**Department of Procurement Services**  
**2014 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 Certification Program.

### Professional Declaration of Eligibility Information Sessions

**Jan. 8, 2014 – July 9, 2014**

**Workshop Time:** 2:30 pm to 3:30 pm  
City Hall, 121 N. LaSalle, 3rd Flr. Bid & Bond Room 301

**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.

**Note:** This workshop is for program information purposes only. The City does not certify and/or endorse CPA's or Attorneys to prepare applications for those vendors seeking certification with the City of Chicago.

### The ABC’s of DBE and ACDBE Certification


**Workshop Time:** 2:30 pm to 3:30 pm  
City Hall, 121 N. LaSalle, 3rd Flr. Bid & Bond Room 301

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.

### How to Become Certified


**Workshop Time:** 2:00 pm to 3:00 pm  
City Hall, 121 N. LaSalle, 8th Flr. Room 805

This workshop will provide an overview of the five certification programs currently offered by the City of Chicago: Minority Owned Business Enterprise (MBE), Women Owned Business Enterprise (WBE), Business Enterprises Owned and/or Operated by Persons with Disabilities (BEPD), Disadvantaged Business Enterprise (DBE) and Airport Concessions Disadvantaged Business Enterprise (ACDBE). Receive information regarding the application process and how to avoid the most common mistakes applicants encounter when submitting their applications.

### Doing Business with the City of Chicago


**Workshop Time:** 3:15 pm to 4:15 pm  
City Hall, 121 N. LaSalle, 8th Flr. 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.

### The Online Schedule A Application – MBE/WBE/BEPD

**Feb. 5, 2014 – May 7, 2014 – August 6, 2014 – Nov. 5, 2014**

**Workshop Time:** 2:30 pm to 4:00 pm  
30 N. LaSalle, 6th Flr. CDOT Computer Lab

This workshop will give hands on experience filling out the MBE/WBE/BEPD online 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 user name and password for C2 and business Tax ID number with you to class.

### Compliance Documentation 101


**Workshop Time:** 2:30 pm to 3:30 pm  
City Hall, 121 N. LaSalle, 3rd Flr. Bid & Bond Room 301

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.
DPS INCENTIVE OVERVIEW: GETTING THE MOST FROM YOUR BIDS


Workshop Time: 2:30 pm to 3:30 pm
City Hall, 121 N. LaSalle, 3rd Flr. Bid & Bond Room 301

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 the Diversity Credit Program, Small Business Initiative, and Chicago First Local Business Bidding Preference, and many more.

CITY OF CHICAGO PROCUREMENT FUNDAMENTALS


Workshop Time: 2:30 pm to 3:30 pm
City Hall, 121 N. LaSalle, 3rd Flr. Bid & Bond Room 301

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.

MEET THE DEPARTMENT OF PROCUREMENT SERVICES


Workshop Time: 2:30 pm to 3:30 pm
City Hall, 121 N. LaSalle, 3rd Flr. Bid & Bond Room 301

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.

YOUR BUSINESS IS CERTIFIED: NOW WHAT?


Workshop Time: 2:30 pm to 3:30 pm
City Hall, 121 N. LaSalle, 3rd Flr. Bid & Bond Room 301

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.

INTRODUCTION TO CITY BONDING REQUIREMENTS

APRIL 16, 2014 – SEPT. 17, 2014

Workshop Time: 2:30 pm to 3:30 pm
City Hall, 121 N. LaSalle, 3rd Flr. Bid & Bond Room 301

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.

THE JOC INFORMATION SESSION

MAY 21, 2014 – OCT. 22, 2014

Workshop Time: 3:00 pm to 4:30 pm
City Hall, 121 N. LaSalle, 8th Flr. Room 805

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.

GOLDMAN SACH’S 10,000 SMALL BUSINESS INFO SESSION

JUNE 17, 2014 – DEC. 2, 2014

Workshop Time: 2:30 pm to 3:30 pm
City Hall, 121 N. LaSalle, 3rd Flr. Bid & Bond Room 301

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.

• Accepted small business owners will learn practical skills to grow their business, including negotiations, marketing, employee management and more. Participants also receive one-on-one business advising and get expert guidance from Goldman Sachs professionals, attorneys and others.

• Program graduates join a nationwide network of over 1,700 small business owners and counting. Just six months after completing the program, 64% had increased revenues and 45% had created new jobs. 80% of participants have done business with other program participants.

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


Workshop Time: 3:00 pm to 4:30 pm
City Hall, 121 N. LaSalle, 8th Flr. Room 805

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.

To Reserve Your Attendance:
www.cityofchicago.org/procurement
312-744-6394

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City of Chicago
Mayor Rahm Emanuel
Jamie L. Rhee
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