

The Chicago Housing Authority

Department of Procurement & Contracts

Seller's Guide to:

On Line Registration



Topic: Introduction to On-Line Registration

Objective:

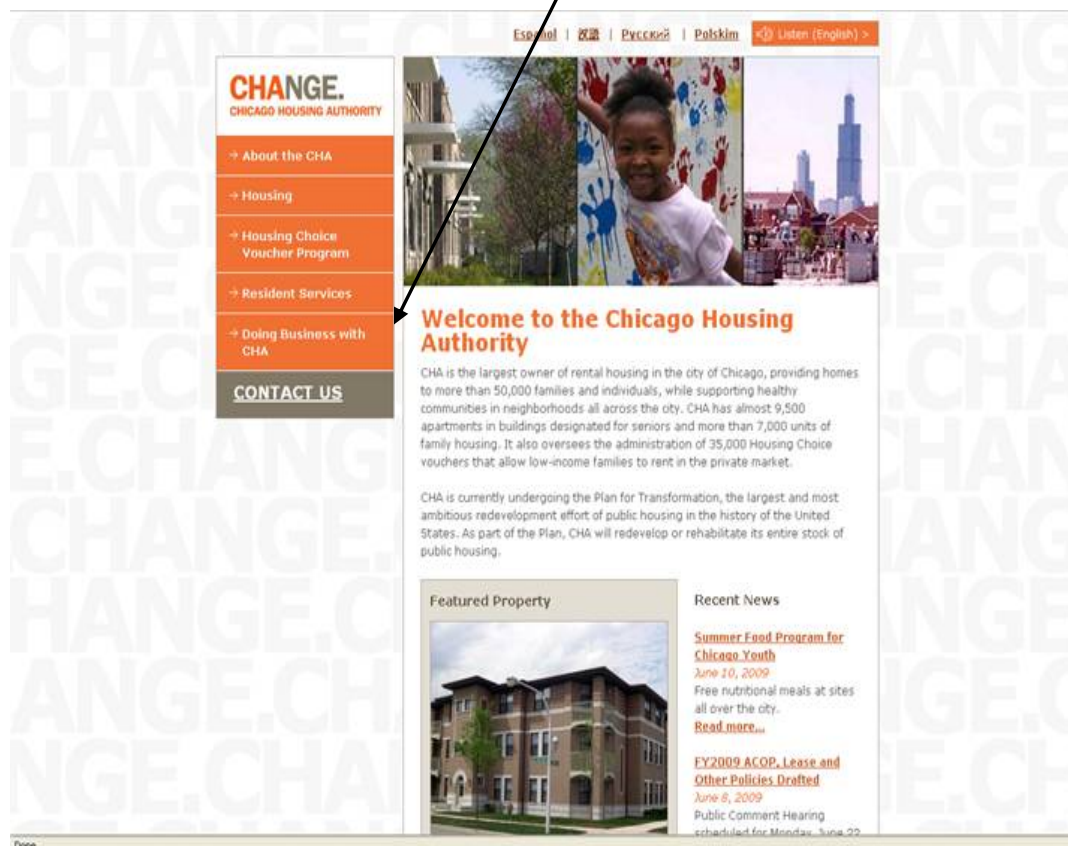
To provide instructions for any firm wishing to register as a CHA vendor, using the Chicago Housing Authority's on-line registration service. Once you supply your company's name and tax ID number, the system will take you through three (3) primary screens to complete registration:

- A. Company Information
- B. Terms, Categories and Certifications
- C. Commodity and Service Codes

Steps for completing these screens are as follows:

Step 1: Access the CHA website: www.thecha.org

Step 2: Click on the **"DOING BUSINESS WITH THE CHA"** tab at the top of the page which links to the CHA Department of Procurement and Contract's web pages



Once you click the **"DOING BUSINESS WITH THE CHA"** tab, the Department of Procurement and Contract Services web page is displayed:

DEPARTMENT OF PROCUREMENT AND CONTRACTS WEB PAGE

The screenshot shows the CHANGe website interface. At the top right, there are language options: [Español](#) | [漢語](#) | [Русский](#) | [Polskim](#). The left sidebar contains a navigation menu with the following items: [About the CHA](#), [Housing](#), [Housing Choice Voucher Program](#), [Resident Services](#), [Doing Business with CHA](#), [Open Solicitations](#), [BuySpeed](#) (circled in red), [Closed Solicitations](#), [Requirements](#), [Forms & Documents](#), [FAQs](#), and [CONTACT US](#). The main content area is titled "Open Solicitations" and contains the following text:

The Chicago Housing Authority is please to offer [BuySpeed Online](#) for bidding and procurement services. This application allows vendors to:

1. Register online
2. View open solicitations
3. Update and maintain current vendor information
4. Review and download CHA's bid opportunities directly to your computer.

