



Procurement & Contracts

[HTTP://WWW.CSC.CPS.K12.IL.US/PURCHASING](http://www.csc.cps.k12.il.us/purchasing)

NOVEMBER 2007

HEATHER A. OBORA, CHIEF PURCHASING OFFICER

Inside This Issue

1. [PCard](#)
2. [Technology](#)
3. [Contract Administration](#)
4. [Strategic Sourcing](#)
5. [Library Books](#)
6. [Vendor Management](#)
7. [Special Offers](#)
8. [Someone You Should Know in Purchasing](#)
9. [Vendor of the Month](#)

Quick Links

DEPARTMENT OF
PROCUREMENT AND
CONTRACTS WEBSITE

For comments, questions
or additional information,
please email us at:
purchasing@cps.k12.il.us

P-Card

- Starting November 1, 2007, all training and questions regarding the P-Card will be handled by your local Business Service Centers. Central Office staff should contact Shirley Wilbourn at 773-553-2291 or Alicia Apolinar at 773-553-2294.
- Card distribution will be handled by Purchasing. Cardholders will be advised when their cards arrive and how to obtain the card.
- Funds must be available in your budget prior to using your p-card. If you are awaiting a budget transfer, you must wait until the transfer is complete to make your purchase.
- You are required to reconcile transactions within 48 hours of receiving your notification. Those not following this policy will continue to have their cards temporarily suspended. Those individuals who continually have their cards suspended will be removed from the program.
- CPS DOES NOT PAY TAXES! DO NOT USE YOUR P-CARD IF THE MERCHANT REFUSES TO ACCEPT OUR TAX EXEMPT LETTER.
- If using your card while traveling, please remember you MUST follow the reimbursement policy. If the costs exceed limits as described in the policy, you must not use the card.
- The p-card cannot be used for personal purchases.
- REMINDER: YOU CANNOT USE THE P-CARD TO PURCHASE FOOD FOR CPS EMPLOYEES AND/OR STUDENTS.
- If you transfer unit/schools you must destroy your card and contact Shirley Wilbourn 3-2291 or Alicia Apolinar 3-2294 to have the card number deactivated and a new card issued that is assigned to your new location.

Technology

The iExpense application has been rolled out to the schools and the central office. This application replaces the PAYOUT application in MAPPER for employee and school reimbursements. Self training is available through UPK. Please contact your local BSC if you have any questions or iExpense issues.

iExpense transactions over \$500 are forwarded to Accounts Payable for approval. You should copy all receipts that total your reimbursement request and write the DR number on the receipts. Please mail or fax (773-553-2661) your copied receipts to the attention of Pearlene Carter.

Reminder: Cash advances are not allowed.

Contract Administration

Newspaper Advertisement Services

The Board has authorized various Newspaper companies to provide advertisement services. This agreement expires June 30, 2009. Board Report No. [07-822-PR1](#)

Remanufactured Inkjet and Laser Toner Cartridges and compatible Inkjet and Laser Toner Cartridges

Office Depot and Staples, Inc., have been selected by the Board to enter into a contract for Remanufactured Inkjet and Laser Toner Cartridges. This agreement expires August 31, 2009. Board Report No. [07-822-PR2](#)

Leased Vehicles

Ryder Transportation Services has been selected by the Board to enter into a contract for Leased Vehicles, Maintenance and Repairs. Board Report No. [07-0822-PR7](#)

Internal Audit Services

Deloitte & Touche, LP has been selected by the Board to enter into a contract for Internal Audit Services. This agreement expires August 31, 2009. Board Report No. [07-0822-PR11](#)

Office/Classroom and Library Furniture

The Lowery McDonnell contract has been amended to extend the agreement for an additional three (3) months. The new expiration date is October 31, 2007. Board Report No. [07-0822-PR3](#)

Environmental Consulting Services

The current Environmental Consulting Services contact has been amended to exercise the extension option for an additional two year period, commencing August 1, 2007 and ending July 31, 2009. Board Report [07-0725-PR7](#)

Audio Visual Equipment

The current Audio Visual Equipment contract with various vendors has been amended to exercise the option for one additional year ending as follows: Central Audio Visual and Interstate Electronics expires December 31, 2007; Micro City expired July 31, 2007. Board Report [07-0725-PR1](#)

Online Presence Strategic Implementation Services

Sapient Corporation has been selected by the Board to enter into a contract for Online Presence Strategic Implementation Services. The agreement expires July 31, 2008. Board Report [07-0725-PR15](#)

Asphalt and Concrete Installation and Removal Services

Chicagoland Paving has been selected by the Board to enter into a contract for Asphalt and Concrete Installation and Removal Services. The agreement expires October 31, 2008. Board Report [07-1024-PR1](#)

