



Procurement & Contracts

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

JULY 2007

HEATHER A. OBORA, CHIEF PURCHASING OFFICER

Inside This Issue

1. [Accounts Payable](#)
2. [Contract Administration](#)
3. [Strategic Sourcing](#)
4. [P-Card Updates](#)
5. [Vendor Management](#)
6. [Special Offers](#)
7. [Someone You Should Know in Purchasing](#)
8. [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

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

Various Audit and Management Services

This agreement commences on March 28, 2007 and ends April 1, 2010. Vendors have been selected to provide various types of Audit and Management services for all schools and central office departments. Board Report No. [07-0328-PR1](#)

Janitorial Products

In the Board's efforts to standardize the janitorial products, when ordering tissue, towels, soap, trash liners and dispensers, visit the [strategic sourcing website](#) for product information.

Reprographics and Printing Services

The final option for renewal of this agreement has been approved by the Board. This option expires August 5, 2008. The selected vendor is All Printing and Graphics, Inc. Board Report No. [07-0627-PR2](#)

Office Supplies

The first option to extend this agreement has been approved by the Board. This option expires July 26, 2009. The selected vendor is Office Depot, Inc. Board Report No. 07-0627-PR3

Consultants to Provide Computer and Network Maintenance/Support Services

The Board is exercising the first option to renew the prequalification status of vendors that are part of this agreement. The selected vendors are:

- Advanced Systems Consultants, Inc.;
- Advotek, Inc.;
- KBS Computer Services, Inc.;
- NJW Technology Solutions, Inc.;
- Rico Enterprises, Inc.;

- Smart Technology, Inc.; and
- System Development Integration, Inc.

Board Report No. 07-0627-PR9

Lunchroom Cooking Equipment

The first option to extend this agreement has been approved by the Board. This option expires July 31, 2008. The selected vendor is Fran's Construction Services, Inc. Board Report No. 07-0627-PR9

Wood and Steel Fencing

Industrial Fence, Inc. has been selected to enter into an agreement with the Board for wood and steel fencing. This agreement shall have two (2) one-year options. Board Report No. 07-0627-PR10

New Landscaping and Irrigation Systems

Speedy Gonzalez has been selected to enter into an agreement with the Board for new landscaping and irrigation systems. This agreement shall have two (2) one-year options. Board Report No. 07-0627-PR11

Specialty Classroom Furniture

The Lowery McDonnell contract has been amended to extend the agreement for an additional three (3) months. The new expiration date is September 1, 2007. Board Report No. 07-0627-PR12

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 September 1, 2007. Board Report No. 07-0627-PR13

Student Information Instructional Management Software Licenses, Implementation and Support Services

SchoolNet, Inc. has been selected to enter into an agreement with the Board for student information instructional management software licenses, implementation and support services. This agreement will expire on July 31, 2010. There are no options to extend. Board Report No. 07-0627-PR14

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](#)

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.

P-Card Updates

Approving Transactions for FY08

From June 19, 2007, until the new FY08 budgets are available within Oracle, you will not have access to approve funds. In addition, you will need to use FY08 funds to approve all transactions.

Vendor Management Updates



The Vendor Management Office is moving forward with establishing our objectives we mentioned in our last newsletter update. Some of our initiatives are as follows:

1. Obtaining the best class of service level agreements to improve our contracts, bids and solicitations.
2. Compare service level agreements, best practices with our existing contracts to identify the strengths and weaknesses.
3. Potentially, put solicitations back out on the street if applicable.
4. Re-negotiate contracts if necessary.
5. Develop templates of deliverables and requirements.
6. Define the process around developing effective SLA's, requirements, contracts etc.

Some of the major issues that result from not having best practices in place are the following:

- Resources from vendors that are being assigned to a Chicago Public Schools projects are "B" players.
- Vendor can consistently miss their delivery dates and Chicago Public Schools can not reassess their contract.
- Some payments are not tied to deliverables which means that projects could go past their completion dates and missing the completion dates results an increased cost to Chicago Public Schools.
- Not all terms and conditions within the contracts are written in our favor consistently.

In addition, the Vendor Management Office is working with CPS' Education to Careers Department (ETC) to identify CPS vendors who potentially could work with ETC to employ student interns at the Vendors company. This will allow the students to have real world experience with some of CPS' larger vendors.

The Vendor Management Office is happy to work with any department or school who wishes to explore the possibilities of partnering with any Chicago Public Schools vendors.

The Board of Education is conducting an investigation into the services and products provided by Gem Computers. Until this investigation is completed, please refrain from purchasing items or services from Gem Computers. If you have any questions, please contact Ellen Daley.

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.

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.

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

Debra Macklin

- Processes and records all P-Card invoices on a daily basis for the monthly statements prior to payment
- Works diligently to resolve any outstanding issues in the Harris Journal where credits are due to Chicago Public Schools
- Works diligently to resolve any outstanding issues in the Accounts Payable Journal (i.e. missing invoices)
- Maintains professional relationship with all P-Card Vendors via telephone and email, as well as maintain an updated contact list for each
- Monitors the daily P-Card Charge Report for any discrepancies

Vendor of the Month

Central Poly Corporation

President: Andrew Hoffer
Tel. 800-480-2247 X307
www.andy@centralpoly.com
Vendor number 24630
Trash Liner Supplier