

How to find RFPs in eProcurement and start  
an application

# Technical Assistance!

On the DFSS web page is a link to the RFP of interest and training documents. See “Alerts” Section on our website.

For Questions on Registration – [eProcurementsupport@cityofchicago.org](mailto:eProcurementsupport@cityofchicago.org)

eProcurement Technical Assistance for Delegate Agencies –  
[OBMGMU@cityofchicago.org](mailto:OBMGMU@cityofchicago.org) OR call 312-744-0358

Training Materials (Documents and Videos) –  
<https://www.cityofchicago.org/city/en/depts/dps/isupplier/online-training-materials.html>

# Application Tips

Start Early!!

- Register into iSupplier/eProcurement ASAP.
- Review RFP narratives and application questions closely.
- Carefully review the selection criteria.
- Use spellcheck!

# Tips for Working in eProcurement

- Applicants can submit multiple applications for a single RFP but most do so using a distinct email address for each submitted application.
- There is a 4,000 character limit which includes punctuation and spaces.
- You can “submit” your application and later amend it up until the due date, at 12:00 noon.
- Avoid the rush and possible mishaps by submitting early.
- Late applications will not be accepted.
- Make use of the eProcurement hotline for help at 312-744-0358.

# Finding the RFP

To find an RFP for the Department of Family and Support Services (DFSS), start at the Department of Procurement Services iSupplier portal:

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

Begin by clicking on the orange button, circled below.

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

**Current Bids and Solicitation Opportunities**

**eProcurement Bid and Solicitation Opportunities \*\***

Suppliers/Vendors who would like to respond to a solicitation / bid opportunity must be registered with the City of Chicago, Department of Procurement Services. If you have not registered with the City of Chicago, please refer back to the [Registration Page](#).

**\*Note: When viewing the eProcurement Bid Opportunities on-line (abstract), please make sure to click on details, then the PDF.**

To View PreBid Attendee List click link below:  
[PreBid and PreSubmittal Conference Attendees](#)


**Non-eProcurement Bid and Solicitation Opportunities**  
Non-eProcurement opportunities are current competitively bid, RFP, RFQ, RFI and Small Order bids and addenda that cannot be responded to using iSupplier, but available for downloading. Some documents listed on the Website are not available for downloading due to size restrictions. All non-eProcurement documents are available in the Bid and Bond Room at 121 N. LaSalle St, Room 103, Chicago, IL.

**\*\* For companies who are NOT registered in iSupplier and wish to download and review bid solicitations:**

Clicking on the orange button will take you a page where ALL procurement opportunities for the City of Chicago are listed. (1) Clicking on the words Previous and Next will allow you to scroll through the complete list until you find the RFP you are looking for. (2) Clicking on the infinity or eyeglass icon will allow you to see the solicitation including the application questions without having to start an application.

[Login](#)

### City of Chicago eProcurement Solicitations



To view or download solicitations without logging in, click the [Details](#) 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](http://www.cityofchicago.org/eProcurement). For non-eProcurement bids, visit [www.cityofchicago.org/bids](http://www.cityofchicago.org/bids)

**Abstracts**

Status: Active [Go](#)

[Previous](#) 1-10 [Next 10](#) [Details](#)

