

On behalf of

Mayor Lori E. Lightfoot

And

Chief Procurement Officer Shannon E. Andrews

Welcome to The City of Chicago

Department of Procurement Services

Informational Workshop





Introduction to E-Procurement

Agenda

- What is eProcurement overview
- Accessing iSupplier Portal / eProcurment Site
- How to register
- Delegate Agency overview (Graelyn or LaToya)
- View Bids / Solicitations
- How to respond to Bid/Solicitation
- Questions

Welcome to the Department of Procurement Services

Overview of eProcurement

eProcurement is an enhancement to the City's procurement and financial system 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.

NOTE: We have completed the phase in process of most contract types with only two remaining. The expectation for the remaining two is by Summer 2018 (Vehicles & Heavy Equipment & Work Services)

Overview of iSupplier

- The City of Chicago has implemented the "iSupplier" Portal Online eProcurement System for all purchasing activities.
- As a Vendor registered in the iSupplier Portal you will be able to:
 - View and Respond to Bids / Solicitations online
 - View Orders, Payments, Invoices
 - Update Your Company Information contacts, address, phone, email
- To assist vendors with the transition to online bidding, the City has developed and eProcurement microsite that includes information about the entire eProcurement process.

iSupplier Portal / Microsite /Security

www.cityofchicago.org/eprocurement

- Your information is secure, the City takes security seriously and ensures all information is encrypted.
- The City uses the https: protocol for secure communication. We use the same security that is used for banking log-ins.
- Bids are not visible to employees or other vendors prior to Bid Opening. Your Bid is secure.

First Time Vendor Registration

Log in and registration:

- Existing Vendors will request an iSupplier invitation.
- New Vendors who have never previously registered with the City of Chicago will click on the New Vendor Registration button.

What is needed?

- Federal Employer Identification Number (FEIN)
- IRS W9 for registration & confirmation of vendor business information.

eProcurement Site / iSupplier Portal Home Page



City of Chicago The City of Chicago's Official Site

Procurement Services iSupplier Portal



Home

Login and Registration

Current Bids and Solicitation Opportunities

Online Training Materials

Delegates

Help

The City of Chicago has implemented the "iSupplier" Portal Online eProcurement System for all purchasing activities.

Announcements

Introduction to eProcurement Vendor Workshops:

**2018 eProcurement Vendor Workshops are listed below. **

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 reducing the time it takes to complete procurements. We invite you to attend a demonstration to learn about iSupplier registration, how vendors will submit bids, proposals, how to view contracts and payments online all via the eProcurement process.

To Register for upcoming Workshops & Events: www.cityofchicago.org/dpsevents

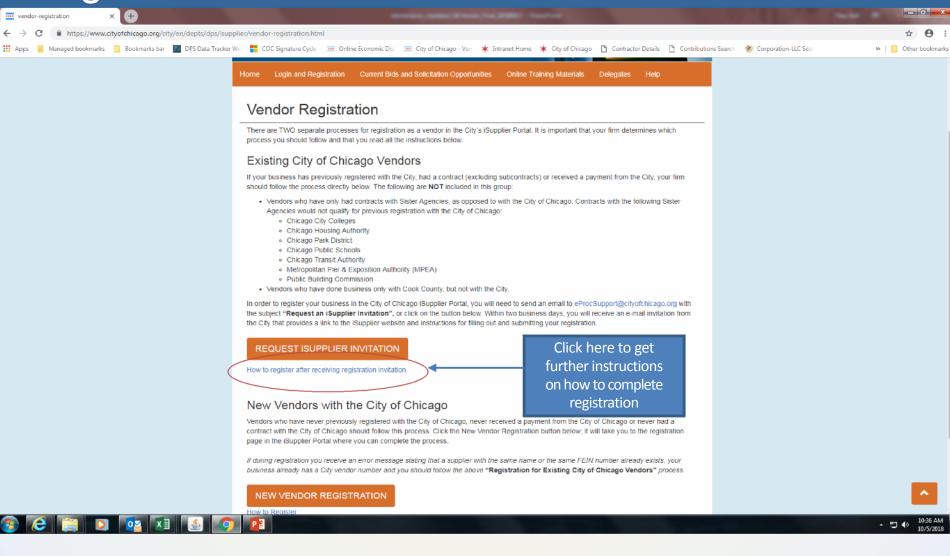
MAY 17 JUN. 21 • JUL. 19 • AUG. 16 • SEPT. 20 • OCT. 18 • NOV. 15

Workshop Time: 2:00 PM = 3:00 PM | 121 N. LaSalle, 11th Floor, Room 1103

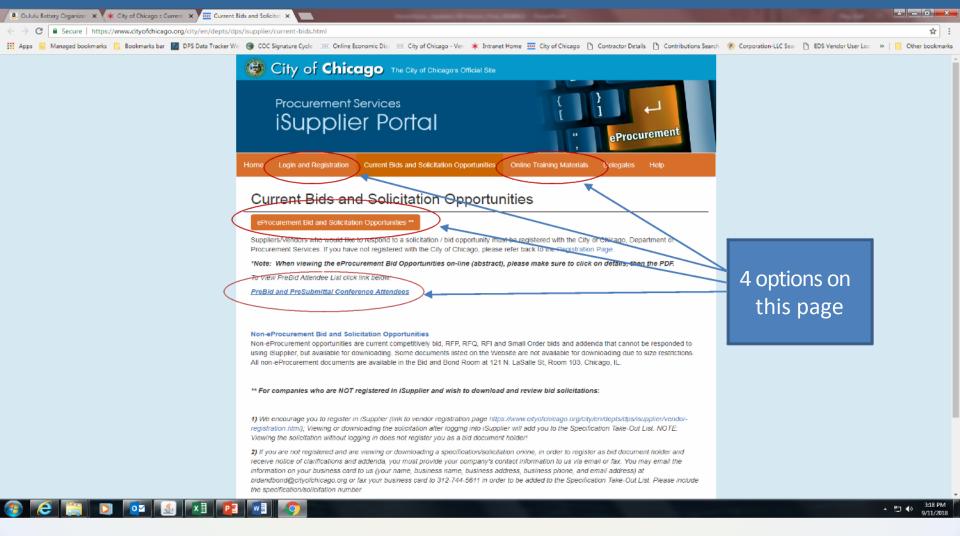
Delegate Agency eProcurement Training Opportunities: Register at:

