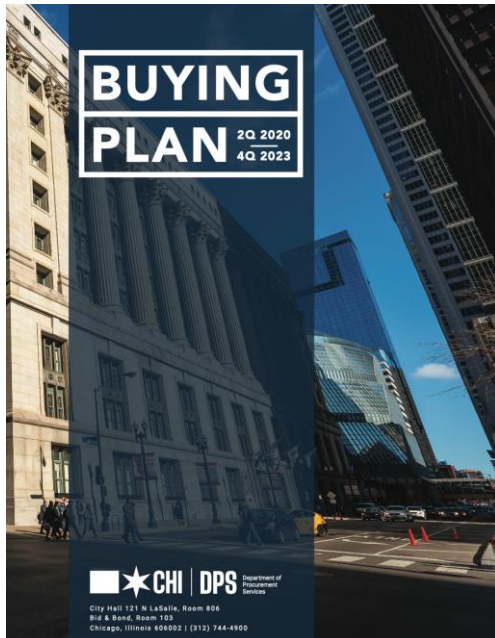
Capability Statements are as unique as the company.

Your Capability Statement should reflect your business and specific capabilities.



Sign-Up for DPS Alerts

- Utilize all of your resources
- Check Websites
- Sign up for online notifications
- Attend Workshops



WORKSHOP SCHEDULE



Monday, July 6, 2020

As part of an effort to ensure the health and safety of Chicago's residents and City employees, and to prevent the further spread of the COVID-19 virus, DPS offices continue to be closed to the general public. Visit www.chicago.gov/copenings for industry specific guidelines and FAQs.

CENSUS 2020: MAKE YOURSELF COUNT



The City of Chicago is committed to helping every Chicagoan participate in the 2020 Census. Information from the census shapes our communities and influences our city voice in Congress. The census tells us who we are as a nation and what we need. An accurate census ensures equal political representation and fair allocation of government resources.

To complete the 2020 Census, click [here](http://my2020census.gov).

TAKE THE LGBT BUSINESS SURVEY NOW



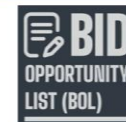
Earlier in the year, Mayor Lori E. Lightfoot and the City Council passed a resolution acknowledging LGBT-Owned Business Enterprises (LGBTBEs) and their contributions to Chicago's economy and residents. The resolution aims to identify business development opportunities for LGBTBEs as well as promote opportunities within the City's procurement process.

In collaboration with the Department of Law, DPS is tasked with conducting an information-gathering exercise to assess the activity of LGBTBEs as related to government contracting. DPS will be working closely with the LGBT Chamber of Commerce (LGBTCC) of Illinois, which has been a voice of advocacy for the LGBT community, to facilitate this inclusive path forward and build a foundation for the future.

In order to assist the City with gathering this information, we ask you to take a moment to fill out the optional [LGBT Business Survey](http://lgbtbsurvey.com). For more information about the LGBT Chamber of Commerce of Illinois, please visit <http://lgbtcc.org>.

TAKE SURVEY

WEEKLY BID OPPORTUNITY LIST



Bid Opportunity List for the Week of July 6, 2020

The weekly Bid Opportunity List (BOL) is the resource to find currently advertised contracting opportunities with the City of Chicago. The information on the BOL is subject to change.

Please visit www.chicago.gov/bids for the latest updates on current solicitations.

DOWNLOAD NOW

DPS VIRTUAL WORKSHOPS

We are now offering our workshops virtually. Pre-registration is required 24 hours in advance to receive the link to the workshop. View the full workshop schedule at www.chicago.gov/workshops.

YOUR BUSINESS IS CERTIFIED: NOW WHAT?
July 8, 2020 | 2:00 PM - 3:00 PM

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

Register Now

Utilize All of Your Resources

COMMUNICATIONS & OUTREACH

We are always online at www.cityofchicago.org/dps



BUYING PLAN

Forecast of hundreds of upcoming opportunities for the City of Chicago and 12 additional agencies.

DPS ALERT

Weekly email newsletter on the City of Chicago bid opportunities, procurement news, and events.

WORKSHOPS

Over 15 different classes taught monthly or quarterly on procurement, certification and more, free to the public.

SMALL BUSINESS CENTER, ROOM 805

Certification Intake Consultant helps with certification applications for minority, women-owned, veteran or disadvantaged firms.

LIVESTREAM

All bid-openings & workshops broadcast live via YouTube to increase transparency and accessibility to citizens.

BID & BOND ROOM

City Hall, Room 103. Pick-up bid documents and specifications, attend bid openings, and free workshops.

The DPS Website

DPS Website is a wealth of information



Most Recent News



What We Do



Supporting Information



City Data



Rules and Regulations



DPS Website - Updates

Most Recent News: DPS & City of Chicago New Releases

What We Do

[Auctions - Surplus Equipment and Materials](#)

[Contract Administration](#)

[Debarred Firms and Individuals](#)

[Diversity Credit/Capacity Building/Small Business Programs](#)

[Events & Outreach](#)

[M/W/VBE Program - Certification \(DBE/ACDBE/BEPD\) / IL UCP Directory](#)

[Procurement Reform Task Force \(PRTF\)](#)

[Rules, Regulations and Ordinances](#)

[eProcurement](#)

eProcurement

What is eProcurement?

eProcurement is an advancement to business-to-government that applies digital technology to the acquisition of goods and services. The portal for vendors, iSupplier, will be a full-service resource for vendors and those interested in doing business with the City of Chicago. This tool will allow users to:

- Respond to Bids, RFPs, and RFQs online
- View & Track payments and invoices online
- Electronic submission of invoices

Read Instructions Carefully

We understand that government solicitations for bids, proposals and qualifications contain a lot of information and may have mandatory forms to complete.

