



CITY OF CHICAGO DELEGATE AGENCY

iSupplier (eProcurement) Grant Writing and Online Bidding



Grant Writing and iSupplier Agenda

❖ Grant Writing Tips

❖ Online Bidding

- ❖ Creating a Quote
- ❖ Revising a Quote
- ❖ Unlocking the Quote
- ❖ Printing the Quote
- ❖ Submitting a Quote
- ❖ Acknowledging Addendums

Grant Writing Tips

Grant Writing Tips – Proposal Development

Designed to Provide Helpful Tips and Recommendations for Grant Writing

- Read the Funding Announcement (RFP) Carefully and Ensure Alignment with Organization's Mission and Goals - Understand the Organizations Needs
- Thoroughly Review the Proposal and Incorporate a Team Approach for Development and Review
- Ensure that the Organization Has the Capacity to Implement/Execute and Accomplish Program Goals and Secure Executive/Board Approval (as required)
- Conduct an Analysis of the Need, Cost Benefit, Resources, Current Organizational Structure, and Fiscal Capabilities
- Ensure Capability to Comply with Fiscal, Programmatic Requirements, Long Term Compliance Requirements
- Clearly define services to be provided directly or through partnerships/linkage agreements with other agencies that are appropriate to achieving desired outcomes

Grant Writing Tips – Proposal Development

- **“Tell the Story”** with the Narrative and Budget and Write Convincingly/ Persuasively - Present a logical solution to a problem.
- **Demonstrate** that the Organization Understands the Request and Can Meet the Need of the Granting Agency
 - Understand the Funder’s Needs and Target Population & Challenges
- **Research** to ensure that the program is a good fit for the organization’s mission/goal/needs
- Provide **Statistics** when Possible and Necessary and Best Practices
- **Highlight** strong national or local evidence base that aligns with best practices for the relevant program
- **Demonstrate** an effective approach to identifying and retaining program participants
- Show the **Value the Organization will Bring** to the Project; Identify Key Staff Responsible for Completing the Proposal
 - Experience
 - Staffing
 - Partnerships
 - Knowledge-base
 - Fiscal Capacity

Grant Writing Tips – Proposal Development

- Basic/Major Areas of a Proposal:
 - Overview of Organization and Mission Statement
 - Problem Statement
 - Proposed Solution
 - Cost and Justification
 - Goals and Objectives
 - Proposal Details
 - Impact/Results/Outcomes
 - Implementation Timeline
 - Risks and Challenges
 - Collaborations/Partnerships
 - Tracking Tools and Systems
 - Resources and Capabilities

Grant Writing Tips – Proposal Development

- Demonstrate Financial and Administrative Capacity to Execute a City Contract
- Prepare a Responsible Budget with Current Job Descriptions and Resumes
- Review Budget and Provide Appropriate Justification for Expenses
- Ensure Budget and Narrative are Consistent and All Figures Tie-Out
- Provide Realistic and Obtainable Objectives/Outcomes/Goals

Grant Writing Tips – General Reminders

- Establish the Timeline and Work Backwards to ensure Timely Submission –
 - Project Planning/Resources/Required Documents/ Certifications
 - Do Not Procrastinate Wait to Draft and/or To Submit
 - Set Calendar Alerts
 - Use an Outline and Checklist
- Participate in All Technical Assistance and/or Webinar Session - Ask Questions/Take Notes
- Use Calculating Software to Minimize Human Error
- Spell Check

Grant Writing Tips – General Reminders

- ✓ **Start Early/Log In**
- ✓ Organize Concepts
- ✓ Write persuasively
- ✓ Follow the RFP and Supplemental Details as Instructed
- ✓ Provide Strong Content and Concise
- ✓ Use Correct Grammar
- ✓ Complete All Requirements and Fields
- ✓ Double Check Prior to Submission – Internal Control and Quality Control Review
- ✓ Review the Evaluation Criteria and the Associated Weights/Scoring Value
- ✓ Be Honest/Forthright
- ✓ Use a Checklist
- ✓ Attend Pre-Conference
- Ensure All Required Attachments are Submitted
- Letters of Support, Resumes, Graphs/Charts, Previous Results, etc.
- Name Attachments Properly with Consistent Format/Style Titles and Header References (as Necessary)
- Leverage calculating software
- ✓ **Submit Before or On Time**

ONLINE BIDDING

<http://www.cityofchicago.org/eProcurement>



City of **Chicago** The City of Chicago's Official Site

Procurement Services
iSupplier Portal

Home Login and Registration **Current Bids and Solicitation Opportunities** Online Training Materials Delegates Help

The City of Chicago has implemented the "iSupplier" Portal Online eProcurement System for all purchasing activities.