www.SignUpGenius.com/go/10C0B4CADAA23A1F94-eprocurement1

Registration Overview



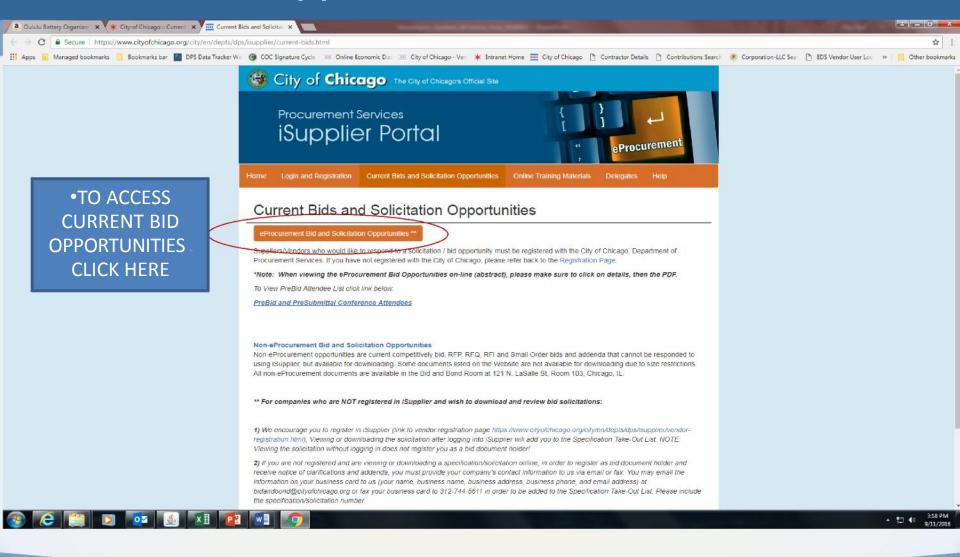
Current Bid Opportunities for eProcurement Bids

