



Procurement & Contracts

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

JUNE 2007

HEATHER A. OBORA, CHIEF PURCHASING OFFICER

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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

Purchasing News

Year-end Purchasing Activities!

Requisitions

The last day to submit requisitions on-line for the issuance of purchase orders will be Friday, June 8, 2007, by 4:00 p.m. For requisitions to be processed, the unit director or principal must also submit electronic approvals prior to this deadline.

All requisitions that are incomplete or waiting for approval will not be processed.

School Reimbursements

The deadline for school reimbursements has been extended to coincide with the year-end purchasing deadline – June 8, 2007. However, the functionality to process these transactions has been removed in PAYOUT. You must use the Oracle system to process these transactions. Should you have questions regarding this process, please contact [Opal Walls](#) at 773-553-2648 or [Ruthann Griffith](#) at 773-553-3294.

Employee Reimbursements

You may continue to process employee reimbursements through PAYOUT until June 1, 2007. We are currently working with OTS to establish an Oracle solution for employee reimbursements that occur after June 1. Look for further details on this development in the near future. Should you have a situation that requires a new employee to receive a reimbursement and whose employment began after March 9, 2007, please contact [Opal Walls](#) 773-553-2648 for special handling.

Purchase Order Reminder!

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. Payment for these unapproved requisitions will not be guaranteed.

Accounts Payable

The ability to receipt (PODUP) remains open in Oracle throughout the year. You are required to receipt all items received within 72 hours of receipt, this includes partial shipments. We realize staffing at schools is limited over the summer; however, someone in your school should be receipting items received as they arrive at your school. Also, keep in mind some companies will charge you for shipping if no one is

available at your school to receive items and it is returned.

If you created a purchase order to reimburse your school, you must receipt the purchase order. Payment will not be released until you receipt. Accounts Payable runs a payment every Friday for schools with deposits posted to your banks on Monday.

Contract Administration

The current Various Trades contract has been amended to exercise the extension option for one additional year ending December 31, 2007. Board Report [07-0425-PR1](#).

Meal Services

Chartwell/Thompson Joint Venture's Meal Services Contract for the school system has been extended for one year commencing June 19, 2007 and ending June 18, 2008. Board Report [07-0425-PR2](#).

Landscape Maintenance

KGI Landscaping was awarded the Contract for Regions 1 and 2. Board Report [07-0425-PR4](#).

Turf Care Landscaping was awarded the Contract for Regions 3 and the Campus Parks and Athletic Fields. Board Report [07-0425-PR5](#).

Christy Webber and Co. was awarded the Contract for Regions 4, 5 and 6. Board Report [07-0425-PR6](#).

Management and Software Services

Message Labs agreement was increased to accommodate 150,000 additional users accounts generated by the student e-mail implementation. The option term was also extended until June 30, 2008. Board Report [07-0425-PR8](#).

Software Licenses and Technical Support

Oracle USA, Inc. has been amended to allow unlimited options to renew technical support for software purchased under this agreement. Board Report [07-0425-PR9](#).

E-Rate Program Audit Services

KPMG LLP. was selected to provide the Audit Services for the E-Rate Program. This agreement commences on May 1, 2007 and ends April 31, 2010. Board Report [07-0425-PR10](#).

Remote Access Services

Sun Microsystems, Inc. was selected to provide Remote Access Services to the Board. This contract will expire on May 31, 2008. It has three options to renew for one year each. Board Report [07-0425-PR11](#).

Fingerprinting Services

Art's Investigation's agreement has been amended to change the end date to June 30 2008. Board Report [07-0425-PR21](#).

Strategic Sourcing

Contract Updates

CDW-G replaces Micro City and Daly Computers

CDW-G has replaced Micro City and Daly Computers for the purchase of Hewlett Packard printers, Lexmark printers and associated supplies. All other peripherals can be purchased through Office Depot. For more information, please visit the [strategic sourcing website](#).

Please Note: CDW-G does not have Board authority to sell computers and peripherals under this contract.

Dell and Apple Replace Hewlett Packard

Hewlett Packard is no longer a strategic sourcing vendor for the sell of desktop and laptop computers. Per Board Report [05-1221-PR1](#), Dell and Apple Computers are the CPS sources for computers.

CPS Procurement & Contracts contact: [Craig Holloway](#), 773-553-2903.

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.

Janitorial Products

In the Board's effort to standardize Janitorial Products for the schools, the Board has added additional Strategic Sourced vendors and products. For all other janitorial supplies, please continue to use the existing Strategic Sourced Vendors--Board Report [05-0525-PR1](#). For more information visit the [strategic sourcing website](#).

Contact [Pamela Seanior](#) at 773-553-2254 for assistance.

P-Card

It is necessary for the Departments and Schools to understand the P-Card guidelines. Some of the pre-existing rules have been modified within the past month to accommodate departmental needs. CPS personnel who use the P-Card are responsible and accountable for understanding the P-Card process and following it.

On behalf of the Department of Procurement and Contracts, we have updated and improved our forms to begin the P-Card process.

In order to begin the P-Card process, you must complete the updated forms listed below. These forms are used to obtain the necessary information to send to Harris Bank in order for them to issue the P-Card.

[Employee P-Card Application](#) form (indicates approval of Principal or Unit Director)

[Code of conduct form](#)

[Cardholder Acknowledgment and Agreement form](#)

The forms are located in the following areas:

[Procurement Intranet site](#), under P-Card then forms

[CEdO web site](#)

Good news!!! In addition to funds 210, 280 and 552, the funds listed below are now available for P-Card expensing.

