



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



Disadvantaged Business Enterprise (DBE) & Airport Concession Disadvantaged Business Enterprise (ACDBE) Certification Workshop

Presented By:
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Today's Workshop Agenda

- Disadvantaged Business Enterprise (DBE) and Airport Concession Disadvantaged Business Enterprise (ACDBE) Program
- DBE/ ACDBE Program Requirements
- DBE/ACDBE Certification Process
- DBE/ ACDBE Application
- The benefits of becoming DBE/ACDBE certified with the City Of Chicago
- What happens once you are certified



DPS Mission Statement

We are the contracting authority for the procurement of goods and services for the City of Chicago.

We pledge to work together as a team and with our customers to guarantee an open, fair and timely process by establishing, communicating and enforcing superior business practices.

Integrity, Public Trust and the Law are our guiding principles.



DBE/ACDBE Certification Requirements

The City of Chicago is a federal grant recipient subject to the U.S. Department of Transportation (DOT) and Federal Aviation Administration's (FAA) DBE/ACDBE requirements under 49 CFR Parts 26 and 23.

The objectives of the DBE/ACDBE program are to:

- a. Ensure nondiscrimination in the award and administration of DOT/FAA assisted contracts in the Department's highway, transit, airport financial assistance programs, and Airport concessionaires programs;
- b. To create a level playing field on which eligible businesses can compete fairly for DOT-assisted contract opportunities.

The DBE program provides guidance for the participation of DBE firms in federally funded contracts opportunities.



DBE/ACDBE Certification Requirements

49 CFR Parts 26 and 23 states that a business concern must be:

- ❑ A for-profit, small business which is at least 51 percent owned by one or more socially and economically disadvantaged persons, and
- ❑ Whose management and operations are controlled by one or more of the socially and economically disadvantaged owners.
- ❑ Airport concessions can include businesses that provides management consultation, goods, supplies and advertising services to concessions operating at an Airport.



DBE/ACDBE Certification Requirements

Groups defined by 49 CFR Part 26 as disadvantaged:

- ☐ Black Americans,
- ☐ Hispanic Americans,
- ☐ Native Americans,
- ☐ Subcontinent Asian Americans,
- ☐ Asian-Pacific Americans,
- ☐ Women, and
- ☐ Other individuals who can individually prove social and economic disadvantage.



DBE/ACDBE Certification Requirements

Business Size Standards

- ❑ DBE - The firm's three year average annual gross receipts must not exceed the SBA size limit for the firm's primary line of business or the maximum of \$23.98 million.
- ❑ ACDBE – Three year average annual gross receipts must not exceed \$56.42 million for most firms, with the following exceptions:
 - \$75.23 million for car rentals
 - \$1 billion in assets for banks
 - 1,500 employees for pay phone companies
 - 350 employees for automobile dealers



DBE/ACDBE Certification Requirements

Personal Net Worth Standard

- ❑ The qualifying owner's personal net worth cannot exceed \$1.32 million (after adjustments) for DBE and/or ACDBE eligibility



DBE/ACDBE Certification Process

The following steps must be completed before your firm can be considered a certified DBE/ACDBE with City of Chicago

- ❑ Submit DBE/ACDBE application online at:
www.chicago.mwdbe.com
- ❑ Attach copies of all supporting documentation relating to the firm and individual associated with the firm to the online application (hard copy documents are no longer accepted).
- ❑ On-site interview/visit process



Getting Started

You will need the following documents in order to fill out the DBE/ACDBE application:

- ❑ Evidence of citizenship, or legal residency
- ❑ Proof of contribution(s) by owner(s)
- ❑ Business Documents for the specific type of firm
 - Sole Proprietor – copies of Assumed Name Certificate
 - Partnership – copies of partnership agreement and the assumed name certificate
 - Limited Liability Company – copies of the original and amended administrative agreements and the assumed name certificate
 - Corporation – copies of Articles of Incorporation and Bylaws



Getting Started

Additional documents you will need for the DBE/ACDBE application:

- ❑ Copies of W-2 or 1099 form(s) for the current, and previous two (2) years for owners
- ❑ Three (3) years of Signed U.S. Federal Corporate Income Tax Returns, including all attachments and schedules
- ❑ Financial Statements, including Balance Sheet (Assets and Liabilities), and Income & Expense Statement
- ❑ Three (3) years of Signed U.S. Individual Income Tax Returns, including all attachments and schedules



Onsite Review/Interview

The federal regulations [49 CFR 26.83(c)(1)] require the performance of an onsite visit to the offices of the firm seeking DBE/ACDBE certification. The site visit report of an applicant by any other US DOT federal fund recipient may be relied upon to meet this requirement.

Note: Depending on the circumstances, a firm may or may not be notified when an on-site visit/interview will be conducted.



Approval / Denial of Application

- ☐ **Ownership**
- ☐ **Disadvantaged**
- ☐ **Business Size Determination**
- ☐ **Personal Net Worth**
- ☐ **Independence**
- ☐ **Control**
- ☐ **Burden of Proof Allocation**



Benefits of Becoming DBE/ACDBE Certified with the City of Chicago

- ☐ No application fee.
- ☐ Certification as a DBE and/or ACDBE provides opportunities for participation in US DOT and FAA federally-funded contracts with the City of Chicago, Illinois Department of Transportation, Chicago Transit Authority, Metra, and Pace.
- ☐
- ☐ We have a relationship with a number of agencies that can provide assistance to DBE firms. These "Assist Agencies" provides a variety of services to small businesses.
- ☐ The City of Chicago's DBE/ACDBE Program demonstrates the City's continued commitment to the success of minority/and women-owned businesses.
- ☐ 90-day certification process.



Once You Are Certified

- ❑ We provide “One Stop Certification” – Once you are certified with the City of Chicago as a DBE/ACDBE, your certification is accepted by IDOT, Metra, Pace, and Chicago Transit Authority.
- ❑ You can sign up for DPS, and DOA Alerts to alert you of contracting opportunities with the City of Chicago.
- ❑ All City of Chicago and its sister agencies’ contracting opportunities can be found online.
- ❑ We provide you with a list of agencies that provide assistance to DBE firms. These "Assist Agencies" provide services to assist in business development.



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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