

# Doing Business With Cook County



Office of the Chief Procurement Officer

<https://www.cookcountyil.gov/procurement>

Raffi Sarrafian

Chief Procurement Officer

# The Office of The Chief Procurement Officer (OCPO)



## **Mission**

To provide an open and transparent procurement process that promotes maximum competition, deliver procurement opportunities to our community, implement efficient procurement practices, and leverage the County's overall resources to achieve best value and quality.

## **Cook County Procurement Code**

The OCPO operates daily according to Chapter 34, Article IV of the Cook County Code of Ordinances.

## **Responsibility**

The OCPO is responsible for procuring the commodities, construction, and services necessary for the daily operations of Cook County.

We Purchase  
For

Bureaus  
Under The  
President



Bureau of  
Administration

Bureau of  
Asset  
Management

Bureau of  
Economic  
Development

Bureau of  
Finance

Bureau of  
Human  
Resources

Bureau of  
Technology

We Purchase  
For

Elected  
Officials of  
Cook County



Board of  
Commissioners

Office of the  
Chief Judge

Clerk of the  
Circuit Court

Board of  
Review

Public  
Administrator

Public  
Defender

Public Guardian

County Clerk

State's  
Attorney

County  
Assessor

County  
Treasurer

Sherriff

# We Do Not Purchase For



Cook County  
Forest Preserve  
District

Cook County  
Health and  
Hospital System

Cook County  
Housing Authority

Cook County Land  
Bank

City of Chicago

City of Chicago  
Sister Agencies  
(e.g., CTA, CHA,  
Park District)

Other Local Public  
Agencies (e.g.,  
MWRD, Metra)

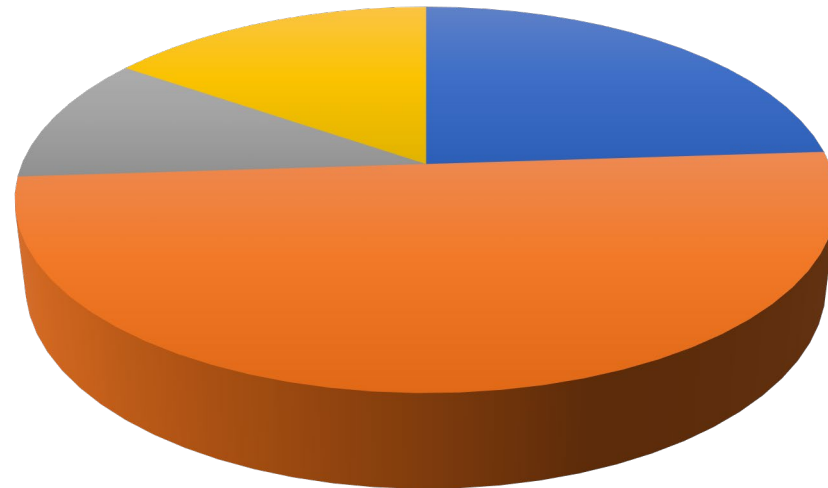
Cities and Villages  
in Cook County

State of Illinois and  
State Agencies

# Active Contract Summary

Total Contracts: 664

Aggregate Value: \$3,678,796,403.43



■ Commodities: 159 (\$309,514,205.30)

■ Professional Services: 332 (\$2,654,195,227.71)

■ Construction: 71 (\$537,156,314.23)

■ Work Services: 102 (\$177,930,656.19)

# How We Procure



---

## Competitive Solicitations

---

Invitation for Bids (IFB)

---

Request for Proposals (RFP)

---

Request for Qualifications (RFQ)

