



# Procurement & Contracts

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

JUNE 2010

OPAL L. WALLS, CHIEF PURCHASING OFFICER

## Inside This Issue

1. [Procurement News and Policies](#)
2. [Contract Administration](#)
3. [P-Card](#)
4. [Vendor Management](#)
5. [Technology](#)
6. [Someone You Should Know](#)

## Quick Links

DEPARTMENT OF  
PROCUREMENT AND  
CONTRACTS WEBSITE

For comments, questions  
or additional information,  
please email us at:  
[purchasing@cps.k12.il.us](mailto:purchasing@cps.k12.il.us)

## Procurement News and Policies

Procurement is entering into an extremely busy season of high volume requisition placement. Please be mindful, all requisitions which require manual approval are approved in the order in which they are received. With your assistance this process could be expedited if when preparing requisitions you provide a complete description of each item being purchased (include Board Report/CPOR information when applicable).

### ORDER RECEIPTING

Before receipting an order, first verify you have received each item you have requested. **It is very important that you never receipt items you did not receive.**

### P-CARDS:

You may continue to use your P-Cards for allowable purchases even after the system is down. However, when the system is available in July, you must expense any outstanding items using your FY11 funds. Should you have any questions, please contact Lee Saulter at 773-553-3294.

## Procurement Survey - Tell Us How We Are Doing

Purchasing takes great effort in providing goods and services to the District. This is your opportunity to let us know how we're doing. Let us hear from you!

Follow the [directions below](#) to the procurement survey and let your voice be heard. Our procurement survey will be conducted on a quarterly basis.

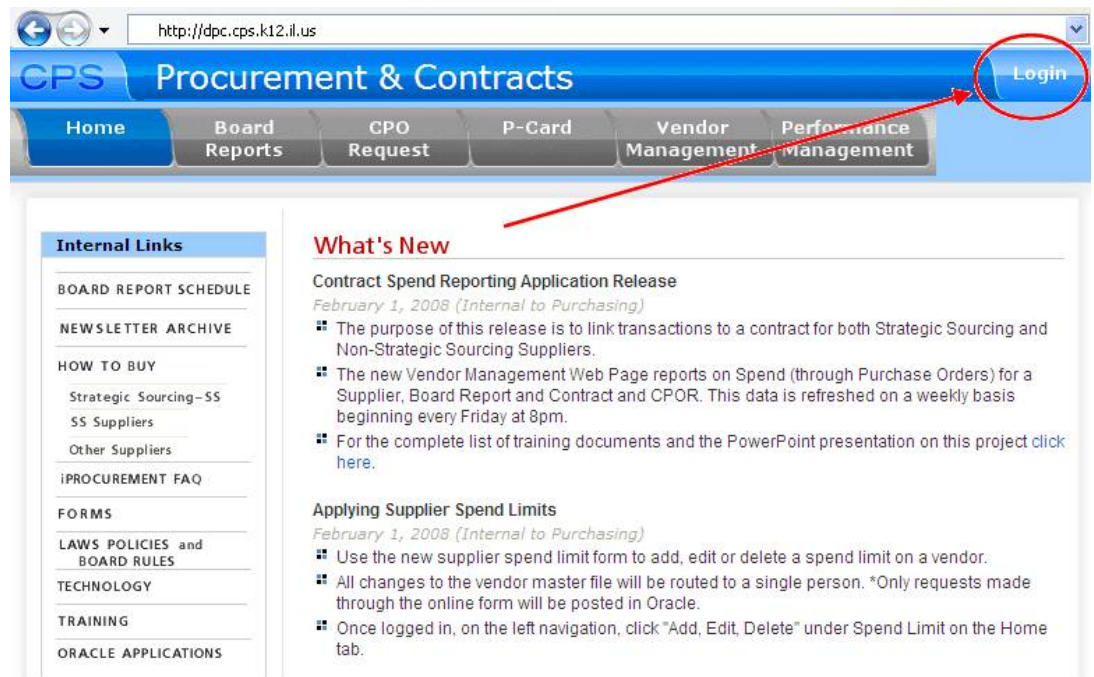
### **Expedited Purchasing Request Form**

Occasionally during the course of our school year, a critical need can arise for goods outside the normal ordering process. An Expedited Purchasing Request web form has been created for these rare occasions. This form allows the user to submit an escalation request to the Chief Purchasing Officer.

