CITY OF CHICAGO
DEPARTMENT OF PROCUREMENT SERVICES
2016
WORKSHOP SCHEDULE

121 N. LaSalle Street • City Hall, Room 806
Bid & Bond Room 103 • 312-744-4900
www.cityofchicago.org/dps

www.facebook.com/ChicagoDPS  @ChicagoDPS  www.YouTube.com/ChicagoDPS
DPS workshops will be broadcast on our Youtube Channel, www.youtube.com/ChicagoDPS

HOW TO NAVIGATE CITY AUCTIONS

MARCH 30 • JUNE 29, 2016
Workshop Time: 2:30 pm to 3:30 pm. City Hall, 121 N. LaSalle, 1st Flr. Room 103

The City of Chicago currently posts online auctions for the sale of assets which include surplus equipment, vehicles, furniture, and office equipment including computer products and other goods and materials. Come learn how to bid, how to do a proxy bid, how to pay for your item and other rules and regulations of City auctions.

INTRODUCTION TO EPROCUREMENT

APRIL 6 • JULY 6 • OCT. 5, 2016
Workshop Time: 3:15 pm to 4:15 pm. City Hall, 121 N. LaSalle, 1st Flr. Room 103

DPS is embarking on the next phase of start-to-finish purchasing modernization via the implementation of a comprehensive eProcurement system. Come learn about the new technology that is going to be used to expedite the contracting and payment processes. Learn about iSupplier registration, how vendors will submit bids and proposals online and how to view contracts and payments.

CONTRACT PAYMENT TRACKING: WHAT YOU NEED TO KNOW

FEB. 17 • JUNE 15 • SEPT. 14, 2016
Workshop Time: 3:15 pm to 4:15 pm. City Hall, 121 N. LaSalle, 1st Flr. Room 103

The Certification & Compliance (C2) Network System is a web-based tool that provides up to date tracking of payments made to prime contractors and sub-contractors. Prime contractors are responsible for reporting payments to all sub-contractors on a monthly basis. Come learn the roles and responsibilities of the primes and the sub-contractors, the email notification process, the importance of sub-contractor payment confirmations and who to contact when you need assistance.

MEET THE DEPARTMENT OF PROCUREMENT SERVICES

MARCH 16 • AUG. 17, 2016
Workshop Time: 2:30 pm to 3:30 pm. City Hall, 121 N. LaSalle, 1st Flr. Room 103

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, Certification and Compliance 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 NAVIGATE THE DPS WEBSITE

JAN. 20 • APRIL 13 • JULY 13 • OCT. 12, 2016
Workshop Time: 2:30 pm to 3:30 pm City Hall, 121 N. LaSalle, 1st Flr. Room 103

This workshop will take you through all of the resources that are available on the DPS website. Learn about how to locate upcoming opportunities, bid tabulations, information about awarded contracts and how to identify prime and M/W/DBE subcontractors. The DPS website is your source for all procurement, certification and compliance rules and regulations.

GOLDMAN SACH’S 10,000 SMALL BUSINESSES INFORMATION SESSION

FEB. 10 • MAY 10, 2016
Workshop Time: 2:30 pm to 3:30 pm. City Hall, 121 N. LaSalle, 1st Flr. Room 103

Attend this workshop to learn more about this innovative program that can take your business to the next level. Learn what it takes to grow a business, how to increase your staff, create effective marketing strategies, and develop important business relationships. Learn how to apply for this free, competitive application program sponsored by the Goldman Sachs Foundation.

CITY OF CHICAGO PROCUREMENT FUNDAMENTALS

JAN. 6 • APRIL 6 • JULY 6 • OCT. 5, 2016
Workshop Time: 2:00 pm to 3:00 pm City Hall, 121 N. LaSalle, 1st Flr. Room 103

This workshop will cover the laws which govern the procurement process, including the Municipal Purchasing Act and Municipal Code of Chicago. Come learn procurement terms, definitions, policies, rules and regulations, such as the Special Conditions Regarding M/W/DBE Participation and Economic Disclosure Statements before you start the bidding process.

TO REGISTER FOR WORKSHOPS : www.cityofchicago/dpsevents
DOING BUSINESS WITH THE CITY OF CHICAGO

This workshop is designed to outline the role and responsibility of the Department of Procurement Services in the City’s purchasing process. Come learn about different procurement methods, such as: Small Orders, Competitive Bids, Request for Proposals, Request for Qualifications, and Job Order Contracts. Learn your responsibilities after you win a contract with the City of Chicago.

