



**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



## **Your Business is Certified: Now What?**

Presented By:

Victoria Wright, Department of Procurement Services



# Marketing – Advertising - Networking

Market... Advertise...  
Build Relationships

Network, Network, Network  
Attend Contract & Business Events

Your goal is a face to face meeting



# Your Business is Certified – Now What?

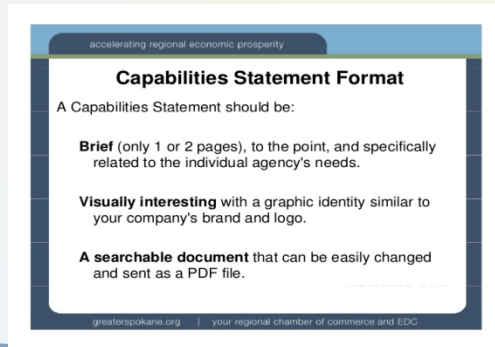
## Have a Good Business Card

Who are you? What do you do?  
How can people reach you?



## Create a Capabilities Statement

Capability Statements are as unique as the company.  
Your Capability Statement should reflect your business and specific capabilities.



# Sign-Up for DPS Alerts



Utilize all of your resources

Check Websites

Sign up for online notifications

Attend Workshops



# Utilize All of Your Resources

## COMMUNICATIONS & OUTREACH

We are always online at [www.cityofchicago.org/dps](http://www.cityofchicago.org/dps)



### BUYING PLAN

Forecast of hundreds of upcoming opportunities for the City of Chicago and 12 additional agencies.

### DPS ALERT

Weekly email newsletter on the City of Chicago bid opportunities, procurement news, and events.

### WORKSHOPS

Over 15 different classes taught monthly or quarterly on procurement, certification and more, free to the public.

### SMALL BUSINESS CENTER, ROOM 805

Certification Intake Consultant helps with certification applications for minority, women-owned, veteran or disadvantaged firms.

### LIVESTREAM

All bid-openings & workshops broadcast live via YouTube to increase transparency and accessibility to citizens.

### BID & BOND ROOM

City Hall, Room 103. Pick-up bid documents and specifications, attend bid openings, and free workshops.



# The DPS Website

DPS Website is a wealth of information



Most Recent News	>
What We Do	>
Supporting Information	>
City Data	>
Rules and Regulations	>



# DPS Website - Updates

Most Recent News: DPS & City of Chicago New Releases

## What We Do

[Auctions - Surplus Equipment and Materials](#)

[Contract Administration](#)

[Debarred Firms and Individuals](#)

[Diversity Credit/Capacity Building/Small Business Programs](#)

[Events & Outreach](#)

[M/W/VBE Program - Certification \(DBE/ACDBE/BEPD\) / IL UCP Directory](#)

[Procurement Reform Task Force \(PRTF\)](#)

[Rules, Regulations and Ordinances](#)

[eProcurement](#)





# eProcurement

## What is eProcurement?

eProcurement is an advancement to business-to-government 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. This tool will allow users to:

Respond to Bids, RFPs, and RFQs online  
View & Track payments and invoices online  
Electronic submission of invoices



# Read Instructions Carefully

We understand that government solicitations for bids, proposals and qualifications contain a lot of information and may have mandatory forms to complete.

However, non-responsive bids must be rejected. Rejected bids increase the cost of work to the City and may result in your firm not getting the contract.



# Have All Your Facts Right

- The telephone number and email address of the Procurement Staff assigned to your solicitation is listed in the BOL (Bid Opportunity List). Always refer to this person with questions.
- Make sure you know when the solicitation is due. The date and time is important.
- Missing information can disqualify your bid. A missing signature, a math error or the failure to complete all documents can be cause for a rejected bid.



# Programs and Incentives



## PROGRAMS & INCENTIVES

DPS has developed a number of innovative programs to increase opportunities for the business community:

**Diversity Credit Program.** Private sector firms obtain up to 5% utilization credit on a City contract for work performed by a certified firm on a prime's private sector contracts.