These online services help CHA communicate with vendors about ongoing, service and commodity needs. All firms interested in bidding on CHA business are required to register. Firms may register at any time, including when submitting a bid or proposal. Registration is only required once.

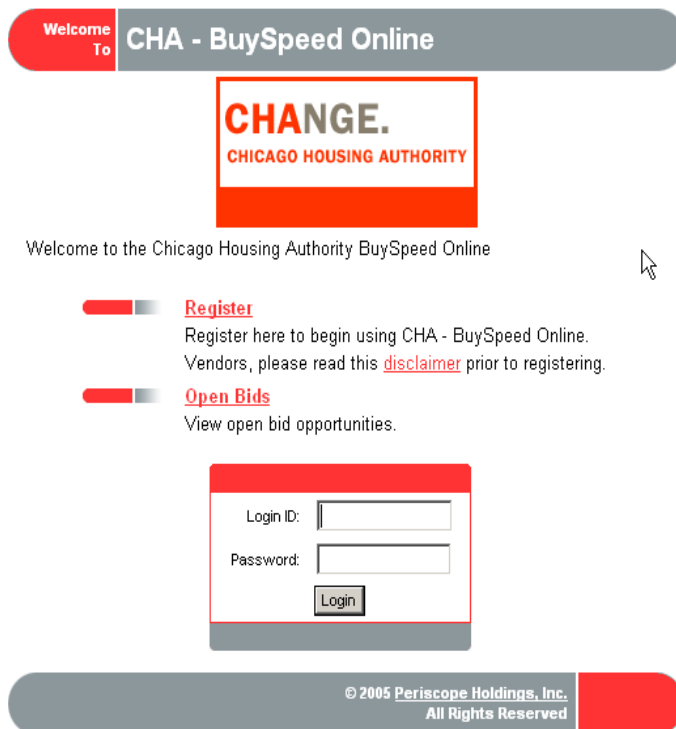
CHA is committed to assisting all vendors with Buyspeed issues or concerns. The following resources are available:

1. Vendor technical assistance and support
 - Training questions please call **Marta Rocha at 312-913-5870**
 - Technical questions please call Tech Support at (312)786-4000
2. Online, downloadable "How to" Training Aids
 - On Line Registration Manual [click here](#).
 - Update and Maintain Company Information Manual [click here](#).
 - Review and Download CHA Bid Opportunities Manual [click here](#).
 - System Requirements [click here](#).
3. "Computer Kiosks" located in the Procurement and Contracts Department to allow vendors without Internet access, equal opportunity to review and download bid opportunities and register as a vendor. Computer Kiosks will be monitored by Procurement personnel to assist you with any questions. No appointment necessary.

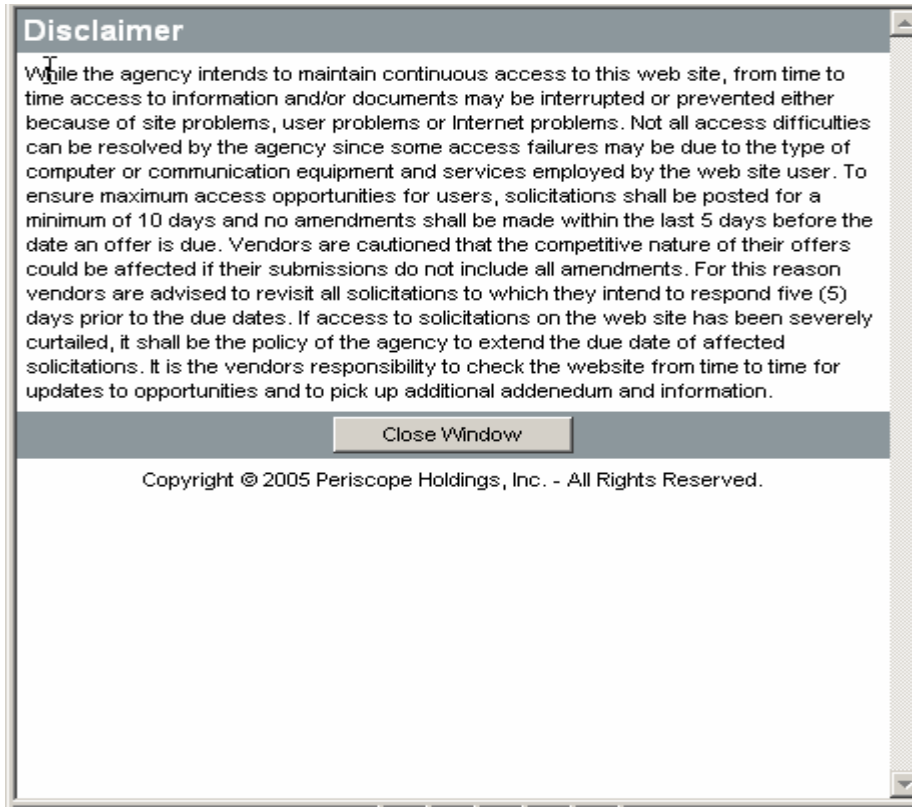
[Click Here For BuySpeed Online!](#)

