

DPS WORKSHOP



The Online Schedule "A" Application –
MBE/WBE/VBE/BEPD

<https://chicago.mwdbe.com>

You are about to complete the on-line application for certification under the Illinois Unified Certification Program (ILUCP) as a Disadvantaged Business Enterprise and/or Airport Concessions Disadvantaged Business Enterprise (DBE/ACDBE) or as a Minority-Owned Business Enterprise, Women-Owned Business Enterprise, Business Enterprise Owned by People with Disabilities and/or Veteran-Owned Business Enterprise (MBE/WBE/BEPD/VBE) under the City of Chicago's Certification Programs. If you have any questions or need help while completing the application please contact the Department of Procurement Services by email at dps.certification@cityofchicago.org or by phone at 312-744-4900.

Note: Firms that would like to be considered for Local (MBE/WBE/BEPD/VBE) and Federal (DBE/ACDBE) certifications must complete and submit both applications. Currently all certified firms must submit an annual No Change Affidavit in order to maintain their certification yearly. MBE/WBE/BEPD/VBE certified firms must submit a Recertification application every **fifth** year after the initial certification.

There is a certification process option that allows businesses seeking initial certification as an MBE or WBE that have been previously certified by the Women's Business Development Center (WBDC) and the Chicago Minority Supplier Development Council (CMSDC) to submit an Outside Recognition Certification Application with the City of Chicago ("Reciprocal Process").

Under the Reciprocal Process, businesses applying for City of Chicago certification only need to complete a Reciprocal application. Please note that the Reciprocal process cannot be used by firms for purposes of recertification. To learn more about the Reciprocal process, click [here](#).

Note: Businesses certified as a DBE and/or ACDBE from another state will need to complete an Interstate DBE/ACDBE Application in order to apply for certification in Illinois. To learn more about the process, click [here](#).

Select the appropriate application type below to submit. Firms submitting the No Change Affidavit or Recertification application must currently be certified by the City of Chicago.

Select an Option

[Your firm is currently certified by the City of Chicago.](#)

[Your firm is not currently certified by the City of Chicago.](#)

Need Help?

[Download Part 2 of the user manual](#)

[Sign up for a Training Class](#)

Download the user manual
Sign up for a Training Class
Select Option 1, 2 or 3 (based on login type).

Select an Option

[Your firm is currently certified by the City of Chicago.](#)

[Your firm is not currently certified by the City of Chicago.](#)

[Your firm is located in Illinois.](#)

[Your firm is located in another state.](#)

Account Look Up

Select an Option

[Your firm is currently certified by the City of Chicago.](#)

[Your firm is not currently certified by the City of Chicago.](#)

[Your firm is located in Illinois.](#)

[Your firm is seeking DBE/ACDBE certification.](#)

[Your firm is seeking MBE/WBE/BEPD/VBE certification.](#)

[Your firm is located in another state.](#)

Create a New Account

Select an Option

[Your firm is currently certified by the City of Chicago.](#)

[Your firm is not currently certified by the City of Chicago.](#)

[Your firm is located in Illinois.](#)

[Your firm is seeking DBE/ACDBE certification.](#)

[Your firm is seeking MBE/WBE/BEPD/VBE certification.](#)

[Your firm's principal office and the majority of your firm's workforce is located in Cook, DuPage, Kane, Lake, McHenry, or Will County.](#)

[Your firm's principal office and the majority of your firm's workforce is **not** located in Cook, DuPage, Kane, Lake, McHenry, or Will County.](#)

[Your firm is located in another state.](#)

Option 2

Select an Option

[Your firm is currently certified by the City of Chicago.](#)

[Your firm is not currently certified by the City of Chicago.](#)

[Your firm is located in Illinois.](#)

[Your firm is seeking DBE/ACDBE certification.](#)

[Your firm is seeking MBE/WBE/BEPD/VBE certification.](#)

[Your firm's principal office and the majority of your firm's workforce is located in Cook, DuPage, Kane, Lake, McHenry, or Will County.](#)

[Your firm is seeking MBE or WBE certification.](#)

[Your firm is currently MBE and/or WBE certified by the Chicago Minority Business Development Council \(CMBDC\) or the Women's Business Development Center \(WBDC\) and this is your first time applying for certification with the City of Chicago.](#)

