



**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



# **We Are Family!**

## **Doing Business with Sister Agencies**

### **Featured Agencies**

Chicago Public Schools  
City Colleges of Chicago



# Chicago Sister Agencies

Want to learn about contracting opportunities beyond the City of Chicago? This workshop is designed to outline the role and responsibilities of how to do business with our Sister Agencies

## Chicago's Sister Agencies

- Chicago Public Schools (CPS)
- City Colleges of Chicago (CCC)
- Public Building Commission (PBC)
- Chicago Housing Authority (CHA)
- Chicago Park District (CPD)
- Chicago Transit Authority (CTA)

***Note: The registration schedule will reflect which two agencies will be presenting the workshop on the dates offered.***



# Additional Workshop Dates

**July 25, 2019**

Public Building Commission (PBC) & Chicago Housing Authority (CHA)

**October 10, 2019**

Chicago Park District (CPD) & Chicago Transit Authority (CTA)

Workshop Times: 3:15 PM – 4:15 PM  
121 N. LaSalle, 11th Floor, Room 1103



# Becoming a CPS Vendor



# Chicago Public Schools

- The Chicago Public Schools is the third largest school district in the nation with over 360,000 students enrolled in more than 600 schools. The school system purchases a wide variety of products and services essential for the day-to-day operation of the school system.





# CPS 2018 Academic Report Card

Chicago Public School students are making historic academic progress. By holding true to the guiding principles of our three-year vision: academic progress, financial stability, equity, and integrity, we will continue to ensure every CPS student in every neighborhood receives a high-quality education.

The data contained in the 2018 Academic Report Card demonstrates why Chicago has become a national leader in urban education. This historic academic progress shows that the investments we're making in schools are paying off. Below is a snapshot of landmark progress that we have made since Mayor Emanuel took office in 2011.

## Freshman OnTrack Rate



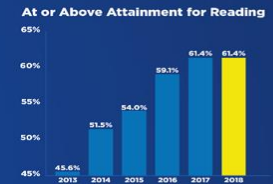
## Graduation Rate



## Early College and Career Credentials



## Northwest Evaluation Association (NWEA) Measure of Academic Progress (MAP)



## Scholarship Dollars Earned

\$266,718,384 2012	\$399,890,411 2013	\$798,497,709 2014	<b>\$1,334,667,296</b> 2018
\$956,970,918 2015	\$1,163,637,809 2016	\$1,244,420,211 2017	

## Number of Schools Awarded Certifications



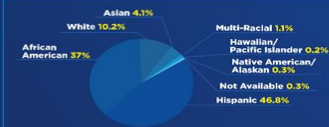
## Safe Passage



## At or Above Attainment for Math



## Student Makeup



## Student Enrollment



## Student Demographics



## Our Commitment to Families



**High Quality, Rigorous Instruction**  
Setting high academic standards for all of our students builds a strong foundation for a holistic education

**Collective Impact**  
Strong partnerships, with trust earned through transparent engagement, allow Chicago's collective expertise to best support student success

