

HOW TO COMPLETE AN ONLINE ECONOMIC DISCLOSURE STATEMENT (EDS)

DPS Workshop Series | Hosted by: Jackie Umbles

The Department of Procurement Services is committed to Communications and Outreach, which is key to keeping citizens informed of bid opportunities, new programs, and innovations.

Also, ensure that you download a copy of our most recent **Consolidated Buying Plan**. This is a 15-month forecast including hundreds of upcoming opportunities for 12 city agencies. To download, go to: www.chicago.gov/dps.

We encourage you to follow us on our website www.chicago.gov/dps for the latest news, updates, and our calendar of events. Go online, www.chicago.gov/DPS and click on the letter icon and sign-up for our **Email Newsletter: DPS Alerts** full of news that you can use.

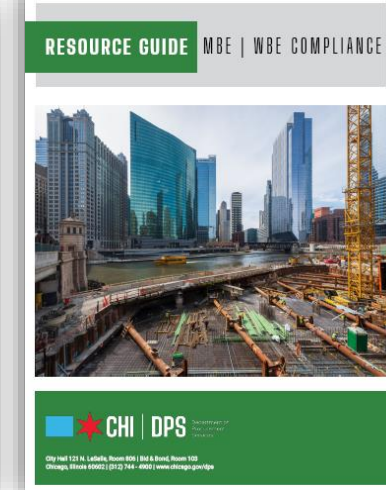
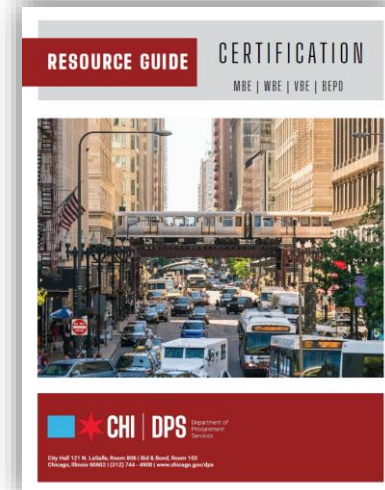
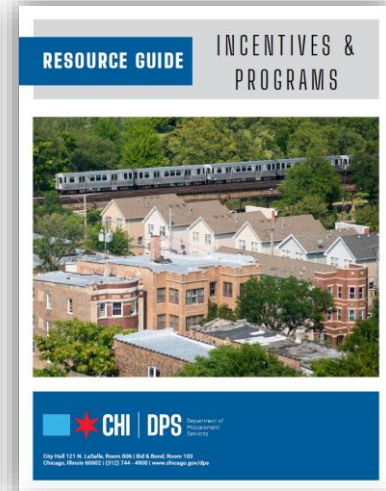
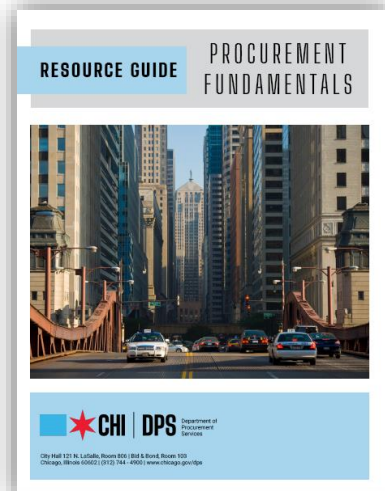
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- NOTE: Legal advertisements for the City of Chicago Department of Procurement Services (DPS) appear in the Chicago Tribune. Information about DPS contracting opportunities will be available at www.chicago.gov/bids.

Welcome

RESOURCE GUIDES

- DPS has published a four-volume set of Resource Guides, expanding on the guiding principle of transparency.
- The Resource Guides were divided into key areas of the procurement process:
 - Contract Administration
 - Incentives and Programs
 - Certification
 - Compliance
- Download now at www.chicago.gov/dpsguides



Today's Workshop

- Everyone is muted upon entry for the presentation portion of the workshop
- We ask that you hold your questions to the end of the presentation. You can use the chat feature to type out your question and the speaker will answer the questions at the end of the presentation.
- To Send a Question: **Use only the Q & A panel to ask your question. Do not use the chat panel**
 - Use the **Q & A panel** on the right side of your screen.
 - In the Send to or To drop-down list, select the recipient of the message.
 - Enter your message in the chat text box, then press Enter on your keyboard.

Note: If you join a meeting, session, or event in progress, you can see only the Q & A that participants send after you join.

