

TECHNICAL ASSISTANCE GUIDE FOR SMALL BUSINESSES



COMMISSIONER'S MESSAGE

On behalf of Mayor Brandon Johnson and the Chicago Department of Aviation (CDA), I want to thank you for your continued partnership as we embark on one of the biggest and most exciting projects in our City's history: O'Hare 21.

The CDA is focused not only on what we are building but who will be doing the building. The City of Chicago has always appreciated the power of procurement to drive meaningful change, transform communities, and provide opportunities. Our vision of a City that is more equitable and inclusive guides the work we do here at the airports.

O'Hare 21 represents an unprecedented opportunity for local participation, providing contracting opportunities at all levels and making tens of thousands of jobs to Windy City residents. The program is critical both to O'Hare International Airport's long-term viability and Chicago's standing as a destination and hub for commerce and tourism. By working together to deliver O'Hare 21, the CDA and its contract partners can continue to offer economic opportunities for our communities while furthering Chicago as a global leader in air travel.

The CDA is leveraging the scale and scope of this historic project so that Chicagoland businesses have an opportunity to participate in, and benefit from, ongoing capital improvements at O'Hare and Midway. This emphasis on inclusion and community empowerment will foster regional economic growth for years to come.

As I look at the resilience and growth of our airport community in recent years, I cannot overstate how proud I am of what we have accomplished together. O'Hare and Midway are catalysts for growth and opportunity for Chicago's 77 communities and the entire Chicago area. I am hopeful our partnerships will continue to grow as we reconnect the world and Chicago to each other, and I am confident that we will carry that same working spirit into 2024 and beyond.



Sincerely,
Jamie L. Rhee
Commissioner
Chicago Department of Aviation



As the Chicago Department of Aviation (CDA) continues to implement O'Hare 21, we remain committed to achieving a positive economic impact through the wide range of contracting opportunities presented by the program. The Technical Assistance Guide for Small Businesses is designed to provide emerging companies with the necessary tools to help them successfully compete and do work throughout the program's duration. These opportunities can be used as a platform to grow small businesses across Chicago, and our goal is to increase the number of diverse businesses that bid, compete, and are awarded contracts to help us build the airport of the future.

The guide is designed as a resource to provide the most up-to-date information on workshops, funding resources, compliance procedures, and the procurement process. This guide also provides valuable information to assist small businesses in the airport contracting experience.





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SCAN TO DOWNLOAD THE FULL GUIDE
AND OTHER RESOURCES AT ORD21.COM.

CHICAGO DEPARTMENT OF PROCUREMENT SERVICES (DPS)

DPS is the centralized contracting, certification, and compliance authority of the City of Chicago. DPS maintains the highest commitment to diversity, transparency, and innovation while expanding programs and resources for Chicago's business community.

FREE DPS VIRTUAL WORKSHOPS

DPS welcomes you to take advantage of many opportunities made available through workshops and events to learn about the procurement process. Workshops are virtual and pre-registration is required 24 hours in advance. Once registered, participants receive a link for viewing.

Over 20 topics on procurement and certification programs are available. Ideal for those wishing to learn or refresh their business practices, the workshops are free and convenient, with topics and specialized subject areas available throughout the year. To view recordings of workshops, visit www.YouTube.com/ChicagoDPS and click on the DPS Workshop Playlist.

FOR WORKSHOPS AND SCHEDULE INFORMATION, VISIT CHICAGO.GOV/DPSEVENTS



To find out more about workshop dates and times, scan the QR code.

You can also visit the website for downloads with this URL:

chicago.gov/city/en/depts/dps/provdrs/events/svcs/DPSWorkshopDescriptionPowerPoints.html

PROCUREMENT WORKSHOPS

PROCUREMENT FUNDAMENTALS: DOING BUSINESS WITH THE CITY

Do you have questions about how to become a successful bidder on City contracting opportunities? Get information on the various procurement methods and the laws which govern the City's procurement process.

BUILDING CHICAGO! CONSTRUCTION CONTRACTING OVERVIEW

This construction-focused workshop provides an overview of the bidding process and highlights programs related to construction opportunities. The workshop includes information on programs such as—but not limited to—the Small Business Initiative (SBI), Mid-Sized Business Initiative (MBI), Equal Employment Opportunity (EEO), Apprentice Utilization Bid Preference, and Job Order Contract (JOC).

CONTRACTING 101: HOW TO RESPOND TO A REQUEST FOR PROPOSAL (RFP)

Designed to teach business owners how to respond to a City RFP, this workshop utilizes advice from seasoned professionals on what evaluators look for in a RFP and also provides guidance on how to avoid common bid mistakes.