**Talented and Empowered Educators**  
Talented teachers and administrators are a catalyst for student learning

**Safety and Security**  
Safe and supportive schools create an environment for successful learning

**Financial Stability**  
A "student first" budget builds a stronger financial future



# It's All About K.I.D.S.

Keep Improving District Services

Increase M/WBE Participation

New/Better Ways to Do Business

Waste Elimination

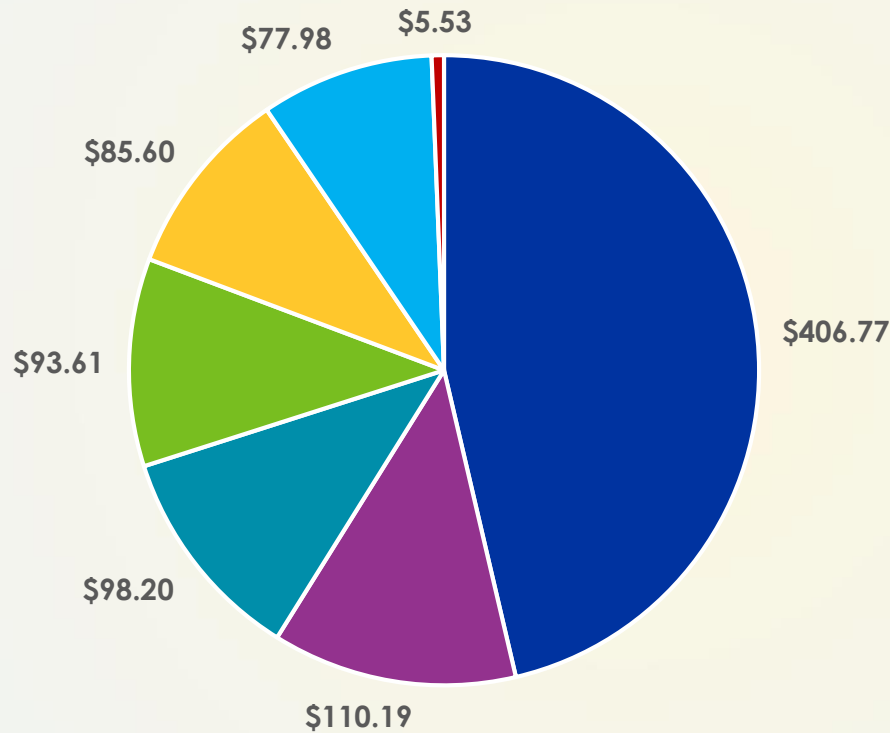
Win/Win Relationships- Volume Based Incentives

Increase Philanthropic Support





# How to Do Business with CPS



Addressable Spend  
(in \$MM)

**Total Spend: \$877.88**

- Facilities/Construction
- ITS
- Transportation
- Professional Services
- Nutrition
- Academics
- Safety and Security



# Two Ways To Become A Vendor

## CONTRACT

# 1

### Receive a contract award from a contracting opportunity open to the public

If your firm is interested in seeking a contract award, check our "Contracting Opportunities" tab daily and follow the instructions to respond to the solicitation (bids, request for proposals or request for qualifications). The Department of Procurement will release solicitations daily for the general public and pre-qualified contractors.

[cps.edu/procurement](https://cps.edu/procurement)

## SPONSORSHIP

# 2

### Obtain a CPS Principal, CPS Network Chief, or CPS Department Director Level Sponsorship

If a School, Network or Department has the intent to use your goods or services, they must reach out to Procurement to begin the process. To get started, the sponsoring CPS Principal, CPS Network Chief, or CPS Department Director should contact Procurement at [purchasing@cps.edu](mailto:purchasing@cps.edu) with an email, subject heading "Vendor Sponsorship Application Request." Please note: This process must be initiated by the Principal, Network Chief, or Department Director, not the vendor.

Once sponsorship information has been submitted by a Principal, Chief or Director, the Procurement team will review the vendor sponsorship request. If the sponsorship is accepted, a CPS Supplier Application will be sent to the prospective vendor for completion. If the sponsorship request is not accepted, Procurement will notify the sponsor with a reason for the rejection. Only applications sent directly by Procurement will be processed. Please note: This process must also be followed for vendors who need to be reactivated for a school or department to use.



# How to Do Business with CPS

- **Central Office Procurement:**

- Standardized Goods/ Services for District-wide Needs

- **Sourcing Approach**

- Internal Stakeholders Specifics Requirements
- Public Formal Solicitations (Bids, RFx)
- Strategic Source Agreement

- **Keys to Success**

- Understand needs and environment of Users
- Managed to key performance indicators
- Continuous Improvement



# How to Do Business with CPS

- **School Based Procurement:**

- Principals are empowered to identify unique goods and services required
  - at their schools based on their student population and community

- **Sourcing Approach**

- Principal sponsorship
- Adherence to CPS Board spend limits

- **Keys to Success**

- Quality Products
- Competitive prices
- Excellent Customer Service



# Office of Business Diversity

## Our Commitments

As a major employer and purchaser of goods and services, CPS is committed to the goal of enhancing economic opportunities for certified minority-owned and woman-owned business enterprises in the Chicagoland area, by promoting access to procurement opportunities within Chicago Public Schools.