At the bottom of the page, there is a copyright notice: © 2008 Chicago Housing Authority, 60 E. Van Buren, Chicago, IL 60605. Links for [Privacy/Terms of Use](#), [Contact Us](#), and [Chicago Web Design: Orbis](#) are also present.

Step 3: Select "BuySpeed" and the following screen opens:



- **Note:** This screen has 2 sections: “Register” and “Open Bids.”
 - As a registering vendor, you are working with the **“Register”** section.
 - Prior to clicking **“Register”**, be sure to click on **“Disclaimer”** and the following information window is presented:



- **Note:** The Disclaimer:
 - Cautions the registering vendor that while the Authority intends to provide continuous access to the web-based system to registered vendors, interruptions due to technology failures experienced by the Authority, the Vendor or the Internet system may be realized.
 - Provides information about minimum bid opportunity advertising timeframes
 - Reminds the vendor of his/her responsibility to check the website for amendments to opportunities, prior to completing a response.

Step 4. Click on **Register** and the following screen is presented

A screenshot of a web browser window titled "http://10.1.203.52. - Tax ID - Microsoft...". The browser's address bar shows the URL. The page content includes two text input fields: "Tax ID:" and "Company Name:". Below the "Company Name:" field is a red "Submit" button. A mouse cursor is visible over the "Submit" button. The browser's taskbar at the bottom shows the "Internet" icon.

Now enter your firm's nine (9) digit Tax ID number & Company Name as follows:

- **NOTE:** Please do not use dashes or spaces when entering Tax ID number
- **NOTE:** Please limit Company Name to 30 characters or less

A screenshot of the same web browser window. The "Tax ID:" field now contains the number "362345678". The "Company Name:" field contains the text "MKM Graphics". The red "Submit" button remains below the "Company Name:" field. The mouse cursor is now over the "Submit" button. The browser's taskbar at the bottom shows the "Internet" icon.

- **NOTE:** The CHA is requiring all vendors to forward a completed, signed copy of the Internal Revenue Service **Form W-9 – Request for Taxpayer Identification Number and Certification**. Your W-9 may be mailed directly to the Department, faxed, or e-mailed (if your firm provides electronic signature).
- **NOTE:** CHA address, e-mail and fax information is detailed on page 13 of this document.

Step 5: Once complete, click **“Submit”** and the first of three (3) Registration screens – **Company Information** -- appears, consisting of two (2) parts:

Part 1: Company Information

- The “Mailing Address Line 1” is the main address field. Additional addresses can be added.
- In the **Address Line 2** field, add the **floor or suite number if an additional addresses does not exist**
- The **“Preferred Delivery Method”** field is how the vendor will receive bid opportunity information (i.e. fax, e-mail, etc)

Part 2: Administrative User Information

- Complete the **“Administrative User Information”** fields. The **“Administrative User”** is the person that manages the company’s information; their role is defined as the Seller Administrator in BuySpeed.
- Click the **“Continue Registration”** button

Company Information

Company Name*: MKM Graphics

Business Description: []

Mailing Address Line 1*: []

Address Line 2: []

Address Line 3: []

Address Line 4: []

Country*: US - US

City*: [] State/Province*: []

ZIP*: [] County: []

Company Phone*: [] [] [] Company FAX: [] [] []

Company Email*: [] Tax ID #: 362345678

State of Incorporation: [] Year of Incorporation: [0]

Preferred Delivery Method: Email

Would you like to be registered as an emergency supplier in the case of an emergency? Yes No
Note: Emergency suppliers must be available 24 hours a day, 7 days a week.

