



DPS DEPARTMENT OF
PROCUREMENT
SERVICES

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



Professional Declaration of Eligibility (PDE)

For City of Chicago Certification Programs:
Minority Owned Business Enterprise (MBE)
Women Owned Business Enterprise (WBE)



What is Professional Declaration of Eligibility?

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:

Minority Owned Business Enterprise (MBE) or
Women Owned Business Enterprise (WBE)



Program Guidelines

- **Program Guidelines for MBE/WBE Eligibility**

Regulations Governing Certification of Minority- and Women-Owned Business Enterprises, Veteran-Owned Business Enterprises, and Business Enterprises Owned or Operated by People with Disabilities For Non-Construction Contracts

<https://www.cityofchicago.org/content/dam/city/depts/dol/rulesandregs/CertificationRegulationsNonconstruction.pdf>



Who's Eligible

– Eligibility Includes:

- MBE / WBE
- Non-construction*, non-supplier/distributor
- No denial within past three years
- No withdrawal within past three years
- No graduation within past three years



Licensed Professional Requirements

- Attorney or CPA
- Licensed in Illinois
- At least 3 years
- Has not been convicted or found liable of fraud and/or making false statements.
- No ownership interest or familial relationship



What Should Be Done- Professional

- Full Review of Electronic Application and all Documentation Completed and Provided by Applicant Vendor
- On-Site Visit interview with business owner(s)
- Preparation of Summary Report (detailed)
- Attestation by Licensed Professional – CPA or Licensed Attorney



Review Process - City

- Once the file has been submitted by the Professional and formally received by the City, DPS will expeditiously review the application. Upon completion, DPS may grant certification, send a Preliminary Notice of Denial, or notify the Applicant that additional information is needed. Incomplete applications are subject to review under the standard certification process.



What happens next?

- Approved businesses are certified for five (5) years. Firms seeking recertification may do so under the standard certification process.
- Once a decision is issued following the initial review, the file is subject to a full scope audit to ensure compliance with program regulations.
- Firm must submit annual No Change Affidavit and all other program regulations with respect to continuing eligibility.



Do's and Don'ts of the City

- The City does not certify or endorse CPAs or Attorneys to prepare applications for those vendors seeking certification with the City of Chicago.



Documentation

- Completed Electronic Application
- Copy of all required documents submitted with Electronic Application
- Professional Declaration of Eligibility Affidavit submitted with Electronic Application.
- Electronic Application and document list are available via the DPS Certification and Compliance System (C2) www.chicago.mwdbe.com



Documentation

- Contact Information
- Type of Certification You Are Seeking
 - MBE and/or WBE
- Ownership Information
- Employee Information
- Facility Information
- Financial Information (including personal and corporate Tax Returns)
- Licenses (for applicant and business)



Documentation

- Experience
 - Resumes
 - Professional Associations
 - Listing of Equipment
 - Leases
- Contract Information
 - Pending
 - Past Year (Two Years)
 - Invoices/Purchase Orders



Documentation

- Attachment 1
 - Individual Statement of Ownership
- Attachment 4
 - Affidavit of Social Disadvantage
- Attachment 5
 - IRS Form 4506T-Request for Transcript of Tax Return (Separate form needed for Business, and Personal Tax Returns)



Full Scope Audit

- Full review of certification and firm
- 100% of Files Submitted
- Subject to decertification



Penalties

Technical Errors – Not Intentional

- Errors that didn't affect the certification outcome:
 - 1st Strike – Notice
 - 2nd Strike – Additional training
 - 3rd Strike – Lose Eligibility



Penalties

Technical Errors –Intentional

- If it is determined there is an intentional error to obtain certification, you will lose eligibility.



Penalties

Substantive Errors – Not Intentional

Errors that did affect the certification outcome:

- 1st Strike – Will require adopting Compliance Integrity Agreement (CIA)
- 2nd Strike – Professional will be barred from the program. A proposed decertification will be sent with right to appeal



Penalties

Substantive Errors – Intentional

- If it is determined there is an intentional error to obtain certification, you will lose eligibility



Additional Penalties

– Professional of Record:

- Referred to Inspector General's Office
- Referred to State licensing board for discipline
- Referred to Corporation Counsel for Prosecution under the City's False Statements Ordinance



How To Get Help

- Department of Procurement Services:
Certification Unit
 - 121 North LaSalle, Suite 806
 - 312-744-4900, option #1
- Your Area Assist Agency



Pitfalls to Avoid

- Incomplete Applications, Site Visits and/or Summary Recommendation Report
 - Lack of Details
 - Lack of Specifics
- Incorrect Type of Application Submitted
- Failure to Timely Respond to Requests for Information
- Failure to Fully Respond to Requests for Information
- No Payment Received





Want More Information? Check out....



www.facebook.com/ChicagoDPS



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

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