

DPS WORKSHOP





The Online Schedule "A" Application – MBE/WBE/VBE/BEPD

https://chicago.mwdbe.com

You are about to complete the on-line application for certification under the Illinois Unified Certification Program (ILUCP) as a Disadvantaged Business Enterprise and/or Airport Concessions Disadvantaged Business Enterprise (DBE/ACDBE) or as a Minority-Owned Business Enterprise, a Disadvantaged Business Enterprise and/or Airport Concessions Disadvantaged Business Enterprise (DBE/ACDBE) or as a Minority-Owned Business Enterprise, Women-Owned Business Enterprise and/or Airport Concessions Disadvantaged Business Enterprise (DBE/ACDBE) or as a Minority-Owned Business Enterprise, and or Airport Concessions Disadvantaged Business Enterprise (DBE/ACDBE) or as a Minority-Owned Business Enterprise, and or Airport Concessions Disadvantaged Business Enterprise (DBE/ACDBE) or as a Minority-Owned Business Enterprise, and or Airport Concessions Disadvantaged Business Enterprise (DBE/ACDBE) or as a Minority-Owned Business Enterprise, and or Airport Concessions Disadvantaged Business Enterprise (DBE/ACDBE) or as a Minority-Owned Business Enterprise, and or Airport Concessions Disadvantaged Business Enterprise (DBE/ACDBE) or as a Minority-Owned Business Enterprise, and or Airport Concessions Disadvantaged Business Enterprise (DBE/ACDBE) or as a Minority-Owned Business Enterprise, and or as a Minority-Owned Business Enterprise (DBE/ACDBE) or as a Minority-Owned Business Enterprise

Need Help?

Download Part 2 of the user manual

Sign up for a

Note: Firms that would like to be considered for Local (MBE/WBE/BEPDI/VBE) and Federal (DBE/ACDBE) certification must complete and submit both applications. Currently all certified firms must submit an annual No Change Affidavit in order to maintain their certification yearly.

MBE/WBE/BEPDI/VBE certified firms must submit an annual No Change Affidavit in order to maintain their certification yearly.

There is a certification process option that allows businesses seeking initial certification as an MBE or WBE that have been previously certified by the Women's Business Development Center (WBDC) and the Chicago Minority Supplier Development Council (CMSDC) to submit an Outside Recognition Certification Application with the City of Chicago ("Reciprocal Process").

Under the Reciprocal Process, businesses applying for City of Chicago certification only need to complete a Reciprocal application. Please note that the Reciprocal process cannot be used by firms for purposes of recertification. To learn more about the Reciprocal process, click here.

Note: Businesses certified as a DBE and/or ACDBE from another state will need to complete an Interstate DBE/ACDBE Application in order to apply for certification in Illinois. To learn more about the process, click here.

Select the appropriate application type below to submit. Firms submitting the No Change Affidavit or Recertification application must currently be certified by the City of Chicago.

Select an Option

Your firm is currently certified by the City of Chicago.

Your firm is not currently certified by the City of Chicago.

Download the user manual Sign up for a Training Class Select Option 1, 2 or 3 (based on login type).

Your firm is ourrently certified by the City of Chicago. Your firm is not currently certified by the City of Chicago. Your firm is located in Illinois. Your firm is located in another state.

Account Look Up

Select an Option

Your firm is currently certified by the City of Chicago.

Your firm is not currently certified by the City of Chicago.

Your firm is located in Illinois.

Your firm is seeking DBE/ACDBE certification.

Your firm is seeking MBE/WBE/BEPD/VBE certification.

Create a New Account

Select an Option

Your firm is currently certified by the City of Chicago.

Your firm is not currently certified by the City of Chicago.

Your firm is located in Illinois.

Your firm is seeking DBE/ACDBE certification.

Your firm is seeking MBE/WBE/BEPD/VBE certification.

Your firm's principal office and the majority of your firm's workforce is located in Cook, DuPage, Kane, Lake, McHenry, or Will County.

Your firm's principal office and the majority of your firm's workforce is not located in Cook, DuPage, Kane, Lake, McHenry, or Will County.

Option 2

Select an Option

Your firm is currently certified by the City of Chicago.

Your firm is not currently certified by the City of Chicago.

Your firm is located in Illinois.

Your firm is seeking DBE/ACDBE certification.

Your firm is seeking MBE/WBE/BEPD/VBE certification.