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 FLEET & FACILITY MANAGEMENT	Commodities		6419,3	481708A	481708A: FRAMING BOARD & LUMBER	22-FEB-2019 14:08:00	22-FEB-2019 14:08:00	20-MAY-2019 11:00:00		05-MAR-2019 16:00:00	<a href="#">Details</a>
DEPARTMENT OF WATER MANAGEMENT	Commodities		6533,1	662550	662550: BUTTERFLY VALVES	15-MAR-2019 10:45:00	15-MAR-2019 10:45:00	14-MAY-2019 11:00:00	Target Market	22-MAR-2019 16:00:00	<a href="#">Details</a>
DEPT OF FLEET & FACILITY MANAGEMENT	Commodities		6715	959230	959230: FURNISHING AND DELIVERY OF PROFESSIONAL FUEL SUPPLY	18-APR-2019 08:35:00	18-APR-2019 08:35:00	13-MAY-2019 11:00:00		24-APR-2019 16:00:00	<a href="#">Details</a>
DEPARTMENT OF WATER MANAGEMENT	Commodities		6634	761091	761091: DUCTILE IRON PUSH-ON, DUCTILE IRON RESTRAINED & MECHANICAL JOINT WATER PI	10-APR-2019 09:00:00	10-APR-2019 09:00:00	10-MAY-2019 11:00:00		17-APR-2019 16:00:00	<a href="#">Details</a>
CHICAGO DEPARTMENT OF TRANSPORTATION	Commodities		6800,2	318214	318214: NON-FABRICATED STRUCTURAL STEEL MATERIALS (E-PROCUREMENT)	13-MAR-2019 08:00:00	13-MAR-2019 08:00:00	03-MAY-2019 11:00:00		21-MAR-2019 16:00:00	<a href="#">Details</a>
DEPARTMENT OF WATER MANAGEMENT	Commodities		6454	698793	698793: VARIOUS WEDGE GATE VALVES (E-PROCUREMENT)	08-APR-2019 09:15:00	08-APR-2019 09:15:00	03-MAY-2019 11:00:00		16-APR-2019 16:00:00	<a href="#">Details</a>
DEPARTMENT OF WATER MANAGEMENT	Commodities		6252,1	718740	718140: REINFORCED CONCRETE SEWER PIPE, FITTINGS, GASKETS & CATCH BASINS	28-MAR-2019 08:00:00	28-MAR-2019 08:00:01	02-MAY-2019 11:00:00		08-APR-2019 16:00:00	<a href="#">Details</a>
CHICAGO DEPARTMENT OF TRANSPORTATION	Construction		6867	541027	541027: Safe Routes to Schools	22-APR-2019 10:40:00	22-APR-2019 10:40:00	16-MAY-2019 11:00:00		03-MAY-2019 16:30:00	<a href="#">Details</a>
DEPARTMENT OF WATER MANAGEMENT	Construction		6857	894446	894446: Term Agreement for Water Main Construction - District One	11-APR-2019 10:00:00	11-APR-2019 10:00:00	09-MAY-2019 11:00:00		26-APR-2019 16:30:00	<a href="#">Details</a>
DEPARTMENT OF WATER MANAGEMENT	Construction		6858	894513	894513: Term Agreement for Water Main Construction - District Two	11-APR-2019 11:30:00	11-APR-2019 11:30:00	09-MAY-2019 11:00:00		26-APR-2019 16:30:00	<a href="#">Details</a>


[Previous](#) 1-10 [Next 10](#) [Details](#)

## 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](http://www.cityofchicago.org/eProcurement). For non-eProcurement bids, visit [www.cityofchicago.org/bids](http://www.cityofchicago.org/bids)

Form Details (Abstract): RFQ 6785,1

Status **Active**Document [PDF File](#)

## Abstract

Event **Delegate Agency**  
 Program/Model **DFSS-HHS-CS-HS**  
 Solicitation Number **6785,1**  
 Specification Number **1070196**  
 Solicitation Title **Chicago Early Learning Community-Based Programs RFP**

Advertisement Date **03-APR-2019 11:19:24**  
 Supplier Response Start Date **03-APR-2019 11:19:24**  
 Supplier Response Due Date **15-MAY-2019 12:00:00**  
 Protected Markets

## Other Details Section

Other Details

## Pre-Solicitation Meeting

*Type	Attendance	Pre-Solicitation Conference Date & Time	Pre-Solicitation Conference Location
Pre-Solicitation Conference	Strongly Suggested	09-Apr-2019 12:30:00	<a href="https://attendee.gotowebinar.com/register/2211526200019631617">https://attendee.gotowebinar.com/register/2211526200019631617</a>

Deadline for Questions

[Return to Abstracts](#)

