



Procurement & Contracts

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JANUARY 2008

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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.
- 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.
- 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 following new features are added to the existing applications:

PCard:

- Users having access to multiple budgetary units will now be able to charge credit card transactions to any of those units. However, the list of units that can be charged by a card should be configured in Oracle prior to entering the budget line information. Please contact Shirley Wilbourn at 773-553-2291 or Alicia Apolinar at 773-553-2294.
- A credit can be applied only to an existing and approved charge transaction; the budget line information from the charge transaction will be imported into the credit transaction.
- Whenever a user disputes a charge, budget line information is not required to be entered.

iExpense – Reimbursements:

- The iExpense application has been enhanced to cater to the reimbursement needs of Government Funded programs by adding in

the approval system.

- The standard mileage rate for carfare reimbursements is changed to 50.5 cents as per the IRS rates for 2008.

Contract Administration

Printing and Reprographic Services

All Printing & Graphics, Inc., Berland Printing, Inc., K & M Printing, Inc., Gem Acquisition Company, Inc. d/b/a/ Gem Business Forms have been selected by the Board to enter into a contract for Printing and Reprographic Services. This agreement expires December 31, 2009. Board Report No. [07-1219-PR1](#)

Solid Waste Disposal and Recycling Services

Allied Waste Transportation Inc., d/b/a Allied Waste Services of Chicago has been selected by the Board to enter into a contract for Solid Waste and Recycling Services. This agreement expires on December 31, 2012. Board Report No. [07-1219-PR2](#).

Building Automation System Installation Services

Quantum Crossings, L.L.C. and Windy City Electric have been selected by the Board to enter into a contract for Building Automation System Installation Services. This agreement expires on December 31, 2010. Board Report No. [07-1219-PR5](#).

Purchase and Lease of Desktop and Laptop Computers and Warranty Services.

The contract awarded to Apple Computer, Inc. and Dell Marketing L.L.P has been amended to exercise the second option to renew. This option expires on June 30, 2008. Board Report [07-1219-PR7](#).

Software License and Services Agreement

The contract awarded to Maximus, Inc. has been amended to exercise the first option to renew. This option expires on September 30, 2008. Board Report [07-1219-PR8](#).

Local Area Network System Improvement Services

The contract awarded to Sentinel Technologies has been amended to exercise the second option to renew. This option expires on June 30, 2009. Board Report [07-1219-PR10](#).

Media Management Solution and Basic Maintenance

The contract awarded to Central Audio-Visual Equipment, Inc. has been amended to exercise the first of two existing agreements. This option expires on September 30, 2009. Board Report [07-1219-PR11](#).

Wireless Network Interface Card (NIC) Support and Basic Maintenance Services

The contract awarded to Sun Microsystems has been amended to exercise the second option to renew. This option expires on June 30, 2009. Board Report [07-1219-PR13](#).

Strategic Sourcing

Contract Updates

FedEx Kinkos

The Board report for FedEx Kinkos has been rescinded. [Effective 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, Area Instruction Offices and Business Service Centers will only be able to purchase and/or lease copiers from Konica Minolta.

Any questions should be directed to Jacqueline Daly at 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

Important Information:

Recently, numerous Chicago Public Schools have placed and received orders from Vendors without an approved Purchase Order. This is not in accordance with Chicago Public Schools Procurement Policy. Please be aware that payment for these unapproved requisitions will not be guaranteed.

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 will 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.

Vendor of the Month

Careers and Employment Services, Ltd

Vendor # 12016

Cynthia Waters – (773) 928-0005

Temporary Personnel Agencies to Provide Temporary Administrative, Clerical, Legal and Accounting Services

Someone You Should Know in Purchasing

Lisa Mcevoy, Staff Assistant

Research, maintain and adjust the Accounts Payable Journal and Payment Registers as necessary for all procurement card transactions on a daily/monthly basis, as well as contact schools regularly to ensure completion of the receipting process.

AAA Rental

Vendor #48036, Rental Equipment and Supplies

Jay Heiferman or Gary Heiferman

(708) 210-1200

Chicago Public Schools is now able to purchase on the City of Chicago's (City Award# 11148) contract prices from AAA Rental for rental equipment and supplies. For a list of items ordered most often by CPS along with the City pricing, click [here](#).

APPROVED:

Dr. Barbara Eason-Watkins
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