The form should only be used for critical goods/commodities needed for the function of the school or District. It is highly recommended this form should be submitted by a school official, CAO or department head. Upon submittal, the Chief Purchasing Officer will evaluate "the need" and render a decision. The requestor will receive email notification of the CPO's decision.

Navigation to the form and survey:

1. Click on the following link for the purchasing website: <http://dpc.cps.k12.il.us>
2. Click on the Login at the top right corner.



3. Enter your CPS username and password.

**CPS: Sign-On**

CHICAGO PUBLIC SCHOOLS

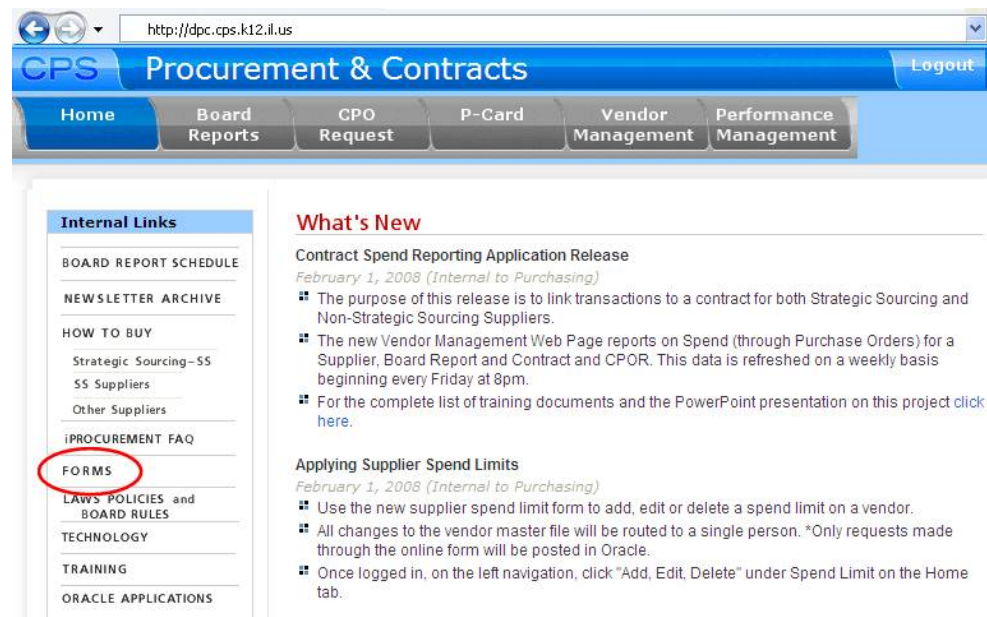
USERNAME:  PASSWORD:

**LOG IN**

Sign in to use the Purchasing Internal Website.

HELP: [First-Time Users](#) | [Forgot Password?](#) | [Terms of Use](#)

4. Click on the Forms, under the Internal Links left side navigation menu.



5. After clicking Forms on the left you will see the Procurement Survey and the Expedited Purchasing Request.



## Contract Administration

### Information & Technology Services

Approve Entering Into an Agreement with Relational Technology Services DBA Relational Technology Solutions (RTS) for Private Branch Exchange ("PBX"), Intuity Voicemail Systems, Conversant Systems and Related Call Center Components Hardware and Software Maintenance Services, Board Report No. [10-0526-PR7](#)

Approve Exercising the First Option to Renew Into an Agreement with Sentinel Technologies for E-Mail and Web Content Filtering Services, Board Report No. [10-0526-PR8](#)

Approve Entering Into an Agreement with DePaul University for Professional Development Services, Board Report No. [10-0526-PR10](#)