Emergency Phone*: [] [] [] Ext.: []

Emergency Contact*: [] Emergency Email*: []

Emergency Info Comment: []

Administrative User Information

Salutation: []

First Name*: [] Last Name*: []

Job Title*: [] Department: []

Email*: [] Phone*: [] [] [] - []

Login ID*: []

New Password*: [] Confirm Password*: []

Add Another Address | Continue Registration | Reset | Cancel

Step 5a: Complete Part 1 -- “Company Information” as follows:

➤ **NOTE:** all fields with an asterisk / “*” must be completed.

Company Information ?			
Company Name *	MKM Graphics		
Business Description:	graphic design		
Mailing Address Line 1 *	1229 S. Hermitage		
Address Line 2:	Suite 104		
Address Line 3:			
Address Line 4:			
Country *	US - US		
City *	Chicago	State/Province *	IL
ZIP *	60614	County:	
Company Phone *	312 755 9430	Company FAX:	773 755 9433
Company Email *	mkminc@rcn.com	Tax ID # *	362345678
State of Incorporation:		Year of Incorporation:	0
Preferred Delivery Method:	Email		
Would you like to be registered as an emergency supplier in the case of an emergency? <input type="radio"/> Yes <input checked="" type="radio"/> No			
<i>Note: Emergency suppliers must be available 24 hours a day, 7 days a week.</i>			
Emergency Phone *		Ext.:	
Emergency Contact *		Emergency Email *	
Emergency Info Comment:			

➤ **NOTE:** company name, Country, and Tax ID #, and Preferred Delivery Method have been automatically populated. Complete at a minimum, the following required fields in Part 1:

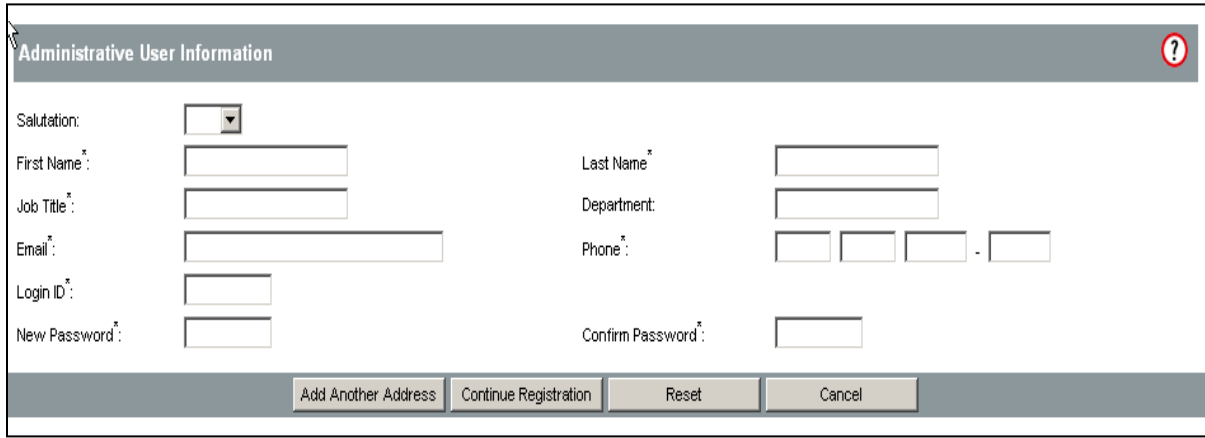
- Mailing Address Line 1
- City
- Zip
- State
- Company Phone
- Company E-mail

If you wish to register as an emergency supplier, click the “Yes” radio button and complete the following required fields:

- Emergency Phone
- Emergency Contact
- Emergency E-mail
- Emergency Info Comment

Step 5b: Complete Part 2 -- Administrative User Information.

The administrative user is the person designated in your firm with the role of maintaining the company's (i.e., MKM Graphics') general information filed with CHA, and responsibility for adding additional users, as might be needed.



