

PROCUREMENT

CITY OF CHICAGO PROCUREMENT FUNDAMENTALS

MARCH 4 – JUNE 3 – SEPT. 23 – DEC. 2, 2015

Workshop Time: 2:30 pm to 3:30 pm
City Hall, 121 N. LaSalle, 1st Flr. Room 103

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.

DOING BUSINESS WITH THE CITY OF CHICAGO

JAN. 28* – FEB. 25 – MARCH 25 – APRIL 29 – MAY 20 – JUNE 24
– JULY 29 – AUGUST 26 – SEPT. 30 – OCT. 28 – NOV. 18, 2015

Workshop Time: 3:15 pm to 4:15 pm
City Hall, 121 N. LaSalle, 1st Flr. Room 103
*This session will be held in Room 805

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.

INTRODUCTION TO CITY BONDING REQUIREMENTS

APRIL 15 – SEPT. 16, 2015

Workshop Time: 2:30 pm to 3:30 pm
City Hall, 121 N. LaSalle, 1st Flr. Room 103

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.

CONTRACTING 101: HOW TO RESPOND TO A REQUEST FOR PROPOSAL (RFP)

JUNE 10 – SEPT. 9 – DEC. 16, 2015

Workshop Time: 2:30 pm to 4:00 pm
City Hall, 121 N. LaSalle, 1st Flr. Room 103

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.

GOLDMAN SACH'S 10,000 SMALL BUSINESS INFORMATION SESSION

APRIL 1 – JULY 1, 2015

Workshop Time: 2:30 pm to 3:30 pm
City Hall, 121 N. LaSalle, 1st Flr. Room 103

Attend this workshop to learn more about an innovative program that can take your business to the next level. Hear from alumni of the program what it takes to grow a business. Learn how you could benefit by applying for the free, competitive application program sponsored by the Goldman Sachs Foundation.

THE JOC INFORMATION SESSION

MAY 29 – OCT. 16, 2015

Workshop Time: 3:00pm to 4:30pm
City Hall, 121 N. LaSalle, 1st Flr. Room 103

A Job Order Contract (JOC) is another delivery method for the City of Chicago to procure construction services. JOC is a firm, fixed price, competitive bid with indefinite quantity, delivery method designed to produce a large number of multi-traded, repair and rehabilitation projects, as well as, minor new construction projects quickly.

Please go to www.cityofchicago/dpsevents to register for workshops

WE ARE NOW ON SOCIAL MEDIA

Chicago Department of Procurement Services (DPS) will be posting all bid opportunities and addenda, details for upcoming classes and events, and information on how to do business with the City of Chicago!

 Like us on Facebook
www.facebook.com/ChicagoDPS

 Follow us on Twitter
www.twitter.com/ChicagoDPS

CITY OF CHICAGO DEPARTMENT OF PROCUREMENT SERVICES

2015

WORKSHOP SCHEDULE



121 N. LaSalle Street • City Hall, Room 103
312-744-4900 • www.cityofchicago.org/dps

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 Certification Program.

TRANSPARENCY

[MEET THE DEPARTMENT OF PROCUREMENT SERVICES](#)

MARCH 11 – AUGUST 19, 2015

*Workshop Time: 2:30 pm to 3:30 pm
City Hall, 121 N. LaSalle, 1st Flr. Room 103*

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.

[HOW TO NAVIGATE THE DPS WEBSITE](#)

JAN. 21 – APRIL 8 – JULY 22 – OCT. 7, 2015

*Workshop Time: 2:30 pm to 3:30 pm
City Hall, 121 N. LaSalle, 1st Flr. Room 103*

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 lists, and much more.

[DPS INCENTIVE OVERVIEW: GETTING THE MOST FROM YOUR BIDS](#)

FEB. 4 – AUGUST 12 – NOV. 10, 2015

*Workshop Time: 2:30 pm to 3:30 pm
City Hall, 121 N. LaSalle, 3rd Flr. Room 103*

This workshop will discuss all of the ordinances that have been established regarding contracting with the City of Chicago, and offer an opportunity for individuals to ask questions. Come learn about how DPS incentives and ordinances can help you do business with the City of Chicago. Learn about Veteran/Small Business Joint Venture Bid Incentive, the Diversity Credit Program, Small Business Initiative, and Chicago First Local Business Bidding Preference, and many more.

CERTIFICATION & COMPLIANCE

[HOW TO BECOME CERTIFIED](#)

JAN. 28* – FEB. 25 – MARCH 25 – APRIL 29 – MAY 20 – JUNE 24 – JULY 29 – AUGUST 26 – SEPT. 30 – OCT. 28 – NOV. 18, 2015

*Workshop Time: 2:00 pm to 3:00 pm
City Hall, 121 N. LaSalle, 1st Flr. Room 103*

**This session will be held in Room 805*

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

[THE ONLINE SCHEDULE A APPLICATION – MBE/WBE/BEPD](#)

FEB. 11 – MAY 13 – AUGUST 5 – NOV. 4 2015

*Workshop Time: 2:30 pm to 3:30 pm
30 N. LaSalle, 6th Flr. CDOT Computer Lab*

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. Be prepared to work on your application.

Note: Please bring your username and password for the Certification /Compliance (C2) System and Business Tax ID Number with you to class.

[THE ABC'S OF DBE AND ACDBE CERTIFICATION](#)

JAN. 7 – APRIL 22 – JULY 15 – OCT. 21, 2015

*Workshop Time: 2:30 pm to 3:30 pm
City Hall, 121 N. LaSalle, 1st Flr. Room 103*

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 program with City of Chicago, Illinois Department of Transportation, Chicago Transit Authority, Metra, and Pace.

[PROFESSIONAL DECLARATION OF ELIGIBILITY \(PDE\)](#)

JAN. 14 – JULY 8, 2015

*Workshop Time: 2:30 pm to 3:30 pm
City Hall, 121 N. LaSalle, 1st Flr. Room 103*

Recommended for Attorneys and Accountants:

The Professional Declaration of Eligibility is an innovative way of allowing qualified Attorneys 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.

Note: This workshop is for program informational purposes only. The City does not certify or endorse CPAs or Attorneys to prepare applications for those vendors seeking certification with the City of Chicago.

[YOUR BUSINESS IS CERTIFIED: NOW WHAT?](#)

MARCH 18 – OCT. 14, 2015

*Workshop Time: 2:30 pm to 3:30 pm
City Hall, 121 N. LaSalle, 1st Flr. Room 103*

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.

[COMPLIANCE DOCUMENTATION 101](#)

FEB. 18 – MAY 6 – SEPT. 2, 2015

*Workshop Time: 2:30 pm to 3:30 pm
City Hall, 121 N. LaSalle, 1st Flr. Room 103*

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.