



DEPARTMENT OF PROCUREMENT SERVICES

CITY OF CHICAGO

eProcurement Electronic Bidding Frequently Asked Questions

The Department of Procurement Services encourages all bidders to consult the Online Training Materials at the iSupplier portal, www.cityofchicago.org/eProcurement, for detailed instructions.

How do I view bid documents?

- Go to the iSupplier Portal, www.cityofchicago.org/eProcurement
- Click on the “**Current Bids and Solicitation Opportunities**” link.
- Proceed to “**eProcurement Bid and Solicitation Opportunities**”.
- To view or download solicitations, click on the “**Details**” link.
- Click the “**Document PDF File**” link to open or save solicitation.
- Note that addenda, if any, are all included in one PDF document, which is updated with each additional addendum.

How do I get on the take-out list?

If you are a prime contractor:

- You must be registered with the City of Chicago in iSupplier in order to login.
- Click the “**Login**” link.
- Click the “**City of Chicago Online Bidding**” link.
- Click the “**Sourcing**” link.
- Click the “**Sourcing Home Page**” link.
- Click in the “**Search Open Solicitations**” field.
- Enter the solicitation number obtained from the abstract page in the search field and click “**Go**.”
- Click the Select radio button option for the solicitation that you would like to respond to.
- Click the **Respond** button.
- Click the checkbox “**I have read and accepted the terms and conditions**” at the bottom of the screen.
- Click the “**Accept**” button. This puts you on the electronic take-out list.

If you are a subcontractor:

Subcontractors should email the information on their business card to the Bid and Bond room at bidandbond@cityofchicago.org or fax a copy of their business card to 312-744-5611. Please provide the specification number along with the email or fax.

How do I receive notifications of an addendum?

Have your company placed on the take-out-list. All companies on the take-out-list will be sent notifications of addenda.

How do I submit a bid?

- You must be registered with the City of Chicago in iSupplier in order to login.
- Click the **“Login”** link.
- Click the **“City of Chicago Online Bidding”** link.
- Click the **“Sourcing”** link.
- Click the **“Sourcing Home Page”** link.
- Click in the **“Search Open Solicitations”** field.
- Enter the solicitation number obtained from the abstract page in the search field and click **“Go.”**
- Click the Select radio button option for the solicitation that you would like to respond to.
- Click the **Respond** button.
- Click the checkbox **“I have read and accepted the terms and conditions”** at the bottom of the screen.
- Click the **“Accept”** button. This puts you on the electronic take-out list.
- Complete the submissions required under the **“Header”** tab.
- Complete the submissions required under the **“Lines”** tab.

How do I enter pricing?

- Upon logging into the system, proceed to the **“Lines”** tab.
- Enter unit prices into the **“Quote Price”** field. The system will automatically calculate the extended price and the total base bid price when all lines are completed. This is displayed upon completion, and is not updated in real time as prices are entered.
- Note: You are able to update pricing until the bid opening date and time.

Can I save a draft response and come back at a later time to work on the response?

Yes. You are able to come back to a draft response after saving it as **“Draft.”**

- Click on **“Response Number”** associated with the draft bid
- Make the necessary changes.
- Click the **“Continue”** button when done with changes.
- Enter the **“Electronic Signature”** required fields and Click **“Submit.”**
- Or, Click on **“Solicitation Number”** associated with the draft bid
- In the **“Actions”** dropdown, select **“Create Quote.”**
- Click **“Go”**
- Make the necessary changes
- Click the **“Continue”** button when done with changes.
- Enter the **“Electronic Signature”** required fields and click **“Submit.”**

Can I submit pricing using a spreadsheet instead of typing the prices in line-by-line?

Yes. Follow the instructions in the "Online Training Materials", "Supplier Responses/Submission" section for "Export Quote Lines" to create a spreadsheet. Fill in your pricing on that spreadsheet. Then follow the instructions for "Import Quote Lines". You **MUST** use the spreadsheet created by "Export Lines" or else the system may reject your submission.

How do I enter award criteria?

