

Procurement Services 2013 Workshop Schedule

The Department of Procurement Services conducts the following workshops to assist business owners with various aspects of doing business with the City of Chicago and the City's Supplier Diversity Program.

NEW WORKSHOPS!

How to Navigate the DPS Website

This workshop will take you through all of the resources that are found on the DPS website. Come and see how the M/WBE forum works, how to do a search for MBE/WBE firms. How to search for awarded contracts and the bid take out list. And much more.

Workshop Time: 2:30pm to 3:30pm
121 North LaSalle, 3rd Flr. Bid and Bond Room
Please reserve your attendance by calling 312-744-6394

January 23, 2013	April 3, 2013
July 24, 2013	October 15, 2013

The Online Schedule A Application – MBE/WBE/BEPD

This workshop will give hands on experience filling out the MBE/WBE/BEPD Schedule A application. During this training you will learn where to find the online application, what documents will be needed, and how to upload the documents. You will also learn how to complete the No Change Affidavit online. Be prepared to work on your application.

Workshop Time: 2:30pm to 4:00pm
30 North LaSalle, 6th Floor Computer Lab
Please reserve your attendance by calling 312-744-6394

February 5, 2013	May 7, 2013
August 6, 2013	November 5, 2013

Professional Declaration of Eligibility Information Sessions

Recommended for Attorneys and Accountants: The Professional Declaration of Eligibility is an innovative way of allowing qualified attorney's and CPAs to review, verify and attest that an applicant meets the requirements to become certified with the City of Chicago for one of the following certification programs: Minority Owned Business Enterprise (MBE) or Women Owned Business Enterprise (WBE). This workshop will outline who qualifies to use the PDE program, and who is qualified to submit a PDE application.

Workshop Time: 2:30pm to 3:30pm
City Hall, 121 N. LaSalle, Bid and Bond Room, 3rd Floor
Please reserve your attendance by calling 312-744-6394

January 8, 2013	April 9, 2013
July 9, 2013	October 8, 2013

Procurement Services 2013 Workshop Schedule

The ABC's of DBE and ACDBE Certification

This workshop provides an overview of the City's Disadvantaged Business Enterprise (DBE), and Airport Concessions Disadvantaged Business Enterprise (ACDBE) programs. Topics include the application process, and benefits of certification as part of the Illinois Unified Certification process with the City of Chicago, Illinois Department of Transportation, Chicago Transit Authority, Metra, and Pace.

Workshop Time: 2:30pm to 3:30pm
City Hall, 121 N LaSalle, Bid and Bond room, 3rd Floor
Please reserve your attendance by calling 312-744-6394

January 9, 2013	April 10, 2013
July 10, 2013	October 2, 2013

WORKSHOPS WITH BUSINESS AFFAIRS AND CONSUMER PROTECTION

The following classes are held in partnership with the Department of Business Affairs and Consumer Protection (BACP)

How to Become Certified

This workshop will provide information on who is qualified to be certified as a Minority/Women-Owned Business Enterprise. Find out what documents are needed when submitting an application and how to avoid the most common mistakes.

Workshop Time: 1:30pm to 3:00pm
City Hall, 121 N. LaSalle, Room 805
Please reserve your attendance by calling 312-744-2086

January 30, 2013	February 27, 2013
March 27, 2013	April 24, 2013
May 29, 2013	June 26, 2013
July 31, 2013	August 28, 2013
September 25, 2013	October 30, 2013
November 20, 2013	No December Class

Doing Business with the City of Chicago

This workshop is designed to outline the role and responsibility of the Department of Procurement Services in the City's purchasing process. Ideal for companies looking to do business with the City of Chicago.

Workshop Time: 3:15pm - 4:15pm
City Hall, 121 N. LaSalle, Room 805
Please reserve your attendance by calling 312-744-2086

January 30, 2013	February 27, 2013
March 27, 2013	April 24, 2013
May 29, 2013	June 26, 2013
July 31, 2013	August 28, 2013
September 25, 2013	October 30, 2013
November 20, 2013	No December Class

Procurement Services 2013 Workshop Schedule

Contracting 101: How to Respond to a Request for Proposal (RFP)

This workshop is designed to teach business owners how to respond to a City of Chicago RFP. Learn what evaluators look for in a RFP and how to avoid common mistakes. Learn helpful tips on how to navigate RFP specifications.