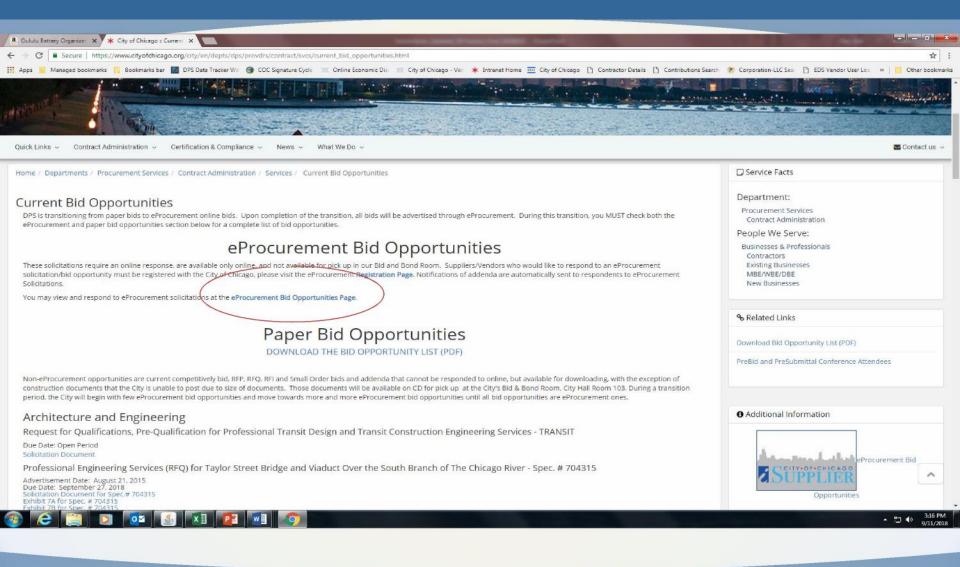


iSupplier Portal / Microsite

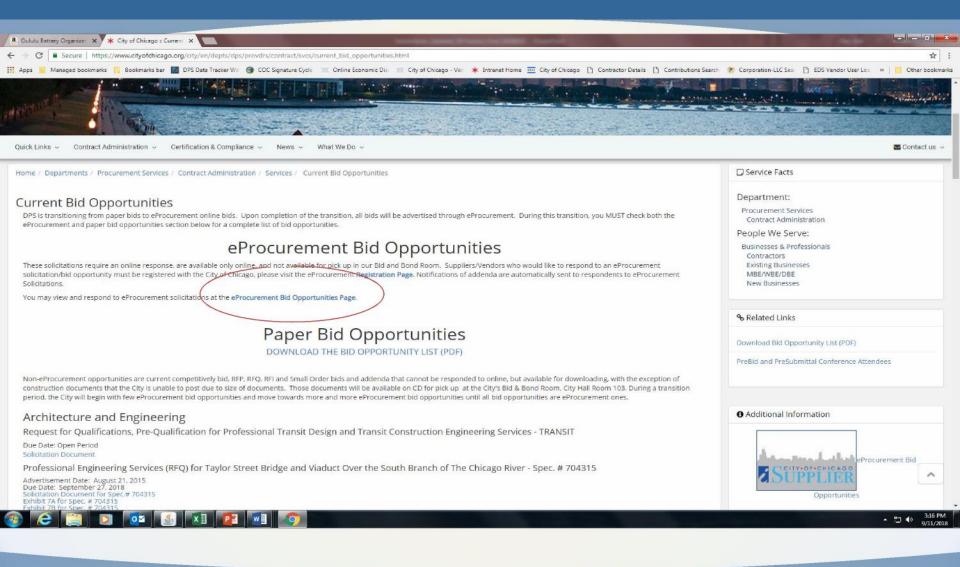
www.cityofchicago.org/eprocurement

Reviewing Solicitations / Registration



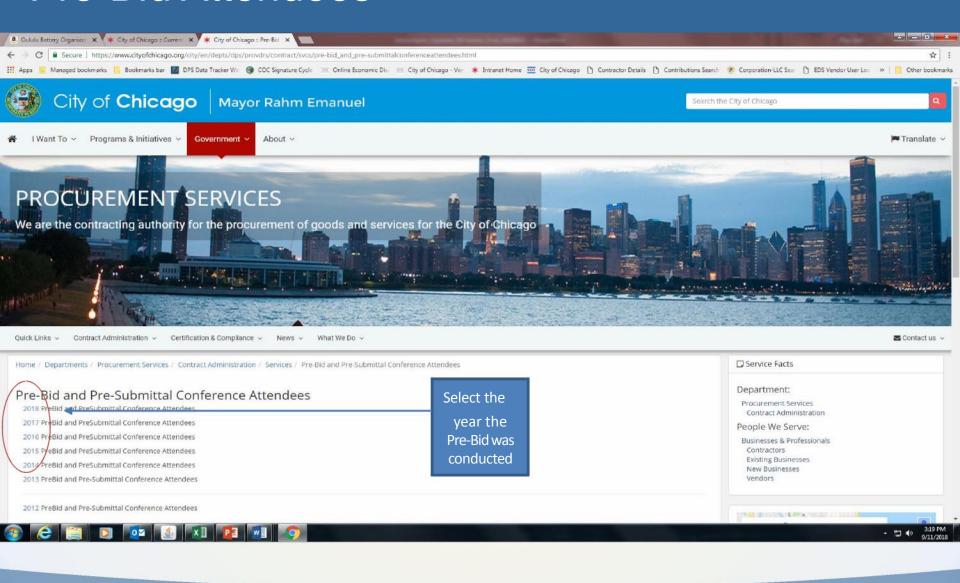


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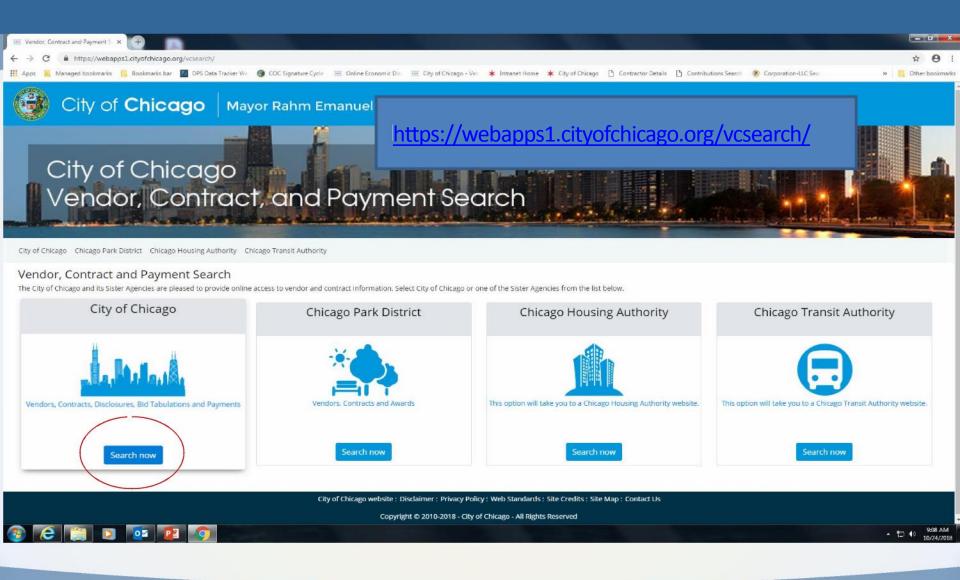


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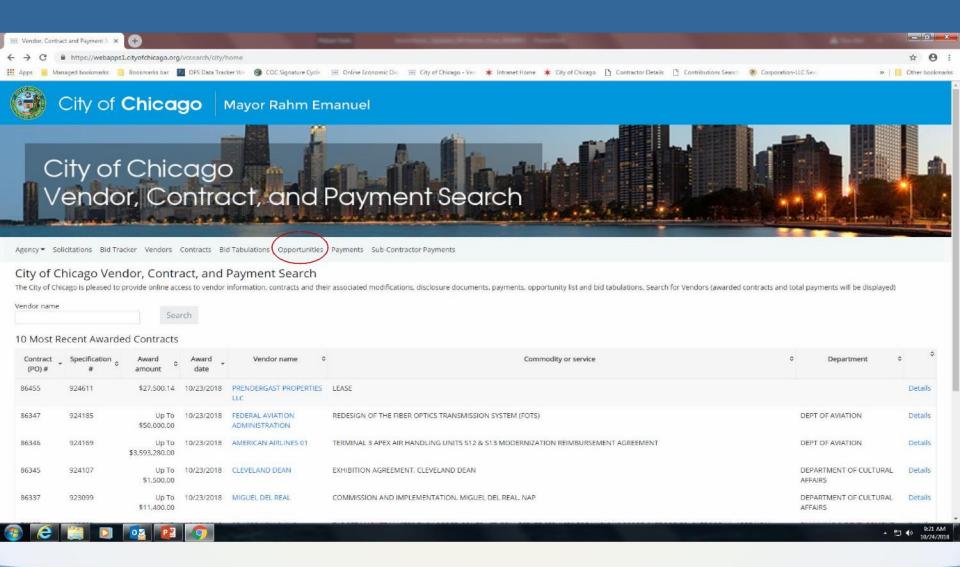
Pre-Bid Attendees



