

# PROCUREMENT & CONTRACTS

## PROCUREMENT & CONTRACTS

*Sean P. Murphy, Chief Purchasing Officer*

### HEADLINES & DEADLINES

April, 2003

#### ⇒ **TEXTBOOK INITIATIVE:**

We are nearing completion of our interviews at the school level regarding their purchasing practices and addressing any concerns they may have regarding the ordering of textbooks. Outreach will continue throughout this initiative. Our Commodity Assessment Team meets weekly and have most recently been discussing savings ideas in this area. **Vendor forums will be held on April 4<sup>th</sup> at Lane College Prep, April 7<sup>th</sup> at King College Prep and April 10<sup>th</sup> at Crane Tech Prep Common School.** These forums are offered for current or prospective vendors to learn more about our initiative. If you would be interested in sharing your knowledge and expertise in this area, joining the Commodity Assessment Team or providing input that could assist us in this initiative, please contact Sue Foys, Commodity Manager at (773) 553-2989 or e-mail her at [sfoys@csc.cps.k12.il.us](mailto:sfoys@csc.cps.k12.il.us).

#### **OFFICE/ EDUCATIONAL SUPPLIES**

#### ⇒ **CATALOG LOOK-UP INSTRUCTIONS:**

The catalog look-up function in MAPPER can be a very useful and efficient option when ordering from on-line catalog vendors. Using the look-up function gives actual pricing and lets you quickly search to see what items are available to order.

If you know your catalog item number and want to check actual pricing or item availability:

- click on Lookups
- then Catalog Lookup
- choose a vendor
- enter the catalog number in the SKU field and click on search

The price and description of the item will appear. If the price or description does not appear, that item has been discontinued and **cannot be ordered**. You may want to also check to see if the catalog number was entered correctly.

To quickly view item availability from a catalog vendor, follow the first three steps above; then:

- enter a description of the item in the description field and click on search. All items in the catalog with that description will appear
- Scroll down until you find the item you seek. The catalog number and price will be displayed. If the item is not listed you may have to redefine your description.

If the item is not available with the chosen Strategic Sourcing vendor, the item may be available from a different Strategic Sourcing vendor in the box below, along with the vendor number.

Central Office users: Please note that the catalog functionality is changing in Oracle 11i. Requisitioners will learn about the new catalog look-up in the Oracle 11i migration training.

Office Depot, Ready Computer and School Specialty are currently the only **active** on-line catalog vendors. Further questions regarding the lookup feature may be directed to David Blackwell, Commodity Manager, at 553-2268.

### ⇒ **STRATEGIC SOURCING VENDOR NAME CHANGE:**

Software vendor Comark has changed its name to "Insight Corporate Solutions". Comark was acquired by Insight Enterprises, Inc. in April 2002. The vendor number will remain the same, #12040. Questions about the company name change should be addressed to Craig Holloway, Commodity Manager, at 3-2903, or the CPS account representative, Joe Clinton at 630-924-6788 or [jlinton@insight.com](mailto:jlinton@insight.com).

### ⇒ **ORACLE 11i MIGRATION:**

The Oracle Project is moving along according to plan and will be ready for migration the week of April 14-18, 2003 (Spring Break). Be reminded that we will not be processing requisitions, purchase orders, receipts or payments until the system is back on line on **Monday, April 21, 2003**.

Mapper Users (Schools): REQUP, PURUP, PODUP, PROCARD, and SSTIP will be down during Spring Break. You should not be affected by the migration except during Spring Break.

Oracle Users (Central Office): As part of the Oracle Project, the Bronner Group, in conjunction with CPS subject trainers will be providing training to all users of the Oracle system. At the CPS Purchasing web site, <http://www.csc.cps.k12.il.us/purchasing>, you will find the **training schedule** along with a summarized **explanation of the various classes** offered. Click on the links identified to view the training schedule and classes offered. Click **OK** if you receive a message "**Some files can contain viruses...** would you like to open this file." **The files are safe to open**. The training of the users has been pre-determined and all users will be receiving an appointment through Microsoft Outlook to attend training courses based on user responsibilities. Kindly respond to the e-mail immediately so that we may ensure that all Oracle users are properly trained on the new system.

The Office of Technology Services is in the process of analyzing the PCs that all users of the Oracle system are currently operating on. With the upgrade to a new software application for Oracle, it has become evident that some PCs may have to be replaced due to the equipment lacking the necessary specifications to run the new Oracle version. If this applies to you, the Office of Technology Services will be informing you directly regarding the status of your current PC and its compatibility with the new Oracle system.

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

To provide more comprehensive service for school computer networks, the computer and network maintenance, repair and administration needs of the schools will be examined with a goal of obtaining new service contract(s). A team of Technology Coordinators, OTS staff, Procurement and Contracts staff, and consultants from McKinsey & Company will examine the needs of the schools. The team will also recommend improvements to the process for purchasing computer desktops, laptops and servers, and these items will be put out for re-bid.

The team held their kick-off meeting on March 19th. Interviews with various schools are under way and data regarding spend is being gathered. If you are interested in sharing your knowledge and expertise in this area, or in joining the team, please call Craig Holloway, Commodity Manager, at 3-2903.

**APPROVED:**

---

Barbara Eason-Watkins