

VENDOR OUTREACH & EDUCATION

The Chicago Department of Procurement Services (DPS) administers a comprehensive outreach and education program that aims to assist vendors with building their capacity to successfully bid on City contracts.

PROGRAM HIGHLIGHTS

Bid Opportunity List

DPS publishes a weekly Bid Opportunity List that includes all solicitations that are currently open for bid. The Bid Opportunity List is posted to the DPS website every Monday.

Consolidated Buying Plan

The Consolidated Buying Plan is a quarterly procurement guide that features 15 months of upcoming contract opportunities with the City and additional government agencies. The Buying Plan is a key transparency initiative that allows businesses and the vendor community to plan ahead.

DPS Alert

The DPS Alert is a weekly e-newsletter that includes the Bid Opportunity List and other information of interest to current and prospective vendors. The DPS Alert is distributed to subscribers via email.

DPS Workshops

DPS administers weekly workshops to assist vendors with navigating the City's procurement process. Workshop courses include but are not limited to How to Do Business with the City, How to Become Certified, and eProcurement 101. Workshops are held virtually and are free to attend. Workshop recordings are posted to the [DPS YouTube page](#) for on-demand viewing.

DPS Resource Guides

DPS has published a four-volume set of resource guides to assist the vendor community with doing business with the City. The Resource Guides can be viewed and downloaded directly from the DPS website.

Office of Contracting Equity

The Office of Contracting Equity (OCE) was established in 2022 and ensures equitable access to contracting opportunities in underserved communities. The OCE launched a microsite in 2023 that includes information related to Certification and Compliance, and a directory of firms that are M/WBE certified with the City.

Assist Agencies

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.

Questions about the resources listed above should be directed to DPS Public Affairs at dps.feedback@cityofchicago.org.