Login

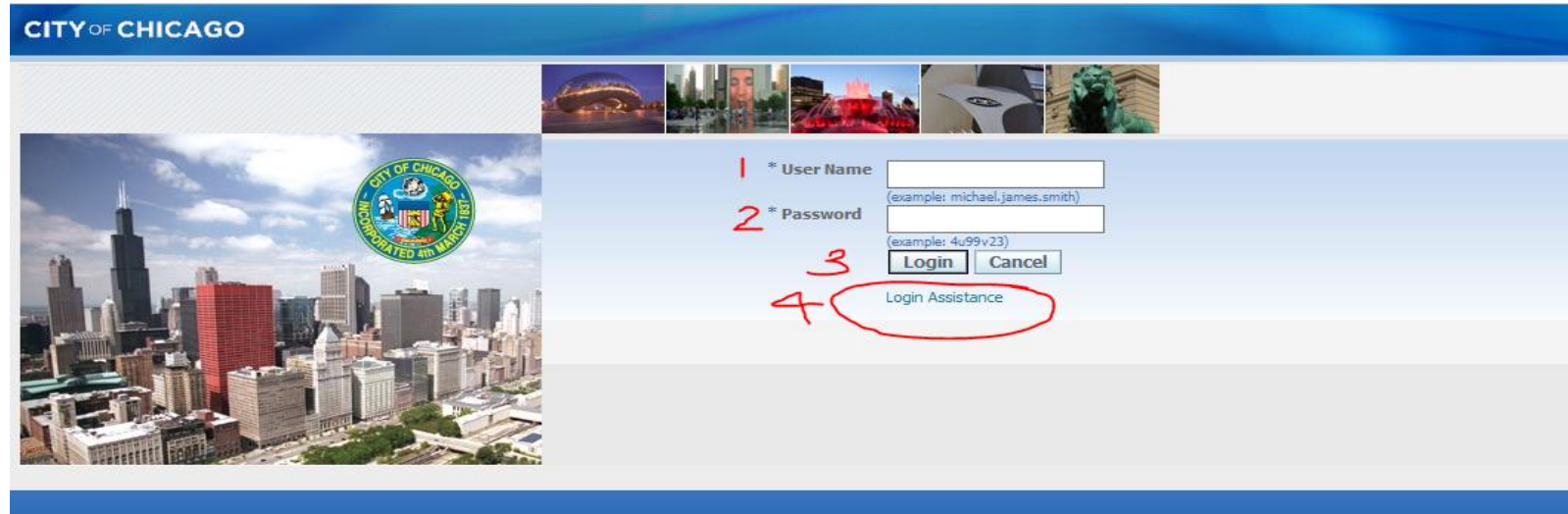
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If you wish to look at the RFP document without starting an application, click on the “PDF file” (circled). This will open a pdf file of the RFP and application questions.

If you wish to start an application, click on “Login”. *Please note the Solicitation Number on this screen. You will need it later to get to the RFP in your iSupplier account.*



# Logging into eProcurement



When you click on Login from the previous slide, you will be taken to this login screen .

To login into the eProcurement System

1. Type in your user name.
2. Type in your password
3. Click on the Login button
4. If you have forgotten your user name or password, click “login assistance”

If you have forgotten your User Name or Password, clicking on “Login Assistance” from the previous screen shot will bring you to this screen where these two things can be reset.

**CITY OF CHICAGO**

**Login Assistance**

\* Indicates required field

**Forgot Password**

Enter your user name, instructions for how to reset your password will be emailed to you.

User Name

**Forgot Password**

**Forgot User Name**

Enter the email address associated with your account, your user name will be emailed to you.

Email

**Forgot User Name**

(Example: first.last@domain.com)

# Finding Your RFP in eProcurement

Once you login, open the drop down menu titled “City of Chicago Online Bidding” to reveal “Sourcing” which you will need to open to get to the “Sourcing Home Page”. Click on “Sourcing Home Page” to open the desired solicitation.