- Go to the "**Header**" tab, "**Requirements**", "**Details**", "**Award Criteria Determination**" section. Enter your award criteria figures into the appropriate fields in this section.
- Note the system does not calculate award criteria formulas and the supplier needs to calculate and enter these manually. The City of Chicago will verify calculations and correct mathematical errors in determining contract award.

How do I include attachments?

- Click the "**Add Attachment**" button.
- Add all completed attachments that are required by the bid. For each document:
- Click in the **Title** field and provide a title.
- Add your document.
- Click the "**Apply**" button.

Is there a requirement for attachment names?

Attachment names should contain the specification number, question/requirement number and clearly describe the content of the attachment.

How do I submit a bid bond?

- When submitting an electronic bid, scan and upload a copy of your bid deposit with your submittal documents.
- The first and second apparent low bidders will be required to deliver their properly executed original bid deposit to the Bid & Bond room within 2 business days following the bid opening date.

How do I submit an alternate bid?

- Upload an attachment explaining the alternate.
- Answer "**Yes**" to "**Are you including an alternate bid?**" in "**Header Information**," "**Requirements**" section, "**Bidder Questions**".
- Enter your alternate bid price(s) in the space(s) provided in "**Header Information**," "**Requirements**" section, "**Bidder Questions**."
- Enter "\$0.01" as the price for all bid lines in iSupplier for which you are bidding only alternates.
- Upload your alternate bid as an iSupplier attachment clearly marked "**Alternate Bid**" with a file name and description of "**Alternate Bid**."

Can multiple people work my bid response?

No. Only the person who initially created the bid response may complete and submit that response. Information entered by different iSupplier accounts at the same company is not shared with others at the company. Others may submit bid responses, but those responses will replace responses previously submitted by others within the company (see below – "Can I update my bid response?")

Can I update my bid response?

Yes, you may update and/or revise your bid response at any time before the bid opening.

Your most recent update is considered your bid and replaces all previous versions.

Once the bid opening time and date arrives, no further updating is allowed.

How do I keep a copy of my bid response for my records?

- Click the "**Actions**" list.
- Click the "**Printable View**" list item.
- Click the "**Go**" button.
- Open the PDF file by clicking "**Open**."
- You can save the document to your computer to access at a later point of time or you can click print.

How do I receive confirmation that my bid was received by the City?

The system will assign a confirmation number to you which is visible on the "Negotiations" page and the status of your response will be "Active". A status of "Draft" means your bid has not been submitted to the City.

Will bid prices submitted electronically continue to be read publicly?

Yes, the public bid opening process will not change. Bids will continue to be read aloud in the Bid & Bond Room (City Hall Room 103, 121 N. LaSalle, Chicago, IL 60602) and broadcast on www.youtube.com/ChicagoDPS. Electronic bids will be read first, followed by any paper bids received.

Will my bid be secure?

Yes. Your bid is encrypted and sealed until the bid opening. Neither City staff nor other bidders can access your bid before the bid opening.

What if I make a mistake on my bid?

You may submit an updated bid at any time before the bid opening date and time. Keep in mind: No changes are allowed after the bid opening date and time. The system will automatically lock you out.

I am a subcontractor. Do I need to register for iSupplier?

No, if you only bid as a subcontractor. You may view bids as explained above in "How do I view bids?" You will need to supply requested information to the prime contractor outside of iSupplier. However, if you are a prime on existing City contracts or intend to bid as a prime on other City contracts, you should register for iSupplier.

How do I get additional training?

Online Training Materials at the iSupplier portal, www.cityofchicago.org/eProcurement. DPS offers monthly workshops. Workshop dates can be found on the iSupplier portal.

What should I do if I encounter a system problem?

Please save your work, log off, and try again in an hour. If the problem persists, please contact eProcSupport@cityofchicago.org immediately and provide screen shots showing the error and/or messages encountered. If your problem is urgent, you may also contact DPS at 312-744-9750 during business hours, 8:30 am. to 4:30 pm. Please note that regular system maintenance is performed Thursday evenings between 8 pm and 9 pm and you may experience system performance issues during that time. System maintenance may also be performed during weekends. Please plan accordingly.