DPS INCENTIVES & PROGRAMS: GETTING THE MOST FROM YOUR BIDS

DPS has made it a priority to ensure that all interested businesses have the opportunity, information, and resources to compete for City contracts. This workshop features incentives and programs created to increase the diversity of the businesses that are bidding on and earning City contracts.

ePROCUREMENT

DPS is continuing the next phase of start-to-finish purchasing modernization via the implementation of a comprehensive eProcurement system. eProcurement applies digital technology to the acquisition of goods and services. DPS can collaborate with City Departments to create solicitations and contracts online, thus reducing the time it takes to complete procurements. Watch a demonstration and learn about iSupplier registration, how vendors submit bids and proposals online, and how to view contracts and payments.

HOW TO COMPLETE AN ONLINE ECONOMIC DISCLOSURE STATEMENT (EDS)

An EDS is required of all bidders seeking to do business with the City of Chicago. Through the EDS, applicants make disclosures required by City ordinances and State law. Applicants also use the EDS to certify in compliance with various laws and ordinances.

WORKFORCE DEVELOPMENT INCENTIVES & PROGRAMS

This workshop ensures that disadvantaged populations have access to employment opportunities in Chicago, which is a high priority for the City. Subjects covered in the workshop include the Project Area Resident Ordinance, local hiring requirements, apprenticeship utilization, and returning citizens' bid incentives. The Department of Family and Support Services and the Chicago Cook Workforce Partnership also offer featured programs to the community.

PROFESSIONAL DECLARATION OF ELIGIBILITY (PDE)

(Highly recommended for attorneys and accountants) This workshop outlines qualifications for use of the PDE program, and details who is qualified to submit a PDE application. The PDE program is an innovative way of allowing qualified attorneys and CPAs to review, verify, and attest that an applicant meets the requirements for becoming certified with the City of Chicago for programs such as Minority-Owned Business (MBE) or Women-Owned Business (WBE) Enterprises.

CERTIFICATION AND COMPLIANCE WORKSHOPS

COMPLIANCE 101: HONORING OBLIGATIONS TO CHICAGO TAXPAYERS

This workshop provides an overview of vendor requirements that includes information about paying correct wages, the City's Minority- and Women-Owned Business Enterprise (M/WBE) program, and contracting requirements for City and project area residents.

TRACKING CONTRACT PAYMENTS: WHAT YOU NEED TO KNOW

Learn the roles and responsibilities of both the prime contractor and subcontractor with this workshop which covers the Certification & Compliance (C2) Network System. The C2 Network System is a web-based tool that provides up-to-date tracking of payments made to prime contractors and subcontractors. Prime contractors are responsible for reporting payments to all subcontractors on a monthly basis.

HOW TO BECOME CERTIFIED

This workshop provides detailed information on who is qualified to be a Chicago-certified firm. DPS certifies for programs including MBE, WBE, and the Business Enterprise for People with Disabilities (BEPD). Certifications are also available for Disadvantaged Business (DBE) and Airport Concessions Disadvantaged Business Enterprises (ACDBE).

FOR WORKSHOPS AND SCHEDULE INFORMATION, VISIT [CHICAGO.GOV/DPSEVENTS](https://chicago.gov/dpsevents)

YOUR BUSINESS IS CERTIFIED: NOW WHAT?

This workshop provides valuable information to newly certified firms on how to compete for City contracts, along with information on resources available to certified firms. Are you prepared to meet with prime contractors? Have you considered joint ventures for contracting opportunities? Are you attending pertinent networking events? If so, hear advice from subject matter experts to better market your business, and to both compete for and earn City contracts.

THE ONLINE SCHEDULE A APPLICATION: MBE/WBE/VBE/BEPD

This workshop gives a helpful hands-on experience filling out the online MBE/WBE/VBE/BEPD Schedule A application. (Paper applications for certification are no longer accepted.)

THE ABCS OF DBE AND ACDBE CERTIFICATION

This workshop provides a detailed overview of the City's DBE and ACDBE programs and certifications.



TRANSPARENCY AND OUTREACH WORKSHOPS

WORKING WITH ASSIST AGENCIES

City of Chicago assist agencies are comprised of not-for-profit agencies, chambers of commerce, and other organizations. These organizations reflect the interests of small and local businesses within Chicago's diverse communities that are minority-, women-, veteran-, and disadvantaged-owned. These organizations offer many resources to help businesses at various stages of their growth and business cycle, as well as connecting prime contractors to certified firms for subcontracting opportunities. This workshop also outlines the role and responsibilities of an assist agency, and guidance on how to work with them.

HOW TO NAVIGATE THE DPS WEBSITE

The DPS website is the best place to find a wealth of resources relating to City procurement. This workshop takes you through the look, feel, functionality, and resources of the DPS's website, and provides guidance on how to navigate the site. Learn how to locate upcoming opportunities, bid tabulations, and information about awarded contracts, as well as how to identify primes and Chicago-certified subcontractors, City auctions, and upcoming outreach events. The workshop will also show you how to stay informed on the latest news and updates.