Architect/Engineer Professional Services

The Board has approved an assignment and assumption agreement between the Board and EME LLC. It will be from EME, LLC to KJWW, PC and all projects that were awarded to EME. It was requested as a result of the acquisition of all of the assets of EME;by KJWW. The agreement expires March 31, 2009. Board Report [07-1024 PR4](#)

Hardware and Software Maintenance Services

The annual renewal agreement with Hewlett Packard to provide hardware and software maintenance services to Information & Technology Services for the renewal term which expires September 30, 2008. Board Report [07-1024-PR12](#)

Early Childhood Electronic Assessment Portfolios

Teaching Strategies has been selected by the Board to enter into a contract for Early Childhood Electronic Assessment Portfolios. The agreement commences on the date the agreement is signed and end 24 months thereafter. Board Report [07-1024-PR14](#)

Integrated Library System

Follett Software Company has been selected by the Board to enter into a contract for an Integrated Library System. The agreement commences on the date the agreement is signed and end 24 months thereafter. Board Report [07-1024-PR26](#)

Test Materials and Related Professional Development Services

Metritech, Inc. has been selected by the Board to enter into a contract for Test materials and Related Professional Development Services. The agreement expires September 30, 2008. Board Report [07-1027-PR27](#)

Strategic Sourcing

Contract Updates

FedEx Kinkos

The Board report for FedEx Kinkos has been rescinded. [Effectively immediately, the FedEx Kinkos discount cards and discounted pricing are no longer available.](#)

Chicago Global Capital(Distinctive Business)

Effective August 18, 2007, the Board's contract with Chicago Global Capital (Distinctive Business), a Joint Venture, has been cancelled.

Konica Minolta Business Solutions

Board report **07-0627-PR1** was amended to revise the user Groups and Equipment/Products for Konica Minolta Business Solutions. Therefore, Schools, Central Office Departments, Area Instruction Offices and Business Service Centers will only be able to purchase and/or lease copiers from Konica Minolta.

CPS Procurement & Contracts contact: Jacqueline Daly 773-553-2274.

Library Books

The Board has approved entering into agreements with various vendors under the Strategic Sourcing Policy for the purchase of Library Books, Reference Books and related services. The “pool” of vendors are listed in Board Report, [06-0726-PR9](#)

Any questions should be directed to [Lee Saulter](#) at 773-553-2989.

Vendor Management

Please be aware the Supplier Application’s Application for Chicago Public Schools Vendor Number has been revised. Also, we are now requesting that prospective Chicago Public Schools’ vendors complete a Vendor Questionnaire. Vendors must answer all questions on the forms, and certify their accuracy by signing both forms. Vendors who fail to fully complete either form will not be approved. The Chicago Public Schools’ Department of Procurement and Contracts reserves the right to deny Vendor Status or a Vendor Number to any applicant. These forms are available online on the Procurement website: [click here](#).

Special Offers

Office Depot’s Discount Purchase Program for Chicago Public Schools Employees

We are proud to announce a new Office Depot Discount Purchase Program for CPS Employees that allow CPS Employees to obtain a 10% discount (in all retail stores and retail online) when purchasing products for their personal use. This discount is over and above the regular retail store and retail website prices on most of Office Depot product. **THESE DISCOUNTS ARE NOT DISCOUNTS FROM (OR IN ANY WAY ASSOCIATED WITH) THE CHICAGO PUBLIC SCHOOLS CONTRACT PRICING.**

Apply online for your card at:

https://odams.officedepot.com/registrations/cps_welcome.html

Used Textbooks

If you have textbooks that are no longer used at your school, we would like to post this information in the Newsletter for schools that may be interested. Please contact [Lee Saulter](#) at 773-553-2989 with your information.

Someone You Should Know in Purchasing

Diego Droira, Commodity Manager

Performs-complex specialized and technical processes, evaluates and negotiates major contracts over \$10,000 in value

Assists user departments and schools in writing detailed purchase specifications; conducts preliminary review sessions with user departments and vendors as needed; prepares requests for proposals (RFP), requests for qualifications (RFQ) and bid solicitations (BID) for specialized and technical contracts

Evaluates bids and proposals and recommends contracts to the most cost efficient, reliable and capable responsible vendor; negotiates final terms, conditions and costs, then drafts contract documents; prepares modifications and amendments to reflect revisions to existing contracts

Maintains records and prepares reports for items purchased to include: cost, delivery, product performance; prepares weekly and monthly activity and cost savings reports

Vendor of the Month

Apple Computers

Vendor # 23266

Marie Vickers: (312) 902-7406 wk, cell (312) 286-4107

mariev@apple.com

Apple Computer Equipment and Software

APPROVED:

Dr. Barbara Eason-Watkins
Chief Education Officer