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

eProcurement Technical Assistance for Delegate Agencies – OBMGMU@cityofchicago.org OR call 312-744-0358

Start Early!!

- Register into iSupplier/eProcurement ASAP.
- Review RFP narratives and application questions closely.
- Carefully review the selection criteria.
- Use spellcheck!
• 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.
Clicking on the orange button will take you to 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.
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.

<table>
<thead>
<tr>
<th>Login Assistance</th>
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<td>* Indicates required field</td>
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**Forgot Password**

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

- **User Name**
  - Text field for entering user name
  - **Forgot Password** button

**Forgot User Name**

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

- **Email**
  - Text field for entering email address
  - **Forgot User Name** button

(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.
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.
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!
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.
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.
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.
When you get to this screen, click on the “I accept...” check box and then click on “Acknowledge”
Click on “Yes” to indicate that you confirm your acknowledgement of the amendment.
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.
If you have further questions....

eProcurement Questions

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eProcurement Hotline: OBMGMU@cityofchicago.org, 312-744-0358