Announcements

Introduction to eProcurement Vendor Workshops:

****2019 eProcurement Vendor Workshops are listed below. ****

DPS is continuing on the next phase of start-to-finish purchasing modernization via the implementation of a comprehensive eProcurement system. eProcurement applies digital technology to the acquisition of goods and services. It will allow DPS to collaborate with City Departments to create solicitations and contracts online reducing the time it takes to complete procurements. We invite you to attend a demonstration to learn about iSupplier registration, how vendors will submit bids, proposals, how to view contracts and payments online all via the eProcurement process.

To Register for upcoming Workshops & Events: www.cityofchicago.org/dpsevents

JUN. 20 • JUL. 18 • AUG. 22 • SEPT. 12 • OCT. 17 • NOV. 7

Login

City of Chicago eProcurement Solicitations



Details

Document PDF File

To view or download solicitations without logging in, click the  icon at the Online Bid link, then click [Document PDF File](#) to open. To sort the listing by a specific column, click on the desired column header. For registration to bid and more information, visit www.cityofchicago.org/eProcurement. For non-eProcurement bids, visit www.cityofchicago.org/bids

Abstracts

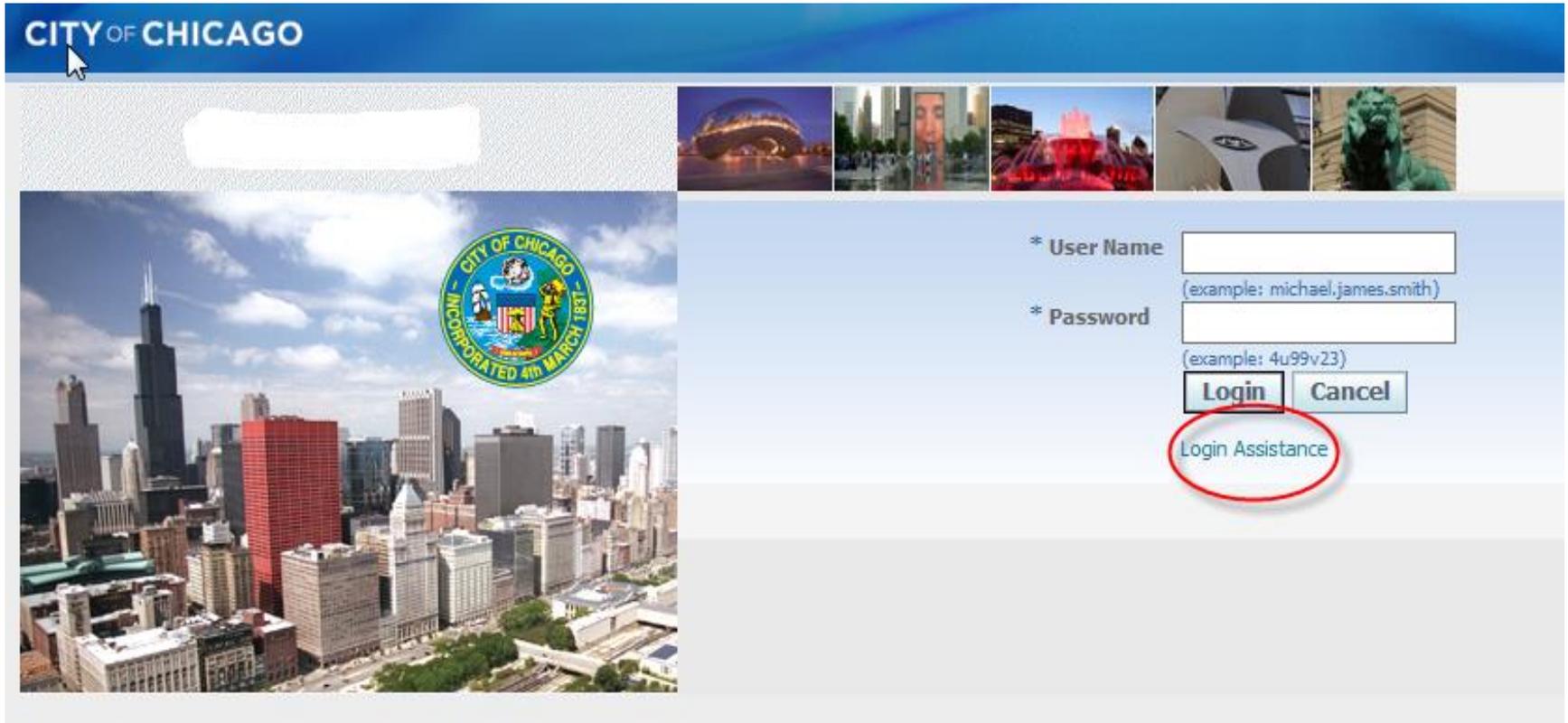
Status

Previous 10 Next 10

Department Name	Event ▲	Program/Model	Solicitation Number	Specification Number	Solicitation Title	Advertisement Date	Supplier Response Start Date	Supplier Response Due Date	Protected Markets	Deadline for Questions	Details
DEPT OF AVIATION	Construction		6685	774230	774230: Concourse B, C and Taxiway Y Pavement Reconstruction	24-JUN-2019 09:00:00	24-JUN-2019 09:00:00	09-AUG-2019 11:00:00		15-JUL-2019 17:00:00	
DEPT OF FAMILY AND SUPPORT SERVICES	Delegate Agency	DFSS-CORP-YS-OSTYR	6960	1037579	DFSS Youth Services Enrichment Programs -OST Arts	05-JUN-2019 15:59:29	06-JUN-2019 09:00:00	16-JUL-2019 12:00:00		19-JUN-2019 15:59:06	
DEPT OF FAMILY AND SUPPORT SERVICES	Delegate Agency	DFSS-CORP-YS-OSTYR	6952	1037579	DFSS Youth Services Enrichment Programs - STEM (Science, Tech, Engin. & Math)	05-JUN-2019 16:00:40	06-JUN-2019 09:00:00	16-JUL-2019 12:00:00		19-JUN-2019 15:59:06	
DEPT OF FAMILY AND SUPPORT SERVICES	Delegate Agency	DFSS-CORP-YS-OSTYR	6965	1037579	DFSS Youth Services Enrichment Programs - OST Career Exploration and Vocation	05-JUN-2019 16:09:50	06-JUN-2019 09:00:00	16-JUL-2019 12:00:00		19-JUN-2019 15:59:06	