Workshop Time: 3:00pm - 4:30pm
City Hall, 121 N. LaSalle, Room 805
Please reserve your attendance by calling 312-744-2086

February 13, 2013	June 19, 2013
September 11, 2013	December 18, 2013

The JOC Information Session

This workshop provides a summary of the City's JOC Program and the benefits of JOC for the Prime Contractor and Subcontractors. Learn how to bid a JOC as a Prime Contractor and Subcontractor. This session is ideal for construction and construction related business owners, small businesses, minority and women owned businesses.

Workshop Time: 3:00pm to 4:30pm
City Hall, 121 N. LaSalle, Room 805
Please reserve your attendance by calling 312-744-2086

March 13, 2013	May 22, 2013
August 14, 2013	November 13, 2013

ADDITIONAL WORKSHOPS

Your Business Is Certified: Now What?

This workshop will provide newly certified MBE/WBE/DBE and BEPD firms valuable information on how to compete for City contracts in addition to providing information on resources available to firms.

Workshop Time: 2:30pm - 4:00pm
City Hall, 121 N. LaSalle, Bid and Bond Room, 3rd Floor
Please reserve your attendance by calling 312-744-6394

March 20, 2013	May 15, 2013
August 21, 2013	October 16, 2013

For More Information on the City of Chicago Department of Procurement Services, please visit

www.cityofchicago.org/procurement

Department of Procurement Services

City Hall, 121 North LaSalle, Room 403 ~ Chicago, Illinois 60602

312-744-4900

Procurement Services 2013 Workshop Schedule

City of Chicago Procurement Fundamentals

This workshop teaches vendors about the laws, policies, rules and regulations which govern the procurement process. Attendees will be afforded an opportunity to discuss how these various elements impact the bidding process.

Workshop Time: 2:30pm – 4:00pm
City Hall, 121 N. LaSalle, Bid and Bond Room, 3rd Floor
Please reserve your attendance by calling 312-744-6394

March 6, 2013	June 12, 2013
October 9, 2013	December 11, 2013

Meet the Department of Procurement Services

Do you have questions about how to become a successful bidder on City of Chicago contracting opportunities? Do you have questions about contract and bid specification language? Come and ask your questions to the City's Procurement Staff. You will be able to speak directly to procurement staff that is eager to assist you in learning about the City's Procurement process.

Workshop Time: 2:30pm – 3:30pm
City Hall, 121 N. LaSalle, Bid and Bond Room, 3rd Floor
Please reserve your attendance by calling 312.744.6394

February 6, 2013	May 8, 2013
August 7, 2013	November 6, 2013

Introduction to City Bonding Requirements

Learn valuable information about City required bid, payment and performance bonds. Professionals will be on hand to discuss the legal basis for the City bonds, the nuts and bolts of compliance and circumstances under which the City might make claims on a bond.

Workshop Time: 2:30pm – 4:00pm
City Hall, 121 N. LaSalle, Bid and Bond Room, 3rd Floor
Please reserve your attendance by calling 312.744.6394

January 16, 2013	April 17, 2013
July 17, 2013	October 23, 2013

Compliance Documentation 101

This workshop will provide vendors with an overview of the City's Minority and Women-Owned Business Enterprise (M/WBE), Equal Employment Opportunity and Chicago Residency Ordinance contracting requirements. Learn helpful tips on how to complete bid submittal compliance documentation and also gain insight on laws, rules and regulations governing compliance.

Workshop Time: 2:30pm to 4:00pm
City Hall, 121 N. LaSalle, Bid and Bond Room, 3rd Floor
Please reserve your attendance by calling 312-744-6394

February 20, 2013	June 5, 2013
September 4, 2013	December 4, 2013