

DPS WORKSHOP





How To Complete an Online Economic Disclosure Statement

Economic Disclosure Statement (EDS)

- Required for all applicants who contract with the City
 - all bidders and proposers on procurement bids, RFPs, and RFQs
 - delegate agency grantees
 - Awardees of City council approved agreements
- Required for all legal entity owners who own more than 7.5% of the applicant

Purpose of Disclosures

- Ownership and control
- Retained parties (subcontractors and others)
- Compliance with municipal, state, and federal laws and regulations

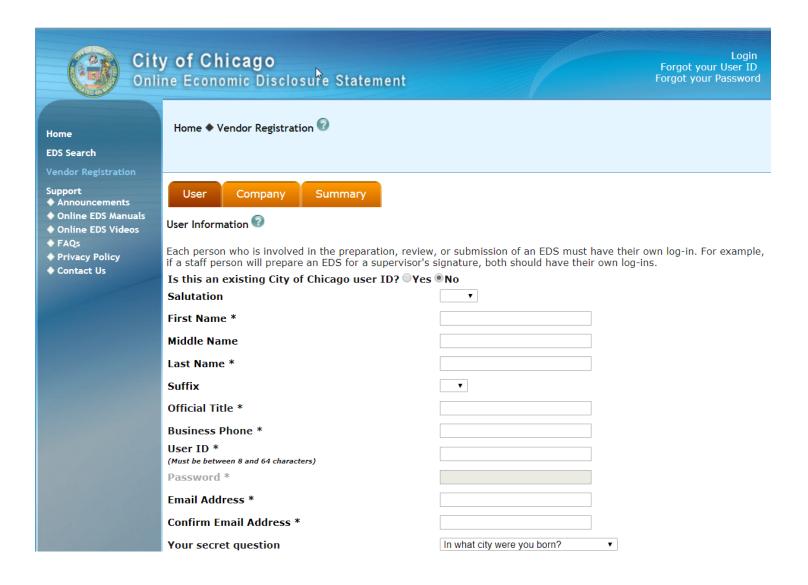
Online EDS Benefits

- EDS information is saved and used for future EDS documents
 - saves time for vendors
- Online error checking increases accuracy of submitted EDSes
 - Inapplicable questions skipped
 - Required questions must be answered
 - Areas of concern flagged
- Electronic submittal, approval, and posting to the web
- Significantly Greater Transparency
 - EDSes for awarded contracts automatically posted to the web
 - Officers, directors, owners & retained parties are searchable by public.

Online EDS Features

- Self-Service Vendor Registration
- Electronic Signature (password & secret question)
- EDS information is automatically pre-filled for up to one year
- Vendors receive annual reminders of expiring EDSes