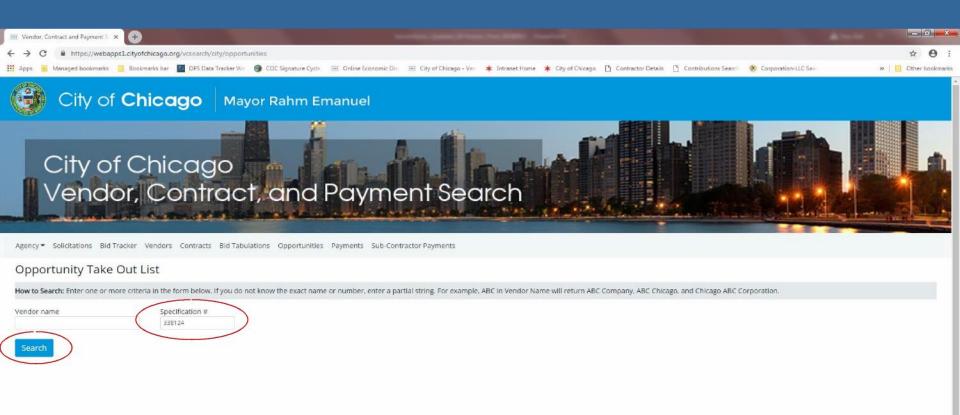
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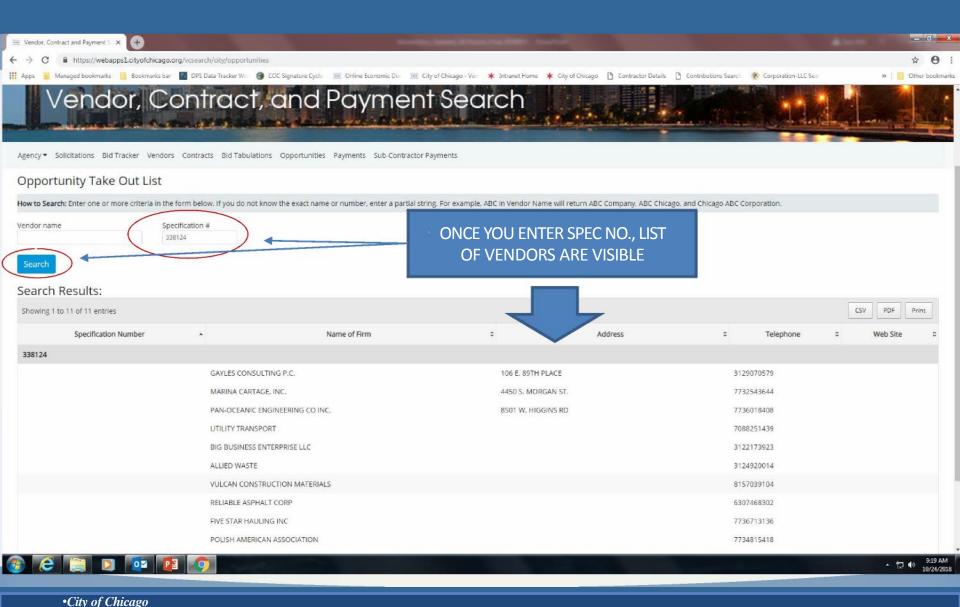
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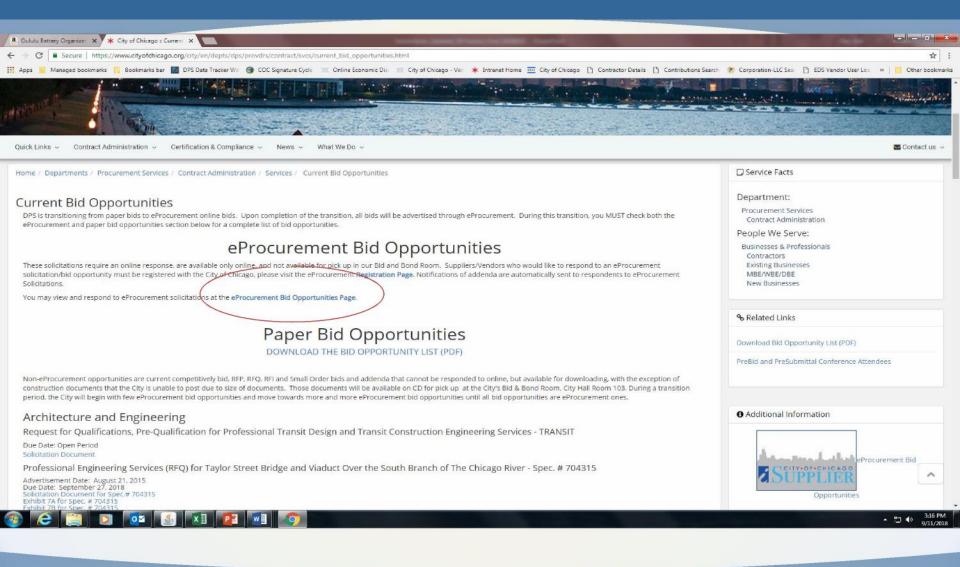




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Access the Abstract

Login

City of Chicago eProcurement Solicitations



Details

To view or download solicitations without logging in, click the icon at the Online Bid link, then click eProcurement bids, visit www.cityofchicago.org/bids

to open. To sort the listing by a specific column, click on the desired column header. For registration to bid and more information, visit www.cityofchicago.org/eProcurement. For non-

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Abstracts												
Status Active 🔽 Go												
Department Name	Event	Program/Model Solicitation Number	Specification Number	Solicitation Title	Advertisment Date	Supplier Response Start Date	Supplier Response Due Date P	Protected Markets Deadline for Que	stions betails			
DEPARTMENT OF WATER MANAGEMENT	Commodities	1050	384567	384567: Oak Blocks and Wedges (Target Market)	30-JAN-2018 08:00:00	30-JAN-2018 08:00:00	07-MAR-2018 11:00:00	09-FEB-2018 16:00	100 pg			
DEPARTMENT OF WATER MANAGEMENT	Commodities	6049	488083	488083: FLOW RESTRICTOR VALVES	24-JAN-2018 11:00:00	24-JAN-2018 11:00:00	27-FEB-2018 11:00:00	01-FE8-2018 16:00	00 00			
DEPARTMENT OF WATER MANAGEMENT	Commodities	6078	505525	505525: PIPES, FITTINGS, VALVES AND ACCESSORIES	16-JAN-2018 11:00:00	16-JAN-2018 11:00:00	20-FEB-2018 11:00:00	29-JAN-2018 16:00	(P) 00:			