However, non-responsive bids must be rejected. Rejected bids increase the cost of work to the City and may result in your firm not getting the contract.

Have All Your Facts Right

- The telephone number and email address of the Procurement Staff assigned to your solicitation is listed in the BOL (Bid Opportunity List). Always refer to this person with questions.
- Make sure you know when the solicitation is due. The date and time is important.
- Missing information can disqualify your bid. A missing signature, a math error or the failure to complete all documents can be cause for a rejected bid.

Programs and Incentives



PROGRAMS & INCENTIVES

DPS has developed a number of innovative programs to increase opportunities for the business community:

Diversity Credit Program. Private sector firms obtain up to 5% utilization credit on a City contract for work performed by a certified firm on a prime's private sector contracts.

Small Business Initiative. Designed to encourage small businesses to participate in City-funded construction projects under \$3 million in total cost.

Local Manufacturing Ordinance. Bid incentive to bidders providing goods made or assembled in the City of Chicago.

Local Business Preference Ordinance. Expanded local business preference to all City funded contracts over \$100,000.

Phased Graduation Ordinance. Firms that have exceeded the M/WBE program's size standards continue to participate for a period of 3 years to gradually exit the program.

M/WBE Mentorship Program. Established contractors willing to enter into a mentor/protégé relationship can be awarded up to 5% additional utilization credit.

Alternatively Powered Vehicle Ordinance. 1/2 % bid incentive for companies located in 6 county region when 50% or more of the company's fleet are alternative fuel vehicles.

Project Area Resident Ordinance. Require contractors on contracts valued at \$100,000 or more to utilize at least 7.5% of all labor hours by residents in construction area.

Veteran's/Small Business Bid Incentive. 5% bid incentive off the contract base price to joint ventures between small local businesses and veteran-owned businesses.

Project Area Subcontractor Bid Incentive. Up to 2% bid incentive off of the contract base bid to prime contractors that are utilizing subcontractor whose facility and workforce is located within the project area of a City-funded construction job.

Equal Employment Opportunity. Bid incentive on construction contracts for the utilization minority and women apprentices, laborers and journeymen. Also, additional incentive to employ residents in underserved neighborhoods.

**CITY OF CHICAGO
DEPARTMENT OF PROCUREMENT SERVICES**
City Hall • 121 North LaSalle • Room 806 • Bid & Bond Room 103
Chicago, Illinois 60602 • 312-744-4900
www.cityofchicago.org/dps

Do You Know These Ordinances?

- **Small Business Initiative (SBI)** – Designed to increase the opportunities that small businesses have to bid on projects. The projects will be sized for small businesses and typically will be limited to estimated project costs of \$3,000,000 or less.
- **Diversity Credit Program** – A vendor that utilizes City-certified MBE/WBE firms on private sector contracts may receive credit for that utilization toward participation goals on a contract awarded by the City's Department of Procurement Services (City Contract).

Do You Know These Ordinances?

- **Project Area Residents** – Contracts that have a value of \$100,000 or more, the total hours worked by persons on the site of construction project by employees of the contractor and/or subcontractor shall be performed by at least 50% by residents of that area.
- **Alternatively Powered Vehicles** – The CPO shall allocate a bid incentive of ½% of the contract base price to a qualified bidder when the qualified bidder is using alternatively powered vehicles (10 or more owned, operated, leased or controlled by a business).

Do You Know These Ordinances?

- **Mentor/Protégé Program** – The City encourages Mentors to have in place an existing MBE program that provides meaningful participation by MBE/WBE firms for work performed on projects.
- **Phased Graduation for MBE/WBE Firms** – In order to maximize diversity, firms which have gross receipts that have surpassed the limits stated in Section 2-92-470, will remain eligible to receive MBE/WBE credit at reduced levels for up to three years beyond the point at which the firms have become Established.

Sister Agencies

Don't stop with the City of Chicago

Chicago Public Schools	773-553-2280
Cook County	312-603-5370
Chicago Park District	312-742-5380
Public Building Commission	312-744-3090
Chicago Housing Authority	312-742-8500
City Colleges	312-553-2636
Metro Pier Exhibition Authority	312-567-8219
Metro Water Reclamation District	312-751-6600

Utilize Assist Agencies

- There is one located in every neighborhood
- See the handout for most recent list



CITY OF CHICAGO ASSIST AGENCY LIST

Assist Agencies are comprised of not-for-profit agencies and/or chamber of commerce agencies that represent the interest of small, minority and/or women owned businesses.





Questions?

TRAINING • OUTREACH • COMMUNICATIONS



www.facebook.com/ChicagoDPS



[@ChicagoDPS](https://twitter.com/ChicagoDPS)



www.youtube.com/ChicagoDPS



www.cityofchicago.org/dps

Thank You for Attending...



FAIRNESS • TRANSPARENCY • DIVERSITY • INCLUSION

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youtube.com/ChicagoDPS