The screenshot shows a web form titled "Administrative User Information" with a help icon in the top right. The form contains the following fields:

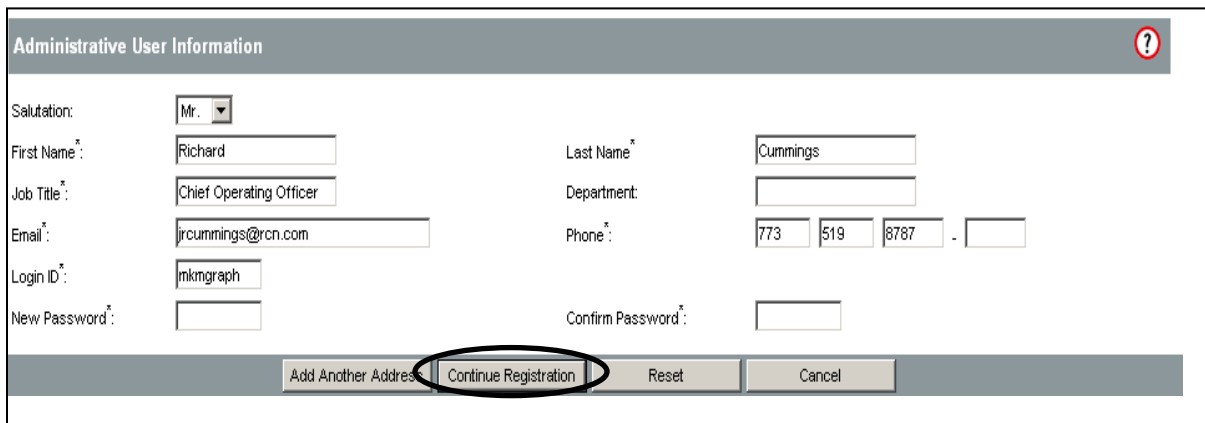
- Salutation: A dropdown menu.
- First Name*: A text input field.
- Last Name*: A text input field.
- Job Title*: A text input field.
- Department: A text input field.
- Email*: A text input field.
- Phone*: A form with four input boxes separated by a hyphen.
- Login ID*: A text input field.
- New Password*: A text input field.
- Confirm Password*: A text input field.

At the bottom of the form are four buttons: "Add Another Address", "Continue Registration", "Reset", and "Cancel".

Complete all fields that you can, but remember that fields with an asterisk / "*" MUST be completed:

- First Name
- Last Name
- Job Title
- E-mail
- Phone
- Login ID
- New Password (must be between 5-8 characters)
- Confirm Password

The example below shows completed "Administrative User" Information – a Mr. Richard Cummings, Chief Operating Officer is being assigned as MKM Graphics' Administrative User.



The screenshot shows the same "Administrative User Information" form, but with the following fields filled out:

- Salutation: Mr.
- First Name*: Richard
- Last Name*: Cummings
- Job Title*: Chief Operating Officer
- Department: (empty)
- Email*: rrcummings@rcn.com
- Phone*: 773 519 8787
- Login ID*: mkmgraph
- New Password*: (empty)
- Confirm Password*: (empty)

The "Continue Registration" button at the bottom is circled in red.

Now click **"Continue Registration"**

Step 6: The second of three (3) registration screens -- **Terms, Categories and Certifications** is presented and consists of three (3) parts: Compliance, Diversity Code and Business Type:

Step 6a: Part 1: Terms and Certification. Complete as follows:

- For Shipping Method, select either Best Way, Federal Express, United Parcel Service

Terms, Categories, and Certifications - ML CONSULTING

Terms

Shipping Method: ▼

Categories

Best Way
Federal Express
United Parcel Service

Category: COMPLIANCE CERTIFICATIONS

Please select at least one category value

Select	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/> DISADVANTAGED OWNED BUSINESS
	<input type="checkbox"/> INDIAN OWNED BUSINESS
	<input type="checkbox"/> MINORITY OWNED BUSINESS
	<input type="checkbox"/> NOT APPLICABLE
	<input type="checkbox"/> RESIDENT OWNED BUSINESS

Done Internet

- For Compliance Certification, select all appropriate indicators for certifications your firm has received. If none apply, select “Not Applicable”.

