



Department of
Procurement
Services

DEPARTMENT OVERVIEW

CONTRACT ADMINISTRATION

DPS is responsible for managing the contracting process for the City of Chicago. Once a City Department identifies a need, it is brought to DPS to procure the goods or services.

CONTRACTING CATEGORIES

Construction | Vehicles & Heavy Equipment | Commodities
Architecture & Engineering | Professional Services | Work Services

CERTIFICATION PROGRAM

DPS manages thousands of new, renewed, and ongoing certifications, ensuring that all firms have an opportunity to participate in contracts that are paid with taxpayer dollars.

CERTIFICATION AREAS

Minority-Owned Business Enterprise (MBE) | Women-Owned Business Enterprise (WBE)
Veteran-Owned Business Enterprises (VBE) | Disadvantaged Business Enterprise (DBE)
Business Enterprises Owned or Operated by People with Disabilities (BEPD)
Airport Concession Disadvantaged Business Enterprise (ACDBE)

COMPLIANCE PROGRAM

Compliance with City contracts is critical to ensuring vendors are honoring their obligations to Chicago's taxpayers. Compliance is an integral part of each stage of the life of the contract.

Pre-Award/Contract Goal Setting | Ongoing Monitoring & Site Visits | Contract Close Out

COMMUNICATIONS & OUTREACH

BUYING PLAN

Forecast of hundreds of upcoming opportunities for the City of Chicago and 13 additional agencies.

DPS ALERT

Weekly email newsletter on the City of Chicago bid opportunities, procurement news, and events.

FOLLOW DPS ON SOCIAL MEDIA



@CHICAGODPS

Daily posting of solicitations from the City of Chicago and other government agencies as well as upcoming outreach events.

WORKSHOPS

Over 20 different classes taught monthly or quarterly on procurement and certification free to the public.

LIVE STREAM

All bid-openings & workshops broadcast live via YouTube to increase transparency and accessibility to citizens.

ePROCUREMENT: A New Way of Doing Business



eProcurement is an advancement to business-to-government that applies digital technology to the acquisition of goods and services. The portal, iSupplier, is a resource for vendors interested in doing business with the City of Chicago allowing users to:

- Respond to Bids, RFPs, RFQs online
- View & Track payments & invoices
- Electronic submission of invoices

Visit www.chicago.gov/eprocurement to register for iSupplier and view all eProcurement contracting opportunities.

Need additional help? Call **312-744-HELP** or email us at customersupport@cityofchicago.org and we will work to resolve your issue as quickly as possible.



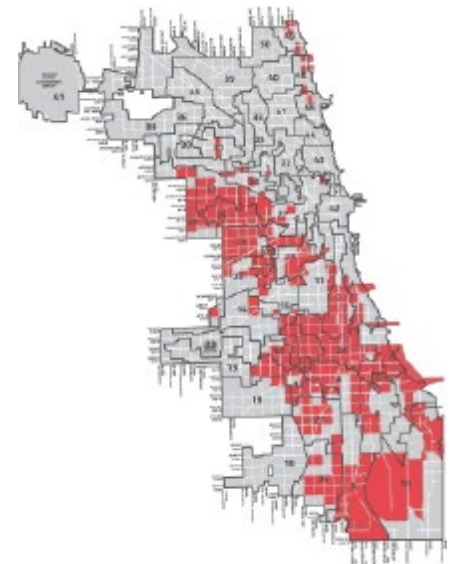
LOCAL COMMUNITY IMPACT

The City of Chicago is working to have a local impact at all levels of the procurement and contracting process and to incentivize hiring from all of Chicago's communities.

LOCAL BUSINESS PREFERENCE: 4% for City-based businesses. 6% if more than 50% City residents are permanent and full-time employees. 8% if majority of those City residents reside in designated socio-economically disadvantaged areas.

EQUAL EMPLOYMENT OPPORTUNITY BID INCENTIVE: Created to increase job opportunities for minority and female workers in city-funded construction projects. 150% credit if hiring from socio-economically disadvantaged areas.

