Your Business Is CERTIFIED
Now What?

Created by the City of Chicago
Department of Procurement Services
For Certified Businesses

Richard M. Daley, Mayor
Jamie L. Rhee, Chief Procurement Officer
Dear Vendors:

Congratulations on your recent certification and thank you for your interest in Doing Business with the City of Chicago.

Everyone involved in the City’s procurement process, from the operating departments to the Department of Procurement Services, is committed to providing information, resources and tools to assist you in your efforts to compete for City of Chicago contracting opportunities.

Each year, we continue to work to become a better customer. Whether that effort involves revamping our specifications to make our requirements easier to understand, reaching out to primes and subcontractors to assist them in forging working relationships, streamlining the procurement process to get contracts in place more quickly, or improving our contract administration so that you get paid promptly and completely, we are working hard to earn your participation and trust.

We hope that you will use this Guide, and choose to become involved in the business of the City of Chicago.

Thank you in advance for your time and good work, and for helping make our city a better place to live and raise families.

www.cityofchicago.org/procurement
Doing Business with the Government

Doing business with government, whether at the federal, state or local level, is requires careful attention to detail. One reason for this is the sheer size of the agencies that are responsible for the entire country, an entire state, or a city as large as Chicago. Another reason is that, as you know, everyone in America has the right to due process of the law. The two keys to due process are notice and opportunity. Notice means that the applicable rules must be made known to all; it also means that everyone must be made aware of the opportunities that exist to do business with government. Opportunity means just what it says: you must have the chance to do business with government, and do so on essentially equal footing with anyone else that is also trying to get government business.

Enforcing your due process rights requires a lot of rules. You will need to familiarize yourself with the rules, and be careful about complying with the specific requirements that each unit of government has. Navigating your way through all of these rules can sometimes be challenging, but there are a lot of resources out there to help you through. For doing business with the City of Chicago, the Department of Procurement Services ("DPS") has published its "The City of Chicago Guide to Procurement Fundamentals" and the "2010-2011 Buying Plan and Vendor Resource Guide". The Guide will take you through the basics of the City's rules, policies and procedures. Since many processes and rules are similar at levels of government, particularly those concerning competitive bidding, the Guide is a good place to begin learning the basics of doing business with government. The purpose of the Buying Plan is to let you know what the City will be looking for bids and proposals for over the coming year. This will help you to identify and plan for opportunities to do business with the City.

In addition to its publications, DPS holds a variety of classes and training sessions. Notice of these events is provided on the DPS website: http://www.cityofchicago.org/city/en/depts/dps.html. You can also sign up to receive notice of these events by e-mail by going to the DPS website and registering to receive DPS Alerts.
State of Illinois
For the State of Illinois, you can go to the home page of the Sell2 Illinois Program offered by the Department of Central Management Services at http://www.sell2.illinois.gov to: 1) register and pre-qualify your company to do business with the State; 2) find eligibility requirements and submit to be certified by the State’s Business Enterprise Program; and 3) register your company on the Illinois Procurement Bulletin and receive e-mail notice of bid opportunities with the State. Other State agencies, such as the Department of Transportation, will also post procurement opportunities on their own website.

Federal Government
The Federal Government has a number of central resources. For the rules about and opportunities for business offered in federal procurement, you can go to: https://www.acquisition.gov/. This website is run by the General Services Administration to provide a central source of information for all federal procurement. The links on the left side of the page include the many acquisition systems operated by the United States, and the bid opportunities presented by those systems. The links on the right side will direct you to the general rules as well as agency-specific rules and regulations of the federal agencies.

You are always welcome to visit DPS!
We will be happy to speak with you, and help you learn how to make the most out of doing business with government.
You can call 312-744-4900, or e-mail us at dps.feedback@cityofchicago.org to make an appointment.
Or attend one of our many workshops geared towards helping vendors do business with the City.

www.cityofchicago.org/procurement
The Target Market Program was designed and implemented in 1991 to promote prime contracting opportunities exclusively for Minority and Women Business Enterprises (MBEs/WBEs). Participation in the Target Market Program is limited to City-certified MBEs and WBEs and joint ventures consisting exclusively of MBEs/WBEs, or both.

The selection of contracts for inclusion in the Target Market Program is a combined effort between the user departments and the Department of Procurement Services. Contracts included in the Target Market Program can be either MBE Target Market, WBE Target Market or designated as open to all certified MBEs and WBEs. In order for a contract to be included in the Target Market Program, there must be at least three certified MBEs or WBEs in a given commodity/specialty area (based on the scope of work defined in the specification).

The prime contractor on a Target Market contract may subcontract up to 50% of the dollar value of the contract to firms that are either certified MBEs, WBEs, or non-certified firms.
How Credit is Calculated

On an annual basis, the Chief Procurement Officer has established a goal of awarding not less than 25% to Minority Business Enterprises (MBE) and 5% to Women Business Enterprises (WBE). To achieve this goal, each specification prepared for solicitation is reviewed to determine if MBE and WBE requirements can be fulfilled.