Your firm's principal office and the majority of your firm's workforce is located in Cook, DuPage, Kane, Lake, McHenry, or Will County.

Your firm is seeking MBE or WBE certification.

Your firm is currently MBE and/or WBE certified by the Chicago Minority Business Development Council (CMBDC) or the Women's Business Development Center (WBDC) and this is your first time applying for certification with the City of Chicago.

Your firm is NOT currently MBE and/or WBE certified by the Chicago Minority Business Development Council (CMBDC) or the Women's Business Development Center (WBDC) and/or this is NOT your first time applying for certification with the City of Chicago

Your firm is seeking BEPD or VBE certification.

Your firm's principal office and the majority of your firm's workforce is not located in Cook, DuPage, Kane, Lake, McHenry, or Will County.

Select an Option

Your firm is currently certified by the City of Chicago.

Your firm is not currently certified by the City of Chicago.

Your firm is located in Illinois.

Your firm is seeking DBE/ACDBE certification.

Your firm is seeking MBE/WBE/BEPD/VBE certification.

Your firm's principal office and the majority of your firm's workforce is located in Cook, DuPage, Kane, Lake, McHenry, or Will County.

Your firm is seeking MBE or WBE certification.

Your firm is currently MBE and/or WBE certified by the Chicago Minority Business Development Council (CMBDC) or the Women's Business Development Center (WBDC) and this is your first time applying for certification with the City of Chicago,

Your firm is NOT currently MBE and/or WBE certified by the Chicago Minority Business Development Council (CMBDC) or the Women's Business Development Center (WBDC) and/or this is NOT your first time applying for certification with the City of Chicago

Your firm is submitting an application and documentation with the assistance of a CPA or Attorney.

Choose this option if an Attorney or CPA has reviewed your application and documentation, and provided you with a signed affidavit of eligibility. Click here to download the affidavit of eligibility.

Your firm is submitting an application and all supporting documentation without the assistance of a CPA or Attorney.

Your firm is seeking BEPD or VBE certification.

Your firm's principal office and the majority of your firm's workforce is not located in Cook, DuPage, Kane, Lake, McHenry, or Will County,

Select an Option

Your firm is currently certified by the City of Chicago.

Your firm is not currently certified by the City of Chicago.

Your firm is located in Illinois.

Your firm is seeking DBE/ACDBE certification.

Your firm is seeking MBE/WBE/BEPD/VBE certification.

Your firm's principal office and the majority of your firm's workforce is located in Cook, DuPage, Kane, Lake, McHenry, or Will County.

Your firm is seeking MBE or WBE certification.

Your firm is currently MBE and/or WBE certified by the Chicago Minority Business Development Council (CMBDC) or the Women's Business Development Center (WBDC) and this is your first time applying for certification with the City of Chicago,

Your firm is NOT currently MBE and/or WBE certified by the Chicago Minority Business Development Council (CMBDC) or the Women's Business Development Center (WBDC) and/or this is NOT your first time applying for certification with the City of Chicago

Your firm is submitting an application and documentation with the assistance of a CPA or Attorney.

Choose this option if an Attorney or CPA has reviewed your application and documentation, and provided you with a signed affidavit of eligibility. Click here to download the affidavit of eligibility.

Your firm is submitting an application and all supporting documentation without the assistance of a CPA or Attorney,

Submit a New MBE/WBE application.

Your firm is seeking BEPD or VBE certification.

Your firm's principal office and the majority of your firm's workforce is not located in Cook, DuPage, Kane, Lake, McHenry, or Will County.

Select an Option

Your firm is currently certified by the City of Chicago.

Your firm is not currently certified by the City of Chicago.

Your firm is located in Illinois.

Your firm is seeking DBE/ACDBE certification.

Your firm is seeking MBE/WBE/BEPD/VBE certification.

Your firm's principal office and the majority of your firm's workforce is located in Cook, DuPage, Kane, Lake, McHenry, or Will County.

Your firm is seeking MBE or WBE certification.

Your firm is currently MBE and/or WBE certified by the Chicago Minority Business Development Council (CMBDC) or the Women's Business Development Center (WBDC) and this is your first time applying for certification with the City of Chicago,

Your firm is NOT currently MBE and/or this is NOT your first time applying for certification with the City of Chicago

Your firm is submitting an application and documentation with the assistance of a CPA or Attorney.