HOW TO COMPLETE AN ONLINE ECONOMIC DISCLOSURE STATEMENT (EDS)

Today's Workshop | Presented by: Ben Ho

ECONOMIC DISCLOSURE STATEMENT

Required for all applicants who contract with the City all bidders and proposers on procurement bids, RFPs, and RFQs, delegate agency grantees, awardees of City council approved agreements

Required for all legal entity owners who own more than 7.5% of the applicant

- Ownership and control
- Retained parties
(subcontractors and others)
- Compliance with municipal,
state, and federal laws and
regulations

PURPOSE OF DISCLOSURE

- EDS information is saved and used for future EDS documents - saves time for vendors
- Online error checking – increases accuracy of submitted EDSes
 - Inapplicable questions skipped
 - Required questions must be answered
 - Areas of concern flagged
- Electronic submittal, approval, and posting to the web
- Significantly Greater Transparency
- EDSes for awarded contracts automatically posted to the web
- Officers, directors, owners & retained parties are searchable by public.

ONLINE EDS BENEFITS

ONLINE EDS FEATURES

- Self-Service Vendor Registration
- Electronic Signature (password & secret question)
- EDS information is automatically pre-filled for up to one year
- Vendors receive annual reminders of expiring EDSes

WALK-THRU



Vendor Registration

1 User ————— 2 Company ————— 3 Summary

User Details





Each person who is involved in the preparation, review, or submission of an EDS must have their own log-in. For example, if a staff person will prepare an EDS for a supervisor's signature, both should have their own log-ins.

Each Company must have a unique ID!

* - Required Field

Is this an existing City of Chicago user ID?

Yes No

Salutation	First Name *	Middle Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name *	Suffix	
<input type="text"/>	<input type="text"/>	
Title *	Business Phone * 	
<input type="text"/>	<input type="text"/>	
User Id * 		
<input type="text"/>		
Password * 	Confirm Password * 	
<input type="text"/>	<input type="text"/>	
Email Address *	Confirm Email Address *	
<input type="text"/>	<input type="text"/>	
Your Secret Question *		
<input type="text"/>		
Answer To Secret Question *		
<input type="text"/>		