ALL-ACCESS TO MAYOR'S OFFICE FOR PEOPLE WITH DISABILITIES

Meet the Mayor's Office for People with Disabilities as they discuss the programs they offer for the disabled community with a focus on entrepreneurs. DPS will also present an overview of the programs and incentives offered including the certification for BEPD, which includes service-disabled veterans.

GOLDMAN SACH'S 10,000 SMALL BUSINESSES INFORMATION SESSION

Attendees of this workshop will learn about this innovative program offered by Goldman Sachs that can bring a business to the next level. Learn what it takes to grow a business, increase staff, create effective marketing strategies, and develop important business relationships. This workshop also includes steps for applying for 10,000 Small Businesses, a free and competitive program for small businesses sponsored by the Goldman Sachs Foundation.

FIRST LOOK: THE CHICAGO DEPARTMENT OF AVIATION (CDA)

Learn the "how-to's" of doing business with the City of Chicago at its major airports. This workshop provides an overview of the work and mission of the CDA, focusing on aviation-specific contracting opportunities in construction, work services, operations, and maintenance with the department.



INTERESTED IN LEARNING MORE? HELPFUL RESOURCES

CITY OF CHICAGO BUYING PLAN

The City of Chicago Buying Plan is a key transparency tool used to forecast goods and services that are expected to be procured. The Buying Plan allows businesses and vendors to prepare for upcoming solicitations. It also includes a 15-month forecast of hundreds of upcoming opportunities to help businesses formulate their plans with the help of various City departments and 13 additional government agencies.

Opportunities include:

- Architecture and Engineering
- Commodities
- Construction
- Professional Services
- Small Orders (with purchases less than \$100,000)
- Vehicles and Heavy Equipment
- Work Services



Scan the QR code for the City of Chicago Buying Plan

BECOMING CERTIFIED

Certification enables eligible businesses to be recognized as legitimate MBE, WBE, VBE, BEPD and ACDBE or DBE companies. A dedicated number of contract or subcontractor awards are reserved for certified businesses. The DPS' task is to ensure that contract awards both reflect and adhere to the City of Chicago's contacts, as well as ensuring the awards are monitored and audited.

Certification types include:

- Airport Concession Disadvantaged Business Enterprise (ACDBE)
- Business Enterprises owned by People with Disabilities (BEPD)
- Disadvantaged Business Enterprise (DBE)
- Minority-Owned Business Enterprise (MBE)
- Veteran-Owned Business Enterprise (VBE)
- Women-Owned Business Enterprise (WBE)



If you are interested in becoming certified, or for more information about the MBE/WBE/VBE, BEPD & ACDBE/DBE programs, scan the QR code or contact the Department of Procurement Services at 312-744-4900.

BID OPPORTUNITIES / INFORMATION

A complete guide to bid opportunities is available by scanning the QR code. Bid openings are also live-streamed and recorded on YouTube, at [youtube.com/chicagodps](https://www.youtube.com/chicagodps).

You can also sign up for email notifications of City of Chicago and select sister agency bid opportunities at procurementinformation.chicago.gov.



ASSIST AGENCIES LIST

The City of Chicago works closely with assist agencies comprised of not-for-profits and chambers of commerce which, represent the interest of small, minority- and women-owned businesses. Scan the QR code for a list of agencies and contact information.



Scan the QR code for a list of agencies and contact information

Business Leadership Council

220 E. 51st Street
Chicago, IL 60615
Phone: 773-285-3401 Fax: 773-285-3407
Email: the51ststreetbusinessassociation@yahoo.com
Web: 51ststreetchicago.com
Maintains list of certified firms: Yes
Provides training for businesses: Yes

AeroStar Avion Institute

122 S. Michigan Avenue, Suite 1390
Chicago, IL 60603
Phone: 312-883-6383
Email: aai@avioninstitute.org
Web: avioninstitute.org
Maintains list of certified firms: Yes
Provides training for businesses: Yes

African American Contractors Association (AACA)

P.O. Box 19670
Chicago, IL 60619
Phone: 312-915-5960
Email: aacanatlassoc@gmail.com
Web: aacanatl.org
Maintains list of certified firms: Yes
Provides training for businesses: Yes

Angel of God Resource Center, Inc.

14527 S. Halsted Street
Riverdale, IL 60827
Phone: 708-392-9323 Fax: 708-880-0121
Email: info.aogrc@gmail.com
Web: angelofgodresourcecenter.org
Maintains list of certified firms: Yes
Provides training for businesses: Yes

Association of Asian Construction Enterprises (AACE)

712 W. Root Street
Chicago, IL 60609
Phone: 312-595-2010
Email: admin@aaacechicago.com
Web: aaacechicago.com
Maintains list of certified firms: Yes
Provides training for businesses: No

Austin African American Business Networking Assoc.