30% MBE  
7% WBE

### District Diversity Goals

#### Certifications

City of Chicago  
Cook County  
State of Illinois  
+Other Governmental Entities

#### Convergence

District Wide Effort

#### Collaboration

Assist Agencies  
Sister Agencies  
Community

#### Compliance

B2GNow  
Monthly Audits

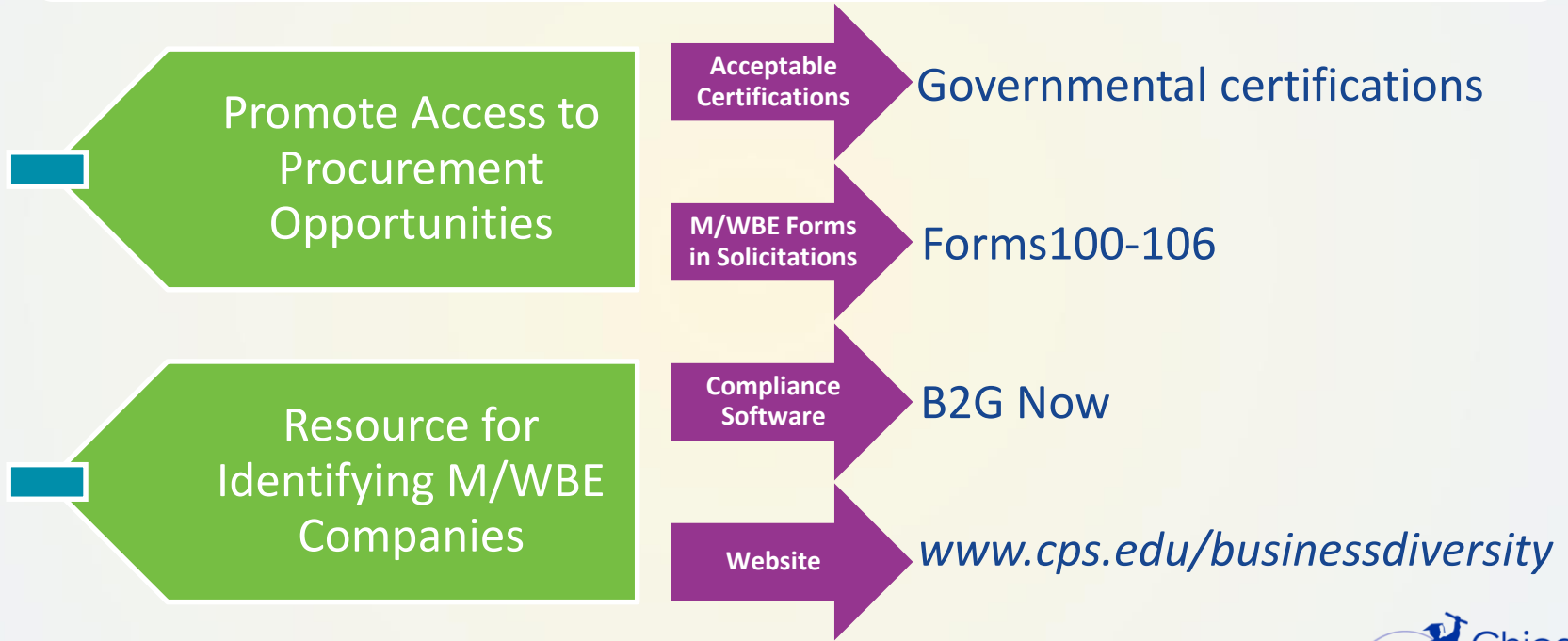


# OBD Strategic Priorities

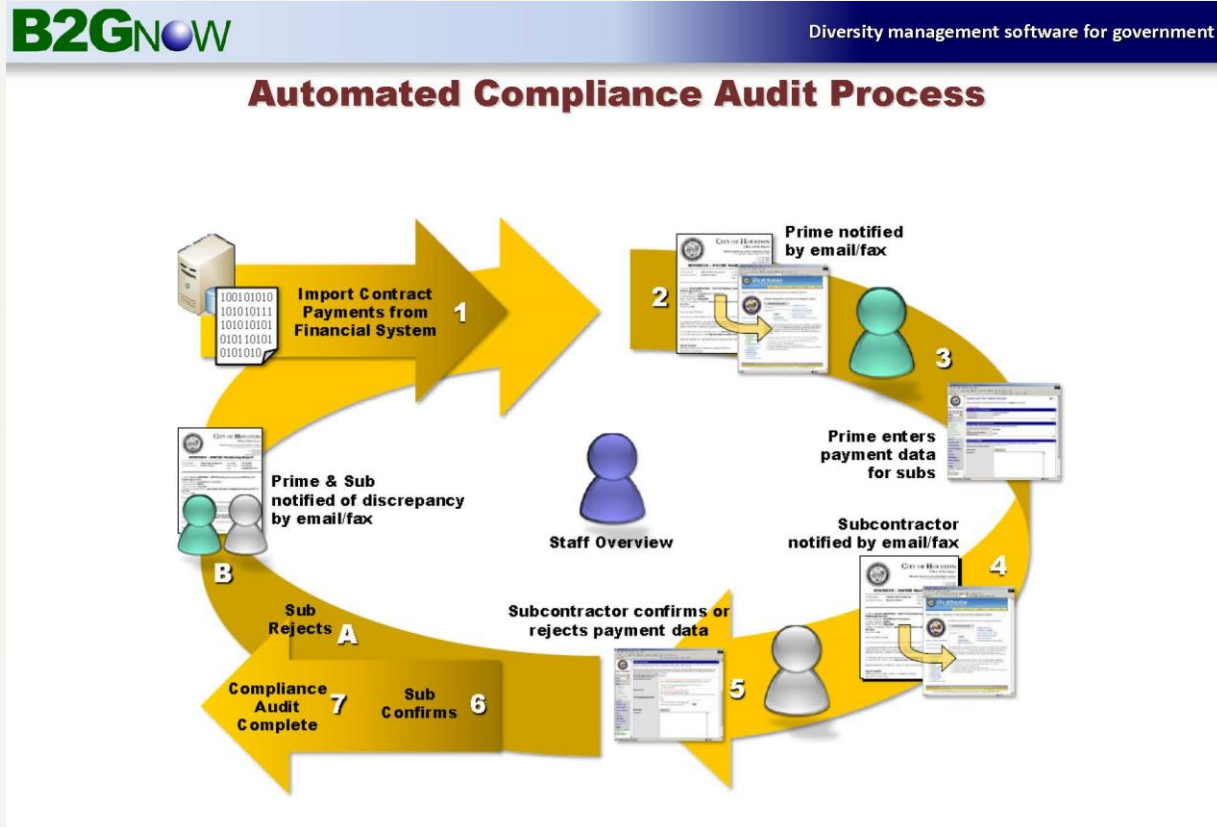


# OBD M/WBE Onboarding Highlights:

*Advocates of Diversity & Inclusion*



# Compliance Software Automated Process





# Contact Us

## Academics

**Carissa Hubbard**, Category Manager  
[cahubbard@cps.edu](mailto:cahubbard@cps.edu)

**Karla Shaw**, Contract Compliance Officer  
[kfshaw@cps.edu](mailto:kfshaw@cps.edu)

**Categories:** Education, Early Childhood,  
Student Health and Wellness, Diverse Learners,  
Family and Community Engagement

## Operations

**Brad Broughton**, Category Manager  
[bdbroughton@cps.edu](mailto:bdbroughton@cps.edu)

**Poly Haritos-Makris**, Contract Compliance  
Officer  
[pharitos@cps.edu](mailto:pharitos@cps.edu)

**Categories:** Construction & Facilities, Nutrition

## Professional Services

**Patty Hernandez**, Category Manager  
[phernandez@cps.edu](mailto:phernandez@cps.edu)

**Leatha King**, Contract Compliance Officer  
[lking4@cps.edu](mailto:lking4@cps.edu)

**Categories:** Finance & Budget, Internal Audit,  
Law, Talent Office, Procurement

**Jasmine Banks**, Contract Compliance Officer  
[jbanks58@cps.edu](mailto:jbanks58@cps.edu)

**Categories:** Transportation, Safety & Security, ITS

## Community Engagement/Outreach

**Thyatiria Towns**, Business Diversity  
Engagement Manager  
[tatownes@cps.edu](mailto:tatownes@cps.edu)

**Areas of Focus:** New Vendor Identification,  
Supplier Development, Community Engagement

Thank You





# City Colleges of Chicago (CCC)



Sheila Johnson

District Director, Procurement Services

E-mail: [sjohnson3@ccc.edu](mailto:sjohnson3@ccc.edu)



# Agenda

- Overview of City Colleges of Chicago
- Overview of Procurement Authority
- Supplier Registration
- Commonly Purchased Items
- M/WBE Requirements



