

DPS WORKSHOP



Your Business is Certified: Now What?

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.

accelerating regional economic prosperity

Capabilities Statement Format

A Capabilities Statement should be:

- Brief** (only 1 or 2 pages), to the point, and specifically related to the individual agency's needs.
- Visually interesting** with a graphic identity similar to your company's brand and logo.
- A searchable document** that can be easily changed and sent as a PDF file.

greaterspokane.org | your regional chamber of commerce and EDC

capabilities STATEMENT

ABOUT US

SERVICES

FACTS

CONTACT

Sign-Up for DPS Alerts

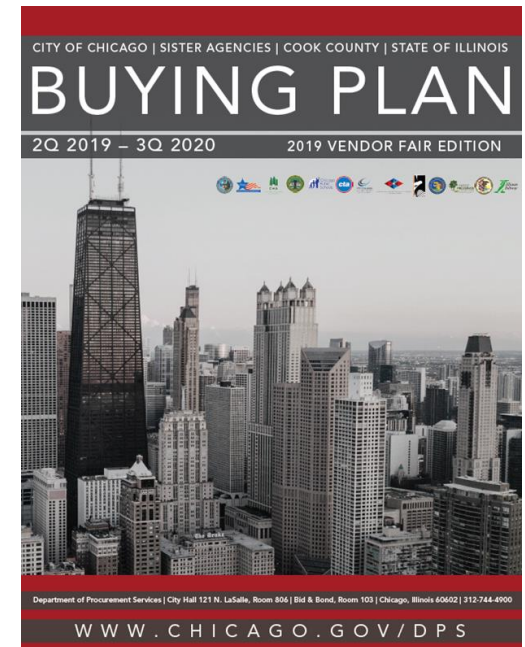
- Utilize all of your resources
- Check Websites
- Sign up for online notifications
- Attend Workshops



A vertical graphic for the 2019 Workshop Schedule. On the left, a blue vertical bar contains seven white icons: a building, a person climbing a ladder, a handshake, a recycling symbol, a gear, a person with a magnifying glass, and a person with a briefcase. To the right is a photograph of a city skyline with a train crossing a bridge. At the bottom, the DPS logo is displayed next to the text 'DEPARTMENT OF PROCUREMENT SERVICES' and '2019 WORKSHOP SCHEDULE'. The website address 'WWW.CITYOFCHICAGO.ORG/DPS' is at the very bottom.



A graphic titled 'DPS ALERT' with a red and white logo. Below the title, it lists 'June 10, 2019' and 'UPCOMING OUTREACH OPPORTUNITIES'. The list includes 'WEEKLY BID OPENINGS', 'FOLLOW DPS ON FACEBOOK & TWITTER', and 'UPCOMING WORKSHOPS'. A central image shows a group of people at a workshop with the text 'HOW TO NAVIGATE THE DPS WEBSITE'. Below this, it lists 'UPCOMING WORKSHOPS' and 'LGBT Chamber of Commerce - 50 Years Later: A New Way of Doing Business'. A 'FIFTY YEARS LATER' section lists the moderator, panelists, and a panelist. The date 'Wednesday, June 12, 2019' and time '5:30 - 7:30 pm' are listed, along with the location 'Palmer House Hilton - Empire Room, 17 E. Monroe Chicago, IL 60603'. The text 'Join the LGBT Chamber of Commerce and the Chicago Loop Alliance of Commerce as to' is partially visible. The website 'WWW.CITYOFCHICAGO.ORG/DPS' is at the bottom.



A graphic titled 'BUYING PLAN' for the '2019 VENDOR FAIR EDITION'. It covers the period '2Q 2019 - 3Q 2020'. The text 'CITY OF CHICAGO | SISTER AGENCIES | COOK COUNTY | STATE OF ILLINOIS' is at the top. Below the title is a row of logos for various organizations. The background is a photograph of the Chicago skyline. At the bottom, the website 'WWW.CITYOFCHICAGO.ORG/DPS' is displayed.

Utilize All of Your Resources

COMMUNICATIONS & OUTREACH

We are always online at 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 \(DBE/ACDBE/BEPC\) / 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

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.



TRAINING • OUTREACH • COMMUNICATIONS



www.facebook.com/ChicagoDPS



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



www.youtube.com/ChicagoDPS



www.cityofchicago.org/dps



2019 WORKSHOP SCHEDULE
WWW.CITYOFCHICAGO.ORG/D

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

www.cityofchicago.org/dps •

dpsevents@cityofchicago.org

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youtube.com/ChicagoDPS

