

## DPS WORKSHOPS HAVE GONE VIRTUAL!

We are now offering our workshops virtually. To register, sign-up at [chicago.gov/dpsevents](https://chicago.gov/dpsevents). To request an accommodation, please contact DPS Public Affairs at [dps.accommodations@cityofchicago.org](mailto:dps.accommodations@cityofchicago.org). Join us in April for the following workshops:

### WE ARE FAMILY! DOING BUSINESS WITH SISTER AGENCIES (CPS & CCC) ■ APRIL 7 | 2 - 3PM

Interested in doing business beyond the City of Chicago but not sure where to start? This workshop welcomes guest presentations that outlines the roles and responsibilities of how to do business with the City of Chicago's six sister agencies: Chicago Public Schools, City Colleges of Chicago, Public Building Commission, Chicago Housing Authority, Chicago Park District and Chicago Transit Authority.

### DPS INCENTIVES & PROGRAMS: GETTING THE MOST FROM YOUR BIDS ■ APRIL 8 | 2 - 3PM

DPS has made it a priority to ensure that all interested businesses have the opportunity, information, and resources to compete for City contracts. This workshop will feature incentives and programs created to increase the diversity of the businesses that bid on and earn City Contracts. Learn about comprehensive information on ways to grow your business, increase capacity, foster mutually beneficial business relationships, and be more competitive on City contracts. Learn about the Small Business Initiative, BEPD Incentive, M/WBE Mentorship Program, Veteran-Owned Business Enterprise (VBE), and many more.

### HOW TO BECOME CERTIFIED ■ APRIL 14 | 2 - 3PM

DPS is the certifying agency for the following certifications: Minority-Owned Business Enterprise (MBE), Women-Owned Business Enterprise (WBE), Veteran-Owned Business (VBE), Business Enterprise for People with Disabilities (BEPD), Disadvantaged Business Enterprise (DBE) and Airport Concessions Disadvantaged Business Enterprise (ACDBE). Learn who is qualified to be a Chicago certified firm, what documents are needed when submitting an application and how to avoid the most common mistakes in the process.

### PROCUREMENT FUNDAMENTALS: DOING BUSINESS WITH THE CITY

APRIL 15 | 2 - 3PM

Do you have questions about how to become a successful bidder on City contracting opportunities? Unsure where to begin? This workshop highlights the role and responsibility of DPS in the City's purchasing process. Learn about different procurement methods and the laws which govern them. Understand what it takes before you start the bidding process and your responsibilities after you have won a contract.

### YOUR BUSINESS IS CERTIFIED: NOW WHAT?

APRIL 21 | 2 - 3PM

Your business is certified, what are your next steps? This workshop provides valuable information to newly certified firms on how to compete for City contracts as well as resources available to certified firms. Are you prepared to meet with prime contractors? Have you considered joint venturing on contracting opportunities? Are you attending pertinent networking events? Hear advice from subject matter experts to better market your business, compete for, and earn City contracts.

### ePROCUREMENT 101 ■ APRIL 22 | 2 - 3PM

eProcurement applies digital technology to the acquisition of goods and services, which has now become the standard solicitation method due to statewide shelter in place requirements. This class focuses on assisting prospective bidders and proposers with registering for an iSupplier account and submitting an online bid to the City. This class is open to all interested in doing business with the City.

### THE ABC'S OF DBE AND ACDBE CERTIFICATION

APRIL 22 | 2 - 3PM

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

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

APRIL 29 | 2 - 3PM

This workshop is designed to teach business owners how to respond to a City of Chicago RFP. Using advice from seasoned professionals, you will learn specific details about what evaluators look for in a RFP and how to avoid common mistakes that can hurt your chances of a winning bid. Attend this workshop and you will learn how to navigate RFP specifications efficiently.

Interested in more workshops? Reference all workshops, as well as information about our programs, from the DPS events and outreach page [www.chicago.gov/dpsevents](https://www.chicago.gov/dpsevents). Download all workshop PowerPoint files and stay up-to-date with DPS!