A bidder/proposer can make MBE and WBE commitments on City of Chicago contracts in one of the following ways:

1. The prime vendor is a certified MBE or WBE.
2. Joint Venturing with one or more certified MBEs or WBEs.
3. Subcontracting a portion of the work to one or more MBEs or WBEs. (Credit is not granted for work performed by brokers or non-MBE/WBE second or third-tier subcontractors).
4. Purchasing materials that are used in the performance of the contract from one or more MBEs or WBEs; or
5. The goals may be met through indirect participation by contracting with MBEs or WBEs for the provision of goods and services not directly related to the performance of this contract.

At time of submitting a BID/RFP or RFQ, the bidder/proposer must fully complete and execute a Schedule D (D-1, D-2 or D-3). The schedule will list out every MBE and WBE firm that the bidder/proposer has decided to partner with and is requesting the City to approve the utilization of those firms. The total percentage of commitment to the MBE and WBE requirement is listed on the Schedule D (D-1, D-2 or D-3).

To determine if a contractor has met its MBE and WBE commitment, MBE/WBE utilization is based on the total dollars spent by the City, NOT on the total estimated dollars awarded.

In 2011 all prime vendors will be required to report their MBE/WBE utilization to the City online.
Alliance of Business Leaders & Entrepreneurs (ABLE)
150 N. Michigan Ave, Suite 2800
Chicago, IL 60601
Phone: 312-624-7733
Fax: 312-624-7734
www.ablechicago.com

Alliance of Minority and Female Contractors
150 N. Michigan Ave. Suite 2800
Chicago, IL 60601
Phone: 312-624-7733
Fax: 312-624-7734
www.ablechicago.com

Asian American Institute
4753 N. Broadway St. Suite 904
Chicago, IL 60640
Phone: 773-271-0899
Fax: 773-271-1982
www.aaichicago.org

Association of Asian Construction Enterprises
333 N. Ogden Avenue
Chicago, IL 60607
Phone: 312-483-9693
nakmancorp@aol.com

Black Contractors United
400 W. 76th Street, Suite 200
Chicago, IL 60620
Phone: 773 483-4000
Fax: 773-483-4150
www.blackcontractorsunited.com

Chicago Area Gay & Lesbian Chamber of Commerce
3656 N. Halsted
Chicago, IL 60613
Phone: 773-303-0167
Fax: 773-303-0168
www.glchamber.org

Chatham Business Association
Small Business Development, Inc.
8441 S. Cottage Grove Avenue
Chicago, IL 60619
Phone: 773-994-5006
Fax: 773-994-9871
www.cbaworks.org

Chicago Minority Supplier Development Council, Inc.
105 W. Adams, Suite 2300
Chicago, IL 60603-6233
Phone: 312-755-8880
Fax: 312-755-8890
www.cmbdc.org

Chicago Urban League
4510 S. Michigan Ave.
Chicago, IL 60653
Phone: 773-285-5800
Fax: 773-285-7772
www.cul-chicago.org

Chicago Women in Trades (CWIT)
4425 S. Western Blvd.
Chicago, IL 60609-3032
Phone: 773-376-1450
Fax: 312-942-0802
www.chicagowomenintradess.org

Coalition for United Community Labor Force
1253 W. 63rd Street
Chicago, IL 60636
Phone: 773-863-0283

Cosmopolitan Chamber of Commerce
203 N. Wabash
Suite 518
Chicago, IL 60601
Phone: 312-499-0611
Fax: 312-332-2688
www.cosmochamber.org

Hispanic American Construction Industry Association (HACIA)
901 West Jackson Boulevard
Suite 205
Chicago, IL 60607
Phone: 312-666-5910
Fax: 312-666-5692
www.haciaworks.org

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www.cityofchicago.org/procurement
Illinois Hispanic Chamber of Commerce
855 W. Adams, Suite 100
Chicago, IL 60607
Phone: 312-425-9500
Fax: 312-425-9510
www.ihccbusiness.net

Latin American Chamber of Commerce
3512 West Fullerton Avenue
Chicago, IL 60647
Phone: 773-252-5211
Fax: 773-252-7065
www.latinamericanchamberofcommerce.com

Englewood Black Chamber of Commerce
P.O. Box 21453
Chicago, IL 60621

Federation of Women Contractors
5650 S. Archer Avenue
Chicago, IL 60638
Phone: 312-360-1122
Fax: 312-360-0239
www.fwcchicago.com

National Association of Women Business Owners
Chicago Chapter
230 E. Ohio, Suite 400
Chicago, IL 60611
Phone: 312-224-2605
Fax: 312-6448557
www.nawbochicago.org

