

YOUR BUSINESS IS CERTIFIED: NOW WHAT?

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.

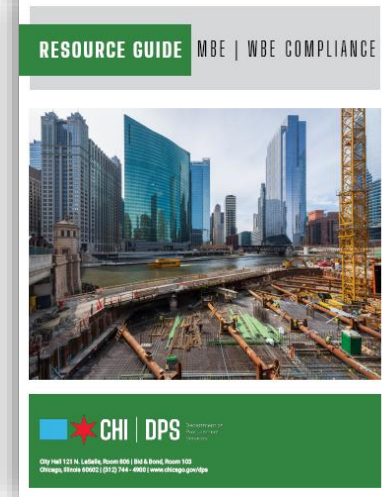
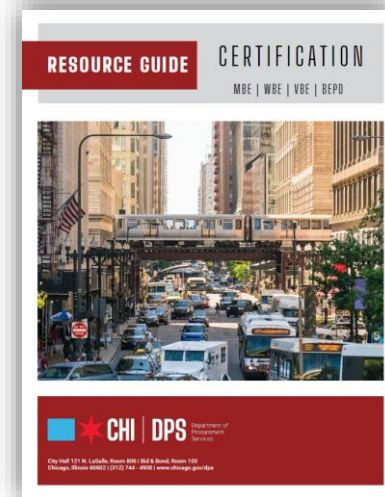
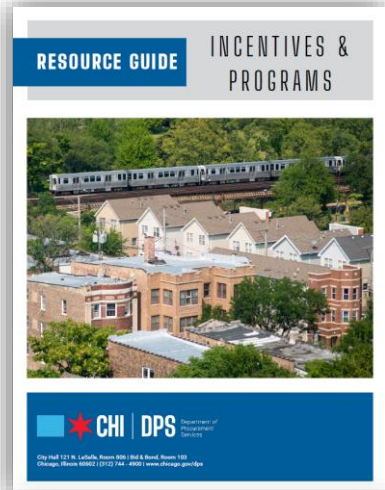
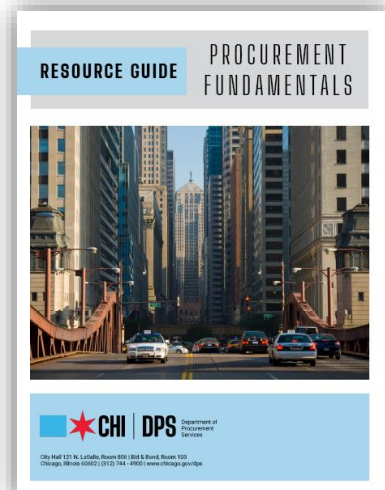
Follow us on social media to stay informed:

- **Facebook:** www.facebook.com/ChicagoDPS
 - **Twitter:** www.twitter.com/ChicagoDPS
 - **LinkedIn:** www.linkedin.com/company/chicagodps
 - **Youtube:** www.YouTube.com/ChicagoDPS
-
- 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.

YOUR BUSINESS IS CERTIFIED: NOW WHAT?

Today's Workshop | Presented by: Francisco Nunez

DEPARTMENT OVERVIEW

DPS is the contracting authority for the procurement of goods and services for the City of Chicago. We work together as a team and with our customers to guarantee an open, fair, and timely process by establishing, communicating and enforcing superior business practices.

- Give pointers on what to do to promote your new certification
- Basic introduction of website tools such as DPS Alerts
- Basic introduction of e-procurement and bids
- Know what assist agencies are out there and how they can help

OUR GOALS AT A GLANCE

Marketing – Advertising – Networking

Market... Advertise...
Build Relationships

Network, Network, Network
Attend Contract & Business Events

Your goal is a face-to-face meeting

Have a Good Business Card

Who are you? What do you do?

How can people reach you?



Use Social Media

Facebook... Twitter... Instagram



Your Business is Certified – Now What?

Create a Capabilities Statement

Capability Statements are as unique as the company.
Your Capability Statement should reflect your business and specific capabilities.

accelerating regional economic prosperity

Capabilities Statement Format

A Capabilities Statement should be:

- Brief** (only 1 or 2 pages), to the point, and specifically related to the individual agency's needs.
- Visually interesting** with a graphic identity similar to your company's brand and logo.
- A searchable document** that can be easily changed and sent as a PDF file.

greaterspeakers.org | your regional chamber of commerce and EDC

capabilities STATEMENT



...the ability to deliver high-quality, cost-effective solutions...

...the ability to deliver high-quality, cost-effective solutions...

...the ability to deliver high-quality, cost-effective solutions...