5820 W. Chicago Avenue
Chicago, IL 60651
Phone: 773-626-4497
Email: info@aaabna.org
Web: aaabna.org
Maintains list of certified firms: No
Provides training for businesses: Yes

Better Business Bureau of Chicago/No. Illinois

121 W. Wacker Drive, Suite 2000
Chicago, IL 60601
Phone: 312-832-0500
tjohnson@chicago.bbb.org
Web: bbb.org/chicago
Maintains list of certified firms: Yes
Provides training for businesses: Yes

Black Contractors Owners and Executives

7811 S. Stony Island Avenue
Chicago, IL 60649
Phone: 773-596-6499, ext. 102 Fax: 773-346-5659
Email: admin@bcoechicago.org
Web: bcoechicago.org
Maintains list of certified firms: No
Provides training for businesses: No

Black Contractors United

155 N. Michigan Avenue, Suite 300
Chicago, IL 60601
Phone: 312-856-2738
Email: Shynetta@blackcontractorsunited.com
Web: blackcontractorsunited.com
Maintains list of certified firms: Yes
Provides training for businesses: Yes

BOP Project 5000 NFP

644 E. 79th Street
Chicago, IL 60619
Phone: 773-891-5939 Fax: 773-304-1903
Email: bopbizcenter@gmail.com
Maintains list of certified firms: Yes
Provides training for businesses: Yes

Business Leadership Council

150 N. Michigan Avenue, Suite 2400
Phone: 312-628-7844 Fax: 312-628-7846
Email: info@businessleadershipcouncil.org
Web: blcchicago.com
Maintains list of certified firms: Yes
Provides training for businesses: No

Chatham Business Association Small Business Development

800 E. 78th Street
Chicago, IL 60619
Phone: 773-994-5006 Fax: 773-855-8905
Email: admin@cbaworks.org
Web: cbaworks.org
Maintains list of certified firms: Yes
Provides training for businesses: Yes

Chicago Minority Supplier Development Council

216 W. Jackson Blvd., Suite 600
Chicago, IL 60606
Phone: 312-755-8880 Fax: 312-755-8890
Email: info@chicagomsdc.org
Web: chicagomsdc.org
Maintains list of certified firms: Yes
Provides training for businesses: Yes

Chicago Urban League

4510 S. Michigan Avenue
Chicago, IL 60653
Phone: 773-285-5800
Email: kevans@chiul.org
Maintains list of certified firms: Yes
Provides training for businesses: Yes

Chicago Women in Trades (CWIT)

2444 W. 16th Street
Chicago, IL 60608
Phone: 312-942-1444
Email: jvellinga@cwit2.org
Web: chicgowomenintrades2.org
Maintains list of certified firms: No
Provides training for businesses: Yes

Chicagoland Associated General Contractors

One Oakbrook Terrace, Suite 210
Oakbrook Terrace, IL 60181
Phone: 773-444-0465
Email: info@chicagolandagc.org
Web: chicagolandagc.org
Maintains list of certified firms: Yes
Provides training for businesses: Yes

Construction Cares

2532 W. Warren
Chicago, IL 60612
Phone: 312-989-3908
Email: info@communities4construction.com
Web: communities4construction.com/construction-cares
Maintains list of certified firms: No
Provides training for businesses: Yes

Contractor Advisors Business Development

6127 S. University Avenue, Suite 1149
Chicago, IL 60637
Phone: 312-436-0301
Email: info@contractoradvisors.us
Web: contractoradvisors.us
Maintains list of certified firms: Yes
Provides training for businesses: Yes

Cosmopolitan Chamber of Commerce

1631 S. Michigan Avenue, Unit 102
Chicago, IL 60616
Phone: 312-971-9594
Email: cmayes@cosmochamber.org
Web: cosmochamber.org
Maintains list of certified firms: Yes
Provides training for businesses: Yes

Council of Black Architecture and Engineering Companies (formally NOME)

30 Wall Street, 8th Floor
New York, NY 10005
Phone: 312-960-1239
Email: jharris@cbaec.org
Web: cbaec.org
Maintains list of certified firms: Yes
Provides training for businesses: Yes

Do For Self-Community Development Co.

8659 S. Ingleside Avenue
Chicago, IL 60619
Phone: 773-356-7661
Email: info@doforself.org
Web: doforself.org
Maintains list of certified firms: No
Provides training for businesses: Yes

Elite Svc. Disabled Veteran Owned Business Network

3829 University Avenue
San Diego, CA 92105
Phone: 847-453-8890
Email: secretary@elitesdvob.org
Web: elitesdvob.org
Maintains list of certified firms: Yes
Provides training for businesses: Yes

Far South Community Development Co.

837 W. 115th Street
Chicago, IL 60643
Phone: 773-831-7107 Fax: 773-380-0109
Email: hello@farsouthcdc.org
Web: farsouthcdc.org
Maintains list of certified firms: Yes
Provides training for businesses: Yes

Federation of Women Contractors

4210 W. Irving Park Road
Chicago, IL 60641
Phone: 312-360-1122
Email: info@fwcchicago.com
Web: fwcchicago.com
Maintains list of certified firms: Yes
Provides training for businesses: No

Fresh Start Home Community Development Corp.

