

Outside Certification Process

There is a certification process option that allows businesses that have been certified by the Women's Business Development Center (WBDC) and the Chicago Minority Business Development Council (CMBDC) to apply for an expedited certification with the City of Chicago.

Under this process, businesses applying for City of Chicago certification only need to complete an Outside Recognition Certification Application, which asks for the following supplemental information:

- Current copy of WBDC or CMBDC certification letter and/or certificate
- Financial Documentation which may include a Personal Net Worth Statement
- Proof of business location in Six County Region (Cook, DuPage, Will, Kane, Lake and McHenry), and
- Copy of Birth Certificate or Passport and Driver's License or State Id

If a business meets these eligibility requirements after evaluation of the supplemental information provided, the business will then be issued a City of Chicago recognition letter allowing this business to participate in the City's M/WBE program.

This process provides faster access to City of Chicago certification as it reduces the duplication of documents and amount of review needed for each applicant. This certification process option is effective as of November 15, 2008.

BUSINESSES NOT CERTIFIED WITH WBDC OR CMBDC MAY APPLY DIRECTLY WITH THE CITY OF CHICAGO THROUGH THE CITY'S SCHEDULE "A" APPLICATION PROCESS. THIS NEW CERTIFICATION PROCESS DOES NOT AFFECT STATUS OF FIRMS ALREADY CERTIFIED WITH THE CITY OF CHICAGO

The City of Chicago is committed to finding ways to improve its service delivery to the vendor community. If you would like further details on this certification process, please contact the Department of Procurement Services at 312-744-4900.

###

CITY OF CHICAGO CERTIFICATION RULES, REGULATIONS AND FEES ARE APPLICABLE TO THE OUTSIDE RECOGNITION CERTIFICATION PROCESS.