

# PROCUREMENT & CONTRACTS

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*Heather A. Obora, Chief Purchasing Officer*

### **HEADLINES & DEADLINES**

February, 2004

⇒ **EXTRA! EXTRA!**

Congratulations to **Beverly Beta** on her retirement! Ms. Beta retired on January 30, 2004 after 35 years of exemplary service to Chicago Public Schools. As Supervisor of Requisition Services, she helped many schools resolve issues with requisitions, purchase orders, and receipts. She will be missed!

For help with requisitions, purchase orders and receipts (podup's), please call our Assistance Center at (773) 553-2265.

⇒ **STRATEGIC SOURCING OF COMPUTER SERVICES AND EQUIPMENT:**

**COMPUTER BREAK-FIX:**

Don't have money to fix your out-of-warranty computers? Did you know OTS will pay for the labor for these repairs (certain restrictions apply)? Many schools still haven't taken advantage of this program. Details about the OTS pilot program for support services for instructional computers throughout the District are available at <http://ots.cps.k12.il.us/instructional.html>.

⇒ **COMPUTER SERVICE:**

Do you have an opinion on how computer services (computer and network maintenance, repair, and system administration) will be provided to the schools? Come to the Desktop Services Team meetings. The purpose of this team of Technology Coordinators and Central Office staff is to examine the schools' need for more comprehensive computer services for the schools. The goal is to have new service contract(s) in place and improve internal support by the beginning of the next school year. Additional team members are welcome. Please call Craig Holloway at (773)553-2903 if you are interested in serving on this team.

⇒ **DESKTOP AND LAPTOPS:**

You may begin buying from the new HP, Dell, and Apple desktop and laptop [contracts beginning Monday February 3, 2004](#). You may continue to buy HP and Dell laptops from Computerland on [board report 02-1218-PR06 through June 30, 2004](#), but be aware that your purchases will utilize old contract prices.

⇒ **SERVERS:**

**Servers continue to be available from Computerland through June 30, 2004.** OTS will be issuing new rules concerning server purchases and E-rate eligibility soon. Look for a separate announcement from OTS at <http://ots.cps.k12.il.us/>.

⇒ **EDUCATIONAL SOFTWARE:**

Discounted educational software is available under a State contract from the Illinois Learning Technology Purchase Program. [The Board Report is 03-1119-PR13](#). The

Vendor Number is 35519. Because there is a pre-existing Board Report, you do not need to do another Board Report if you spend more than \$25,000. Call Karen Pucanas at (217) 892-2844 for a catalog or a quote. This information is also available at ILTPP's web site at <http://www.iltpp.k12.il.us/> .

⇒ **I-PROCUREMENT IS COMING:**

OTS and the Department of Procurement and Contracts are beginning a project to modernize the computer system used for requisitions, purchase orders, and receipts. This new system, [Oracle I-Procurement](#), will replace the [REQUP](#), [PURUP](#), and [PODUP screens](#). The I-Procurement system screens will be user friendly and resemble on-line shopping. After I-Procurement is installed, all of CPS will be using the same system for purchasing. The I-Procurement system is scheduled to be piloted in the central office in late 2004. Schools will receive the new system in 2005.

Vendors submitted proposals for this project on February 2, 2004. The evaluation committee will review these proposals during February and present a recommendation to the Chief Purchasing and Chief Information Officers in March. A contract award is expected at the April board meeting.

Because I-Procurement will change the way schools enter requisitions, we are looking for school participation in the project. Thanks to those who volunteered their time in response to last month's notice. If you are interested but haven't volunteered, it's not too late! Principals, building engineers, business managers, and AIOs are encouraged to serve on the Steering Committee to oversee system rollout. [The first Steering Committee meeting is scheduled for Tuesday March 9 at 9 a.m.](#), 125 S. Clark, 14<sup>th</sup> Fl. Please contact Benjamin Ho, Director, at 3-2269 if you are interested in serving.

⇒ **LIBRARY BOOKS:**

- While the initiative with Baker & Taylor is termed generally "Library Books", please note that this award included library books [and books for the classroom library](#).
- Most schools have already been visited by a representative. If you need another visit or have not yet been scheduled, please contact Lois Hanley at 1-800-775-7930 x1043. Your Customer Service Representative is Norma Terbeek and she can be contacted at 1-877-423-2295. The Commodity Manager for this contract is Sue Foy and she can be reached at (773) 553-2989.
- There are additional training dates for Baker & Taylor's online ordering tool "School Select" that will be held at [Medill on January 26, February 3, 6, and 9](#). Please contact our Assistance Center at (773) 553-2265 to register for any one of these trainings.
- For detailed information on the Baker & Taylor contract including the discounts they are providing us and the processing fees, please visit our website at [www.csc.cps.k12.il.us/purchasing](http://www.csc.cps.k12.il.us/purchasing) and click on the 12/12/03 entry under "Extra Extra".
- For the past several months, schools have been notified that requisitions for library books and books for the classroom (not textbooks) are to be purchased only through Baker & Taylor. [Effective immediately, requisitions not purchased through](#)

<http://www.csc.cps.k12.il.us/purchasing>.

Baker & Taylor will be held pending school justification to the Department of Procurement & Contracts.

- Purchasing will not accept purchase orders for ANY vendor without line by line detail of the items purchased. **Requisitions with no line detail will be automatically cancelled.**
- All schools will be notified, once we "go live" using Baker & Taylor's online ordering tool, School Select. Once that occurs, no additional fax orders will be accepted by Baker & Taylor.