Sign-Up for DPS Alerts

- Utilize all of your resources
- Check Websites
- Sign up for online notifications
- Attend Workshop setting



DPS ALERT

CHI | DPS Department of Procurement Services

JANUARY 2022 WORKSHOP SCHEDULE

For more information about workshops and to register, visit www.chicago.gov/dps/events

We are now offering our workshops virtually. View the full workshop schedule at www.chicago.gov/dps/events. To request an accommodation, please contact DPS Public Affairs at dps.accommodations@cityofchicago.org

FIRST LOOK: PUBLIC SAFETY
Wednesday, January 5, 2021 | 2:00 PM - 3:00 PM

A virtual procurement spotlight of the City of Chicago Public Safety agencies: the Chicago Office of Emergency Management and Communications (OEMC), Chicago Police Department (CPD), and Chicago Fire Department (CFD), and the Office of Public Safety Administration (PSA).

As part of Emergency Preparedness Month, OEMC the session is intended to educate vendors about the services the City of Chicago's public safety agencies provide and to learn what products and services the departments will need to procure in the next 12 months to assist in those efforts. As a result, vendors can be better informed about what goods and services they may be qualified to provide and pursue contract opportunities as either a direct or indirect contractor or subcontractor.

WORKING WITH ASSIST AGENCIES
Thursday, January 6, 2021 | 2:00 PM - 3:00 PM

City of Chicago Assist Agencies are comprised of not-for-profit agencies and/or chambers of commerce that represent the interests of small, local, minority, women, veteran, and disadvantaged-owned businesses within Chicago's diverse communities. These organizations offer many resources to help businesses at every stage of their growth cycle as well as connect prime contractors with certified firms for subcontracting opportunities. This workshop will outline the role and responsibilities of an Assist Agency.

BUYING PLAN 1Q 2022 1Q 2025

BUYING PLAN HOW-TO GUIDE
Quick guide to better use the Buying Plan

CHICAGO FIVE YEAR CAPITAL PLAN
Infrastructure investments that prioritize safety equity, and quality of life for residents

City Hall 121 N LaSalle, Room 806
Bid & Bond, Room 103
Chicago, Illinois 60602 | (312) 744-4900
www.chicago.gov/dps



COMMUNICATIONS & OUTREACH

We are always online at www.cityofchicago.org/dps



BUYING PLAN

Forecast of hundreds of upcoming opportunities for the City of Chicago and 12 additional agencies.

DPS ALERT

Weekly email newsletter on the City of Chicago bid opportunities, procurement news, and events.

WORKSHOPS

Over 15 different classes taught monthly or quarterly on procurement, certification and more, free to the public.

SMALL BUSINESS CENTER, ROOM 805

Certification Intake Consultant helps with certification applications for minority, women-owned, veteran or disadvantaged firms.

LIVESTREAM

All bid-openings & workshops broadcast live via YouTube to increase transparency and accessibility to citizens.

BID & BOND ROOM

City Hall, Room 103. Pick-up bid documents and specifications, attend bid openings, and free workshops.

