



# Procurement & Contracts

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

OCTOBER 2007

HEATHER A. OBORA, CHIEF PURCHASING OFFICER

## Inside This Issue

1. [Contract Administration](#)
2. [Strategic Sourcing](#)
3. [P-Card](#)
4. [Technology](#)
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](mailto:purchasing@cps.k12.il.us)

## P-Card Updates

### P-Card Do's

- Please remember that all transactions must be reconciled within 48 hours of receiving your e-mail notification. Cards will be temporarily suspended for transactions not approved within the required 48 hours.
- Also, please use your approval comments field to document the business use of your transaction.
- Disputed items: First contact the merchant to dispute the discrepancy. If you cannot resolve the dispute, go to the purchasing website and complete and submit the disputed items form. Your P-card Administrators will work with the bank to resolve the dispute. Continued non-founded disputes will be grounds for having your card terminated.

**Reminder:** If using grant funds to approve transactions, keep in mind, although most merchants process their transactions within 48-72 hours, some have up to 7 business days.

### P-Card Don'ts

- The p-card is not to be used for personal use.
- When using your procurement card, you must follow the reimbursement policy. For example, the limit for parking is \$25.00 per day. If your parking exceeds this amount, you must pay the difference by writing a personal check and depositing it through the General Accounting Department.
- No food can be purchased using the card, unless it is in compliance with the guidelines established by the reimbursement policy.
- CPS is a non-for-profit organization. WE DO NOT PAY TAXES. It is your responsibility to ensure you are not paying taxes. The tax exempt letter is on our purchasing website and should be used at all times when using your card. If a merchant refuses to take your tax exempt letter, then you should not purchase from them. You cannot make a purchase and pay taxes then come back and dispute the charge. Items must be returned and purchased from another store.
- If you need to make a purchase over \$1500, you must first call one of the P-Card Administrators listed below and request a one-time limit increase. If you do not do this first, your transaction will be declined.
- Certain merchants have codes that are blocked and will cause your card to be declined. If your purchase is below \$1500 and your card is declined, please do not try the transaction again the next day. Please contact one of your p-card administrators to contact the bank about removing the block on the MCC Code.

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

Beginning **NOVEMBER 1, 2007**, all training and questions regarding the P-Card will be handled by your local Business Service Center.

## 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.

iExpense transactions over \$500 are forwarded to Accounts Payable for approval. You should copy all receipts that total your reimbursement request and write the DR number on the receipts. Please mail or fax (773-553-2661) your copied receipts to the attention of Pearlene Carter. **Reminder: Cash advances are not allowed.**

## Contract Administration

### Newspaper Advertisement Services

The Board has authorized various Newspaper companies to provide advertisement services. This agreement expires June 30, 2009. Board Report No. [07-822-PR1](#)

### Remanufactured Inkjet and Laser Toner Cartridges and compatible Inkjet and Laser Toner Cartridges

Office Depot and Staples, Inc., have been selected by the Board to enter into a contract for Remanufactured Inkjet and Laser Toner Cartridges. This agreement expires August 31, 2009. Board Report No. [07-822-PR2](#)

### Leased Vehicles

Ryder Transportation Services has been selected by the Board to enter into a contract for Leased Vehicles. Maintenance and Repairs. Board Report No. [07-0822-PR7](#)

### Internal Audit Services

Deloitte & Touche, LP has been selected by the Board to enter into a contract for Internal Audit Services. This agreement expires August 31, 2009. Board Report No. [07-0822-PR11](#)

### Cosmetology Furniture and Equipment

Veeco Manufacturing, Inc. has been selected by the Board to enter into a contract for Cosmetology Furniture and Equipment. This agreement expires upon receipt of goods. Board Report No. [07-0627-PR9](#)

### 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 October 31, 2007. Board Report No. [07-0822-PR3](#)

### 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**

#### **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

### Vendor Management Team Website!

The Vendor Management team has rolled out an internal website that will provide you with our mission, objectives, processes, templates, benefits for having a Vendor Management Office etc... The website is located within the Procurement and Contracts internal website and can be accessed by [Vendor Management Office](#). If you have any questions regarding the Vendor Management Office, please call [Ellen Daley](#) at 773-553-1732.

## Special Offers

### Office Depot’s Discount Purchase Program for Chicago Public Schools Employees

We are proud to announce a new Office Depot Discount Purchase Program for CPS Employees that allow CPS Employees to obtain a 10% discount (in all retail stores and retail online) when purchasing products for their personal use. This discount is over and above the regular retail store and retail website prices on most of Office Depot product. **THESE DISCOUNTS ARE NOT DISCOUNTS FROM (OR IN ANY WAY ASSOCIATED WITH) THE CHICAGO PUBLIC SCHOOLS CONTRACT PRICING.**

Apply online for your card at:

[https://odams.officedepot.com/registrations/cps\\_welcome.html](https://odams.officedepot.com/registrations/cps_welcome.html)

### 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

### 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](#).

## **Vendor of the Month**

### **Interstate Electronics Company**

Website: <http://www.iecusa.com/>

Contact: George Lux

600 Joliet Road

Willowbrook, IL 60527

Telephone: 630-789-8700

Vendor # 27990

APPROVED:

---

Dr. Barbara Eason-Watkins  
Chief Education Officer