# City Colleges of Chicago Overview

- One of the nation's largest community college districts and the largest in Illinois
- Nearly six thousand faculty and staff
- Help prepare more than 80,000 students each year to enter the workforce, pursue higher education and advance their careers
- Serve students on seven campuses and seven satellite sites. It also oversees two restaurants, five child care centers and WKKC 89.3 FM radio station
- The Colleges are:
  - Richard J. Daley College
    - Arturo Velasquez Institute
  - Harold Washington College
  - Kennedy-King College
    - Dawson Technical Institute
    - Washburne Culinary Institute
  - Malcolm X College
    - Westside Learning Center
  - Olive-Harvey College
    - South Chicago Learning Center
  - Truman College
  - Wright College



# District Wide Spending Authority, Requirements & Conditions

The following purchasing dollar thresholds provide the requirements that are approved by the CCC Board of Trustees:

- **Purchases of less than \$2,500:** Competitive bidding is not required.
- **Purchases of \$2,500 and up to \$25,000** require three price quotations in writing. At least one of the three vendors must be a certified MBE/WBE vendor.
- **Purchases in excess of \$25,000** formal competitive bidding and Board approval is required.

For purchases under \$25,000, vendors will typically work directly with the various colleges or user departments.



# Current Supplier Registration

- All vendors are entered into the PeopleSoft database by Procurement Services staff. Please allow a minimum of 10 business days for entry.
- All new vendors who will provide goods and services must complete a vendor packet. Which includes the following:
  - **Vendor's List Application Form (2 pages)**
  - **IRS W-9 Form**
  - **Purchase Order Terms and Conditions (Conditions of Purchase)**
  - **Acknowledgement of the District's CCC Ethics Orientation for Contractors/Vendors**
  - **NIGP Commodity Codes Selection**
- For suppliers who choose to have payments sent via ACH use the following link:
  - [ACH Setup](#) under Publication select EFT-ACH Form
- Updates for existing vendors: Supplier must provide supporting documentation for any changes to the address, contact, ACH information, etc.

**The CCC vendor forms are available at**

**<http://www.ccc.edu/services/Pages/Become-a-Vendor.aspx>**



# Upcoming Supplier Registration Initiatives

- Fall 2019 CCC supplier registration will be online via our ERP portal link.
  - Current vendors will be sent a unique supplier id for password creation.
- Supplier Registration training will be two months prior to the roll out via workshops and online.





# Commonly Purchased Services and Commodities

- Building and Maintenance Repair
- Janitorial Supplies
- Scavenger Services
- Medical and Nursing Supplies
- Bus Transportation
- Uniforms
- Office Supplies
- Text (“Educational”) Books
- Trade Books
- Cafeteria and Vending Services
- Newspaper Advertising
- Office Furniture
- Computers and Printers
- Scientific Equipment and Supplies

***Search or browse CCC contracts at:***

**<http://www.ccc.edu/pages/contracts.aspx>**



# M/WBE Participation Goals

***MBE: 25%***

***WBE: 7%***

- Prime vendors on contracts over \$25,000 are expected to meet these goals through a subcontracting plan
- Only certified firms count towards goals
- Dollar amounts are credited to either MBE or WBE, not both (even if the vendor is certified as both)
- CCC does not certify but accepts certification from:
  - City of Chicago
  - State of Illinois
  - Cook County
  - Women's Business Development Center
  - Chicago Minority Supplier Development Council

# Procurement Services Key Personnel

- **Diane Minor**  
Vice Chancellor , Administrative and Procurement Services  
(312) 553-2636
- **Sheila R. Johnson**  
District Director of Procurement Services  
(312) 553-3336
- **Marietta Williams**  
Buyer  
(312) 553-3331
- **Debra King**  
Associate Director of Procurement Services  
(773) 487-3716
- **Steven Nash**  
Contract Administrator  
(773) 487-6958
- **Ralph Passarelli**  
Director of Risk Management  
(312) 553-3276
- **Procurement Services E-mail**  
[procurementservices@ccc.edu](mailto:procurementservices@ccc.edu)



# Resources for Assistance

Check out Procurement Services department webpage for additional resource information and a listing of upcoming solicitations

[www.ccc.edu/procurement](http://www.ccc.edu/procurement)





## Want More Information? Check out....



[www.facebook.com/ChicagoDPS](http://www.facebook.com/ChicagoDPS)



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



[www.youtube.com/ChicagoDPS](http://www.youtube.com/ChicagoDPS)



[www.cityofchicago.org/dps](http://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](http://www.cityofchicago.org/procurement)

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