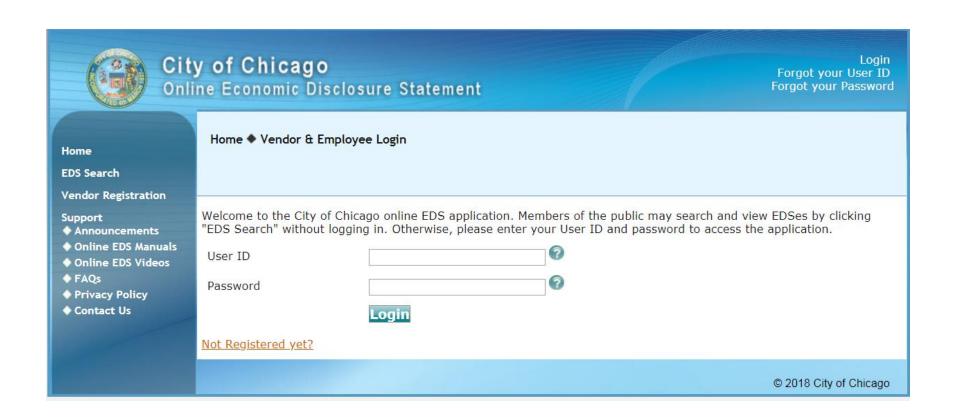
STEP 1: Vendor Registration



Vendor Registration

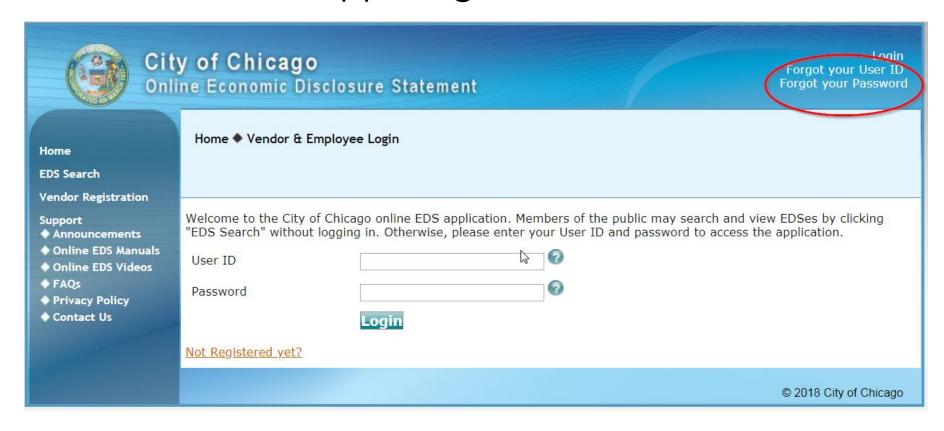
- Will need your company FEIN
- Use your company's full legal name
- First user becomes the EDS Captain
- EDS Captain can
 - Approve additional users
 - Change the company's name
 - Add additional company addresses
 - Change the company's addresses

STEP 2: Login



Login

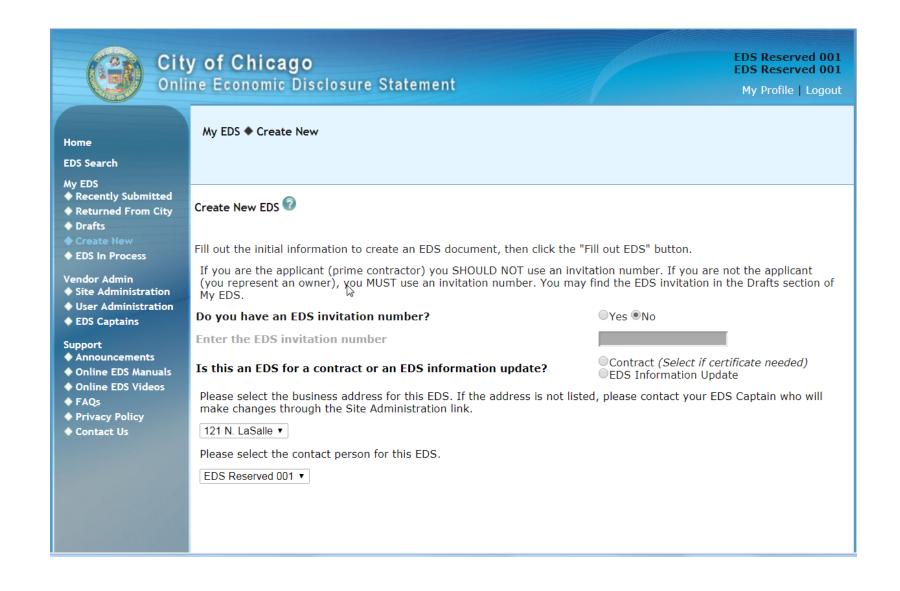
 Use "Forgot Your Username" or "Forgot Your Password" in the upper right corner



STEP 3: Complete an EDS – "Create New"

- Select "Contract" if you are bidding or responding to City request. This creates an EDS Certificate of Filing which you must submit with your bid or to your City contact.
- Select "Information Update" if you are updating general information upon system request or just want information on file to be ready for a future bid.

Create New



Walk through of EDS Completion





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www.cityofchicago.org/dps



019 WORKSHOP SCHEDULI

Note: All bid advertisements, addenda, upcoming workshops, events, new policies, and procedures that affect vendor community.



Questions?

Thank You for Attending...



FAIRNESS • TRANSPARENCY • DIVERSITY • INCLUSION



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City Hall Bid & Bond Room 103 • 11th Floor Room 1103

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