South Shore Chamber, Incorporated
Black United Funds Bldg.
1813 E. 71st Street
Chicago, IL 60649-2000
Phone: 773-955-9508

Rainbow/PUSH Coalition
International Trade Bureau
930 E. 50th Street
Chicago, IL 60615
Phone: 773-256-2781
Fax: 773-373-4104
www.rainbowpush.org

Suburban Minority Contractors Association
1250 Grove Ave. Suite 200
Barrington, IL 60010
Phone: 847-852-5010
Fax: 847-382-1787
www.suburbanblackcontractors.org

United Neighborhood Organization (UNO)
954 W. Washington Blvd., 3rd Floor
Chicago, IL 60607
Phone: 312-432-6301
Fax: 312-432-0077
www.uno-online.org

Uptown Center Hull House
4520 N. Beacon Street
Chicago, IL 60640
Phone: 773-561-3500
Fax: 773-561-3507
www.hullhouse.org

Women Construction Owners & Executives (WCOE)
Chicago Caucus
308 Circle Avenue
Forest Park, IL 60130
Phone: 708-366-1250
Fax: 708-366-5418
www.wcoeusa.org

Women’s Business Development Center
8 South Michigan Ave., Suite 400
Chicago, IL 60603
Phone: 312-853-3477
Fax: 312-853-0145
www.wbdc.org

DID YOU KNOW?
The City has a 12 month buying forecast which is updated quarterly and made available online at www.cityofchicago.org/procurement
The Department of Procurement Services partners with the Chicago Department of Business Affairs and Consumer Protection to provide monthly workshops to assist business owners in doing business with the City of Chicago.

All workshops are free!

**Doing Business with the City of Chicago**
Information designed to outline the role and responsibility of the Department of Procurement Services, and how the City's purchasing process works. Ideal for companies looking to do business with the City of Chicago.

**Workshop Time:** 3:15pm – 4:15pm,  
City Hall, 121 N. LaSalle, Room 805  
Please reserve your attendance by calling 312.744.5344  
January 26, 2011  
February 23, 2011  
March 30, 2011  
April 27, 2011  
May 25, 2011  
June 29, 2011  
July 27, 2011  
August 31, 2011  
September 28, 2011  
October 26, 2011  
November 30, 2011  
December – NO CLASS

**Contracting 101:**
How to Respond to a Request for Proposal (RFP)
This class 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!

**Workshop Time:** 2:00pm – 4:00pm  
City Hall, 121 N. LaSalle, Room 805  
Please reserve your attendance by calling 312.744.5344  
February 16, 2011  
May 18, 2011  
August 17, 2011  
November 16, 2011

For more information on these workshops and the Department of Procurement Services, please visit us at [www.cityofchicago.org](http://www.cityofchicago.org) or call 312.744.4900.
**Meet the Department of Procurement Services**
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 Staff. You will be able to speak directly to procurement staff who are eager to assist you in learning about the City’s Procurement Department.

**Workshop Time:** 2:30pm – 3:45pm  
City Hall, 121 N. LaSalle, Bid and Bond Room, 3rd Floor  
Please reserve your attendance by calling 312.744.6394  
February 9, 2011  
May 11, 2011  
August 10, 2011  
November 9, 2011

**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.

**Workshop Time:** 2:30pm – 4:00pm  
City Hall, 121 N. LaSalle, Bid and Bond Room, 3rd Floor  
Please reserve your attendance by calling 312.744.6394  
January 19, 2011  
April 20, 2011  
July 20, 2011  
October 19, 2011

**Compliance Documentation 101**
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.

**Workshop Time:** 2:30pm – 4:00pm  
City Hall, 121 N. LaSalle, Bid and Bond Room, 3rd Floor  
Please reserve your attendance by calling 312.744.6394  
March 23, 2011  
June 15, 2011  
September 14, 2011
2011 Workshop Schedule

The JOC Informational Seminar
This workshop provides a summary of the City’s JOC Program, benefits of JOC for the Prime Contractor and Subcontractors, How to Bid a JOC as a Prime Contractor and Subcontracting Opportunities with JOC. This session is ideal for construction and construction related business owners, small businesses, minority and women owned businesses (M/WBEs).

Workshop Time: 2:00pm – 4:00pm
City Hall, 121 N. LaSalle, Room 805
Please reserve your attendance by calling 312.744.5344
   February 2, 2011
   April 20, 2011
   July 20, 2011
   October 19, 2011

New Workshops:
Certified: Now What?
This class will provide newly M/W/DBE and BEPD firms valuable information on how to compete for City contracts in addition to providing information on resources available to firms.