[Your firm is **NOT** currently MBE and/or WBE certified by the Chicago Minority Business Development Council \(CMBDC\) or the Women's Business Development Center \(WBDC\) and/or this is **NOT** your first time applying for certification with the City of Chicago](#)

[Your firm is seeking BEPD or VBE certification.](#)

[Your firm's principal office and the majority of your firm's workforce is **not** located in Cook, DuPage, Kane, Lake, McHenry, or Will County.](#)

[Your firm is located in another state.](#)

Sections & Documentation

Select an Option

[Your firm is currently certified by the City of Chicago.](#)

[Your firm is not currently certified by the City of Chicago.](#)

[Your firm is located in Illinois.](#)

[Your firm is seeking DBE/ACDBE certification.](#)

[Your firm is seeking MBE/WBE/BEPD/VBE certification.](#)

[Your firm's principal office and the majority of your firm's workforce is located in Cook, DuPage, Kane, Lake, McHenry, or Will County.](#)

[Your firm is seeking MBE or WBE certification.](#)

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[Your firm is **NOT** currently MBE and/or WBE certified by the Chicago Minority Business Development Council \(CMBDC\) or the Women's Business Development Center \(WBDC\) and/or this is **NOT** your first time applying for certification with the City of Chicago](#)

[Your firm is submitting an application and documentation *with* the assistance of a CPA or Attorney.](#)

Choose this option if an Attorney or CPA has reviewed your application and documentation, and provided you with a signed affidavit of eligibility. Click [here](#) to download the affidavit of eligibility.

[Your firm is submitting an application and all supporting documentation *without* the assistance of a CPA or Attorney.](#)

[Your firm is seeking BEPD or VBE certification.](#)

[Your firm's principal office and the majority of your firm's workforce is **not** located in Cook, DuPage, Kane, Lake, McHenry, or Will County.](#)

[Your firm is located in another state.](#)

Sections & Documentation

Select an Option

[Your firm is currently certified by the City of Chicago.](#)

[Your firm is not currently certified by the City of Chicago.](#)

[Your firm is located in Illinois.](#)

[Your firm is seeking DBE/ACDBE certification.](#)

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[Your firm is seeking MBE or WBE certification.](#)

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[Your firm is submitting an application and all supporting documentation *without* the assistance of a CPA or Attorney.](#)

[Submit a **New MBE/WBE** application.](#)

[Your firm is seeking BEPD or VBE certification.](#)

[Your firm's principal office and the majority of your firm's workforce is **not** located in Cook, DuPage, Kane, Lake, McHenry, or Will County.](#)

[Your firm is located in another state.](#)

Sections & Documentation

Select an Option

[Your firm is currently certified by the City of Chicago.](#)

[Your firm is not currently certified by the City of Chicago.](#)

[Your firm is located in Illinois.](#)

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[Submit a **New MBE/WBE** application.](#)

[Your firm is seeking BEPD or VBE certification.](#)

[Your firm's principal office and the majority of your firm's workforce is **not** located in Cook, DuPage, Kane, Lake, McHenry, or Will County.](#)

[Your firm is located in another state.](#)

Sections & Documentation

Company & Contact Information

Select a company type and application auto-fill option. Confirm or enter your personal and company email addresses to permit us to contact you quickly for technical support, if needed.

YOUR EMAIL ADDRESS *	<input type="text" value="chicagotestvendor1@b2gnowuser.com"/>
COMPANY EMAIL *	<input type="text" value="chicagotestvendor1@b2gnowuser.com"/>
COMPANY TYPE *	<input type="text" value="Franchise"/> <input type="button" value="v"/>
APPLICATION AUTOFILL *	<input checked="" type="radio"/> Use existing account information to auto-fill application

Eligibility Requirements

The following criterion is intended to help you determine if your firm meets the basic requirements for certification under the City's MBE/WBE/BEPC/VBE Certification Program. If your firm meets the basic criterion, please complete the application and submit it to the City for further evaluation. Meeting the basic criterion does not imply that your firm will be approved.

Is your firm at least 51%-owned by minority(ies), women, person(s) with disabilities, and/or veteran(s) who also control the firm?

Yes No

Is your firm a small business that meets the Small Business Administration's (SBA's) [size standard](#) for your industry?

Yes No

If certifying as a construction company, does your personal net worth exceed \$2.25 million? (Personal Net Worth limits are adjusted annually)

Yes No Not Applicable

New MBE/WBE applicants only: Is your firm certified with the Chicago Minority Business Development Council or the Women's Business Development Council?