Terms, Categories, and Certifications - ML CONSULTING

Terms

Shipping Method: ▼

Categories & Certifications

Category: COMPLIANCE CERTIFICATIONS

Please select at least one category value


Select	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/> DISADVANTAGED OWNED BUSINESS
	<input type="checkbox"/> INDIAN OWNED BUSINESS
	<input type="checkbox"/> MINORITY OWNED BUSINESS
	<input type="checkbox"/> NOT APPLICABLE
	<input type="checkbox"/> RESIDENT OWNED BUSINESS
	<input type="checkbox"/> SECTION 3 BUSINESS
	<input type="checkbox"/> SMALL OWNED BUSINESS
	<input type="checkbox"/> WOMEN OWNED BUSINESS

Step 6b: Part 2: Diversity: select the appropriate indicator for firm's **diversity**.

Category: DIVERSITY CODE	
<i>Please select exactly one category value</i>	
Select	
<input type="checkbox"/>	ASIAN FEMALE
<input type="checkbox"/>	ASIAN MALE
<input type="checkbox"/>	BLACK OR AFRICAN FEMALE
<input type="checkbox"/>	BLACK OR AFRICAN MALE
<input type="checkbox"/>	CAUCASIAN FEMALE
<input type="checkbox"/>	CAUCASIAN MALE
<input type="checkbox"/>	EASTERN INDIAN FEMALE
<input type="checkbox"/>	EASTERN INDIAN MALE
<input type="checkbox"/>	HISPANIC OR LATIN FEMALE
<input type="checkbox"/>	HISPANIC OR LATIN MALE
<input type="checkbox"/>	AMERICAN INDIAN OR ALASKA NATIVE FEMALE
<input type="checkbox"/>	AMERICAN INDIAN OR ALASKA NATIVE MALE
<input type="checkbox"/>	OTHER
<input type="checkbox"/>	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER FEMALE
<input type="checkbox"/>	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER MALE

Step 6c: Part 3: Select the appropriate indicator for your firm's business type,

Category: BUSINESS TYPE	
<i>Please select at most one category value</i>	
Select	
<input checked="" type="checkbox"/>	CORPORATION
<input type="checkbox"/>	INDIVIDUALLY OWNED
<input type="checkbox"/>	JOINT VENTURE
<input type="checkbox"/>	LIMITED LIABILITY CORPORATION
<input type="checkbox"/>	LIMITED LIABILITY PARTNERSHIP
<input type="checkbox"/>	OTHER
<input type="checkbox"/>	PARTNERSHIP
<input type="checkbox"/>	RESIDENT OWNED BUSINESS
<input type="checkbox"/>	SECTION 3 BUSINESS

 Click **Save & Add Certification** to save, refresh current page and obtain links to add/update certification information for selected category type(s)

- **NOTE:** responses to these three (3) categories do NOT influence award decisions.

When the three (3) sections are complete, click **“Save & Continue Registration”**.

- **NOTE:** If you did not identify your company as certified please skip Steps 7-8.

Step 7: If you identified your company as certified you will be prompted to include additional information regarding certification. Please click **Add Certification**.

Terms, Categories, and Certifications - ML CONSULTING

Terms

Shipping Method: Federal Express

Categories & Certifications

Category: COMPLIANCE CERTIFICATIONS

Please select at least one category value

Select	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	DISADVANTAGED OWNED BUSINESS
<input type="checkbox"/>	INDIAN OWNED BUSINESS
<input type="checkbox"/>	MINORITY OWNED BUSINESS
<input type="checkbox"/>	NOT APPLICABLE
<input type="checkbox"/>	RESIDENT OWNED BUSINESS
<input type="checkbox"/>	SECTION 3 BUSINESS
<input type="checkbox"/>	SMALL OWNED BUSINESS
<input checked="" type="checkbox"/>	WOMEN OWNED BUSINESS Add Certification

Step 8: The information provided here will allow you to enter certification information.

➤ **NOTE:** all fields with an asterisk / "*" must be completed.

http://10.1.203.52 - Chicago Housing Authority - Maintain Vendor Certification - Microsoft Internet Expl...

Add Vendor Certification - ML CONSULTING

Vendor ID: 102162

Category: TYPES OF CERTIFICATIONS

Category Type: WOMEN OWNED BUSINESS

Certification Source: CHICAGO MINORITY BUSINESS DEVELOPMENT COUNCIL

Certification ID *

Effective Date (MM/DD/YYYY) *

Expiration Date (MM/DD/YYYY)

Certification Status: Active

Certification Description

Save & Exit Save & Continue Reset Close Window

Copyright © 2006 Periscope Holdings, Inc. - All Rights Reserved.