Login

- Self Management – Password Resets



Online Bidding Folder

CITY OF CHICAGO E-Business Suite:JADE

Favorites ▾ Logout Preferences Help

Enterprise Search Search Results Display Preference ▾

Logged In As

[Oracle Applications Home Page](#)

Main Menu

- [City of Chicago iSupplier Portal with Invoice Creation](#)
- City of Chicago Online Bidding**
 - Sourcing
 - [Sourcing Home Page](#)
 - [Worklist](#)

Worklist

From	Type	Subject	Sent	Due
There are no notifications in this view.				
✓ TIP	Vacation Rules	Redirect or auto-respond to notifications.		
✓ TIP	Worklist Access	Specify which users can view and act upon your notifications.		

Option 1: View and Respond to RFP

Search by Entering RFP Number

CITY OF CHICAGO Sourcing

Navigator Favorites

Negotiations

Search Open Solicitations

Welcome,

Your Active and Draft Responses

Press Full List to view all your company's responses.

2 Options for Searching and Responding to a Quote

Negotiations

Negotiations >

Active Solicitations

Search

Note that the search is case insensitive

Number Title Category Contact Line Event

Select Negotiation: **Option 1 = Create Quote/Response**

Select	Number	Title	Contact	Time Left	Close Date	All Responses	Your Company's Responses	Unread Monitor Messages
<input checked="" type="radio"/>	6965	DFSS Youth Services Enrichment Programs - OST Career Exploration and Vocacion	TALBOT, JULIA	12 days 23 hours	16-Jul-2019 12:00:00	Blind	0	<input type="button" value="Unread"/> <input type="button" value="Monitor"/>

Option 2 = View Original RFP and Attachments and Option to Respond

Respond and Terms and Conditions

Enter the RFP number and Select Respond

Negotiations
Negotiations >
Active Solicitations

Search

Note that the search is case insensitive

Number Contact
 Title Line
 Category Event

Select Negotiation:

Select	Number	Title	Contact	Time Left	Close Date	All Responses	Your Company's Responses	Monitor	Unread Messages
<input checked="" type="radio"/>	6965	DFSS Youth Services Enrichment Programs - OST Career Exploration and Vocation	TALBOT, JULIA	12 days 23 hours	16-Jul-2019 12:00:00	Blind	0		0

Read and Accept Terms and Conditions

Negotiations
Negotiations >
Terms and Conditions
The following terms and conditions must be accepted before a quote is placed in this RFQ.