Utilize All of Your Resources

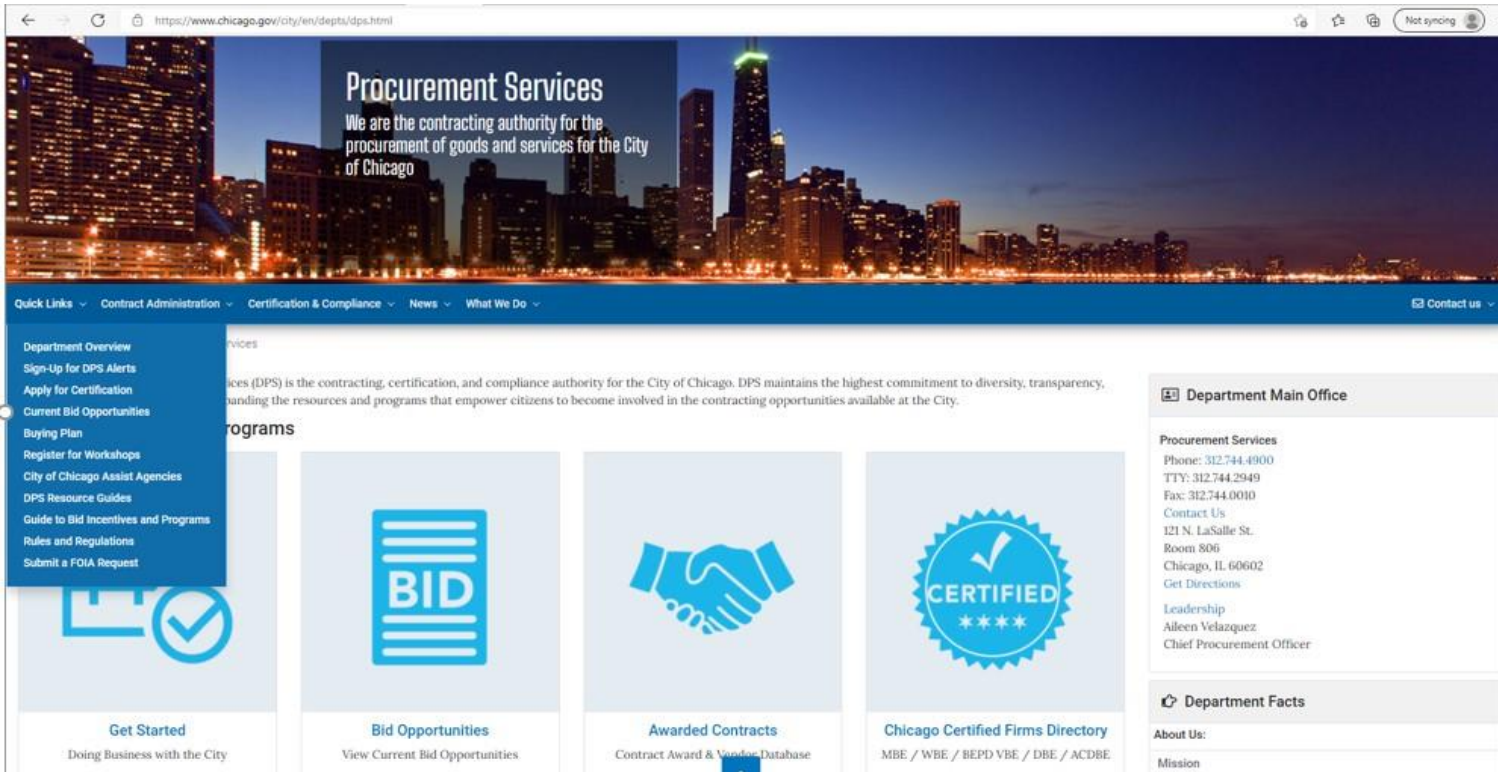
The DPS Website

DPS Website is a wealth of information



- Most Recent News >
- What We Do >
- Supporting Information >
- City Data >
- Rules and Regulations >

DPS: What We Do



DPS Website – Updates

eProcurement

What is eProcurement?

eProcurement is an advancement to business-to-government that applies digital technology to the acquisition of goods and services. The portal for vendors, iSupplier, will be a full-service resource for vendors and those interested in doing business with the City of Chicago. This tool will allow users to:

- Respond to Bids, RFPs, and RFQs online
- View & Track payments and invoices online
- Electronic submission of invoices

We understand that government solicitations for bids, proposals and qualifications contain a lot of information and may have mandatory forms to complete.

However, non-responsive bids must be rejected. Rejected bids increase the cost of work to the City and may result in your firm not getting the contract.

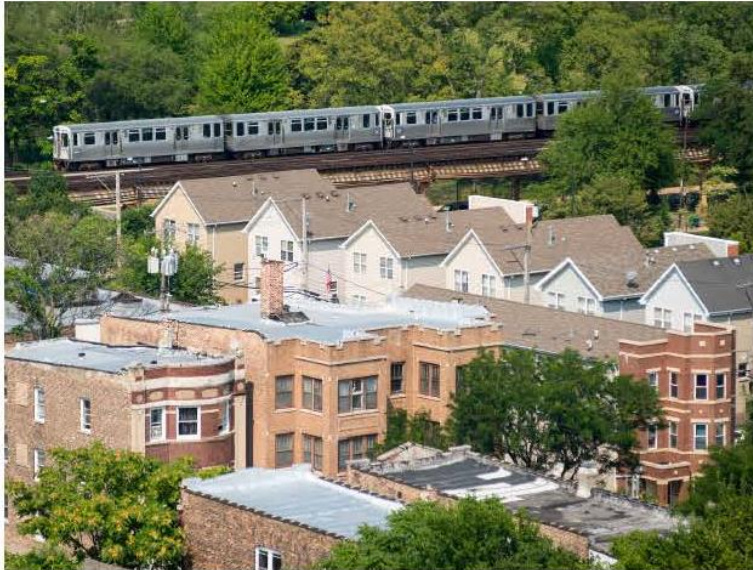
**Read
Instructions
Carefully**

Have All Your Facts Right

- The telephone number and email address of the Procurement Staff assigned to your solicitation is listed in the BOL (Bid Opportunity List). Always refer to this person with questions.
- Make sure you know when the solicitation is due. The date and time is important.
- Missing information can disqualify your bid. A missing signature, a math error or the failure to complete all documents can be cause for a rejected bid.

RESOURCE GUIDE

INCENTIVES &
PROGRAMS



Programs and Incentives

Do You Know These Ordinances?