⇒ **CLEARANCE SALE!!!:**

Carolina Biological specializes in providing quality **science instructional material and supplies** through their research-based, inquiry-centered, K-6 science curriculum, *Science and Technology for Children*, as well as *Science and Technology Concepts for Middle Schools for grades 6-8*. They are currently having a clearance sale to make room for new 2004 stock and will accept any order of \$200.00 or more. Generous discounts as much as 70% off the original price are being offered to all CPS schools who may be interested in stocking up on their science inventory. Sale items range from student activity books, teacher guides, to various science supplies such as beakers, microscopes, etc. Limited quantities are available so act quickly to take advantage of these prices. For more information and /or a list of available products contact Wes Reynolds, Jr. at (800) 334-5551 extension 6293 or via e-mail to [wes.reynolds.jr@carolina.com](mailto:wes.reynolds.jr@carolina.com)

⇒ **MATH & SCIENCE INITIATIVE:**

Elementary schools should be taking advantage of the prices being offered to us under this initiative. If you need these price lists faxed to your schools, please contact Sue Foys/Commodity Manager/Education at (773) 553-2989.

⇒ **STUDENT BACKPACKS SOON TO BE APPROVED!!!:**

The Department of Procurement and Contracts will be presenting a **Student Backpacks** Board Report for approval to the March 24, 2004 Board. Three types of Backpacks Mesh, Clear and Clear with Handle/Wheels/Straps, will be available at low prices. The awarded vendor will be announced on Board approval.

⇒ **MINOLTA BUSINESS SOLUTIONS:**

Minolta Business Solutions has two (2) discounted copiers available for ONE LEASE PAYMENT EACH on the following machines:

- One (1) Di 450 for a \$4,778.00 lease payment
- One (1) Di 650 for a \$9,242.00 lease payment

For further information and details, contact Ms. Kari Berg at Minolta Business Solutions at (312)726-9100 between 9:00a.m through 3:00p.m daily.

⇒ **SCHOOL SPECIALTY:**

Look for the 2004 School Specialty Catalogs and net prices to arrive at schools soon. Schools should order from this catalog and dispose of previous catalogs from School Specialty. Schools should also look for a new Teacher's Edition of the catalog which contains some of the most frequently used items of teachers.

If there are any questions regarding School Specialty catalogs, please call customer service at 1-888-388-3224.

⇒ **OFFICE DEPOT:**

Office Depot is currently using a **new delivery service called Dynamex**. There should be no change in the way Schools and Central Office receive Office Depot deliveries. If there are any questions regarding deliveries please contact Office Depot Customer Service at 1-(800)521-3939.

⇒ **ELECTRONIC CATALOG VENDORS:**

When ordering via the **on-line catalog vendors**, please note that when sku/item numbers are entered and you get an invalid item message, it means that the item **can not** be ordered from that vendor. There are two reasons for this: the sku/item is discontinued or it is a restricted item.

**Discontinued item/sku** - when items are discontinued they are taken out of the electronic catalog so they are unavailable to order. Often there are items added that are the same or very similar to the one that has been discontinued. The catalog look-up feature can be used to search for these items. Catalog look-up can be accessed in Mapper by clicking on look-up on the tool bar. Choose catalog look-up, choose the vendor and enter the name of the item in the description field. Scroll through the items to see if any description fits what you are looking for. You can then enter this item on your requisition.

**Restricted items** - items that a vendor **can not** sell under their contract. Schools should order from the strategic sourcing vendor for that item or provide the appropriate written justification for waiver from the strategic source contract. A list of all strategic vendors, the types of items listed under their contract and their contact names are listed on the CPS website:

[http://www.csc.cps.k12.il.us/purchasing/ss\\_Vendors.html](http://www.csc.cps.k12.il.us/purchasing/ss_Vendors.html).

⇒ **A VENDOR YOU SHOULD KNOW:**

Network of Diverse Businesses in Education (NDBE) is an organization representing minority and women business owners who provide educational products and services to the K-12 educational market in the Chicagoland area. NDBE members are either certified by the City of Chicago as M/WBE vendors or are independent consultants. More about NDBE can be found at this web page:

<http://www.csc.cps.k12.il.us/purchasing/ndbe/ndbe.doc>

Monthly, Purchasing will feature NDBE vendors who are also CPS vendors. This month's featured vendor is CS&C Inc., vendor # 41798, phone: 312-360-1100. A summary of CS&C is provided below. More information is available at

[http://www.csc.cps.k12.il.us/purchasing/ndbe/section03\\_Members/CSC.doc](http://www.csc.cps.k12.il.us/purchasing/ndbe/section03_Members/CSC.doc)

**Authorized representative for the following companies:**

Supplemental Reading Materials:

Lexia Learning , Mindplay, Taylor, Weaver

Others: EasyESL / DEP, American Education Corp.

**Specific products represented:**

- Educational software specializing in reading assessments and supplemental reading materials; ESL Materials; Spanish Software

**Specific services represented:**

- Excel in Reading through Technology (ERT) Professional Development model for K-Adults – target: Reading below grade, Special Ed, ELL, LRE, Mainstream
- Excel in Spanish Reading (ESR) Professional development model for K-2 bilingual teachers
- Learning English with Technology (LET) learning model for middle school, high school and adult education
- Tutoring Services in Reading
- Customized Training Services
- Technical Services (LANs, Apple, Win, etc.); Apple strategic source partner

**APPROVED:**

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Barbara Eason-Watkins