### Office of P-12 Management

Approve Entering Into an Agreement with Houghton Mifflin Harcourt for Online Curriculum and Professional Development Support, Board Report No. [10-0526-PR11](#)

### Area 2

Approve Entering Into a Product License Agreement with Houghton Mifflin Harcourt Company (Area 2), Board Report No. [10-0526-PR12](#)

Approve Entering Into a Product License Agreement with Riverside Publishing (Area 2), Board Report No. [10-0526-PR13](#)

### Career and Technical Education

Approve entering into agreements for the purchase of educational medical equipment for the Career and technical Education Department. The term of this agreement is for twenty four (24) months, Board Report No. [10-0428-PR29](#)

Approve entering into an agreement with Lippert, Inc. for the purchase of culinary equipment for the Career and Technical Education Department. The term of this agreement is for twenty four (24) months, Board Report No. [10-0428-PR30](#)

Approve entering into an agreement with Veeco Manufacturing, Inc. for the

purchase of cosmetology equipment for the Career and Technical Education Department. The term of this agreement is for twenty four (24) months, Board Report No. [10-0428-PR31](#)

### **College and Career Preparation**

Approve Entering Into an Agreement with Devry University for Educational Services (Cohort 7), Board Report No. [10-0526-PR16](#)

### **Office of Extended Learning Opportunities**

Amend Board Report 09-1216-PR25 Approve Exercising the Option to Renew a Software License Agreement with Cityspan, Inc. Board Report No. [10-0526-PR17](#)

Approve Entering Into an Agreement with Classroom Inc. for the Purchase of Comprehensive Curricula and Professional Development Services for Use in the Office of Extended Learning Opportunities' Keep Kids Learning Summer Program, Board Report No. [10-0526-PR18](#)

Approve Exercising the Option to Renew the Agreement with Learning Point Associates and Children's Aid Society, Board Report No. [10-0526-PR19](#)

Approve Exercising the Option to Renew the Agreement with Various External Partners to Provide Out-Of-School Time Programs and Services to Students and Their Families in the Chicago Public Schools Community Schools Initiative, Board Report No. [10-0526-PR20](#)

### **Office of Human Capital**

Amend Board Report 09-0527-PR32 Approve Entering Into an Agreement with Accurate Biometrics for Fingerprinting Services, Board Report No. [10-0526-PR21](#)

### **CW Office of Human Resource-Operation**

Approve Entering Into an Agreement with New Teacher Center (NTC) for Consulting Services, Board Report No. [10-0526-PR22](#)

### **Office of New Schools**

Approve Entering Into an Agreement with School Works for Consulting Services, Board Report No. [10-0526-PR23](#)

### **Office of Specialized Services**

Amend Board Report 09-0826-PR33 Approve Exercising the Second Option to Renew the Agreement with the University of Chicago for Consulting Services Provided by the Chapin Hall Center for Children, Board Report No. [10-0526-PR26](#)

### **City Special Education Resource**

Amend Board Report 09-0826-PR34 Approve Entering Into Agreements with Various Consultants for Behavioral Health Services Office of School Safety and Security, Board Report No. [10-0526-PR27](#)

### **Citywide Specialized Service**

Approve Entering Into an Agreement with Chalk, LLC for Consulting Services, Board Report No. [10-0526-PR28](#)

Approve Entering Into Room and Board Agreements with Various Private Residential Schools and Approve Payment of Room and Board to These Schools, Board Report No. [10-0526-PR29](#)

### **Citywide Reading & Language Arts**

Approve Entering Into an Agreement with Achieve 3000, Inc. for the Purchase of Electronic Instructional Texts for Use in Reading and Language Arts (RLA) Curriculum, Board Report No. [10-0526-PR30](#)

#### **Office of Teaching & Learning**

Approve Entering Into an Agreement with Classroom, Inc. for Consulting Services, Board Report No. [10-0526-PR31](#)

#### **Area 30**

Approve Exercising the First Option to Renew the Agreements with Banner Schools and Pathways in Education-Illinois for Alternative Learning Opportunities Program Services (Area 30), Board Report No. [10-0526-PR14](#)