Choose this option if an Attorney or CPA has reviewed your application and documentation, and provided you with a signed affidavit of eligibility. Click here to download the affidavit of eligibility.

Your firm is submitting an application and all supporting documentation without the assistance of a CPA or Attorney.

Submit a New MBE/WBE application.

Your firm is seeking BEPD or VBE certification.

Your firm's principal office and the majority of your firm's workforce is not located in Cook, DuPage, Kane, Lake, McHenry, or Will County,

Company & Contact Information	
Select a company type and application auto-fill	option. Confirm or enter your personal and company email addresses to permit us to contact you quickly for technical support, if needed.
YOUR EMAIL ADDRESS *	chicagotestvendor1@b2gnowuser.com
COMPANY EMAIL *	chicagotestvendor1@b2gnowuser.com
COMPANY TYPE *	Franchise
APPLICATION AUTOFILL *	Use existing account information to auto-fill application
Eligibility Requirements	
The following criterion is intended to help you obasic criterion does not imply that your firm wi	determine if your firm meets the basic requirements for certification under the City's MBE/WBE/BEPD/VBE Certification Program. If your firm meets the basic criterion, please complete the application and submit it to the City for further evaluation. Meeting the 1 be approved.
Is your firm at least 51%-owned by minority(ie	s), women, person(s) with disabilities, and/or veteran(s) who also control the firm?
○ Yes ○ No	
Is your firm a small business that meets the Sr	nall Business Administration's (SBA's) <u>size standard</u> for your industry?
O Yes O No	
If certifying as a construction company, does y	our personal net worth exceed \$2.25 million? (Personal Net Worth limits are adjusted annually)
O Yes O No O Not Applicable	
New MBE/WBE applicants only: Is your firm ce	rtified with the Chicago Minority Business Development Council or the Women's Business Development Council?
O Yes O No O Not Applicable	
Is your firm located in the State of Illinois withi	n the counties of Cook, DuPage, Kane, Lake, McHenry, or Will?
○ Yes ○ No	
Do you agree to electronic storage of your app	lication and supporting documentation on the City of Chicago's secure system?
O Yes O No	

Required Documents

Certification Application: Document List Preview for Franchise



In addition to completing an application form, you will be required to submit supporting documents with your application. Starting January 1, 2016 these documents must be submitted electronically.

Mandatory documents must be submitted with your application; there are no exceptions. Required documents must be submitted if applicable to the type of your firm and nature of its work. If you have any questions, please contact us before starting your application process.

Review the items below before beginning the process to ensure you are able to and are comfortable providing the requested information. If you are unable or unwilling to provide the Mandatory documents, do not proceed. Failure to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and your firm could ultimately be denied certification.

This document list will continue to be available after you start the application (click the Documents tab). You can also print the list to your printer or a PDF file.

ALERT: to ensure security of your application, only YOU will have access to this application once it is created. By starting the application, it will be assigned to you throughout the process, and no one else can access unless you reassign it to another user for completion or explicitly grant access by clicking the Utilities tab and adding a user to the Access List.
Application Timeline: you will have 90 days to complete and submit this application. Otherwise, the record will self-delete on 9/11/2018. Periodic reminders will be sent to you by email up to that point. A deleted application cannot be recovered; you will need to start again.
Continue Return

Mandatory Documents

All mandatory documents must be provided with the application. Failure to submit a mandatory document will result in a delay in processing and/or could result in denial.

Attachment 1 Individual Ownership Statemen

Download Form -- Download the Individual Ownership Statement and complete one form for each owner. Upload the statement(s) when complete.

Drivers License or State ID

Federal and state corporate tax returns for the Applicant firm for the past 3 years (5 years for construction firms)

Include requests for extensions. If not a corporation, submit Individual tax returns for partners/principals.

Individual federal tax returns for each owner, including any schedules, for the past 3 years (5 years for construction firms)

Organizational Chart

Current organizational chart, may be hand drawn.

