

**CHICAGO PLAN COMMISSION COORDINATION WITH
THE DEPARTMENT OF PROCUREMENT SERVICES
REGARDING MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES**

Pursuant to Executive Order 2017-2, the Department of Planning and Development (DPD) strongly encourages an applicant seeking planned development approval from the Chicago Plan Commission to hire Minority and Women-Owned Business Enterprises (M/WBEs), as certified by the City of Chicago and/or Cook County, and to meet the MBE participation goal of 26% and the WBE participation goal of 6%.

A list of minority and women business Assist Agencies, many of whose members are certified M/WBEs, is maintained by the City's Department of Procurement Services (DPS) and is available on the DPS website and through the following link:

https://www.cityofchicago.org/city/en/depts/dps/provdrs/contract/svcs/forms_and_standardagreements.html

An applicant for planned development approval, as part of its good faith effort to hire M/WBEs and to achieve the M/WBE participation goals, should send a letter to each association on the aforementioned Assist Agency list that maintains a directory of certified firms and invite the association's members to inquire about participation in the project. A template letter for an applicant to use is provided on the Plan Commission website and can be accessed by the following link:

https://www.cityofchicago.org/city/en/depts/dcd/supp_info/chicago_plan_commission.html

In addition to contacting the foregoing associations, an applicant may also contact M/WBEs directly. The City's Certified Firm Directory, also managed by DPS, is available online at and is searchable by business name, certification type and industry classification:

<https://chicago.mwdbe.com/FrontEnd/VendorSearchPublic.asp?TN=chicago&XID=8255>.

Finally, DPD encourages applicants to examine programs implemented by DPS – specifically the Diversity Credit Program, which provides additional participation credit to applicants who use M/WBEs on private sector contracts on their next City contract. Links to the Diversity Credit Program and a complete Guide to Bid Incentives and Programs are provided below:

Department of Procurement Services Diversity Credit Program

https://www.cityofchicago.org/content/dam/city/depts/dps/Outreach/DPSPolicy_Diversity_Credit_Program_071513_2.pdf

Department of Procurement Services Guide to Bid Incentives and Programs

https://www.cityofchicago.org/content/dam/city/depts/dps/Outreach/GuidetoBidIncentivesPrograms_110117.pdf