City makes no representations or warranties that the electronic procurement system utilized by the City on any procurement will accurately and timely transmit any bidder's bid or proposal or any other information to the City. All bidders use this system at their own risk. The City disclaims all liability that may result or arise from the use by any bidder of the eprocurement system, including claims for lost profits and consequential damages.

Create a Quote and Complete Requirements

CITY OF CHICAGO Sourcing

Home Logout Preferences Help

Navigator Favorites

Negotiations

Negotiations > Active Solicitations > Create Quote: 236163 (RFQ 6965)

View Attachments

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title DFSS Youth Services Enrichment Programs - OST Career Exploration and Vocation

Time Left 12 days 23 hours

Bid Opening Date/Supplier Response Due Date 16-Jul-2019 12:00:00

Header Lines

Complete Header and Line Sections

Supplier DEBORAH'S PLACE

RFQ Currency USD

Quote Currency USD

Price Precision Any

Quote Valid Until (example: 18-Jun-2019)

Reference Number

Note to Buyer

Attachments

Add Attachment...

Upload Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Requirements

Expand All | Collapse All

Focus Title	Target Value	Quote Value
<ul style="list-style-type: none"> Requirements Contact Information 		
First Name		<div style="border: 1px solid black; padding: 5px; text-align: center;"> 4,000 Character Limitation (Includes Spaces) </div>

Option 2: View Attachments and Respond

Enter the RFP number and Click Hyperlink

Negotiations

Negotiations >

Active Solicitations

Search

Note that the search is case insensitive

Number
 Title
 Category

Contact
 Line
 Event

Select Negotiation:

Respond

Select	Number	Title	Contact	Time Left ▲	Close Date	All Responses	Your Company's Responses	Unread Monitor Messages
<input checked="" type="radio"/>	6965	DFSS Youth Services Enrichment Programs - OST Career Exploration and Vocation	TALBOT, JULIA	12 days 23 hours	16-Jul-2019 12:00:00	Blind	1	0

[Return to Negotiations](#)

View Attachments and Respond

Negotiations
 Negotiations > Active Solicitations >
 RFQ: 6965

Actions

Title **DFSS Youth Services Enrichment Programs - OST Career Exploration and Vocation**
 Status **Active**
 Time Left **12 days 23 hours**
 Supplier Response Start Date **06-Jun-2019 09:00:00**
 Bid Opening Date/Supplier Response Due Date **16-Jul-2019 12:00:00**

Header | Lines | Controls | Contract Terms

Buyer **TALBOT, JULIA** Outcome **Delegate Agency Blanket Agreement**
 Quote Style **Blind** Event **Delegate Agency**
 Description **DFSS Youth Services Enrichment Programs - OST Career Exploration and Vocation**

Terms

Effective Start Date **01-Jan-2020** Total Agreement Amount
 Effective End Date **31-Dec-2022** Minimum Release Amount
 Bill-To Address [050-2005 FAMILY AND SUPPORT SERVICES](#) Payment Terms **IMMEDIATE**
 Ship-To Address [050-2005 FAMILY AND SUPPORT SERVICES](#) Carrier
 FOB **CITY OF CHICAGO** Freight Terms

Currency

RFQ Currency **USD** Price Precision **Any**

Requirements

Notes and Attachments

Note to Suppliers **Additional pre-bid conferences have been scheduled at the following times/places:
 June 14 at Malcolm X College, 1900 W. Jackson Blvd, Conference Room C, from 10:00 a.m. - 12:00 noon
 June 19 at Martin Luther King Center, 4314 S. Cottage Grove, from 10:00 a.m. - 12:00 noon**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Budget	File		To Supplier	3166	05-Jun-2019	One-Time		
Budget Form Instructions	File		To Supplier	3166	05-Jun-2019	One-Time		
Attachment 01: RFP	File		To Supplier	3166	05-Jun-2019	One-Time		
Conflict of Interest Questionnaire	File		To Supplier	3166	05-Jun-2019	One-Time		
Contact Instructions	File	Correct Contact Information for Various Questions or Issues	To Supplier	3166	05-Jun-2019	One-Time		

[Return to Active Solicitations](#)

Actions

Complete Lines

- Enter Requested Budget in Appropriate Lines
- Do Not Enter a Zero
- Do Not Enter Punctuations (Periods or Commas, etc.)