Oracle Fund 220 (Legacy Fund 220) = Federal IDEA Fund

Oracle Fund 225 (Legacy fund 234) = Supplemental General State Aid

Oracle Fund 332 (Legacy Fund 242) = NCLB Title 1 Regular Fund

If you have any questions regarding this program, the required forms or available funds to use, please call [Opal Walls](#) at 773-553-2648 or visit our [Procurement Intranet](#) site under the P-Card tab.

Approving Transactions for FY07 by June 19

Those individuals that have received and are using their Procurement Cards will have until June 19, 2007 to approve transaction using FY07 funds. After June 19, 2007, you will not have access to approve funds until the Oracle System comes back in July and will need to use FY08 funds to approve transactions.

P-Card Updates!

Converting from the Corporate Card to the Procurement Card (P-Card) by June 30, 2007.

Chicago Public Schools is moving away from using the Corporate Credit Cards. If you still need a credit card, you must participate in the Chicago Public Schools Procurement Card ("P-Card") program. The Procurement department will be reaching out to all of our Corporate Cardholders to explain how the conversion will work in more detail.

The goal of the P-Card is to provide added flexibility in the purchase of goods and services for schools and departments throughout CPS. The P-Card is a MasterCard-based charge card that can be used for the purchase of goods and services. The P-Card can be used for Direct Over the Phone Purchases from Suppliers or Point of Sale Purchases.

We encourage the P-Card holders to send the person who will be settling their P-Card transactions within Oracle to a training session. To schedule training, please call [Chris Veit](#) at 773-553-2267. During training we will review the following:

How the P-Card can be used:

- Tax Exemption document
- Review of funds for use
- Expensing transactions

Upon training, a P-Card Access form will need to be completed. The P-Card Access form identifies who the card holder would like to designate to be their reviewer/approver for transactions.

Please note it will take approximately 2 to 3 weeks to obtain the P-Card. Once you receive your P-Card, please cut up your Corporate Credit card and mail the cut up card to [Pearlene Carter](#) at 125 South Clark, Procurement Department, floor 10, Chicago, IL. 60603. Indicate the name of card holder and school name within the envelope.

As always, we thank you for your immediate attention with this matter. If you have any questions regarding this program please feel free to contact [Opal Walls](#) at 773-553-2648 or [Pearlene Carter](#) at 773-553-2916.

Vendor Management



Welcome to the Chicago Public Schools
Vendor Management Office

On behalf of the Department of Procurement and Contracts, we welcome you to the Chicago Public Schools Vendor Management Office. Our Vendor Management Office will provide continual expert vendor oversight, assurance of competitive pricing, financial tracking, strategic vendor relationship/partnership building and vendor-performance monitoring for the Chicago Public Schools.

The Vendor Management Objectives:

Define and organize the Vendor Management Office

- Vendor Management Office structure, roles and responsibilities
- Create Vendor Overviews (key vendors)
- Vendor relationship model/segmentation
- Procurement methods
- Establish Service Level Agreements & Performance Milestones/Metrics
- Establish Vendor satisfaction baseline

Vendor Selection

- Establish clear requirements
- Select and qualify business partners
- Establish Vendor evaluation criteria
- Assist in negotiation strategy
- Identify and assess vendor management risk
- Monitor and manage vendor management risk
- Understanding of business relationships
- Provide techniques for dealing with the challenges of vendor risks

Vendor Monitoring

- Performance management process
- Performance plan
- Manage change
- Handle disputes
- Escalation procedure
- Documentation (knowledge data base)
- Close out procedures
- Vendor reporting and control
- Quality Assurance
- A systematic approach to managing the vendors to achieve the desired outcome.

Vendor Ongoing Relationships

- Building Business Relationships
- Establish periodic service level and performance metrics review meetings.
- Budget and cost management.
- Improve CPS Vendor Satisfaction
- Manage user expectations.

If you have any questions regarding the Vendor Management Office, please call [Ellen Daley](#) at 773-553-1732 or [Dina O'Sullivan](#) at 773-553-1311.

Again, welcome to the Chicago Public Schools Vendor Management Office we look forward to working with you!

Special Offers

FedEx Kinko's Discount Offer

Chicago Public Schools is pleased to announce FedEx Kinko's is extending discounted pricing to CPS employees on most services offered at any of FedEx Kinko's 1450+ domestic locations.

Present a FedEx Kinko's Discount Card at the point of sale, and you will receive the discount.

Contact [Jacqueline Daly](#) at 773-553-2274.

Grainger's Maintenance Repair and Operations

Take advantage of Grainger's Maintenance Repair and Operations (MRO) discount contract No. 4010653 with the State of Illinois and the Board's Joint Purchasing Agreement until June 30, 2007.

Grainger Representative Contact: Herb Ladd at 773-638-0536.

Purchasing Department Contact: [Pamela Seanior](#) at 773-553-2254.

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

Sylvania Smith

- Research charges for P-Card Vendors
- Research P-Card Vendor statements on a monthly basis
- Complete P-Card issue log, A/P Journal and Harris Statement on a Monthly Basis
- Print and file P-Card statements
- Mark all pre-payments for current statement period
- Complete marking all payments after payment is made
- Review all monthly P-Card statement requirements

Vendor of the Month

KBS Computer Services, Inc.

20200 Governors Highway

Suite 202

Olympia Fields, IL 60461

Tel. 708-720-5981

www.kbscomputerservices.com

Vendor number 15363

Computer Maintenance and Repair Services

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
Chief Education Officer