Yes No Not Applicable

Is your firm located in the State of Illinois within the counties of Cook, DuPage, Kane, Lake, McHenry, or Will?

Yes No

Do you agree to electronic storage of your application and supporting documentation on the City of Chicago's secure system?

Yes No

Required Documents

Help & Tools 

Certification Application: Document List Preview for Franchise

In addition to completing an application form, you will be required to submit supporting documents with your application. Starting January 1, 2016 these documents must be submitted electronically.

Mandatory documents must be submitted with your application; there are no exceptions. **Required** documents must be submitted if applicable to the type of your firm and nature of its work. If you have any questions, please contact us before starting your application process.

Review the items below **before** beginning the process to ensure you are able to and are comfortable providing the requested information. If you are unable or unwilling to provide the **Mandatory** documents, **do not proceed**. Failure to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and your firm could ultimately be denied certification.

This document list will continue to be available after you start the application (click the **Documents** tab). You can also print the list to [your printer](#) or a [PDF file](#).

Check this box and click **Continue** to start the application process.

ALERT: to ensure security of your application, only **YOU** will have access to this application once it is created. By starting the application, it will be assigned to you throughout the process, and no one else can access unless you reassign it to another user for completion or explicitly grant access by clicking the Utilities tab and adding a user to the Access List.

Application Timeline: you will have **90 days** to complete and submit this application. Otherwise, the record will self-delete on **9/11/2018**. Periodic reminders will be sent to you by email up to that point. A deleted application cannot be recovered; you will need to start again.

Continue

Return

Mandatory Documents

All **mandatory** documents must be provided with the application. Failure to submit a mandatory document will result in a delay in processing and/or could result in denial.

Attachment 1 Individual Ownership Statement

[Download Form](#) -- Download the Individual Ownership Statement and complete one form for each owner. Upload the statement(s) when complete.

Drivers License or State ID

Federal and state corporate tax returns for the Applicant firm for the past 3 years (5 years for construction firms)

Include requests for extensions. If not a corporation, submit Individual tax returns for partners/principals.

Individual federal tax returns for each owner, including any schedules, for the past 3 years (5 years for construction firms)

Organizational Chart

Current organizational chart, may be hand drawn.

MBE/WBE/VBE/BEPC Sworn Affidavit

[Download Form](#) -- Download and complete the Sworn Affidavit. The Affidavit must be notarized. Upload a notarized copy and submit the original notarized Affidavit to the City. Instructions for submitting your Affidavit to the City are provided in the Submit process at the end of the Online Application.

All franchise agreements

non DBE

Required Documents

https://test.mwdbe.com/FrontPage/VendorMain.aspx?ID=556

File Edit View Favorites Tools Help

Convert Select

Test System

B2G NOW

Note: this application allows faxing of documents to the system. To use this option, click the **Attach All Docs Via Fax** button below or any individual Fax link to display and print a fax cover page. Additional instructions will be included on the cover page. All copies of contracts, agreements, and other documents requiring a signature to be valid must be submitted in their signed form.

Please note that as a condition of your application for certification, you are required to maintain in your office the original documents provided. The City will review these original documents, including the signed and notarized certification affidavit, during the site visit, if applicable. Furthermore, the City reserves the right to inspect in person and/or request original documents by mail of any supporting document at any time during the term of certification.

Status

Document List Status **Incomplete: 0 attached of 22 mandatory; 0 attached of 23 required**

Document Format **Electronic documents only. This document checklist is used to securely and confidentially attach electronic files to the application.**

Refresh List Attach All Docs Via Fax Return

Mandatory Documents

Mandatory documents cannot be marked as **not applicable**. All **mandatory** documents must be attached. Do not attach other files in lieu of the requested documents; doing so may result in denial of your application and/or delay in processing. If unsure how to proceed, please contact Customer Support.