Create Quote: 236163 (RFQ 6965)

Title [DFSS Youth Services Enrichment Programs - OST Career Exploration and Vocation](#) Time Left **12 days 23 hours**
 Bid Opening Date/Supplier Response Due Date **16-Jul-2019 12:00:00**

Header Lines

Complete Hheader and Line Tab

Line	Update	Quote Price	Unit	Estimated Quantity	Estimated Total Amount
10005 - Personnel		10000	USD	1	
20044 - Fringe Ben...		3400	USD	1	
30100 - Operating/...			USD	1	
40140 - Profession...		35000	USD	1	
50200 - Travel		500	USD	1	
60300 - Materials ...			USD	1	
70400 - Equipment			USD	1	
80801 - Indirect			USD	1	
90999 - Other			USD	1	

Indicates more information requested. Click the Update icon to see more information on alternate bids, if applicable.

Save Draft or Continue to Submit Stage

Electronic Signature

- Enter First and Last Name
- Read and Acknowledge the Disclosure Statement
- Submit Button is Available to Select

Electronic Signature

By submitting a bid/proposal/application and inputting his/her name and title, the person signing below certifies that he/she is authorized to submit this bid/proposal/application on behalf of the submitting party and warrants that all certifications and statements contained in the bid/proposal/application are true, accurate and complete as of the date furnished to the City. The person signing below understands that this submission will be binding on the submitting party.

* Name:

* Title:

* Indicates required fields. Before submitting the response please enter Name and Title and accept the disclaimer by checking the box above.

Cancel

Back

Validate

Save Draft

Printable View

Submit

Finding an RFP and Managing Existing

Negotiations

Search Open Solicitations

Welcome, Kathy Booton-Wilson.

Your Active and Draft Responses

Press Full List to view all your company's responses.

[Full List](#)

Response Number	Response Status	Supplier Site	Solicitation Number	Title	Type	Time Left	Monitor	Unread Messages
236156	Active		6952	DFSS Youth Services Enrichment Programs - STEM (Science, Tech, Engin. & Math)	RFQ	13 days 1 hour		0
235154	Draft		6964	DFSS Youth Services Enrichment Programs - OST Academic	RFQ	13 days 1 hour		0
236157	Active		6930	DFSS Prevention and Intervention Mentoring Program	RFQ	15 days 1 hour		0
234155	Active		6897.1	Domestic Violence Interim Shelter RFP	RFQ	0 seconds		2

Your Company's Open Invitations

[Full List](#)

Supplier Site	Solicitation Number	Title	Type	Time Left
No results found.				

Quick Links

<ul style="list-style-type: none"> Drafts Deliverables Personal Information 	<ul style="list-style-type: none"> View Responses Active Disqualified Awarded Rejected
--	---

View Full List

- Allows Users to View All Responses for an Agency

Negotiations

Negotiations >

Active and Draft Responses

These are your company's responses that have not been awarded, rejected or disqualified.

 Negotiation has been amended and requires your action to be considered for award.

 Negotiation has been paused. Only draft response can be created.