Approve Exercising the First Option to Renew the Agreement with Various Alternative Safe Schools for Educational Services (Area 30), Board Report No. [10-0526-PR15](#)

#### **Facility Operations & Maintenance**

Amend Board Report 09-1123-PR3 Amend Board Report 09-0422-PR11 Approve Entering Into an Agreement with Frank Cooney and Lowery McDonnell Company for the Purchase of Office, Classroom and Library Furniture, Board Report No. [10-0526-PR1](#)

Approve Entering Into an Agreement with Parkway Elevators for Full Service Preventative Maintenance and Repair Services for Vertical Conveyance Units, Board Report No. [10-0526-PR6](#)

Amend Board Report 10-0224-PR4 Approve Entering Into Agreements with Vendors to Provide Integrated Pest Management Services, Board Report No. [10-0526-PR2](#)

Approve the Award of Construction Contracts and Approve Changes to Construction Contracts for the Board of Education's Capital Improvement Program, Board Report No. [10-0526-PR3](#)

Approve Exercising the First Option to Renew the Agreement with Concord Group for Cost Estimator Services, Board Report No. [10-0526-PR4](#)

Approve Payment to International Equipment Inc. for Canopy Rental and Labor at 3500 West Douglas Street, Board Report No. [10-0526-PR5](#)

#### **School Financial Services**

Authorize Placement of the Board's Excess Liability and Property Insurance Programs Through Mesirow Insurance Services, Inc. Board Report No. [10-0526-PR25](#)

#### **Treasury**

Approve Entering Into an Agreement with Dunbar Armored, Inc. for Armored Car Services, Board Report No. [10-0526-PR32](#)

Approve Exercising the Option to Extend the Agreement with U.S. Bank National Association for Banking Services, Board Report No. [10-0526-PR33](#)

#### **Now Available**

Hinckley Springs Rental Coolers and water can now be ordered in our Oracle System. Look under "Shopping List" to create the required requisition. Once your requisition is approved contact: Mike Garrity – Cell (773)551-1775 Office (773)948-3600 to have your service started. \* **An approved purchase order must always be completed before any deliveries are received.**



Oracle iProcurement: Shop - Windows Internet Explorer

https://erp.csc.cps.k12.il.us:8443/OA\_HTML/OA.jsp?page=/oracle/apps/icx/icatalog

Oracle iProcurement: Shop

**ORACLE** iProcurement

Shop Requisitions Receiving

Stores Shopping Lists Non-Catalog Request

**Shopping List: Hinckley Springs Water**

Select List Hinckley Springs Water Go Sort by

Hide Images Add All Items To Cart Go

<u>5-Gallon Purified</u>		Shopping Category	COOLERS, DRINKING WATER (WATER FOUNTAINS)
		Supplier Site	P O SITE
		Internal Item Number	
		Price	2.4 USD
Quantity	1	Bottle	Add to Cart
<u>16.9 oz Purified (24 Case)</u>		Shopping Category	COOLERS, DRINKING WATER (WATER FOUNTAINS)
		Supplier Site	P O SITE
		Internal Item Number	
		Price	5.99 USD
Quantity	1	Case	Add to Cart
<u>580 ML (9.47 oz - 24 Case)</u>		Shopping Category	COOLERS, DRINKING WATER (WATER FOUNTAINS)
		Supplier Site	P O SITE
		Internal Item Number	
		Price	5.99 USD
Quantity	1	Case	Add to Cart
<u>Cooler - Cold Monthly Rental</u>		Shopping Category	COOLERS, DRINKING WATER (WATER FOUNTAINS)
		Supplier Site	P O SITE
		Internal Item Number	
		Price	1 USD
Quantity	1	Each	Add to Cart
<u>Cooler - Hot and Cold Monthly Rental</u>			

Done

start Sent Items - Micr... RE: Updates, cha... RE: Req. #607777...