**CITY OF CHICAGO E-Business Suite: JADE** Favorites ▼

Enterprise Search   Search Results Display Preference  ▼

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Oracle Applications Home Page

**Main Menu** Personalize

- City of Chicago iSupplier Portal with Invoice Creation
- Home Page
- City of Chicago Online Bidding
  - Sourcing
  - Sourcing Home Page
  - Worklist

**Worklist** Full List

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

Logout Preferences Help

Using the solicitation number from the previous screen, type in the number.  
If you need to search from this screen, set the box that say “Numbers” on this screen to “Title” and type in %.  
This wildcard search will pull up all the open RFPs in the system.  
Click on “Go” to pull up either the specific RFP or the complete list.

**CITY OF CHICAGO Sourcing**

Home Logout Preferences Help

**Negotiations**

Search Open Solicitations **Number** 6785,1 **Go**

Welcome, Graylen McClain

**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
No results found.								

**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"><li><b>Drafts</b></li><li><a href="#">Deliverables</a></li><li><a href="#">Personal Information</a></li></ul>	<ul style="list-style-type: none"><li><a href="#">Active</a></li><li><a href="#">Disqualified</a></li><li><a href="#">Awarded</a></li><li><a href="#">Rejected</a></li></ul>

Privacy Statement

Click on the “Number” (circled) to open the RFP.  
Please note that “Time Left” to submit and “Close Date” are displayed here.  
Please submit your applications as early as possible!

CITY OF CHICAGO

Sourcing

Navigator

Favorites

Home Logout Preferences Help

Negotiations

Negotiations >

Active Solicitations

Search

Note that the search is case insensitive

Number6459,1

Title

Category

GoClear

Contact

Line

Event

Select Negotiation: Respond

Select	Number	Title	Contact	Time Left	Close Date	All Responses	Your Company's Responses	Monitor	Unread Messages
<input type="radio"/>	6459,1	Community Housing Development Organization (CHDO) Certification	MCCLARN, GRAYLEN	476 days 23 hours	14-Aug-2020 14:01:32	Blind	0		<a href="#">0</a>

[Return to Negotiations](#)

Negotiations Home Logout Preferences Help

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How to start an application using  
eProcurement (“Starting a Quote”)



This is the application screen. Scroll down to the bottom of the page to access any attachments to the RFP.

(1) To upload attachments to your application, click on the “Add Attachment”

(2) Application questions are listed under “Requirements”

(3) You can save your work by clicking on the “Save Draft” button.

Attachments to the RFP are found by scrolling down to the bottom of this page/screen.

The screenshot shows a web application interface for negotiations. At the top, there's a header with 'negotiations' and a breadcrumb 'negotiations > create Quote: 229075 (RFQ 6459,1)'. Below this, there are buttons: 'Cancel', 'View RFQ', 'Quote By Spreadsheet', 'Save Draft', and 'Continue'. The 'Save Draft' button is circled in red with a red '3' next to it. The main content area has a title 'Community Housing Development Organization (CHDO) Certification' and a 'Time Left' of '476 days 22 hours'. Below the title, there are tabs for 'Header' and 'Lines'. The 'Header' tab is active, showing fields for 'Supplier' (DEBORAH'S PLACE), 'RFQ Currency' (USD), 'Quote Currency' (USD), and 'Price Precision' (0 decimals maximum). To the right, there are fields for 'Quote Valid Until', 'Reference Number', and 'Note to Buyer'. Below the header, there's an 'Attachments' section with an 'Add Attachment...' button circled in red with a red '1' next to it. Below the attachments, there's a 'Requirements' section with a 'Requirements' tab circled in red with a red '2' next to it. The 'Requirements' section has a table with columns: 'Focus Title', 'Target Value', and 'Quote Value'. The table has two rows: 'Requirements' and 'Contact Information'. The 'Requirements' row has a 'First Name' field. The 'Quote Value' column has a large text area for input.

negotiations  
negotiations >  
create Quote: 229075 (RFQ 6459,1)

Cancel View RFQ Quote By Spreadsheet Save Draft Continue

Title Community Housing Development Organization (CHDO) Certification  
Time Left 476 days 22 hours  
Bid Opening Date/Supplier Response Due Date 14-Aug-2020 14:01:32

Header Lines

Supplier DEBORAH'S PLACE  
RFQ Currency USD  
Quote Currency USD  
Price Precision 0 decimals maximum

Quote Valid Until  
(example: 25-Apr-2019)  
Reference Number  
Note to Buyer

Attachments

Add Attachment...

