



City of Chicago Department of Procurement Services November 2014 Workshop Schedule

DPS offers 15 free workshops presented quarterly, to educate citizens and business owners about the fundamentals of procurement and the latest developments in procurement and certification.

DPS Incentive Overview: Getting the Most From Your Bids

November 4, 2014 2:30pm to 3:30pm
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.

The Online Schedule A Application MBE/WBE/BEPD

November 5, 2014 2:30pm to 4:00pm
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.

Meet the Department of Procurement Services

November 12, 2014 2:30pm to 3:30pm
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.

How to Become Certified

November 19, 2014 2:00pm to 3:00pm
City Hall, 121 N. LaSalle, 8th Flr. Room 805

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.

Doing Business with the City of Chicago

November 19, 2014 3:15pm to 4:15pm
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.

Compliance Documentation 101

November 25, 2014 2:30pm to 3:30pm
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.

For more information and to register for workshops go to www.cityofchicago.org/dpsevents