Select Response: Revise

Select	Response Number	Your Response Number	Response Status	Created By	Supplier Site	Negotiation Number	Title	Type	Event Title	Time Left ▲	Monitor	Unread Messages
<input type="radio"/>	236156		Active			6952	DFSS Youth Services Enrichment Programs - STEM (Science, Tech, Engin. & Math)	RFQ	Delegate Agency	13 days 1 hour		0
<input type="radio"/>	235154		Draft			6964	DFSS Youth Services Enrichment Programs - OST Academic	RFQ	Delegate Agency	13 days 1 hour		0
<input type="radio"/>	236157		Active			6930	DFSS Prevention and Intervention Mentoring Program	RFQ	Delegate Agency	15 days 1 hour		0
<input type="radio"/>	Blind		Active			6220,2	CDGA DFSS Permanent Supportive Housing Support Services Including Safe Havens	RFQ	Delegate Agency	0 seconds		3
<input type="radio"/>	Blind		Active			6220,2	CDGA DFSS Permanent Supportive Housing Support Services Including Safe Havens	RFQ	Delegate Agency	0 seconds		3
<input type="radio"/>	Blind		Active			6220,2	CDGA DFSS Permanent Supportive Housing Support Services Including Safe Havens	RFQ	Delegate Agency	0 seconds		3
<input type="radio"/>	Blind		Active			6226,2	CDGA DFSS Shelter	RFQ	Delegate Agency	0 seconds		2
<input type="radio"/>	234155		Active			6897,1	Domestic Violence Interim Shelter RFP	RFQ	Delegate Agency	0 seconds		2

Revise an Active Quote

Negotiations

Negotiations >
Active and Draft Responses

These are your company's responses that have not been awarded, rejected or disqualified.

 Negotiation has been amended and requires your action to be considered for award.

 Negotiation has been paused. Only draft response can be created.

Select Response: **Revise**

Select	Response Number	Your Response Number	Response Status	Created By	Supplier Site	Negotiation Number	Title	Type	Event Title	Time Left ▲	Monitor	Unread Messages
<input checked="" type="radio"/>	236158		Active			6952	DFSS Youth Services Enrichment Programs - STEM (Science, Tech, Engin. & Math)	RFQ	Delegate Agency	13 days		0
<input type="radio"/>	235154		Draft			6964	DFSS Youth Services Enrichment Programs - OST Academic	RFQ	Delegate Agency	13 days		0
<input type="radio"/>	236157		Active			6930	DFSS Prevention and Intervention Mentoring Program	RFQ	Delegate Agency	15 days		0
<input type="radio"/>	Blind		Active			6220,2	CDGA DFSS Permanent Supportive Housing Support Services Including Safe Havens	RFQ	Delegate Agency	0 seconds		3
<input type="radio"/>	Blind		Active			6220,2	CDGA DFSS Permanent Supportive Housing Support Services Including Safe Havens	RFQ	Delegate Agency	0 seconds		3
<input type="radio"/>	Blind		Active			6220,2	CDGA DFSS Permanent Supportive Housing Support Services Including Safe Havens	RFQ	Delegate Agency	0 seconds		3
<input type="radio"/>	Blind		Active			6226,2	CDGA DFSS Shelter	RFQ	Delegate Agency	0 seconds		2
<input type="radio"/>	234155		Active			6897,1	Domestic Violence Interim Shelter RFP	RFQ	Delegate Agency	0 seconds		2

Options for Revising Quotes

The screenshot displays the City of Chicago Sourcing interface. At the top, the header includes 'CITY OF CHICAGO Sourcing' and navigation links for 'Navigator', 'Favorites', 'Home', 'Logout', 'Preferences', and 'Help'. A left-hand navigation menu is highlighted with a red box, showing 'Negotiations' as the active section, with sub-links for 'Negotiations > Active and Draft Responses >' and 'Create Quote: 236162 (RFQ 6952)'. The main content area features a row of buttons: 'Cancel', 'Revert to Active Quote', 'View RFQ', 'Quote By Spreadsheet', 'Save Draft', and 'Continue'. 'Option 1' is labeled above the 'Revert to Active Quote' button, and 'Option 2' is labeled above the 'Save Draft' and 'Continue' buttons. Below the buttons, the title 'DFSS Youth Services Enrichment Programs - STEM (Science, Tech, Engin. & Math)' is visible, along with 'Time Left 13 days' and 'Bid Opening Date/Supplier Response Due Date 16-Jul-2019 12:00:00'. At the bottom, there are tabs for 'Header' and 'Lines'.

Manage Draft Responses

Search Open Solicitations

Welcome, Kathy Booton-Wilson.

Your Active and Draft Responses

Press Full List to view all your company's responses.