1

Requirements

2

Expand All Collapse All

Focus Title	Target Value	Quote Value
Requirements		
Contact Information		

First Name

# Acknowledging and Accepting the Amendment

The RFP you are interested in has been amended. In order to start an application , you will need to acknowledge and accept the amendment first in order to start your application. (Please note that the RFP shown in this and subsequent slides is an example, not the actual CEL RFP).

*The next four slides cover how to acknowledge and accept amendments.* To accept the amendment, click on “View Amendment History”.

If the RFP has not been amended, select “Create Quote” from the drop down menu in the “Actions” box and click on “Go”. This will take you to the application page, where you can get started.

**Warning**  
RFQ 6459 has been amended. To be considered for award you must acknowledge each amendment and submit (or resubmit) all your responses to ensure that they comply with the changes.  
[View Amendment History](#)

RFQ: 6459,1

Title **Community Housing Development Organization (CHDO) Certification**  
Status **Active**  
Time Left **476 days 22 hours**

Supplier Response Start Date **28-Aug-2018 13:25:01**  
Bid Opening Date/Supplier Response Due Date **14-Aug-2020 14:01:32**

Actions

Header	Lines	Controls	Contract Terms
Buyer <b>MCCLARN, GRAYLEN</b> Quote Style <b>Blind</b> Outcome	Description <b>Community Housing Development Organization (CHDO) Certification</b>		Event <b>Delegate Agency</b> Amendment Description <b>This addendum is to remind applicants that the CHDO certification and recertification process is not a request for funding.</b>
<b>Terms</b>			
Bill-To Address <a href="#">054-2819 HOME INVESTMENT PARTNERSHIP</a> Ship-To Address <a href="#">054-2819 HOME INVESTMENT PARTNERSHIP</a> FOB	Payment Terms Carrier Freight Terms		
<b>Currency</b>			
RFQ Currency <b>USD</b>		Price Precision <b>0</b>	
<b>Requirements</b>			
<a href="#">Show All Details</a>   <a href="#">Hide All Details</a>			
<b>Details Section</b>			

To begin the acceptance and acknowledgment process, to open the RFP in view only, click on the Document number (1). To review the amended changes to the RFP, click on the infinity or eyeglass icon (2). To acknowledge receipt and understanding of these changes and proceed, click on the “Acknowledge Amendments” button (3).

By acknowledging the amendment, you are indicating that you are aware of the changes made to the RFP in the amendment.

**CITY OF CHICAGO Sourcing**

Home Logout Preferences Help


**Negotiations**

Negotiations > Active Solicitations > RFQ: 6459,1 >

**Amendment History (RFQ 6459)**

To be considered for award you must acknowledge each amendment and submit (or resubmit) all your responses to ensure that they comply with the changes. [Acknowledge Amendments](#)

[Show All Details](#) | [Hide All Details](#)

Details	Document Number	Title	Status	Acknowledgement Date	Review Changes
<a href="#">Hide</a>	<a href="#">6459,1</a>	Community Housing Development Organization (CHDO) Certification	Active		
Amendment Description <b>This addendum is to remind applicants that the CHDO certification and recertification process is not a request for funding.</b>					
Published Date <b>28-Aug-2018 13:25:01</b> Close Date <b>14-Aug-2020 14:01:32</b>					
<a href="#">Show</a>	<a href="#">6459</a>	Community Housing Development Organization (CHDO) Certification	Amended		

[Return to RFQ: 6459,1](#)

[Acknowledge Amendments](#)

Negotiations Home Logout Preferences Help

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When you get to this screen, click on the “I accept...” check box and then click on “Acknowledge”

Negotiations > Active Solicitations > RFQ: 6459,1 > Amendment History (RFQ 6459) > Review Changes (RFQ 6459 RFQ 6459,1) >

**Acknowledge Amendment (RFQ 6459,1)**

To be considered for award you must acknowledge each amendment and submit (or resubmit) your response to ensure your response complies with the changes.