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Abstract - Details View

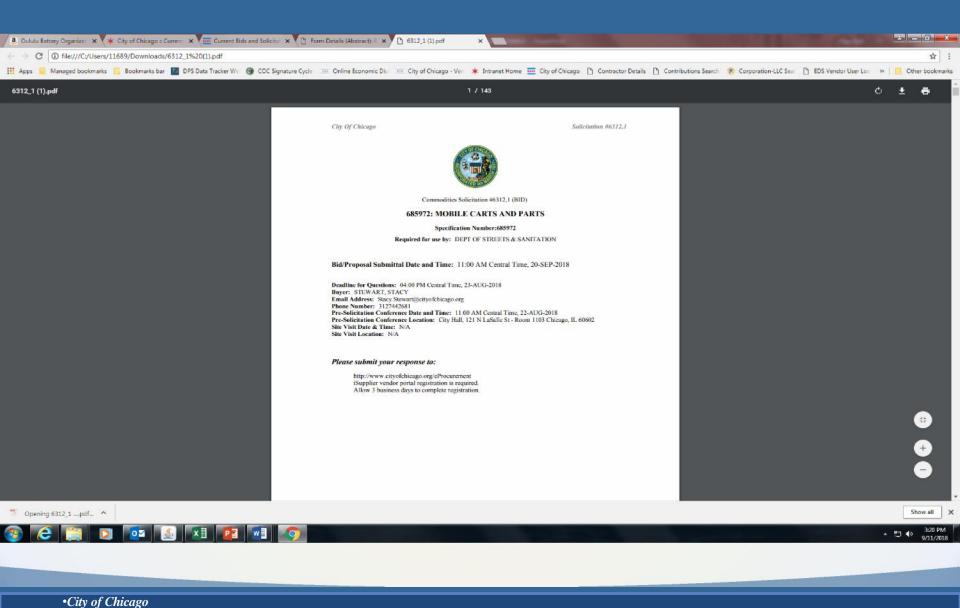
City of Chicago eProcurement Solicitations Details To view or download solicitations without logging in, click the click icon at the Online Bid link, then click to open. To sort the listing by a specific column, cick on the desired column header. For registration to bid and more information, visit www.cityofchicago.org/eProcurement. For noneProcurement bids, visit www.cityofchicago.org/bids Form Details (Abstract): RFQ 6078 Status Active Document PDF File Abstract Advertisment Date 16-JAN 2018 11:00:00 Event Commodities Program/Model Supplier Response Start Date 16-JAN-2018 11:00:00 Solicitation Number 6078 Supplier Response Due Date 20-FEB-2018 11:00:00 Specification Number 505525 Protected Markets Solicitation Title 505525: PIPES, FITTINGS, VALVES AND ACCESSORIES Other Details Section Other Details PURCHASE OF PIPES, FITTINGS, VALVES AND ACCESSORIES Pre-Solicitation Meeting Attendance Pre-Solicitation Conference Date & Time Pre-Solicitation Conference Location *Type Pre-Solicitation Conference Strongly Suggested 24-Jan-2018 12:30:00 121 N. LASALLE ST., CHICAGO, IL BID & BOND ROOM 1103 Deadline for Questions 29-Jan-2018 16:00:00 Return to Abstracts

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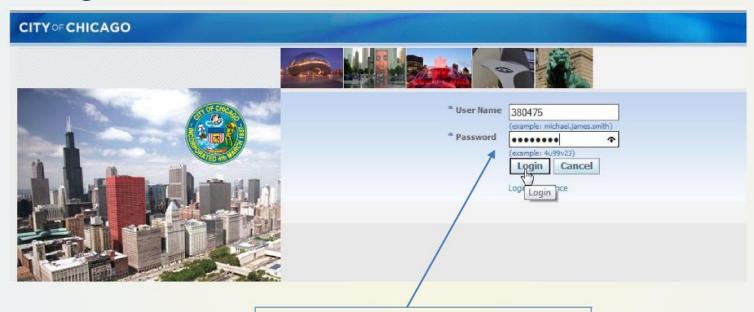
Solicitation

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View Bids/Solicitations

Log in:



Username & temporary password will be emailed to you once you have completed the registration process

View Sourcing Page

- •Upon logging in, the below screen will appear (do not click on City of Chicago
- •iSupplier Portal with Invoice Creation).
- City of Chicago Online Bidding
- Sourcing
- Sourcing Home Page (stop here and click)



View Solicitation

This page is also called the 'Landing Page.' Pay attention to the terms 'Active,' 'Draft,' and 'Resubmission Required' and to 'Solicitation Number'

Regotiations Search Open Solicitations Welcome, KIM MOORE. Your Active and Draft Responses Press Full List to view all your company's responses.

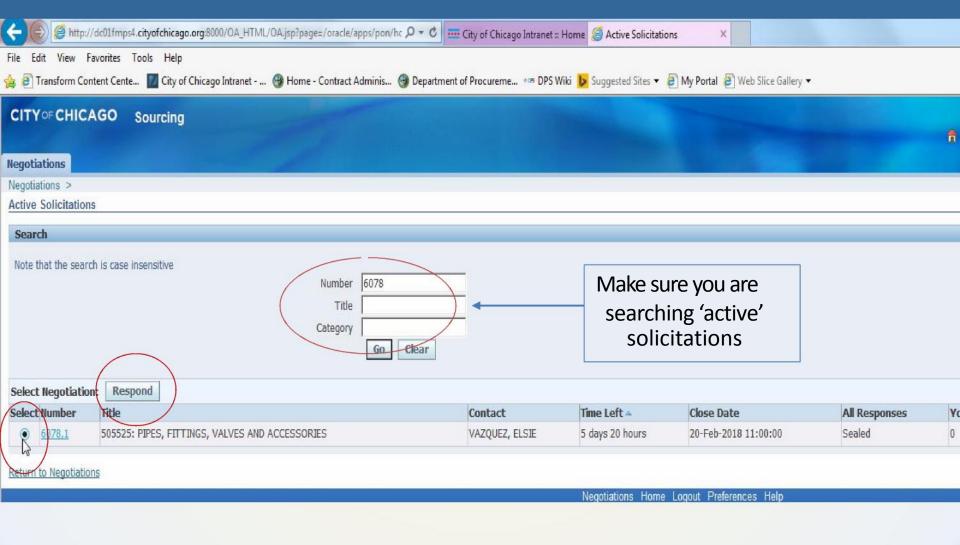
l	Response Number	Response Status	Supplier Site	Solicitation Number	Title		Time Left
	87045 A	Draft		6078	505525: PIPES, FITTINGS, VALVES AND ACCESSORIES		5 days 20 hours
	86025 A	Resubmission Required		6078	505525: PIPES, FITTINGS, VALVES AND ACCESSORIES	RFQ	5 days 20 hours
	87046	Active		6049	488083: FLOW RESTRICTOR VALVES	RFQ	12 days 20 hours
	1001	Active		2	191733: Post Production Validation Phase 2 Go Live	RFQ	0 seconds
	23003	Active	HEADQTRS	5049	7617: Construction Testing	RFQ	0 seconds

Negotiation has been amended and requires your action to be considered for award.