[Full List](#)

Response Number	Response Status	Supplier Site	Solicitation Number	Title	Type	Time Left	Monitor	Unread Messages
236159	Active		6952	DFSS Youth Services Enrichment Programs - STEM (Science, Tech, Engin. & Math)	RFQ	12 days 22 hours		0
235154	Draft		6964	DFSS Youth Services Enrichment Programs - OST Academic	RFQ	12 days 22 hours		0
236162	Draft		6952	DFSS Youth Services Enrichment Programs - STEM (Science, Tech, Engin. & Math)	RFQ	12 days 22 hours		0
236163	Draft		6965	DFSS Youth Services Enrichment Programs - OST Career Exploration and Vocation	RFQ	12 days 22 hours		0
236157	Active		6930	DFSS Prevention and Intervention Mentoring Program	RFQ	14 days 22 hours		0

Your Company's Open Invitations

[Full List](#)

Supplier Site	Solicitation Number	Title	Type	Time Left
No results found.				

Quick Links

Manage	View Responses
<ul style="list-style-type: none"> Drafts Deliverables Personal Information 	<ul style="list-style-type: none"> Active Disqualified Awarded Rejected

Manage Drafts and Unlock Responses

- Users can Unlock Drafts for Other Users to Access
- Users can also Review and Submit or Update the Existing Response

Manage Draft Responses

If you press Respond by Spreadsheet, Review & Submit, Update or Delete button, the system will automatically lock the response for you.

■ Negotiation has been paused. Only draft response can be created.

Search

Note that the search is case insensitive

Response Number: Reference Number:

Negotiation Number: Title:

Response Created By: Close in the Next X Days:

Users can Unlock and Share Responses with Members of the Organization or Update Current Response

Select a Draft Response:

Select	Response Number	Reference Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Locked By	Date Locked	Response Created By	Negotiation Close Date	Event Title	Time Left	Request Status
<input checked="" type="checkbox"/>	236163		Draft		6965	DFSS Youth Services Enrichment Programs - OST Career Exploration and Vocation	RFQ	Booton-Wilson, Kathy	03-Jul-2019 12:29:36	Booton-Wilson, Kathy	16-Jul-2019 12:00:00	Delegate Agency	12 days 22 hours	

Addendums and Notifications

- Addendum - Solicitation Number will be amended with a (zzzz,1)

Oracle Applications Home Page > Worklist >

Information
This notification has been closed and did not require a response.

Acknowledgement Required: Amendment 1 to RFQ 58 (SMOKING CESSATION SERVICES FOR ADULTS)

From	McGaughy, Ryan	Company	The City of Chicago
To	JANE DOE	Title	SMOKING CESSATION SERVICES FOR ADULTS
Sent	25-Jul-2017 13:42:15	Number	58,1
Closed	25-Jul-2017 13:43:06		
ID	97018347		

Responder

Negotiation Open **July 25, 2017 12:44 pm Central Time**
Negotiation Close **October 31, 2017 10:00 am Central Time**
Supplier **CITY OF CHICAGO TEST SUPPLIER**
Supplier Site

This Negotiation has been amended. To be considered for award you must acknowledge each amendment and resubmit your responses.

Please go to [Review Changes](#) page to review the changes for this amendment.

[Return to Worklist](#)

Display next notification after my response

Helpful Reminders

- Administration of Organizational Information – Maintain Updated and Accurate Information
- *Avoid clicking the Back/Forth browser buttons – Navigate through iSupplier site*
- *Updating Agency Information and User Access – Remember to Enter Email Address Before Granting Access to Organizational Users .*
 - *Assign Proper Responsibilities (Online bidding and/or Invoicing)*

Helpful Reminders

- Online Discussion Sent to Buyer Only
- Save Draft Often
- Check Attachment Submissions Prior to Submitting RFP
- Click Validate Prior to Submission - To Identify Missing Requirement
- Prior to Submitting – **Enter Name First THEN Click Certify**

Who to Contact for Assistance

- **Questions on Registration:**

CustomerSupport@cityofchicago.org or (312) 744-4357

- **Customer Support Center Telephone Number:**

CustomerSupport@cityofchicago.org or (312) 744-4357

- **Training Materials (Documents and Videos):**

<https://www.cityofchicago.org/city/en/depts/dps/isupplier/online-training-materials.html>

Useful Links

City of Chicago Search Online:

<http://webapps.cityofchicago.org/VCSearchWeb/org/cityofchicago/vcsearch/controller/agencySelection/begin.do>

Vendor/Delegate Agency Registration:

<https://www.cityofchicago.org/city/en/depts/dps/isupplier/vendor-registration.html>

Funding Opportunities:

<https://www.cityofchicago.org/city/en/depts/dps/isupplier/current-bids.html>

.