INTRODUCTION TO CITY BONDING REQUIREMENTS

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.

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

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.

THE JOC INFORMATION SESSION

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-trade, repair and rehabilitation projects, as well as minor new construction projects quickly.

DPS INCENTIVE OVERVIEW: GETTING THE MOST FROM YOUR BIDS

This workshop will feature the ordinances that have been established regarding bid incentives with the City of Chicago. Come learn about how these incentives and programs can help you do business with the City of Chicago. Learn about the Diversity Credit Program, Small Business Initiative, Project Area Subcontractor Bid Incentive, Veteran/Small Business Joint Venture Bid Incentive and many more.

HOW TO BECOME CERTIFIED

DPS is the certifying agency for the following certifications: Minority-Owned Business Enterprise (MBE), Women-Owned Business Enterprise (WBE), Business Enterprise for People with Disabilities (BEPD), Disadvantaged Business Enterprise (DBE) and Airport Concessions Disadvantaged Business Enterprise (ACDBE). This workshop will provide information on who is qualified to be certified as a Minority or Women-Owned, or Disadvantaged Business Enterprise. Find out what documents are needed when submitting an application and how to avoid the most common mistakes.

THE ONLINE SCHEDULE A APPLICATION – MBE/WBE/BE PD

Beginning January 1, 2016, DPS will no longer accept paper applications for M/WBE or BEPD certification. This workshop will give hands on experience filling out the online MBE/WBE/BE PD 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 username and password for the Certification & Compliance System (C2) and business Tax ID number with you to class. This hands-on class will NOT be livestreamed.
THE ABC’S OF DBE AND ACDBE CERTIFICATION

JAN. 13 • MAY 18 • AUG. 10 • NOV. 16, 2016
Workshop Time: 2:30 pm to 3:30 pm City Hall, 121 N. LaSalle, 1st Floor  Room 103

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 between the City of Chicago, Illinois Department of Transportation, Chicago Transit Authority, Metra, and Pace.

PROFESSIONAL DECLARATION OF ELIGIBILITY (PDE)

MARCH 2 • SEPT. 21, 2016
Workshop Time: 2:30 pm to 3:30 pm City Hall, 121 N. LaSalle, 1st Floor  Room 103

Recommended for Attorneys and Accountants: The Professional Declaration of Eligibility is an innovative way of allowing qualified attorneys 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 informational purposes only. The City does not certify or endorse CPA’s or Attorneys to prepare applications for those vendors seeking certification with the City of Chicago.

YOUR BUSINESS IS CERTIFIED: NOW WHAT?

FEB. 3 • JULY 20 • OCT. 19, 2016
Workshop Time: 2:30 pm to 3:30 pm City Hall, 121 N. LaSalle, 1st Floor  Room 103

This workshop will provide newly certified firms valuable information on how to compete for City contracts in addition to providing information on resources available to firms. Are you prepared to meet with prime contractors, have you considered joint venturing on contracting opportunities, are you attending pertinent networking events? Come hear advice from subject matter experts.

COMPLIANCE DOCUMENTATION 101

FEB. 17 • JUNE 15 • SEPT. 14, 2016
Workshop Time: 2:00 pm to 3:00 pm City Hall, 121 N. LaSalle, 1st Floor  Room 103

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.

TO REGISTER FOR WORKSHOPS: www.cityofchicago/dpsevents

DPS ON SOCIAL MEDIA

Chicago DPS is posting bid opportunities and addenda, details for upcoming classes and events, and information on how to do business with the City of Chicago!

www.facebook.com/ChicagoDPS    @ChicagoDPS

NOW ON YOUTUBE

The Department of Procurement Services has created a YouTube Channel with livestreaming capability, designed to bring additional transparency to the procurement process.

The DPS YouTube Channel, www.youtube.com/ChicagoDPS, will broadcast all City of Chicago bid openings. The date and time of all bid openings are listed in DPS Bid Opportunity Lists, which can be found at www.cityofchicago.org/dps. Also broadcast will be the workshops on procurement and certification related issues.

www.youtube.com/ChicagoDPS