Attach (Refresh)	Document (Refresh)	Download Form	Document Description (Refresh)	Status (Refresh)
Attach Fax	Attachment 1 Individual Ownership Statement	Download	Download the Individual Ownership Statement and complete one form for each owner. Upload the statement(s) when complete.	NOT attached
Attach Fax	Financial Statements		Three years of the highest level of financial statements available: audited, reviewed, or compiled. These should include a balance sheet (with assets and liabilities) and a statement of income prepared by an independent certified public accountant (CPA). If CPA-prepared documents do not exist, the Applicant firm must certify that fact and provide an statement in writing along with the financial documents that are available.	NOT attached
Attach Fax	Attachment 5 IRS 4506-T	Download	Download and complete the form. Upload it when it is completed.	NOT attached
Attach Fax	Drivers License or State ID			NOT attached
Attach Fax	Federal and state corporate tax returns for the Applicant firm for the past 3 years (5 years for construction firms)		Include requests for extensions. If not a corporation, submit Individual tax returns for partners/principals.	NOT attached
Attach Fax	Individual federal tax returns for each owner, including any schedules, for the past 3 years (5 years for construction firms)		-	NOT attached
Attach Fax	Proof of Citizenship/Legal Permanent Resident Status		-	NOT attached
Attach Fax	Stock Ownership		Copies of all issued and canceled stock certificates (both sides), stock ledgers for the prior three years, any documentation limiting ownership rights, and any profit-sharing agreements.	NOT attached
Attach Fax	Organizational Chart		Current organizational chart. may be hand drawn.	NOT attached
Attach Fax	MBE/WBE/BEPD Sworn Affidavit	Download	Download and complete the Sworn Affidavit. The Affidavit must be notarized. Upload a notarized copy and submit the original notarized Affidavit to the City. Instructions for submitting your Affidavit to the City are provided in the Submit process at the end of the Online Application.	NOT attached
Attach Fax	Organization Overview		Stamped Articles of Incorporation, Organization of Association, or Certificate of Limited Partnership or other applicable organizing documentation.	NOT attached
Attach Fax	Corporate By-Laws		Original and any amended	NOT attached
Attach Fax	Meeting Minutes		Copies of the first and two most recent corporate/board of directors minutes in which the current officers and directors were elected.	NOT attached
Attach Fax	Payrolls		Most recent four weeks of payroll, including all employees and management personnel	NOT attached
Attach Fax	Bank Signatory(ies)		All bank signature card(s) and/or corporate resolution access to accounts and signatory(ies)	NOT attached
Attach Fax	Bank Statements		Most recent bank statements for all accounts used by the firm. Account numbers may be redacted.	NOT attached
Attach Fax	W-2/1099		Three years of W-2 or 1099 forms for all Owners, Directors, and Officials (from all sources). If an agreement exists for a different compensation arrangement in the future, please attach it.	NOT attached
Attach Fax	Ownership & Control		A signed letter detailing the owner's role and responsibilities in the firm.	NOT attached
Attach Fax	Demonstrate Ownership & Control		Corporate correspondence including employee hiring and termination letters	NOT attached
Attach Fax	Future Compensation		Separate compensation schedules for each owner, officer, director and/or person in senior management and any agreements detailing a different compensation arrangement in the future	NOT attached

Required Documents

Required documents that are not relevant to your firm can be marked as **not applicable**. Please use caution when reviewing the document list as failure to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.

