

**CHICAGO HOUSING AUTHORITY
DEPARTMENT OF PROCUREMENT & CONTRACTS (DPC)**

2017 WORKSHOP SCHEDULE



CHA

**CHICAGO HOUSING
AUTHORITY™**

60 E. Van Buren | Chicago, IL 60605

www.thecha.org/doing-business/

PROCUREMENT & COMPLIANCE WORKSHOPS

DOING BUSINESS WITH THE CHA & SUPPLIER PORTAL

JAN. 27 • MAY 18 • OCT. 19

Workshop Time: 10:00am to 12:00pm

Location: Charles A. Hayes Family Investment Center (FIC), 4859 S. Wabash Ave., Chicago, IL 60615

Are you interested in doing business with the Chicago Housing Authority (CHA)? Come out to learn about specific procurement opportunities, and our procurement process. You will learn about bidding on contract opportunities, and other types of services CHA has to offer by registering in our Supplier Portal.

HOW TO RESPOND TO REQUEST FOR PROPOSALS (RFP), INVITATION FOR BIDS (IFB), and SMALL ORDER PURCHASES (SOP)

APRIL 20 • AUG. 17

Workshop Time: 10:00am to 12:00pm

Location: Charles A. Hayes Family Investment Center (FIC), 4859 S. Wabash Ave., Chicago, IL 60615

Come learn about our various procurement methods, such as: Small Order Purchases, Competitive Bids, Request for Proposals, Request for Qualifications, Non-Competes; and how to avoid common mistakes when responding to solicitations.

CHA's PRIVATE PROPERTY MANAGEMENT (PPM) CONSTRUCTION & PROCUREMENT NETWORKING SESSION

JUNE 16

Workshop Time: 10:00am to 12:00pm

Location: Charles A. Hayes Family Investment Center (FIC), 4859 S. Wabash Ave., Chicago, IL 60615

Our annual networking session is for Chicago Housing Authority's PPM's and those interested in learning more about upcoming PPM procurement opportunities. Come to network and gain all the information you will need to know!

SECTION 3 BUSINESS CONCERNS & SECTION 3 HIRING

MARCH 23 • MAY 18 • JULY 20 • SEPT. 21 • NOV. 16

Workshop Time: 10:00am to 12:00pm

Location: Charles A. Hayes Family Investment Center (FIC), 4859 S. Wabash Ave., Chicago, IL 60615

Are you a Section 3 Business or just interested in learning more about Section 3 Business Concerns and Section 3 Hiring? Hear directly from our Section 3 Team and find out how to self-certify, if you are a Section 3 Business, and how to navigate through our Section 3 Contracting & Hiring modules.

RESPONDING TO SMALL ORDER PURCHASES (SOPs) & REGISTERING IN THE SUPPLIER PORTAL

FEBRUARY 8 • MAY 12

Workshop Time: 10:00am to 12:00pm

Location: Charles A. Hayes Family Investment Center (FIC), 4859 S. Wabash Ave., Chicago, IL 60615

This workshop will provide information for vendors to correctly respond to Small Order Purchases and discuss how to avoid common mistakes when responding to this particular type of solicitation. Facilitators will also discuss how to properly register in CHA's Supplier Portal.

RESPONDING TO INVITATION FOR BIDS (IFBs) & REGISTERING IN THE SUPPLIER PORTAL

JULY 10 • SEPTEMBER 13

Workshop Time: 10:00am to 12:00pm

Location: Charles A. Hayes Family Investment Center (FIC), 4859 S. Wabash Ave., Chicago, IL 60615

This workshop will provide information for vendors to correctly respond to Invitation for Bids and discuss how to avoid common mistakes when responding to this particular type of solicitation. Facilitators will also discuss how to properly register in CHA's Supplier Portal.

RESPONDING TO REQUEST FOR PROPOSALS (RFPs) & REGISTERING IN THE SUPPLIER PORTAL

NOVEMBER 7 • NOVEMBER 13

Workshop Time: 10:00am to 12:00pm

Location: Charles A. Hayes Family Investment Center (FIC), 4859 S. Wabash Ave., Chicago, IL 60615

This workshop will provide information for vendors to correctly respond to Request for Proposals and discuss how to avoid common mistakes when responding to this particular type of solicitation. Facilitators will also discuss how to properly register in CHA's Supplier Portal.

CONTRACT COMPLIANCE PAYMENT TRACKING: WHAT YOU NEED TO KNOW

FEBRUARY 23

Workshop Time: 10:00am to 12:00pm

Location: Charles A. Hayes Family Investment Center (FIC), 4859 S. Wabash Ave., Chicago, IL 60615

LCPTTracker and B2GNow are web-based tools that provide up-to-date tracking of payments made to prime contractors and sub-contractors. Prime contractors are responsible for reporting payments to all sub-contractors on a monthly basis. Find out from CHA's Compliance team the roles and responsibilities of the primes and the sub-contractors; the importance of sub-contractor payment confirmations; and who to contact when you need assistance.

CONTRACT COMPLIANCE REQUIREMENTS

SEPTEMBER 15

Workshop Time: 10:00am to 12:00pm

Location: Charles A. Hayes Family Investment Center (FIC), 4859 S. Wabash Ave., Chicago, IL 60615

This workshop will provide vendors with an overview of CHA's contracting requirements. Come and learn helpful tips on how to complete compliance documentation and stay in compliance throughout the duration of the contract; gain insight on laws, rules and regulations governing compliance; and receive all the information you need to successfully respond to CHA's compliance requirements in solicitations and awarded contracts.

To register for workshops, visit:
<http://tinyurl.com/DPC-Workshop-Registration>

DPC IS ON SOCIAL MEDIA!

Stay up-to-date with current bid opportunities, DPC workshops, livestreams, and relative information on how to do business with the CHA through Facebook, Twitter, and Livestream.



www.facebook.com/CHAProcurement



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

DPC's Livestream Channel will broadcast all CHA Procurement Pre-Proposal, Pre-Bid, or Bid Opening Meetings online. To view, visit <https://livestream.com/accounts/13907077>.



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