



# Procurement & Contracts

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

DECEMBER 2007

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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)

## P-Card

- Starting November 1, 2007, all training and questions regarding the P-Card will be handled by your local Business Service Centers. Central Office staff should contact Shirley Wilbourn at 773-553-2291 or Alicia Apolinar at 773-553-2294.
- Card distribution will be handled by Purchasing. Cardholders will be advised when their cards arrive and how to obtain the card.
- Funds must be available in your budget prior to using your p-card. If you are awaiting a budget transfer, you must wait until the transfer is complete to make your purchase.
- You are required to reconcile transactions within 48 hours of receiving your notification. Those not following this policy will continue to have their cards temporarily suspended. Those individuals who continually have their cards suspended will be removed from the program.
- CPS DOES NOT PAY TAXES! DO NOT USE YOUR P-CARD IF THE MERCHANT REFUSES TO ACCEPT OUR TAX EXEMPT LETTER.
- If using your card while traveling, please remember you MUST follow the reimbursement policy. If the costs exceed limits as described in the policy, you must not use the card.
- The p-card cannot be used for personal purchases.
- REMINDER: YOU CANNOT USE THE P-CARD TO PURCHASE FOOD FOR CPS EMPLOYEES AND/OR STUDENTS.
- If you transfer unit/schools you must destroy your card and contact Shirley Wilbourn 3-2291 or Alicia Apolinar 3-2294 to have the card number deactivated and a new card issued that is assigned to your new location.

## 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](#)

### **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](#)

### **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](#)

### **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](#)

### **Asphalt and Concrete Installation and Removal Services**

Chicagoland Paving has been selected by the Board to enter into a contract for Asphalt and Concrete Installation and Removal Services. The agreement expires October 31, 2008. Board Report [07-1024-PR1](#)

## **Architect/Engineer Professional Services**

The Board has approved an assignment and assumption agreement between the Board and EME LLC. It will be from EME, LLC to KJWW, PC and all projects that were awarded to EME. It was requested as a result of the acquisition of all of the assets of EME; by KJWW. The agreement expires March 31, 2009. Board Report [07-1024 PR4](#)

## **Hardware and Software Maintenance Services**

The annual renewal agreement with Hewlett Packard to provide hardware and software maintenance services to Information & Technology Services for the renewal term which expires September 30, 2008. Board Report [07-1024-PR12](#)

## **Early Childhood Electronic Assessment Portfolios**

Teaching Strategies has been selected by the Board to enter into a contract for Early Childhood Electronic Assessment Portfolios. The agreement commences on the date the agreement is signed and end 24 months thereafter. Board Report [07-1024-PR14](#)

## **Integrated Library System**

Follett Software Company has been selected by the Board to enter into a contract for an Integrated Library System. The agreement commences on the date the agreement is signed and end 24 months thereafter. Board Report [07-1024-PR26](#)

## **Test Materials and Related Professional Development Services**

Metritech, Inc. has been selected by the Board to enter into a contract for Test materials and Related Professional Development Services. The agreement expires September 30, 2008. Board Report [07-1027-PR27](#)

## **Strategic Sourcing**

### **Contract Updates**

#### **FedEx Kinkos**

The Board report for FedEx Kinkos has been rescinded. [Effectively immediately, the FedEx Kinkos discount cards and discounted pricing are no longer available.](#)

#### **Chicago Global Capital(Distinctive Business)**

**Effective August 18, 2007**, the Board's contract with Chicago Global Capital (Distinctive Business), a Joint Venture, has been cancelled.

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

Board report **07-0627-PR1** was amended to revise the User Groups and Equipment/Products for Konica Minolta Business Solutions. Therefore, Schools, Area Instruction Offices and Business Service Centers will only be able to purchase and/or lease copiers from Konica Minolta.

CPS Procurement & Contracts contact: Jacqueline Daly 773-553-2274.

## 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

### **Student Planners:**

Chicago Public Schools' Procurement and Contracts Department & the Communication Department are currently evaluating new options for the purchase of Student Planners (Agenda's). It is our hope these new options will be in place by the fall for the school year of 2008. With this in mind, we are encouraging schools to delay placing new orders (requisitions) for Student Planners (Agenda's) for the 2008-09 school year until this project has been finalized. It is our intent to offer cost saving options for this commodity. Additional information forthcoming.

### **Important Information:**

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. Please be aware that payment for these unapproved requisitions will not be guaranteed.

## 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

### Candy Byrd

- Maintain the Approved Requisitions without Pos Report
- Maintain the list of Requisitions and Pos not in Approved Status Report
- Final Close Pos per the request from the Requestor or the Approver of the PO
- Call Schools and Departments for receipting of POs relating to the PCard
- Record Invoices for the PCard Vendors
- Assist with PCard Statements
- Provide coverage for department phones when needed

## Vendor of the Month

### System Development, Inc. (SDI)

Vendor # 26704

Mr. Bob Kettell – (312) 580-7522

Server and Advance Computer Support

### 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:

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Dr. Barbara Eason-Watkins  
Chief Education Officer