Socio-Economically Disadvantaged Map is based on 2014 US Census based on income, poverty rate, and unemployment rate of households in lowest 25%



PROGRAMS & INCENTIVES

DPS provides opportunities to small, local, minorities, women, people with disabilities and veterans to ensure that the businesses that work on City contracts reflect the rich diversity of the City of Chicago.

LOCAL PROGRAMS

LOCAL MANUFACTURING ORDINANCE

Up to 2% bid incentive for goods made or assembled in Chicago

LOCAL BUSINESS PREFERENCE ORDINANCE

4% for City-based businesses. 6% if more than 50% of employees are City residents. 8% if employees are from socio-economically disadvantaged areas.

PROJECT AREA SUBCONTRACTOR INCENTIVE

Up to 2% bid incentive when utilizing subs whose facility & workforce are located within project area of a construction job.

VETERAN'S PREFERENCE BID INCENTIVE

Up to 2% for use of veteran subcontractors. 5% bid incentive to small local veteran businesses or joint ventures of small local business and veteran-owned businesses.

SMALL BUSINESS INITIATIVE (SBI)

SBI I construction projects are \$3 million or less. SBI II is \$2 million or less and must meet ½ size standards from SBA.

MID-SIZE BUSINESS INITIATIVE (MBI)

MBI-1 construction projects are between \$10-\$20 million. MBI-2 projects are \$3-10 million in size and must meet 1½ times the SBA size standards.

ALTERNATIVELY POWERED VEHICLE ORDINANCE

½% for companies in the 6 county region when 50% of a vendor's fleet is alternatively fueled.

SMALL M/WBE PROGRAMS

DIVERSITY CREDIT PROGRAM

Private sector firms who also bid on public work obtain up to 5% M/WBE utilization credit on a City contract for work performed by a certified firm on the prime's private sector contracts. Every \$3 spent, \$1 of credit for a future bid with the City.

M/WBE MENTORSHIP PROGRAM

Established contractors who are willing to enter into a mentor protégé relationship will be awarded a maximum of 5% additional utilization credit. Additionally, prime contractors will receive a 1% bid preference when bidding on contracts on which they will either mentor an M/WBE subcontractor or one of their subcontractors will mentor an M/WBE subcontractor.

PHASED GRADUATION ORDINANCE

Established M/WBEs that have exceeded the program's size standards may continue to participate for a period of 3 years to gradually exit the program. 75% credit allowed in year one, 50% in year two, and 25% in year three.

BEPD INCENTIVE

Designed to increase the use of City certified BEPDs on contracts issued to prime City contractors. Contractors receive bid incentive credit for using BEPD subcontractors for current bids on City contacts. Up to 4% of the contract bid of the total dollar contract amount.

EMPLOYMENT PROGRAMS

EQUAL EMPLOYMENT OPPORTUNITY

For construction projects over \$100,000 a canvassing formula is used to adjust bid amount for bidders committing equal employment goals for minorities & women. 150% credit if hiring from socio-economically disadvantaged areas.

PROJECT AREA RESIDENT ORDINANCE

Revision of the Chicago Residency Ordinance. For City construction projects over \$100,000, 50% of labor hours must be performed by City residents, 7.5% of labor hours by project area residents.

APPRENTICE UTILIZATION BID PREFERENCE

Up to 1% bid incentive on City-funded construction contracts to contractors who have previously utilized union apprentices enrolled from a construction technology training program administered by the City Colleges of Chicago or graduates of high schools operated by Chicago Public Schools (CPS).

EX-OFFENDER APPRENTICE UTILIZATION

Encourages construction contractors' support of citizens who have reentered the workforce and made significant efforts to obtain training. Available to select locally-funded construction projects. Up to 1% bid incentive awarded on future bids, based on total labor hours performed.

For more information, visit www.chicago.gov/dpsrules or scan the QR code to go directly to the Rules & Regulations page.



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