Done Internet

ASIAN FEMALE

Please click **Save & Continue**.

Step 9: Complete the third and final registration screen -- **Commodity and Services Codes.**

The information provided here helps the CHA understand its “pool” of available vendors for specific commodities and services. The CHA has chosen to use the National Institute of Government Purchasing (NIGP) codes to standardize commodity and service offerings. Enter all applicable service and commodity codes in 1 of 2 ways:

- **NOTE:** If you know your relevant NIGP class, simply enter it/them in the top section of the screen, and the system’s search engine will present all possible codes:

Step 9a: In the “**Search**” section, select the commodity class, commodity item or keyword for which you need codes.

In the example below, a graphics design firm is searching for applicable NIGP codes. The firm enters “966 -- Printing & Typeset”

Click “**Search**” and all possible codes for PRINTING & TYPESET are presented.

- **NOTE:** The system will indicate the number of pages you’ll need to review. For example, there are 2 pages to be reviewed for MKM Graphics’ “Printing and Typesetting “ services:

Step 9b: Select all commodities that apply by clicking inside the available checkboxes located to the left of the screen:

i Select the category that best describes the product and service you offer. Click on the question mark for more information.

1-25 of 49
1 2

<input type="checkbox"/>	Code	Description
<input type="checkbox"/>	966-03	Bar Code Printing
<input checked="" type="checkbox"/>	966-05	Bumper Stickers, etc.: Printed
<input checked="" type="checkbox"/>	966-07	Business Cards Printed
<input type="checkbox"/>	966-11	Card Printing: Tab, Post, Form, etc.
<input checked="" type="checkbox"/>	966-13	Check Printing
<input type="checkbox"/>	966-16	Continuous Form Printing
<input type="checkbox"/>	966-18	Copying Services (Reproduction)
<input checked="" type="checkbox"/>	966-22	Decal Printing
<input type="checkbox"/>	966-25	Digital Printing from an Ink Jet Plotter
<input type="checkbox"/>	966-27	Electrostatic Printing Services
<input type="checkbox"/>	966-28	Engraved and Embossed Awards, Bonds, Certificates, Diplomas, Stationery, etc.
<input type="checkbox"/>	966-31	Envelope Printing

Save Save and Add More

“Graphics Incorporated” selected (from a possible list of 49 items) only those applicable to its current service offerings:

- Bumper Stickers
- Business Cards
- Check Printing
- Decal Printing

Step 10: To complete the Registration process, click”**Save**”

And the following “Confirmation” screen is presented....

Thank You

Thank you for registering with CHA - BuySpeed Online. Registration confirmation will be emailed to you.
For questions or comments please contact Chicago Housing Authority at (312) 742-8500.

OK

Copyright © 2005 Periscope Holdings, Inc. - All Rights Reserved.

You will receive an e-mail message (your company e-mail address as entered in the “**Company Information**” Screen).

From: Buy Speed [mailto:lyork@goperiscope.com]
Sent: Thursday, March 30, 2006 8:34 AM
To: Wild Ginger
Subject: Vendor Registration Confirmation

Dear Ms. Wild Ginger,

Thank you for registering with CHA - BuySpeed Online. Your account has been activated. Below you will find your login ID and password.

Login ID: garden
Password: ginger1
Vendor #: 1063

Please log in to the CHA - BuySpeed Online application. If you have any questions concerning your account, please contact us at (312) 742-8500.

Thank you,
Chicago Housing Authority

Use this link to log on to CHA - BuySpeed Online: <http://10.1.203.52/bsso-crp>

- **NOTE 1:** Keep your Login ID and password in a secured area. You will need to use them whenever visiting the CHA Website to review bid opportunities or when you need to maintain your company information.
- **NOTE 2:** Be sure to **complete, certify, and submit an IRS Form W-9**. You may send it via the U.S. Postal Service, fax, or e-mail. For your convenience, a copy of the form is attached as **Exhibit 1**.
 - **Direct Mail:**
The Chicago Housing Authority
Department of Procurement and Contracts – 13th Floor
60 East Van Buren
Chicago, IL 60605
 - **Facsimile Transmission:**
312- 913-5870
Attention: Ms. Marta Rocha
 - **E-mail:**
e-procure@thecha.org
- **NOTE 3:** You can download this form at the following website:
 - www.irs.gov
When the site opens, key in “W-9” in the search box

* * *