Cancel Next

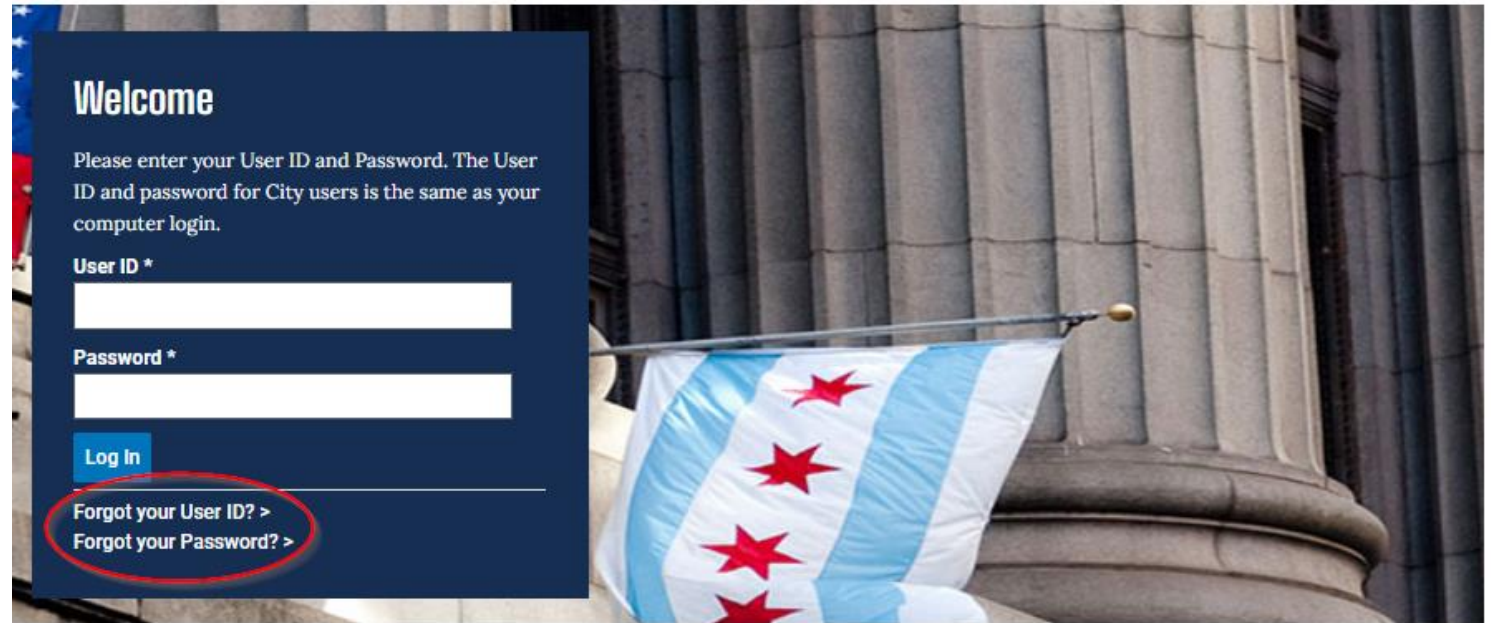
STEP 1: VENDOR REGISTRATION

VENDOR REGISTRATION

- Will need your company FEIN
- Use your company's full legal name
- First user becomes the EDS Captain
- EDS Captain can
 - Approve additional users
 - Change the company's name
 - Add additional company addresses
 - Change the company's addresses

LOGIN

- Use “Forgot Your Username” or “Forgot Your Password” in the bottom of the login box



CREATE EDS

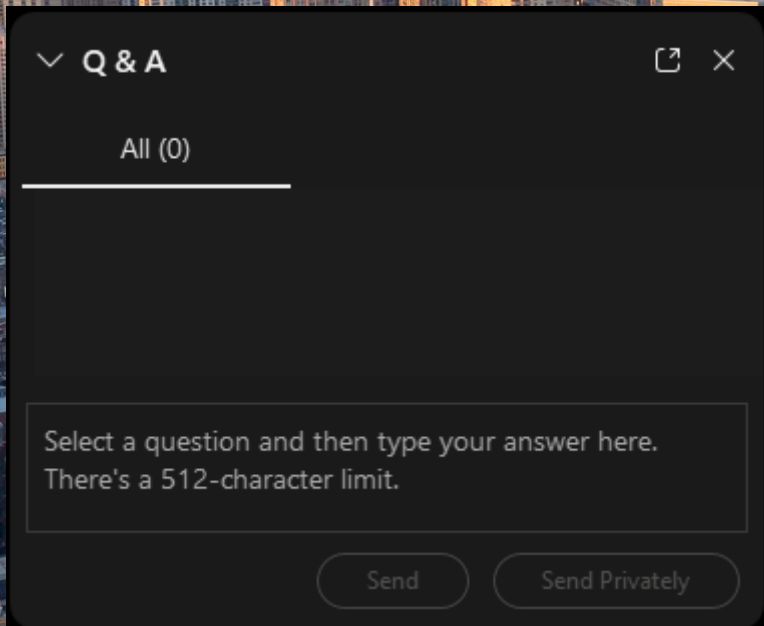
- Select “Contract” if you are bidding or responding to City request. This creates an EDS Certificate of Filing which you must submit with your bid or to your City contact.
- Select “Information Update” if you are updating general information upon system request or just want information on file to be ready for a future bid.

LIVE DEMO

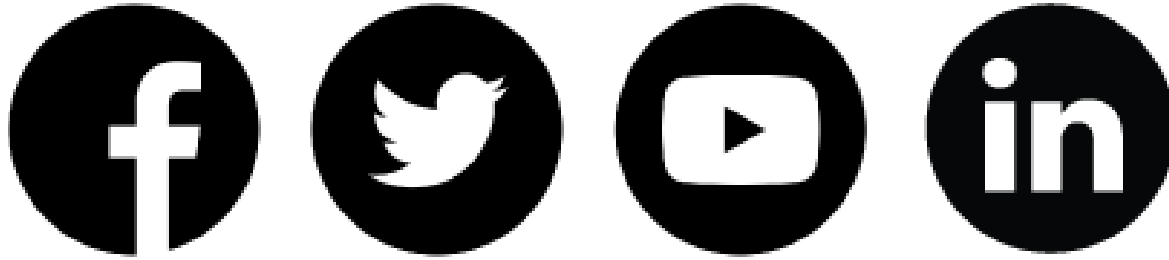




QUESTIONS?



Do you have a question? Please use the WebEx Q&A feature as shown.



@CHICAGODPS

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