Your Company's Open Invitations



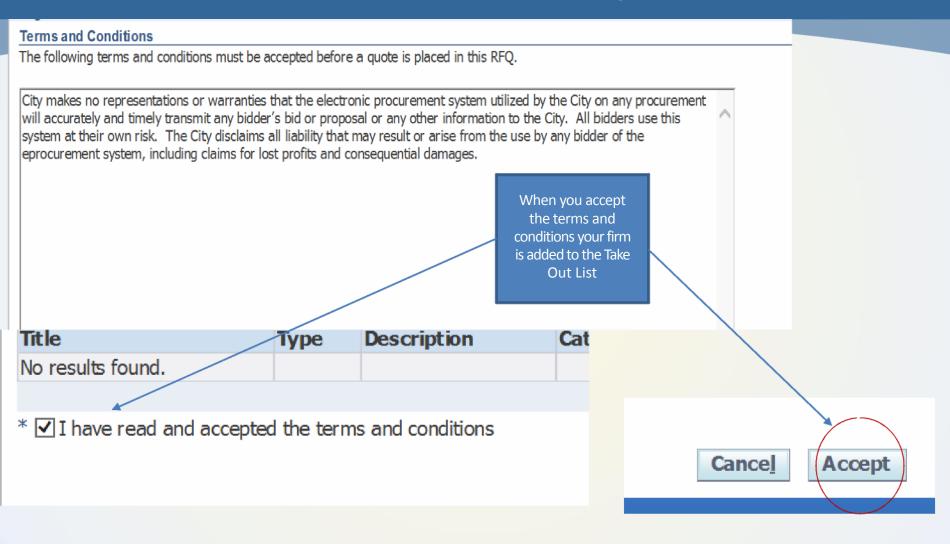
Respond to Solicitation Number



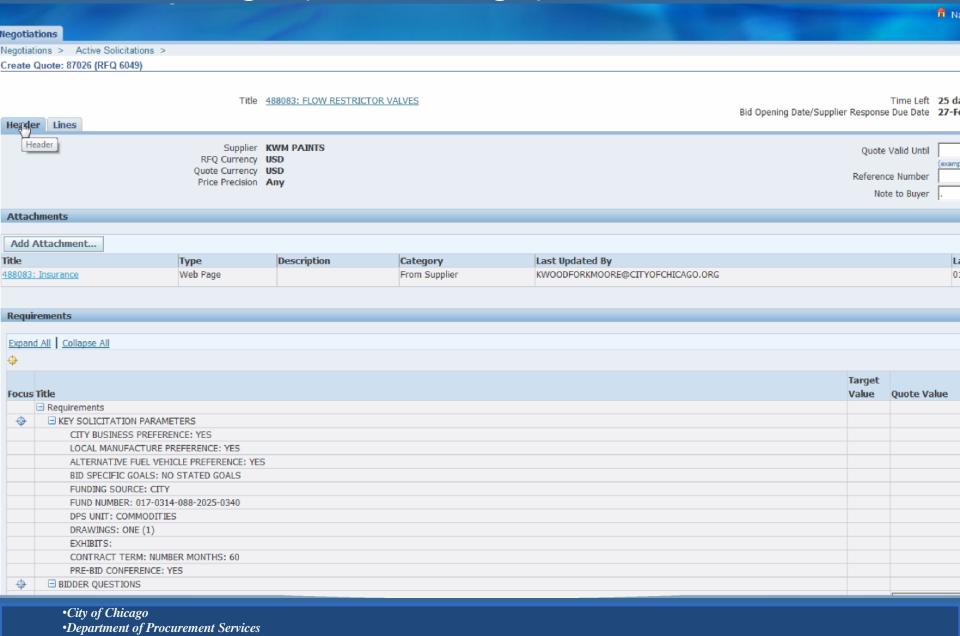
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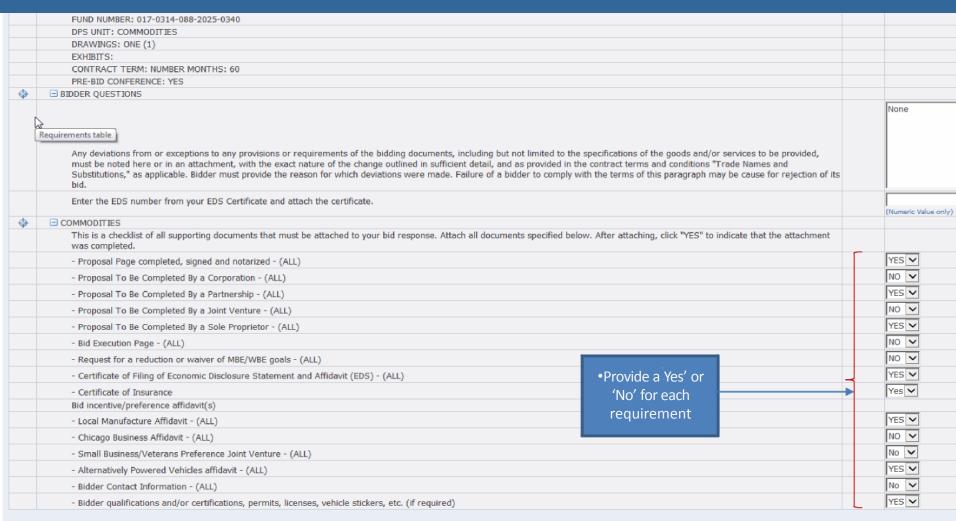
Terms & Conditions Acknowledgement



Header Page (Cover Page)