5168 S. Michigan Avenue, Suite 4N
Chicago, IL 60615
Phone: 773-633-2507 Fax: 855-270-4175
Email: info@FreshStartNow.us
Web: freshstarthome.org
Maintains list of certified firms: Yes
Provides training for businesses: Yes

Greater Southwest Development Corporation

2601 W. 63rd Street
Chicago, IL 60629
Phone: 773-436-1000
Email: e.davila@greatersouthwest.org
Web: greatersouthwest.org
Maintains list of certified firms: Yes
Provides training for businesses: Yes

Hispanic American Construction Industry Association (HACIA)

650 W. Lake Street, Unit 415
Chicago, IL 60661
Phone: 312-575-0389 Fax: 312-575-0389
Email: info@haciaworks.org
Web: haciaworks.org
Maintains list of certified firms: Yes
Provides training for businesses: Yes

HIRE360

2301 S. Lake Shore Drive, Lakeside Center
Chicago, IL 60616
Phone: 312-575-2500
Email: info@HIRE360Chicago.com
Web: HIRE360Chicago.com
Maintains list of certified firms: Yes
Provides training for businesses: Yes

Illinois Hispanic Chamber of Commerce

222 Merchandise Mart Plaza, Suite 1212
c/o 1871
Chicago, IL 60654
Phone: 312-425-9500
Email: info@ihccbusiness.net
Web: ihccbusiness.net
Maintains list of certified firms: Yes
Provides training for businesses: Yes

Illinois State Black Chamber of Commerce

411 Hamilton Boulevard, Suite 1404
Peoria, IL 61602
Phone: 312-425-9500
Email: finance@ILBCC.org
Web: ilbcc.org
Maintains list of certified firms: Yes
Provides training for businesses: Yes

JLM Business Development Center

2622 W. Jackson Boulevard
Chicago, IL 60612
Phone: 773-826-3064 Fax: 773-359-4021
Email: jlmcenterchicago@gmail.com
Web: jlmcenterchicago.org/
Maintains list of certified firms: Yes
Provides training for businesses: Yes

Lester and Rosalie Anixter Center

6610 N. Clark Street
Chicago, IL 60626-4062
Phone: 773-973-7900 Fax: 773-274-3523
Email: AskAnixter@anixter.org
Web: anixter.org
Maintains list of certified firms: Yes
Provides training for businesses: Yes

LGBT Chamber of Commerce of Illinois

3179 N. Clark Street, 2nd Floor
Chicago, IL 60657
Phone: 949-755-7694
Email: info@ypapride.org
Web: ypapride.org/home
Maintains list of certified firms: Yes
Provides training for businesses: Yes

National Black Wall Street NPF

4655 S. King Drive, Suite 203
Chicago, IL 60653
Phone: 312-834-9758 Fax: 312-276-4781
Email: info@nationalblackwallstreetchicago.org
Web: nationalblackwallstreetchicago.org
Maintains list of certified firms: Yes
Provides training for businesses: Yes

Native American Chamber of Commerce of Illinois

100 N. Riverside Plaza, Suite 1670
Chicago, IL 60606
Phone: 630-926-1700
Email: info@nacc-il.org
Web: nacc-il.org
Maintains list of certified firms: Yes
Provides training for businesses: Yes

NDIGO Foundation

329 W. 18th Street, Suite 613
Chicago, IL 60616
Phone: 312-264-6272
Email: hhartman@ndigo.com
Web: ndigo.com
Maintains list of certified firms: No
Provides training for businesses: Yes

Rainbow/PUSH Coalition

930 E. 50th Street
Chicago, IL 60615
Phone: 773-373-3366
Email: jmitchell@rainbowpush.org
Web: rainbowpush.org
Maintains list of certified firms: Yes
Provides training for businesses: Yes

Revolution Workshop

3410 W. Lake Street
Chicago, IL 60615
Phone: 773-955-9508
Fax: 773-955-9554
Email: mrodriguez@revolutionworkshop.org
Web: revolutionworkshop.org
Maintains list of certified firms: No
Provides training for businesses: Yes

RTW Veteran Center

7415 East End, Suite 120
Chicago, IL 60649
Phone: 800-974-2808 Fax: 866-873-2494
Email: john.worthy@rtwvetcenter.org
Web: rtwvetcenter.org
Maintains list of certified firms: Yes
Provides training for businesses: Yes

South Shore Chamber, Inc.