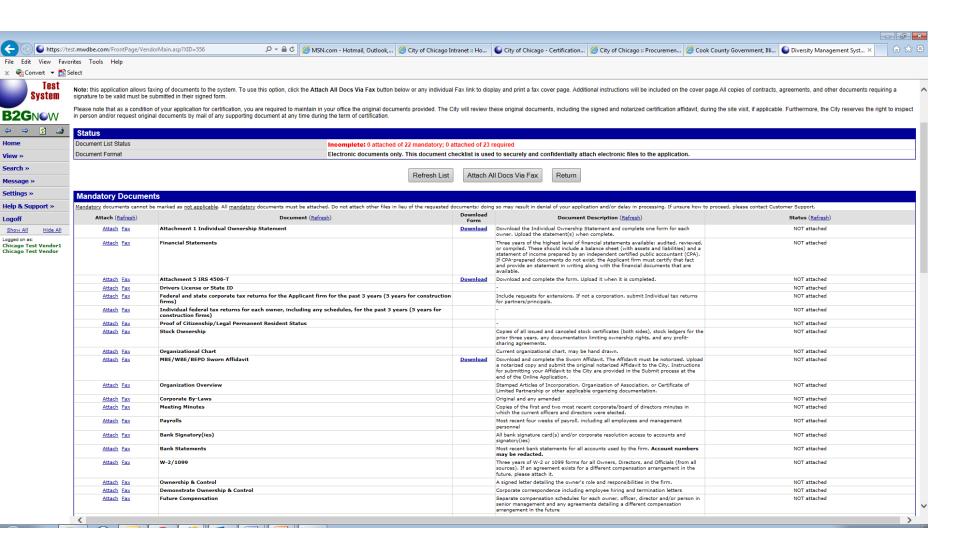
MBE/WBE/VBE/BEPD Sworn Affidavit

Download Form -- Download and complete the Sworn Affidavit. The Affidavit must be notorized. Upload a notarized copy and submit the original notarized Affidavit to the City. Instructions for submitting your Affidavit to the City are provided in the Submit process at the end of the Online Application.

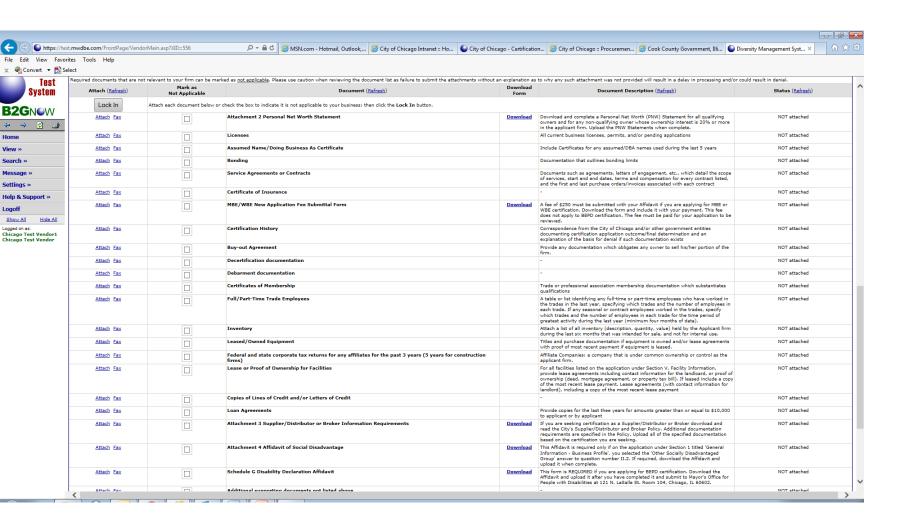
All franchise agreements

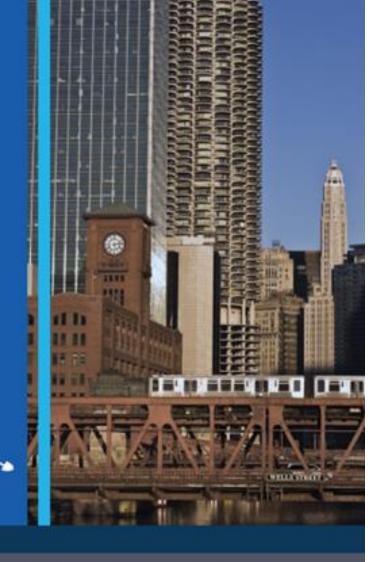
non DBE

Required Documents



Required Documents





TRAINING • OUTREACH • COMMUNICATIONS



www.facebook.com/ChicagoDPS



@ChicagoDPS



www.youtube.com/ChicagoDPS



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



Department of Procurement Services 121 North LaSalle, City Hall Room 806, Chicago, IL 60602

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

<u>www.cityofchicago.org/dps</u> • dpsevents@cityofchicago.org

facebook.com/ChicagoDPS • @ChicagoDPS • youtube.com/ChicagoDPS