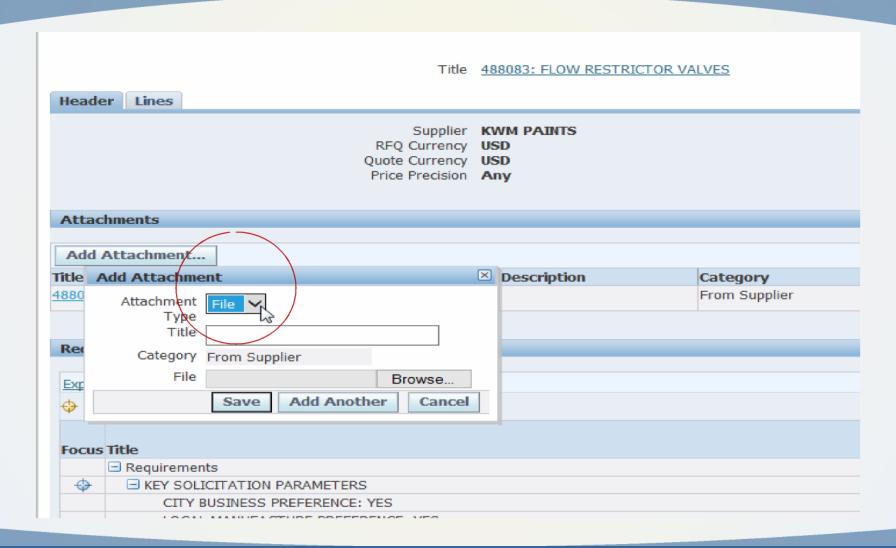


List of Requirements



Contract Terms

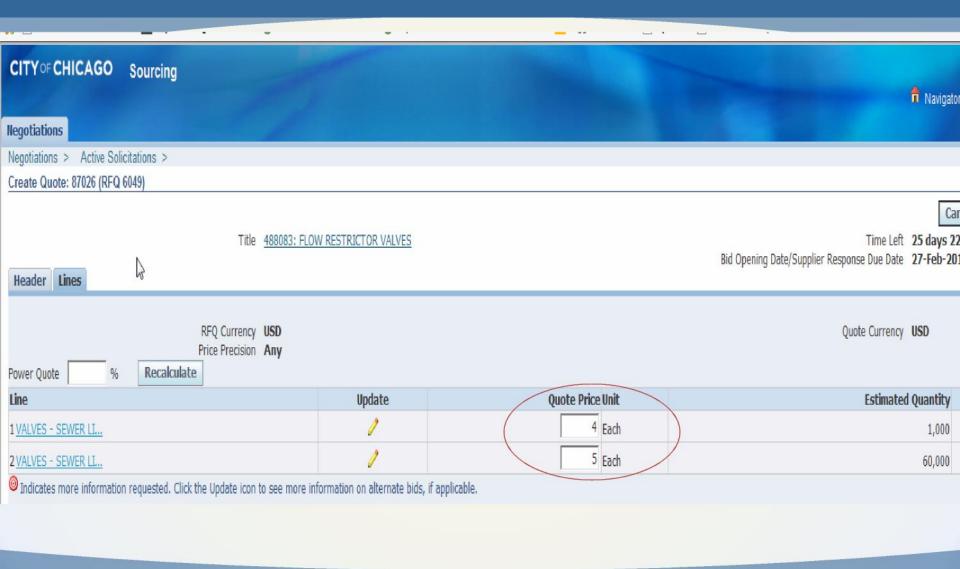
Adding Attachments



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Lines



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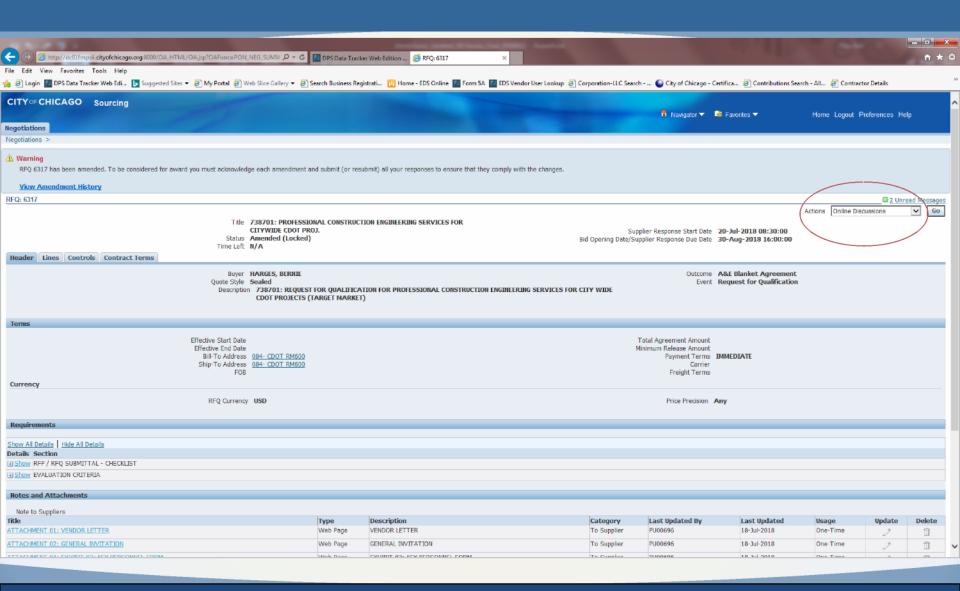
Save Draft save early, save often



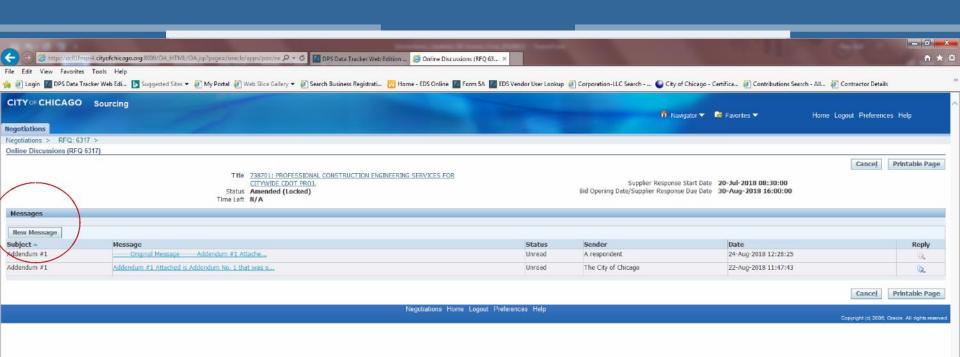
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Online Discussions