- **Small Business Initiative (SBI)** – Designed to increase the opportunities that small businesses have to bid on projects. The projects will be sized for small businesses and typically will be limited to estimated project costs of \$3,000,000 or less.
- **Diversity Credit Program** – A vendor that utilizes City-certified MBE/WBE firms on private sector contracts may receive credit for that utilization toward participation goals on a contract awarded by the City's Department of Procurement Services (City Contract).

Do You Know These Ordinances?

- **Project Area Residents** – Contracts that have a value of \$100,000 or more, the total hours worked by persons on the site of construction project by employees of the contractor and/or subcontractor shall be performed by at least 50% by residents of that area.
- **Alternatively Powered Vehicles** – The CPO shall allocate a bid incentive of ½% of the contract base price to a qualified bidder when the qualified bidder is using alternatively powered vehicles (10 or more owned, operated, leased or controlled by a business).

Do You Know These Ordinances?

- Mentor/Protégé Program – The City encourages Mentors to have in place an existing MBE program that provides meaningful participation by MBE/WBE firms for work performed on projects.
- Phased Graduation for MBE/WBE Firms – In order to maximize diversity, firms that have gross receipts that have surpassed the limits stated in Section 2-92-470, will remain eligible to receive MBE/WBE credit at reduced levels for up to three years beyond the point at which the firms have become Established.

Don't stop with the City of Chicago

Chicago Public Schools	773-553-2280
Cook County	312-603-5370
Chicago Park District	312-742-5380
Public Building Commission	312-744-3090
Chicago Housing Authority	312-742-8500
City Colleges	312-553-2636
Metro Pier Exhibition Authority	312-567-8219
Metro Water Reclamation District	312-751-6600

Sister Agencies

- There is one located in every neighborhood



CITY OF CHICAGO ASSIST AGENCY LIST

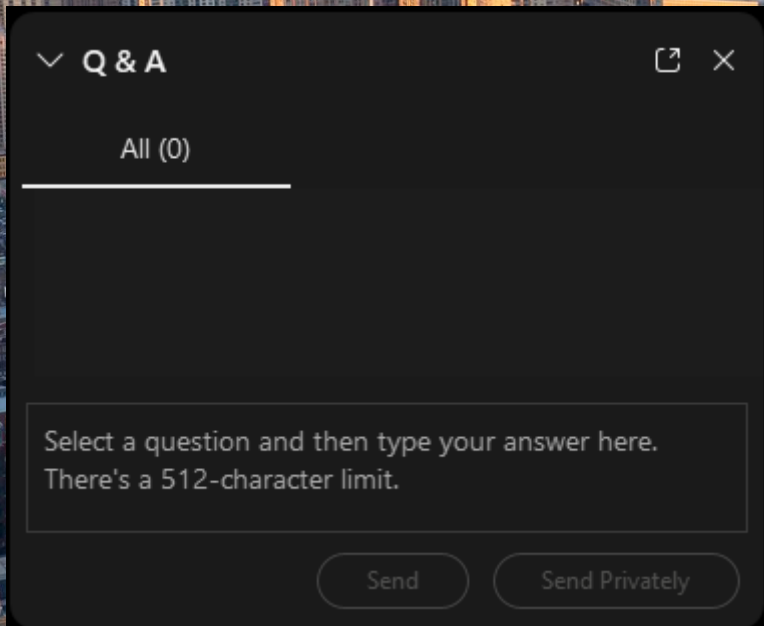
Assist Agencies are comprised of not-for-profit agencies and/or chamber of commerce agencies that represent the interest of small, minority and/or women owned businesses.



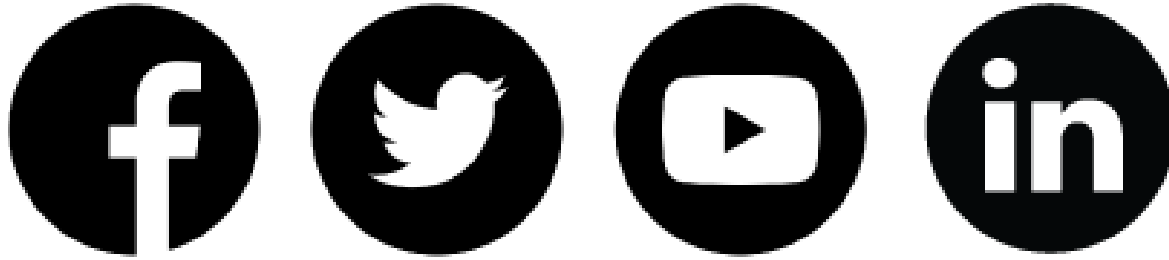
Utilize Assist Agencies



QUESTIONS?



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



@CHICAGODPS

Did you find this workshop helpful? Share it on social media using **#DPSWorkshops** and spread the word to help the City business community learn about the programs and initiatives available at the City of Chicago.

**FOLLOW US ON
SOCIAL MEDIA**