---

## Non-Competitive

---

Sole Source

---

Emergency

---

Reference Agreement/Piggyback

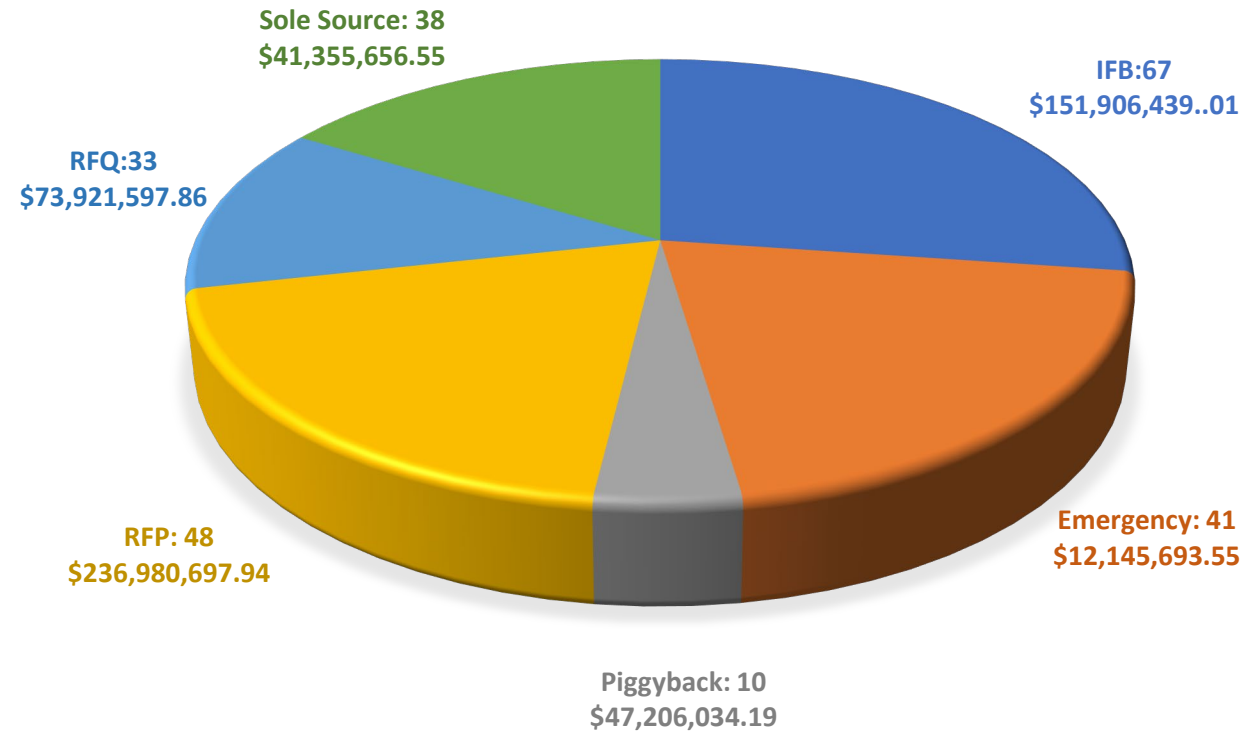
---

Joint Procurement

# 2023 – Procurement Method Summary

Total No. Completed Contracts – 237

Total Value - \$563,516,119.10



# How to Learn About OCPO Contract Opportunities



**ANNUAL BUYING PLAN:** Forecast of anticipated opportunities during the fiscal year <https://www.cookcountyil.gov/service/annual-buying-plans>

**CHICAGO TRIBUNE:** Advertisement in the Classified section the day the solicitation is made available

**CURRENT CONTRACT OPPORTUNITIES:** At the OCPO's Home Page, real-time list of all contract opportunities  
<https://www.cookcountyil.gov/service/current-contract-opportunities>

**EMAIL ALERTS:** Register in the OCPO's Vendor Database to receive automatic e-mail alerts when we advertise a solicitation in your area(s) of interest  
<https://cookcountyil.bonfirehub.com/portal/?tab=openOpportunities>

# How to Use the Content at Our Contract Opportunities Page



**ACTIVE SOLICITATIONS:** See the list of all available solicitations at the Current Contract Opportunities page <https://www.cookcountyil.gov/service/current-contract-opportunities>

**DOWNLOAD LIST:** Makes available to firms registered in the OCPO's Vendor Database the real-time list of all firms and their contact information for each firm that has downloaded the solicitation

- If you're thinking of being a prime for a solicitation: see your potential competition and identify possible subcontractors including MBEs and WBEs
- If you're thinking of being a subcontractor, especially an MBE or WBE, for a solicitation identify possible primes you can approach

**COUNTY SISTER AGENCY SOLICITATIONS:** At the top of the Current Contract Opportunities page, we make available the contract opportunities for our County Sister Agencies.

# How To Learn About Contract Requirements Before We Advertise a Solicitation



## CONTRACTS AND AMENDMENTS DATABASE AT THE OCPO'S HOME PAGE

- All active and inactive contracts and corresponding amendments are available at any time
- Searchable by key word(s), department name, vendor name
- Find any contract in your area(s) of interest. See the Scope of Services, boilerplate, line items, and the unit prices for each line item. In other words, you **DO NOT** have to wait for us to advertise a solicitation to learn about our requirements and what we're paying.
- Note, our requirements and boilerplate may change
- <https://datacatalog.cookcountyil.gov/Finance-Administration/Procurement-Awarded-Contracts-Amendments/gh8j-6k63/data>

# How To Learn About Contract Requirements Before We Advertise a Solicitation



## CONTRACTS AND AMENDMENTS DATABASE AT THE OCPO'S HOME PAGE

- All active and inactive contracts and corresponding amendments are available at any time
- Searchable by key word(s), department name, vendor name
- Find any contract in your area(s) of interest. See the Scope of Services, boilerplate, line items, and the unit prices for each line item. In other words, you **DO NOT** have to wait for us to advertise a solicitation to learn about our requirements and what we're paying.
- Note, our requirements and boilerplate may change
- <https://datacatalog.cookcountyil.gov/Finance-Administration/Procurement-Awarded-Contracts-Amendments/gh8j-6k63/data>

## Helpful Tips



### **VISIT THE OCPO'S HOME PAGE (BOOKMARK)**

- Contracts Database
- Buying Plan
- Bid Tabulations – see all prices bid on a contract you're interested in
- Contract Opportunities – download active solicitations
- Download List – see the list of firms that downloaded the solicitation you're interested in (networking and see your competition)
- Procurement Resources

### **REGISTER WITH THE OCPO IN ITS VENDOR DATABASE (BONFIRE)**

- View and download any advertised solicitation
- For any advertised/active solicitation, see the list of firms that have downloaded it
- Receive email alerts when we advertise a solicitation in your area(s) of interest
- Submit a bid, proposal, or qualification package in response to any solicitation that is advertised

## Helpful Tips



### ASK QUESTIONS

- When a solicitation is advertised: 1) attend the pre-bid/submittal conference if there is one; and 2) email the Buyer who's responsible for the solicitation you've downloaded
- Attend outreach events
- Reach out to the OCPO anytime, our staff directory is available at our home page

### DON'T WAIT

- If you're going to submit a response to a solicitation, don't wait until the last minute to submit your bid, proposal, or qualification package. Give yourself a time cushion.

THANK YOU