1750 E. 71st Street
Chicago, IL 60649-2000
Phone: 773-955-9508
Fax: 773-955-9554
Email: info@southshorechamberinc.org
Web: southshorechamberinc.org
Maintains list of certified firms: Yes
Provides training for businesses: Yes

Sustainable Options for Urban Living, Inc. (SOUL)

14076 Lincoln Avenue, Suite 1
Dolton, IL 60419
Phone: 773-250-1770, ext. 702
Email: Cyndi@soul-program.org
Web: soul-program.org
Maintains list of certified firms: Yes
Provides training for businesses: Yes

The Monroe Foundation

1547 S. Wolf Road
Hillside, IL 60162
Phone: 773-315-9720
Email: omonroe@themonroefoundation.org
Web: themonroefoundation.org
Maintains list of certified firms: No
Provides training for businesses: Yes

Turn 2 Growth

15475 S. Park Avenue
South Holland, IL 60473
Phone: 708-913-4700
Email: info@turn2growth.org
Web: turn2growth.org
Maintains list of certified firms: Yes
Provides training for businesses: Yes

U.S. Minority Contractors Association, Inc.

1250 S. Grove Avenue, Suite 200
Barrington, IL 60010
Phone: 847-852-5010
Fax: 847-382-1787
Email: admin@usminoritycontractors.org
Web: USMinorityContractors.org
Maintains list of certified firms: Yes
Provides training for businesses: Yes

Women's Business Development Center

8 S. Michigan Avenue, 4th Floor
Chicago, IL 60603
Phone: 312-853-3477, ext. 220
Fax: 312-853-0145
Email: wbdc@wbdc.org
Web: wbdc.org
Maintains list of certified firms: Yes
Provides training for businesses: Yes

Women Construction Owners & Executives (WCOE)

Chicago Caucus
308 Circle Avenue
Forest Park, IL 60130
Phone: 708-366-1250
Email: mkm@mkmservices.com
Web: wcoeusa.org
Maintains list of certified firms: Yes
Provides training for businesses: No

DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION (BACP)

BACP ensures a fair and vibrant marketplace for both businesses and consumers. BACP licenses businesses and public vehicles, provides business education and access to resources, enforces the Municipal Code of Chicago, and protects consumers from fraud.

FREE WEBINARS AND WORKSHOPS

BACP offers free business education webinars and virtual workshops that provide information and training on how to start, or grow, your business. Topics include startup operations, financing, legal, marketing, social media, and more.

Specialized trainings include information on such areas as city inspections, along with sessions like “Ask Questions, Get Answers” and “How to Open a Concession at O’Hare and Midway International Airports.”



A schedule of topics offered can
be found at:
chicago.gov/businesseducation

ONGOING EVENTS

SMALL BUSINESS EXPO

BACP holds regular Small Business Expos that are free to the public. They provide new and existing entrepreneurs with critical resources to start and/or grow their business in Chicago.

CITY OF CHICAGO BUSINESS CENTERS (CBC)

BACP has created the CBC Program and has provided grants to Chicago-based business service organizations. These organizations are in neighborhoods for the purpose of serving as regional hubs. These hubs provide business licensing assistance and other resources for small businesses and help fill the current gap of local business resources, particularly for those in historically underserved locations and populations.

CBCs facilitate support to startup entrepreneurs and existing business owners who need the following types of assistance:

• Business License, Public Way Use Permit, and City Resources Support

- Provides City of Chicago business license and public way use permit online
- Prepares applications and connects applicants to a BACP business consultant

• Funding for Underrepresented Populations

- Includes business funding resources, and is tailored for those who have historically lacked access to banks and capital networks

• Professional Services

- Offers professional development and sector-specific business resources

VISIT A CHICAGO BUSINESS CENTER IN A COMMUNITY NEAR YOU OR GO ONLINE

Allies for Community Business

135 N. Kedzie Avenue
Chicago, IL 60612
Phone: 312-275-3000
Email: info@a4cb.org
Web: a4cb.org/licensing

North River Commission

3403 W. Lawrence Avenue, Suite 201
Chicago, IL 60625
Phone: 773-478-0202
Email: marisabel@northrivercommission.org
Web: northrivercommission.org

Austin African-American Business Network Association

5820 W. Chicago Avenue
Chicago IL 60651
Phone: 773-626-4497
Email: info@aaabna.org
Web: aaabna.org

Puerto Rican Cultural Center

2546 W. Division Street
Chicago, IL 60641
Phone: 773-394-4935
Email: rbc@prcc-chgo.org
Web: prcc-chgo.org

Calumet Area Industrial Commission

1000 E. 111th Street
Chicago, IL 60628
Phone: 773-928-6000
Email: Beth@calumetareaindustrial.com
Web: calumetareaindustrial.com

Quad Communities Development Corporation

4210 S. Berkeley Avenue
Chicago, IL 60653
Phone: 773-268-7232
Email: contactus@qcdc.org
Web: qcdc.org

Greater Southwest Development Corporation

2601 W. 63rd Street
Chicago, IL 60629
Phone: 773-922-6414
Email: b.romo@greatersouthwest.org
Web: greatersouthwest.org

Uptown United

4619 N. Broadway
Chicago, IL 60640
Phone: 773-878-1064
Email: heather@exploreuptown.org
Web: exploreuptown.org

NEIGHBORHOOD BUSINESS DEVELOPMENT CENTERS (NBDC)

The NBDC Program provides grants to Chicago-based chambers of commerce and business support organizations serving as liaisons between local businesses and the City of Chicago, and which provide a wide variety neighborhood business development services and resources.