☒ I accept the terms and conditions of the RFQ and also acknowledge the changes made to the RFQ amendment document 6459,1.

**Header**

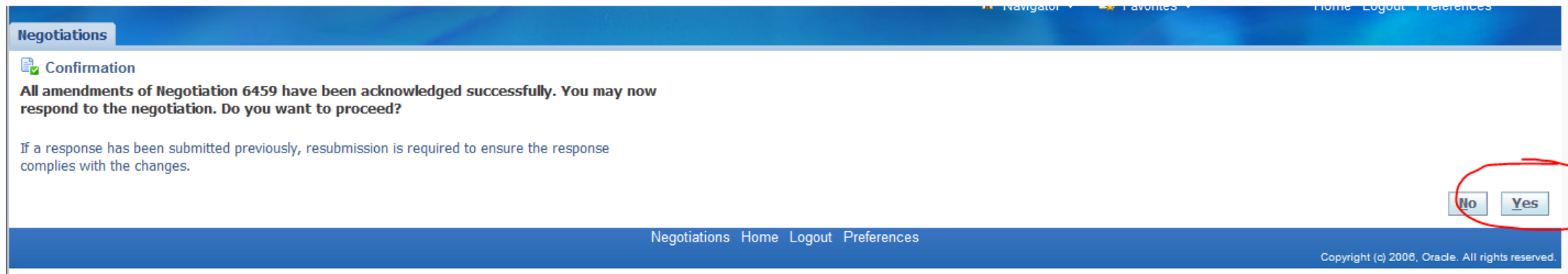
Label	RFQ 6459	RFQ 6459,1
Amendment Description		This addendum is to remind applicants that the CHDO certification and recertification process is not a request for funding.

**Notes and Attachments**

**RFQ 6459**


**Cancel!** **Acknowledg**

Click on “Yes” to indicate that you confirm your acknowledgement of the amendment.



The screenshot shows a web application interface with a blue header and footer. The header contains links for "Navigator", "Favorites", "Home", "Logout", and "Preferences". The main content area has a "Negotiations" tab selected. Below the tab, there is a "Confirmation" section with a green checkmark icon. The text reads: "All amendments of Negotiation 6459 have been acknowledged successfully. You may now respond to the negotiation. Do you want to proceed?". Below this text, a note states: "If a response has been submitted previously, resubmission is required to ensure the response complies with the changes." At the bottom right of the main content area, there are two buttons: "No" and "Yes". The "Yes" button is circled in red. The footer contains the text "Negotiations Home Logout Preferences" and "Copyright (c) 2006, Oracle. All rights reserved."

Negotiations

 Confirmation

**All amendments of Negotiation 6459 have been acknowledged successfully. You may now respond to the negotiation. Do you want to proceed?**

If a response has been submitted previously, resubmission is required to ensure the response complies with the changes.

Negotiations Home Logout Preferences

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Finally, (1) click on the checkbox that you accept the terms and conditions and then (2) click on “Accept” to accept them.

This is the final step in acknowledging and accepting the amendment.

**legotiations**

**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.

**Attachments**

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

\* ☒ I have read and accepted the terms and conditions

**2**

If you have further questions....

eProcurement Questions

Julia Talbot: [Julia.Talbot@cityofchicago.org](mailto:Julia.Talbot@cityofchicago.org) , 312-743-1679

eProcurement Hotline: [OBMGMU@cityofchicago.org](mailto:OBMGMU@cityofchicago.org), 312-744-0358