



## Department of Procurement Services

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### Central Purpose

- Serve as the strategic advisor and contracting authority for the procurement of high-quality, cost-effective goods and services for the City of Chicago
- Conduct an open, fair, and timely procurement process by creating, communicating, and enforcing best practices in procurement

### Key Facts

In 2010, the Department of Procurement Services (DPS) managed approximately 1,600 contracts and modifications totaling nearly \$1.6 billion annually. DPS works with City departments to assess their needs, and develop the appropriate strategy and process for purchasing goods and services required by the City.

As part of the City's commitment to transparency in government, the Department of Procurement Services posts all contracts, as well as information about vendors and details of payments, on the City's website. The website includes complete copies of all contracts, modifications, and disclosure statements since January 2003. Summary information on contracts remains available on the website for all contracts dating back to 1999.

### Goals

DPS has embarked on an aggressive strategic plan to improve operating efficiency, transparency and M/WBE participation in City of Chicago contracting.

DPS will continue to implement improvements, evaluate past performance, implement industry best practices, and harness cutting edge technology. But our mission is to remain committed to providing sound, fair and transparent procurement services for the City of Chicago.

To assist with those efforts, the DPS Alerts system



automatically emails notifications of City procurement news, bid opportunities and events. This system expands DPS outreach and marketing efforts and provides a more convenient method of disseminating information to the business community. Year to date there are approximately 5,000 individuals who receive the alerts.

DPS has issued and updated the *2010-2011 Buying Plan and Vendor Resource Guide*, along with creating two other publications: *The City of Chicago Guide to Procurement Fundamentals and Your Business is Certified, Now What?* Additionally, DPS offers classes to vendors such as: How to Respond to a Request for Proposal (RFP); Compliance Documentation 101; Introduction to City Bonding Requirements; and Doing Business with the City of Chicago. DPS also hosts quarterly audience-led events that give firms the ability to meet DPS staff, ask questions and offer opinions. DPS also work closely with assist agencies to assess the impact of policy and procedure changes.

DPS has also trained over 600 City employees on how procurement policies and procedures are applied.

In an effort to increase accountability and improve transparency, DPS partnered with the City Comptroller to improve payment and procurement policies by establishing a new direct voucher policy, which identified five categories for pre-approved payments and expanding payment data to be viewed online.

In 2011, DPS is continuing partnerships with City agencies, departments and other stakeholders to take business opportunities to the community. We will continue to develop workshops and materials to assist vendors in becoming successful participants in the contracting process. DPS expects to again meet or exceed the target of attending more than 100

events/meetings in 2011 to ensure that the vendor community is aware of the City's procurement process and opportunities.

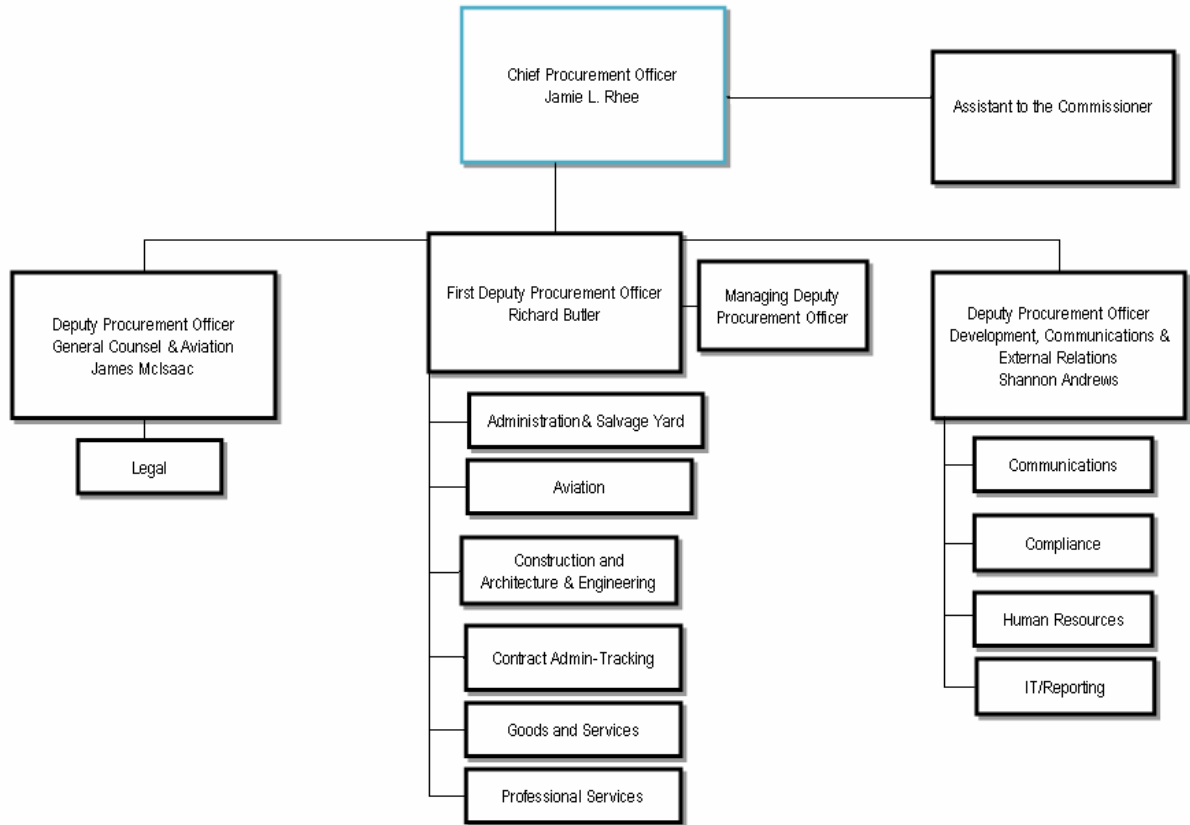
**Employees**

<b>Full Time Positions</b>	<b>Amount</b>
	76

**2011 Budget**

<b>Fund</b>	<b>Amount</b>
Corporate Fund	\$4,487,833
Water Fund	\$170,351
Chicago O'Hare Airport Fund	\$1,070,019
<b>TOTAL</b>	<b>\$5,728,203</b>

## Organizational Chart



## Facility Locations

Location	Address	Suite	Zip	Phone	Hours
City Hall	121 N. LaSalle Street	403 & 3 <sup>rd</sup> Floor Bid and Bond Room	60603	(312) 744-4900	8:30am – 5:00pm
DPS Salvage Yard	10101 S. Stony Island Avenue		60617	(312) 745-4140	7:30am – 4:00pm

## Unions Representing Department Employees

Unions
AFSCME
Laborers