**Small Business Initiative.** Designed to encourage small businesses to participate in City-funded construction projects, under \$3 million in total cost.

**Local Manufacturing Ordinance.** Bid incentive to bidders providing goods made or assembled in the City of Chicago.

**Local Business Preference Ordinance.** Expanded local business preference to all City funded contracts over \$100,000.

**Phased Graduation Ordinance.** Firms that have exceeded the M/WBE program's size standards continue to participate for a period of 3 years to gradually exit the program.

**M/WBE Mentorship Program.** Established contractors willing to enter into a mentor/protégé relationship can be awarded up to 5% additional utilization credit.

**Alternatively Powered Vehicle Ordinance.** ½ % bid incentive for companies located in 6 county region when 50% or more of the company's fleet are alternative fuel vehicles.

**Project Area Resident Ordinance.** Require contractors on contracts valued at \$100,000 or more to utilize at least 7.5% of all labor hours by residents in construction area.

**Veteran's/Small Business Bid Incentive.** 5% bid incentive off the contract base price to joint ventures between small local businesses and veteran-owned businesses.

**Project Area Subcontractor Bid Incentive.** Up to 2% bid incentive off of the contract base bid to prime contractors that are utilizing subcontractor whose facility and workforce is located within the project area of a City-funded construction job.

**Equal Employment Opportunity.** Bid incentive on construction contracts for the utilization minority and women apprentices, laborers and journeymen. Also, additional incentive to employ residents in underserved neighborhoods.

CITY OF CHICAGO  
DEPARTMENT OF PROCUREMENT SERVICES  
City Hall • 121 North LaSalle • Room 806 • Bid & Bond Room 103  
Chicago, Illinois 60602 • 312-744-4900  
[www.cityofchicago.org/dps](http://www.cityofchicago.org/dps)



# Do You Know These Ordinances?

- **Small Business Initiative (SBI)** – Designed to increase the opportunities that small businesses have to bid on projects. The projects will be sized for small businesses and typically will be limited to estimated project costs of \$3,000,000 or less.
- **Diversity Credit Program** – A vendor that utilizes City-certified MBE/WBE firms on private sector contracts may receive credit for that utilization toward participation goals on a contract awarded by the City's Department of Procurement Services (City Contract).



# Do You Know These Ordinances?

- **Project Area Residents** – Contracts that have a value of \$100,000 or more, the total hours worked by persons on the site of construction project by employees of the contractor and/or subcontractor shall be performed by at least 50% by residents of that area.
- **Alternatively Powered Vehicles** – The CPO shall allocate a bid incentive of ½% of the contract base price to a qualified bidder when the qualified bidder is using alternatively powered vehicles (10 or more owned, operated, leased or controlled by a business).



# Do You Know These Ordinances?

- **Mentor/Protégé Program** – The City encourages Mentors to have in place an existing MBE program that provides meaningful participation by MBE/WBE firms for work performed on projects.
- **Phased Graduation for MBE/WBE Firms** – In order to maximize diversity, firms which have gross receipts that have surpassed the limits stated in Section 2-92-470, will remain eligible to receive MBE/WBE credit at reduced levels for up to three years beyond the point at which the firms have become Established.



# Sister Agencies

Don't stop with the City of Chicago

Chicago Public Schools	773-553-2280
Cook County	312-603-5370
Chicago Park District	312-742-5380
Public Building Commission	312-744-3090
Chicago Housing Authority	312-742-8500
City Colleges	312-553-2636
Metro Pier Exhibition Authority	312-567-8219
Metro Water Reclamation District	312-751-6600





# Utilize Assist Agencies

- There is one located in every neighborhood
- See the handout for most recent list



## CITY OF CHICAGO ASSIST AGENCY LIST

Assist Agencies are comprised of not-for-profit agencies and/or chamber of commerce agencies that represent the interest of small, minority and/or women owned businesses.





## 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)

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