Workshop Time: 2:30pm – 4:00pm
City Hall, 121 N. LaSalle, Bid and Bond Room, 3rd Floor
Please reserve your attendance by calling 312.744.6394
   March 16, 2011
   April 13, 2011
   July 13, 2011
   September 7, 2011

City of Chicago Procurement Fundamentals
This workshop teaches vendors about the laws, policies, rules and regulations which govern the procurement process. Attendees will be afforded an opportunity to discuss how these various elements impact the bidding process.

Workshop Time: 2:30pm – 4:00pm
City Hall, 121 N. LaSalle, Bid and Bond Room, 3rd Floor
Please reserve your attendance by calling 312.744.6394
   March 9, 2011
   June 8, 2011
   October 12, 2011
   December 7, 2011
**Helpful Tips**

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**Please read Instructions for Bidders,**
**Requests for Proposals and Requests for Qualifications carefully**

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. In the coming months, with input from the vendor community, we look forward to releasing new solicitation documents that will be straightforward and user-friendly. We will notify all vendors and offer a series of training classes when the documents are finalized.

**Errors and omissions in your bids, proposals and qualifications cost both you and the City time and money**

While you may think that you have seen the same document many times before, **details matter.** A missing signature, a math error or the failure to complete a portion of a disclosure document may result in your bid or proposal being rejected. You lose out on an opportunity, and the City may have to pay more for the same goods or services from the next low bidder.

**Please make sure you have the facts before submitting a bid!**

The telephone number and e-mail address of the individual from the Department of Procurement Services (“DPS”) who is responsible for the solicitation that you are interested in is stated on the cover page of that solicitation. If you are unable to get an answer to your questions, the telephone number and e-mail address for all of the management personnel in DPS is listed on our website: [www.cityofchicago.org/procurement](http://www.cityofchicago.org/procurement). Call or write us, we are here to assist you. However, please keep in mind that in regards to bid solicitations, we must communicate answers to anything but the most general questions to all firms in the vendor pool. This is usually done via an addendum.

**Supplier Diversity/Compliance**

The City remains committed to the development and utilization of small, minority, women and disadvantaged owned businesses. In each bid solicitation, you receive a list of DPS Assist Agencies. Please utilize them whenever you have contracting needs. They have members holding certification in a variety of disciplines.

**Communication is the key**

One of the areas the City and vendors can work together is on the bid documents and submittals. We offer training and are available to answer your questions. We will be reaching out to our vendors as we undertake a number of efforts to improve our documents and processes. We encourage feedback from vendors to assist us in this process. Please email us your thoughts and comments at [dps.feedback@cityofchicago.org](mailto:dps.feedback@cityofchicago.org). Our goal is to have a dialogue that will help DPS and the City conduct its business in a way that yields wins for everyone involved.
The Treasurer’s Office manages a number of programs that promote economic development in Chicago including The Small Business Loan Program provides the incentive for Chicago banks to make loans to support businesses without directly putting taxpayer dollars at risk.

BACP ensures a fair and vibrant market place for both businesses and consumers. BACP licenses businesses and public vehicles, provides business education and access to resources, enforces the Municipal Code, and protects consumers from fraud.
The following agencies have an independent procurement process:

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<thead>
<tr>
<th>Agency</th>
<th>Procurement/ Purchasing Contact Number</th>
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<tbody>
<tr>
<td>Chicago Public Schools</td>
<td>773-553-2280</td>
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<tr>
<td>Cook County</td>
<td>312-603-5370</td>
</tr>
<tr>
<td>Chicago Park District</td>
<td>312-742-5380</td>
</tr>
<tr>
<td>Public Building Commission</td>
<td>312-744-3090</td>
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<tr>
<td>Chicago Housing Authority</td>
<td>312-742-8500</td>
</tr>
<tr>
<td>Chicago Transit Authority</td>
<td>312-664-7200</td>
</tr>
<tr>
<td>City Colleges</td>
<td>312-553-2636</td>
</tr>
<tr>
<td>Metropolitan Pier Exhibition Authority (MPEA)</td>
<td>312-791-7500</td>
</tr>
<tr>
<td>Metropolitan Water Reclamation District</td>
<td>312-751-6600</td>
</tr>
</tbody>
</table>
The Chicago Department of Procurement Services provides weekly email notifications (DPS Alerts) on City of Chicago procurement news, bid opportunities and events.

To receive weekly DPS Alerts, simply visit [www.cityofchicago.org/procurement](http://www.cityofchicago.org/procurement) and click DPS Alerts.

* Please note that in order to receive DPS Alerts, email filters must be reset to accept email from the DOS Alerts email address.
We want to hear from you!

If you have an idea or suggestion on how the Department of Procurement Services can improve our services, please drop us a line: dps.feedback@cityofchicago.org

Periodically we will be soliciting your feedback on various topics including: Workshop Ideas, How to Improve Documents, Best Practices and much, much more.

As one of our customers, a vendor or potential vendor, we want to hear from you!