Chambers of commerce and business support organizations have strong neighborhood networks and can coordinate efforts with local aldermen, the City, and other community partners. Their involvement helps startup entrepreneurs and existing business owners with tasks such as:

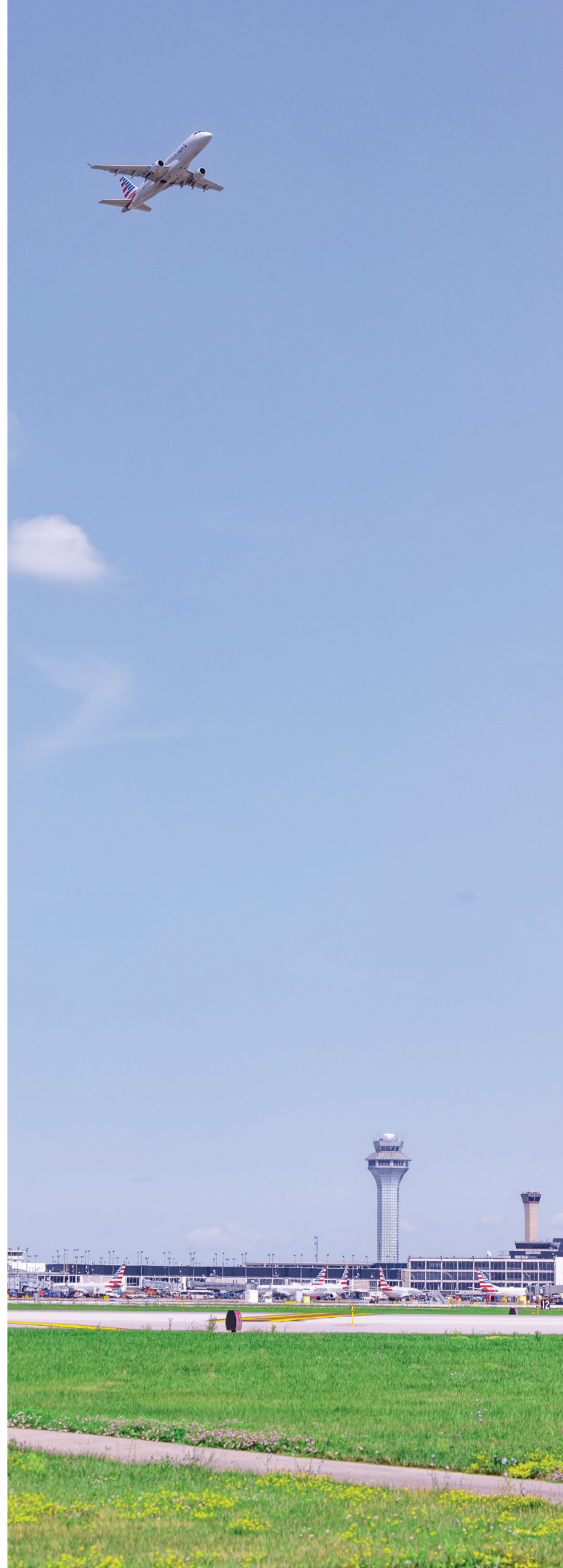
- Providing information about particular neighborhoods
- Getting small businesses started
- Troubleshooting City-related issues for small businesses
- Connecting businesses to financial resources
- Business-to-business networking opportunities
- Employment and workforce development assistance
- Consumer marketing assistance
- Connecting small businesses to the local community



**MORE INFORMATION AND A LIST OF ORGANIZATIONS:
[CHICAGO.GOV/NBDC](https://chicago.gov/nbdc)**



**BACP BUSINESS EDUCATION CALENDAR GO TO:
[CHICAGO.GOV/CITY/EN/DEPTS/BACP/SBC/BUSINESS_ EDUCATIONWORKSHOPCALENDAR.HTML](https://chicago.gov/city/en/depts/bacp/sbc/business_educationworkshopcalendar.html)**



ILLINOIS DEPARTMENT OF COMMERCE & ECONOMIC OPPORTUNITY (DCEO)

The State of Illinois DCEO has created a clearinghouse of information for entrepreneurs on starting a new business, a one-stop-shop for all things startup. Illinois DCEO offers popular topics for entrepreneurship and small businesses throughout the year, available online.