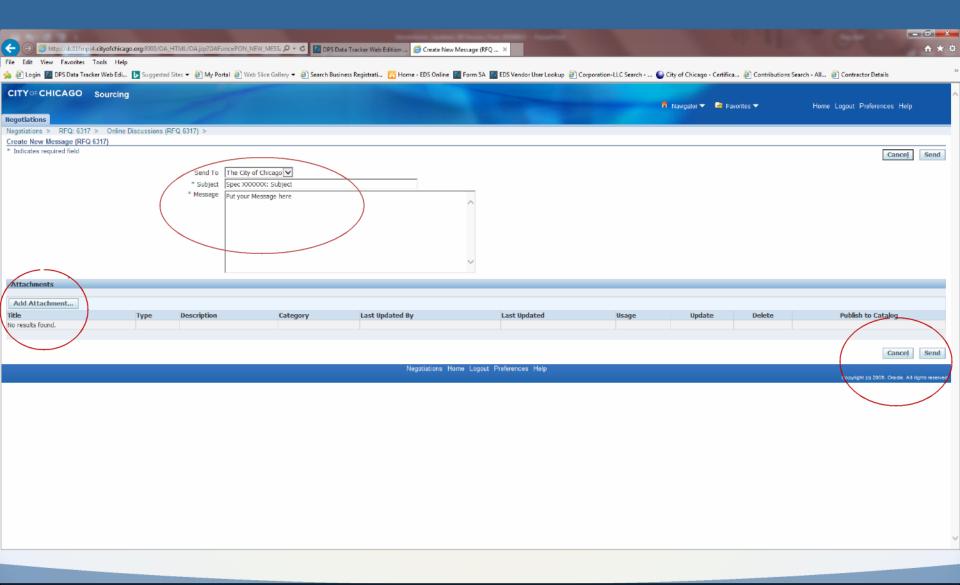
Online Discussions - Continued



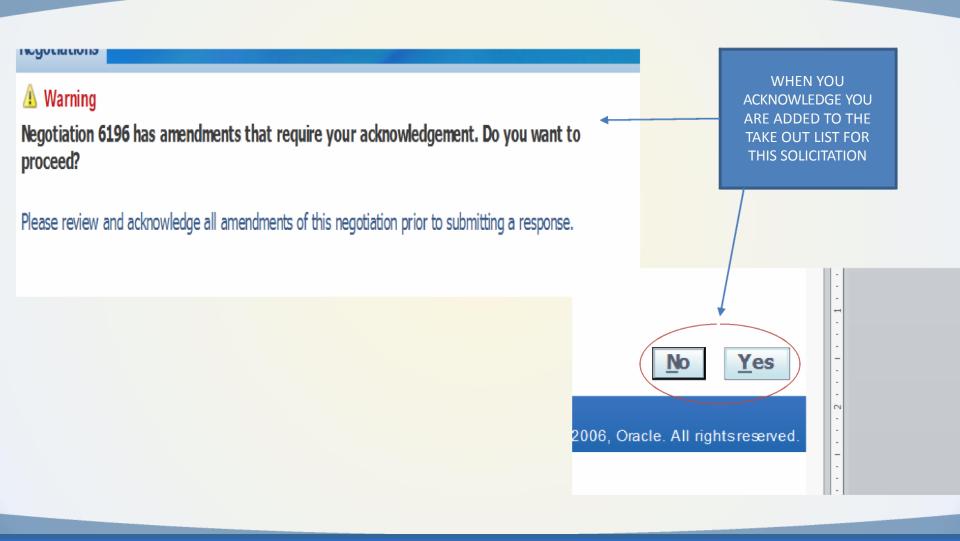
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Online Discussions - Continued



Amendment Acknowledgement



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Electronic Signature



Training Materials



Home

Login and Registration

CITY OF THEORY

Current Bids and Solicitation Opportunities

Online Training Materials

Delegates

Help

Online Training Materials

eProcurement Instructional Documents

The tutorials below will guide you through various processes associated with iSupplier and online bidding.

These page-by-page instructions can assist you as you manage your supplier profile and navigate the iSupplier system.

Associated with the documents are videos that will guide you through various processes associated with iSupplier and online bidding. Use the pause button to stop the video as needed during viewing.

Registration and Profile Updates

- First Time Accessing iSupplier (Video)
- How to Submit Registration (Video)
- How to Reply to a Registration Invite (Video)
- Add New Address (Video)
- Add New Contacts (Video)
- Update Contact Information (√ideo)
- Update Organization Details (Video)
- Update Address (Video)
- Delete Address (Video)
- Inactivate Existing Contact (Video)

Solicitation/ Bid Opportunity Information/ Reviewing Your Company Information

- Solicitation/Bid Opportunity Information (Video)
- View Current Bid eProcurement (Video)
- View Invoices (Video)
- View Purchase History (Video)
- View Purchase Orders (Video)
- View Receipts (Video)
- View Returns (Video)

Supplier Responses/Submission

- Review Solicitation Document (Visled
- Print Solicitation Document (Video)
- Reply to Additional Information (Video
 Submit a Response Construction -
- First Time No Addenda (Video)
- Submit a Response Non
- Construction (Video)
- Solicitation / Bid Submittal FAQs

Delegate Agency Training Materials

- Abstract (Video)
- Addendum Response to RFP (Video)
- Respond to RFP (√ideo)
- Chicago Delegate Agency
- Presentation (Video)

 Chicago Delegate Agency -
- Presentation & Invoice Creation
- Chicago Delegate Agency Invoice Certification Form
- iSupplier Delegate Agency FAQs

MORE TO COME!

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eProcurement Site / Workshops



INTRODUCTION TO ePROCUREMENT

JAN. 24 • FEB. 21 • MAR. 21 • APR. 18 • MAY. 22 • JUN. 20 • JUL. 18 • AUG. 22 • SEPT. 12 • OCT. 17 • NOV. 7

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

Who to Contact for Assistance

- Access Help Page on the iSupplier Portal information on this page
- Questions on Registration:
 <u>eprocsupport@citvofchicago.org</u>
- Training Materials (Documents and Videos):
 https://www.cityofchicago.org/city/en/depts/dps/isupplier/online-training-materials.html





2019 WORKSHOP SCHEDU

Want More Information? Check out....



www.facebook.com/ChicagoDPS



@ChicagoDPS



www.youtube.com/ChicagoDPS



www.cityofchicago.org/dps

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



Questions?





Thank You For Attending

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

City of Chicago Department of Procurement Services 121 North LaSalle Room 806 312-744-4900