



# Procurement & Contracts

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SEPTEMBER 2007

HEATHER A. OBORA, CHIEF PURCHASING OFFICER

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## 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)

## Back to School Purchasing News

### P-Card Reminder

Please keep in mind, when you use your procurement card (p-card) the transaction(s) may take anywhere from 48 – 72 hours to post in the Oracle system. Depending on the merchant, some transactions may take as long as 7 business days before they post in Oracle. However, once you receive your e-mail informing you that you have a p-card transaction to settle, you only have 48 hours to review and/or approve the transaction. If you do not review/approve your transactions within the 48 hour time frame, you run the risk of your card being temporarily suspended.

Also, if you intend to use grant funds to reconcile transactions, please allow the appropriate time to settle these transactions. You should allow at least 7-10 business days before the grant expiration date to make your purchase. If you do not, the grant funds may expire prior to your ability to reconcile the transaction.

If you do not have the funds on your budget lines to approve your transactions using the appropriate object codes, you should not use the card for that purchase. If you need to transfer funds to make specific purchases, please wait until the transfer of funds is complete.

If you have questions regarding the P-Card, please contact [Shirley Wilbourn](#) 553-2291, [Alicia Apolinar](#) 553-2294 or [Ruthann Griffith](#) 553-3294.

### Technology

The iExpense application has been rolled out to the schools and the central office. This application replaces the PAYOUT application in MAPPER for employee and school reimbursements. Self training is available through UPK. Please contact your local BSC if you have any questions or iExpense issues.

### 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 user 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](#)

### **Milk and Milk Products**

The current contract with C&M JVI has been extended to exercise the option until June 8, 2008. Board Report [07-0725-PR5](#)

### **Environmental Consulting Services**

The current Environmental Consulting Services contact has been amended to exercise the extension option for an additional two year period, commencing August 1, 2007 and ending July 31, 2009. Board Report [07-0725-PR7](#)

### **Audio Visual Equipment**

The current Audio Visual Equipment contract with various vendors has been amended to exercise the option for one additional year ending as follows: Central Audio Visual and Interstate Electronics expires December 31, 2007; Micro City expired July 31, 2007. Board Report [07-0725-PR1](#)

### **Holding and Transport Equipment**

Lippert Inc. has been selected by the Board to enter into a contract for Holding and Transport Equipment. The agreement expires July 31, 2008. Board Report [07-0725-PR10](#)

## **Refrigeration Equipment**

Lippert Inc. has been selected by the Board to enter into a contract for Refrigeration Equipment. The agreement expires July 31, 2008. Board Report [07-0725-PR11](#)

## **Online Presence Strategic Implementation Services**

Sapient Corporation has been selected by the Board to enter into a contract for Online Presence Strategic Implementation Services. The agreement expires July 31, 2008. Board Report [07-0725-PR15](#)

## **E-Rate Program Advisory Services**

Tel/Logic, Inc. has been selected by the Board to enter into a contract for E-Rate Program Advisory Services. The agreement expires July 31, 2010. Board Report [07-0725-PR16](#)

## **Professional Services and Eye Glasses**

Tropical Optical, Inc. has been selected by the Board to enter into a contract for Professional Services and Eye Glasses for the Healthy Kids/Healthy Minds Expanded Vision III Program. The agreement expires July 31, 2010. Board Report [07-0725-PR30](#)

## **Strategic Sourcing**

### **Contract Updates**

#### **FedEx Kinko's Board Report Rescinded**

Effective immediately, the FedEx Kinko's discount cards and discounted pricing are no longer available.

#### **Konica Minolta Business Solutions**

Effective **August 18, 2007**, the Board's contract with Chicago Global Capital (Distinctive Business), a Joint Venture, has been cancelled. Board Report [07-0627-PR1](#) was amended to Revise the User Groups and Equipment/Products for Konica Minolta Business Solutions. Therefore, Schools, Central Office Departments, Area Instruction Offices, and Business Service Centers will only be able to purchase and/or lease copiers from Konica Minolta.

#### **Purchase and/or Lease of Computer Printers**

CDW-G's contract for the Purchase and/or Lease of Computer Printers has been extended for one additional year ending July 31, 2008. Board Report [07-0715-PR2](#)

#### **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.



## Vendor Management

### Back to School!

With the start of school, you may have issues regarding the products you ordered or services you requested not being timely performed. The VMO is here to help you. It is always best to get in front of the issues, so if you start having issues, please call the VMO to assist you.

### Objectives

The Vendor Management Office is moving along with establishing our objectives and initiatives. We are in the process of meeting with several companies that will be working with us to establish obtaining the best class of service level agreements to improving our contracts, bids and solicitations. They will also assist us with developing templates of deliverables and requirements amongst other objectives we have identified to help improve the CPS Partnerships with vendors.

The Vendor Management team has been working with many departments and assisting them with vendor related issues as well as contacting several CPS Vendors to introduce ourselves and to describe our role and how will be interacting with them going forward.

The Vendor Management Office is happy to work with any department or school who wants to partner with any of the Chicago Public Schools vendors.

### Website Coming Soon!

In addition, The Vendor Management team is in the process of rolling out an internal website that will provide you with our mission, objectives, processes, templates, benefits for having a Vendor Management Office etc... The website will be located within the Procurement and Contracts internal website and we are aiming to deploy it in the month of September.

### VMO Contact Information

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

### Special Offers

#### 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 Sautler](#) at 773-553-2989 with your information.

### Someone You Should Know in Purchasing

#### Ellen H. Daley

- Ellen Daley is the Director of the Vendor Management Office (VMO) in Purchasing. Please also see "[Vendor Management](#)" in this newsletter.
- The VMO is here to help you get the very best services and products from your vendors. We 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.

- Ellen regularly fields phone calls from CPS Central Office departments and schools to assist on a wide variety of vendor issues. She then contacts and addresses the issues with the vendor and facilitates meetings between the parties if appropriate.
- If you foresee an issue with a vendor or simply have a question regarding a vendor, [Ellen](#) is the person to call. She can be reached at 773-553-1732.

## Vendor of the Month

### Central Audio Visual

Website: [www.cavinc.com](http://www.cavinc.com)

Contact: Kevin Shields

375 Roma Jean Parkway

Streamwood, IL 60107

Telephone: 630-372-8100

Vendor No.: 36633

Board Report: [07-0725-PR1](#), [07-0124-PR16](#)

Also, please see [Audio Visual Equipment](#) under Contract Administration of this newsletter.

APPROVED:

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Dr. Barbara Eason-Watkins  
Chief Education Officer