Attach (Refresh)	Mark as Not Applicable	Document (Refresh)	Download Form	Document Description (Refresh)	Status (Refresh)
Attach Fax	<input type="checkbox"/>	Attachment 2 Personal Net Worth Statement	Download	Download and complete a Personal Net Worth (PNW) Statement for all qualifying owners and for any non-qualifying owner whose ownership interest is 20% or more in the applicant firm. Upload the PNW Statements when complete.	NOT attached
Attach Fax	<input type="checkbox"/>	Licenses		All current business licenses, permits, and/or pending applications	NOT attached
Attach Fax	<input type="checkbox"/>	Assumed Name/Doing Business As Certificate		Include Certificates for any assumed/DBA names used during the last 5 years	NOT attached
Attach Fax	<input type="checkbox"/>	Bonding		Documentation that outlines bonding limits	NOT attached
Attach Fax	<input type="checkbox"/>	Service Agreements or Contracts		Documents such as agreements, letters of engagement, etc., which detail the scope of services, start and end dates, terms and compensation for every contract listed, and the first and last purchase orders/invoices associated with each contract	NOT attached
Attach Fax	<input type="checkbox"/>	Certificate of Insurance		-	NOT attached
Attach Fax	<input type="checkbox"/>	MBE/WBE New Application Fee Submittal Form	Download	A fee of \$250 must be submitted with your Affidavit if you are applying for MBE or WBE certification. Download the form and include it with your payment. This fee does not apply to BEPD certification. The fee must be paid for your application to be reviewed.	NOT attached
Attach Fax	<input type="checkbox"/>	Certification History		Correspondence from the City of Chicago and/or other government entities documenting certification application outcome/final determination and an explanation of the basis for denial if such documentation exists	NOT attached
Attach Fax	<input type="checkbox"/>	Buy-out Agreement		Provide any documentation which obligates any owner to sell his/her portion of the firm.	NOT attached
Attach Fax	<input type="checkbox"/>	Decertification documentation		-	NOT attached
Attach Fax	<input type="checkbox"/>	Debarment documentation		-	NOT attached
Attach Fax	<input type="checkbox"/>	Certificates of Membership		Trade or professional association membership documentation which substantiates qualifications	NOT attached
Attach Fax	<input type="checkbox"/>	Full/Part-Time Trade Employees		A table or list identifying any full-time or part-time employees who have worked in the trades in the last year, specifying which trades and the number of employees in each trade. If any seasonal or contract employees worked in the trades, specify which trades and the number of employees in each trade for the time period of greatest activity during the last year (minimum four months of data).	NOT attached
Attach Fax	<input type="checkbox"/>	Inventory		Attach a list of all inventory (description, quantity, value) held by the Applicant firm during the last six months that was intended for sale, and not for internal use.	NOT attached
Attach Fax	<input type="checkbox"/>	Leased/Owned Equipment		Titles and purchase documentation if equipment is owned and/or lease agreements with proof of most recent payment if equipment is leased.	NOT attached
Attach Fax	<input type="checkbox"/>	Federal and state corporate tax returns for any affiliates for the past 3 years (5 years for construction firms)		Affiliate Companies: a company that is under common ownership or control as the applicant firm.	NOT attached
Attach Fax	<input type="checkbox"/>	Lease or Proof of Ownership for Facilities		For all facilities listed on the application under Section V, Facility Information, provide lease agreements including contact information for the landlord, or proof of ownership (deed, mortgage agreements or property tax bill). If leased include a copy of the most recent lease payment. Lease agreements (with contact information for landlord), including a copy of the most recent lease payment	NOT attached
Attach Fax	<input type="checkbox"/>	Copies of Lines of Credit and/or Letters of Credit		-	NOT attached
Attach Fax	<input type="checkbox"/>	Loan Agreements		Provide copies for the last three years for amounts greater than or equal to \$10,000 to applicant or by applicant	NOT attached
Attach Fax	<input type="checkbox"/>	Attachment 3 Supplier/Distributor or Broker Information Requirements	Download	If you are seeking certification as a Supplier/Distributor or Broker download and read the City's Supplier/Distributor and Broker Policy. Additional documentation requirements are specified in the Policy. Upload all of the specified documentation based on the certification you are seeking.	NOT attached
Attach Fax	<input type="checkbox"/>	Attachment 4 Affidavit of Social Disadvantage	Download	This Affidavit is required only if on the application under Section 1 titled 'General Information - Business Profile', you selected the 'Other Socially Disadvantaged Group' answer to question number II.2. If required, download the Affidavit and upload it when complete.	NOT attached
Attach Fax	<input type="checkbox"/>	Schedule G Disability Declaration Affidavit	Download	This form is REQUIRED if you are applying for BEPD certification. Download the Affidavit and upload it after you have completed it and submit to Mayor's Office for People with Disabilities at 121 N. LaSalle St. Room 104, Chicago, IL 60602.	NOT attached
Attach Fax	<input type="checkbox"/>	Additional supporting documents not listed above		-	NOT attached

TRAINING • OUTREACH • COMMUNICATIONS



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[@ChicagoDPS](https://twitter.com/ChicagoDPS)



www.youtube.com/ChicagoDPS



www.cityofchicago.org/dps



2019 WORKSHOP SCHEDULE
WWW.CITYOFCHICAGO.ORG/D

Note: All bid advertisements, addenda, upcoming workshops, events, new policies, and procedures that affect vendor community.



Questions?

Thank You for Attending...



FAIRNESS • TRANSPARENCY • DIVERSITY • INCLUSION

Department of Procurement Services
121 North LaSalle, City Hall Room 806, Chicago, IL
60602

City Hall Bid & Bond Room 103 • 11th Floor Room 1103

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