ADVANCING THE DEVELOPMENT OF MINORITY ENTREPRENEURSHIP (ADME)

ADME is a community investment program developed to strengthen Illinois startup and small business community by tapping into the potential of minority entrepreneurs. For more information online, go to: dceo.illinois.gov/omee.html.

ADVANTAGE ILLINOIS – PARTICIPATION LOAN PROGRAM (PLP)

Participation loans are designed to enable small businesses to obtain medium- and long-term financing in the form of term loans, designed to help grow and expand their businesses. Department participation is subordinated to the lender and has a below-market interest rate. For more information online, go to: dceo.illinois.gov/smallbizassistance/advantageillinois.html.

ILLINOIS SMALL BUSINESS DEVELOPMENT CENTERS (SBDC)

Illinois SBDCs are located throughout the state and provide information, confidential business guidance, training, and other resources to startups and existing small businesses. For more information online, go to: dceo.illinois.gov/smallbizassistance/beginhere.sbdc.html.

ILLINOIS ANGEL INVESTMENT TAX CREDIT PROGRAM

The Illinois Angel Investment Tax Credit Program encourages investment in innovative, early-stage companies to help obtain the working capital needed to further the growth of their company in Illinois. For more information online, go to: dceo.illinois.gov/expandrelocate/incentives/taxassistance/angelinvestment.html.

FIRST STOP BUSINESS INFORMATION CENTER (BIC)

First Stop is a single statewide resource for entrepreneurs and businesses to obtain comprehensive regulatory and permit information. Business specialists provide professional guidance to entrepreneurs by helping them identify and navigate regulatory requirements for their business, as well as linking them to state and local resources. For more information online, go to: dceo.illinois.gov/smallbizassistance/beginhere/businessinformationcenter.html.

ILLINOIS PROCUREMENT TECHNICAL ASSISTANCE CENTERS (PTAC)

Illinois PTACs are a portal for small businesses looking to enter the world of government contracting. The centers provide one-on-one counseling, technical information, as well as market assistance and training to existing businesses interested in selling their goods and services to local, state, and/or federal government agencies. For more information online, go to: dceo.illinois.gov/smallbizassistance/beginhere/ptac/html.

ILLINOIS SMALL BUSINESS ENVIRONMENTAL ASSISTANCE PROGRAM (SBEAP)

SBEAP provides free confidential information and services to help small businesses understand and comply with their environmental obligations. For more information online, go to: dceo.illinois.gov/smallbizassistance/environmentalassistanceprogram.html.

ILLINOIS STATE TRADE & EXPORT PROMOTION (ISTEP)

ISTEP provides eligible Illinois small businesses with financial and technical assistance to increase their exports. For more information online, go to: dceo.illinois.gov/smallbizassistance/export/istepprogram.html.

ILLINOIS NEW MARKETS DEVELOPMENT PROGRAM (NMDP)

NMDP provides supplemental funding for investment entities that participate in the Federal New Markets Tax Credit (NMTC) program. The annual allotment of up to \$20 million in tax credits helps finance investments that create jobs and prosperity, thus revitalizing low-income communities throughout Illinois. For more information online, go to: dceo.illinois.gov/expandrelocate/incentives/new-markets.html.

REGIONAL ECONOMIC DEVELOPMENT TEAM

The DCEO Regional Economic Development team assists businesses and consultants with tax incentive and grant consultation and promotes other relevant DCEO small business programs across 10 economic development regions. For more information online, go to: dceo.illinois.gov/smallbizassistance/regionspecificassistance.html.

INTERSECT ILLINOIS

DCEO has partnered with Intersect Illinois to bring new jobs, investment and economic prosperity through dynamic partnerships and collaborations with companies, universities, and organizations. Intersect Illinois is delivering a unified approach to economic development and public-private partnerships that assist businesses across the state. For more information online, go to: intersectillinois.org.

OFFICE OF MINORITY ECONOMIC EMPOWERMENT (OMEE)

OMEE Empowerment is committed to providing equitable access to opportunities and resources throughout the state of Illinois to a variety of groups, including minority-, women- and veteran-owned businesses, as well as persons with disabilities. Through dynamic partnerships, targeted outreach, as well as tailored programs and initiatives, groups can find useful resources to put their plans in motion. For more information online, go to: dceo.illinois.gov/omee.html.

THE BID & RESOURCE CENTER (BRC)

CDA Administrative Building
10510 West Zemke Road
Chicago, IL 60666

Open Monday through Friday, 8:30 a.m. to 4:30 p.m.

The BRC provides hands-on technical assistance to contractors, tradesmen and construction professionals. Representatives are available to assist with the onsite computer workstations.

Those inquiring about the BRC can:

- Learn about bid opportunities
- Learn how to prequalify to bid with a Construction Manager at-Risk
- Get copies of our latest "How to Do Business" guidebooks and other publications
- Review construction plans for current bid opportunities
- Sign up for workshops