### Chicago Public Schools Recycling Programs:

Chicago Public Schools Procurement and Contracts Department is pleased to announce the launching of a CPS-Recycling Program for inkjet and toner cartridges for all schools and departments by the following vendor:

Staples – [www.corerecycling.com](http://www.corerecycling.com)

The Staples program has been customized for Chicago Public Schools. Join Staples' program and support CPS environmental goals and earn rebate dollars for school and department. Just simply sign-up and the necessary materials will be sent to you.

For addition information contact, Felicia D. Carwell Commodity Manager at 773-553-2289.

## P-CARDS

If you are a P-Cardholder and will be transferring to another school or department, have a name change or leaving Chicago Public Schools, you must do the following:

Close the P-Card account- Cut the P-Card in half and send a copy to Lee Saulter ([lsaulter@cps.edu](mailto:lsaulter@cps.edu) or fax to 773-553-4341). Include your name and school or department you are leaving and request to close the account.

If you are moving to a new school or department, submit a P-Card application to obtain a new P-Card. Refer to the P-Card manual or contact Lee Saulter for additional information.

Reminder: P-Cardholders are responsible for maintaining all receipts for goods and services purchased with the P-Card. Please contact Lee Saulter at 773-553-3294 if there are questions.

## Vendor Management

Any request for donations from Vendors must be submitted in writing directly to the Chief Purchasing Office first for review.

### Important Information:

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.

## Friendly Reminder

It is important that the vendor receives the hard copy of the purchase order (sent from Procurement and Contracts only) to identify and verify the following:

1. The mailing address of the vendor and the ship to location.
2. The unit price and the total cost of each item / service listed (shipping is to be included as a line item if required).
3. Discrepancies which can be resolved before the start of services.

The purchase order will also identify grant funded purchases. These PO's have the letter "G" at the end of the number, and a full detail of the duration of the funding is stated in the description.

Eliminating this process may cause the wrong vendor to receive the document/payment, duplicate shipments, late payments and other discrepancies. We ask that you do not fax or phone Purchase Orders. Vendors must have a valid Purchase Order before items are delivered or services are rendered.

The Vendor Management Office is tracking CPS' vendors' delivery performance on a monthly basis. The top vendors who have frequently taken over 25 days to fill a purchase order are now reported on the Vendor Management's area of the Procurement & Contracts website.

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## Vendor of the Month

### VENDOR OF THE MONTH

Advanced Systems Consultant  
244 West Belmont U2w  
Chicago, IL 60618  
Contact name: Rose Wennlund  
Phone: 773-617-1315  
CPS Vendor Number 19018

This vendor supplies: Level 2 support- Desktop and Basic Server Support, Level 3 Support-Advanced Server and Technical Support and Ancillary Support-Supplemental support for key personnel.

## Technology

- Frank Cooney is now a Catalog Vendor. The catalog is hosted by CPS and available on the iProcurement shopping page.
- Staples has been moved from catalog to a Punchout.
- All the catalogs / punchouts are now updated to ensure user departments have the most recent content during year end purchases.
- Purchase Orders for Office Depot are being electronically through EDI.

## Someone You Should Know in Purchasing

### Martha S. Escareno, Contract Administrator

- Prepare, solicit, analyze, evaluate and advertise various types of Solicitations;
- Assist the User Departments with evaluations, recommendations, and the selection of vendors;
- Facilitate pre-submittal meetings and presentations between the user departments and the vendors;
- Process, read, open and tabulate Bids/RFPs;
- Post and update all information on Procurement's webpage;
- Monitor the Educational Supplies Strategic Sourcing Vendors;
- Provide daily assistance to school's staff while focusing mainly on educational supplies items;
- Receive and Process Requisitions and Purchase Orders for schools and various departments;
- Monitor the expenditures on Contracts, in order to ensure that these expenditures do not exceed the Board's authority;
- Issue Notices of Awards to Vendors.
- You can contact Martha at 3-2284 or by [email](#).



APPROVED:

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Dr. Barbara Eason-Watkins  
Chief Education Officer