



Procurement & Contracts

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

OCTOBER 2009

OPAL L. WALLS, 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

Now available on the Purchasing website:

Procurement Survey - Tell Us How We Are Doing

Purchasing takes great effort in providing goods and services to the district. This is your opportunity to let us know how we're doing. Let us hear from you!

Follow [directions below](#) to the procurement survey and let your voice be heard. Our procurement survey will be conducted on a quarterly basis.

P-CARDS

Please note that the following have been updated:

Procurement Card Application Form
Cardholder Acknowledgement & Agreement
Access Form

Cardholder Manual

All items can be accessed at <http://dpc.cps.k12.il.us/index.php?tab=5>

Please contact Lee Saulter at 773-553-3294 if there are questions.

Note: If you are a P-Cardholder and will be transferring to another school, department or leaving Chicago Public Schools, you must do the following:

Close the P-Card account – Cut the P-Card in half and send to Lee Saulter (lsaulter@cps.edu or fax to 773-553-4341). Include your name and school or department you are leaving and request to close the account.

If you are moving to a new school or department, submit a P-Card application to obtain a new P-Card. Refer to the P-Card manual or contact Lee Saulter (3-3294) for additional information.

Reminder: Cardholders are responsible for maintaining all receipts for goods and services purchased with the P-Card.

Friendly Reminder

It is important that the vendor receives the hard copy of the purchase order (sent from Procurement and Contracts only) to identify and verify the following:

1. The mailing address of the vendor and the ship to location.
2. The unit price and the total cost of each item / service listed (shipping is to be included as a line item if required).
3. Discrepancies which can be resolved before the start of services.

The purchase order will also identify grant funded purchases. These PO's have the

letter "G" at the end of the number, and a full detail of the duration of the funding is stated in the description.

Eliminating this process may cause the wrong vendor to receive the document/payment, duplicate shipments, late payments and other discrepancies. We ask that you do not fax or phone Purchase Orders.

Vendors must have a valid Purchase Order before items are delivered or services are rendered.

Contract Administration

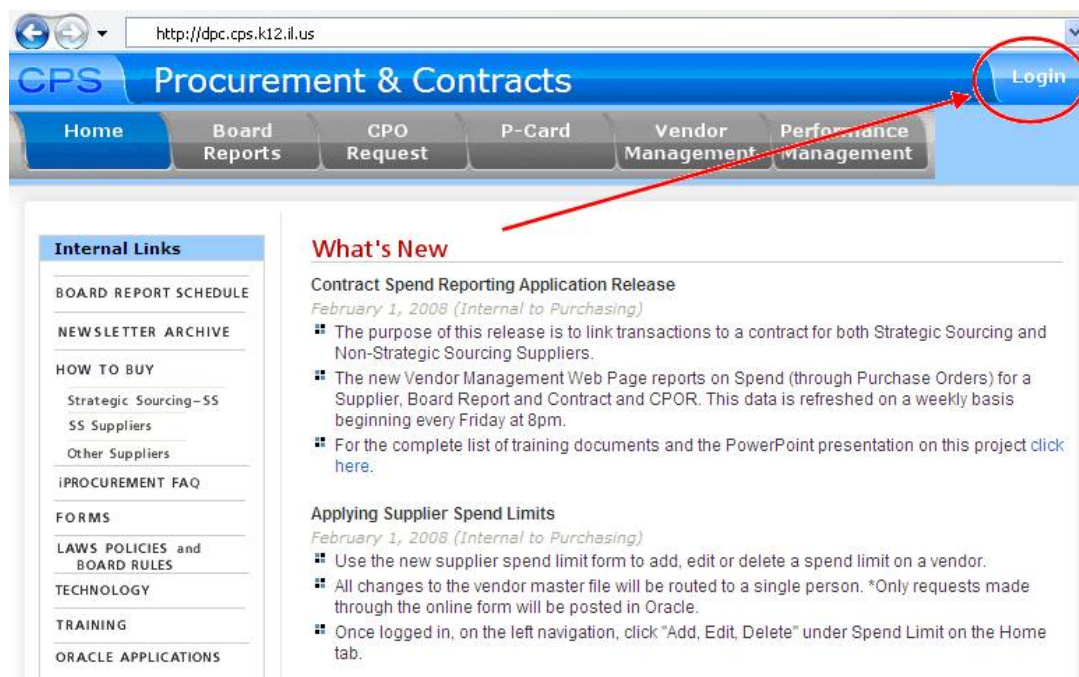
Expedited Purchasing Request Form

Occasionally during the course of our school year, a critical need can arise for goods outside the normal ordering process. An Expedited Purchasing Request web form has been created for these rare occasions. This form allows the user to submit an escalation request to the Chief Purchasing Officer.

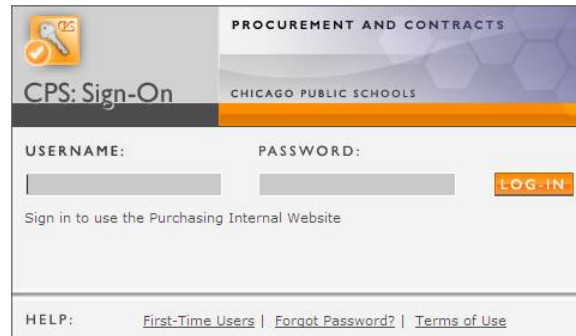
The form should only be used for critical goods/commodities needed for the function of the school or district. It is highly recommended this form should be submitted by a school official, CAO or department head. Upon submittal, the Chief Purchasing Officer will evaluate "the need" and render a decision. The requestor will receive email notification of the CPO's decision.

Navigation Directions to the Expedited Purchasing Request Form and Procurement Survey

1. Click on the following link for the purchasing website: <http://dpc.cps.k12.il.us>
2. Click on the Login at the top right corner.

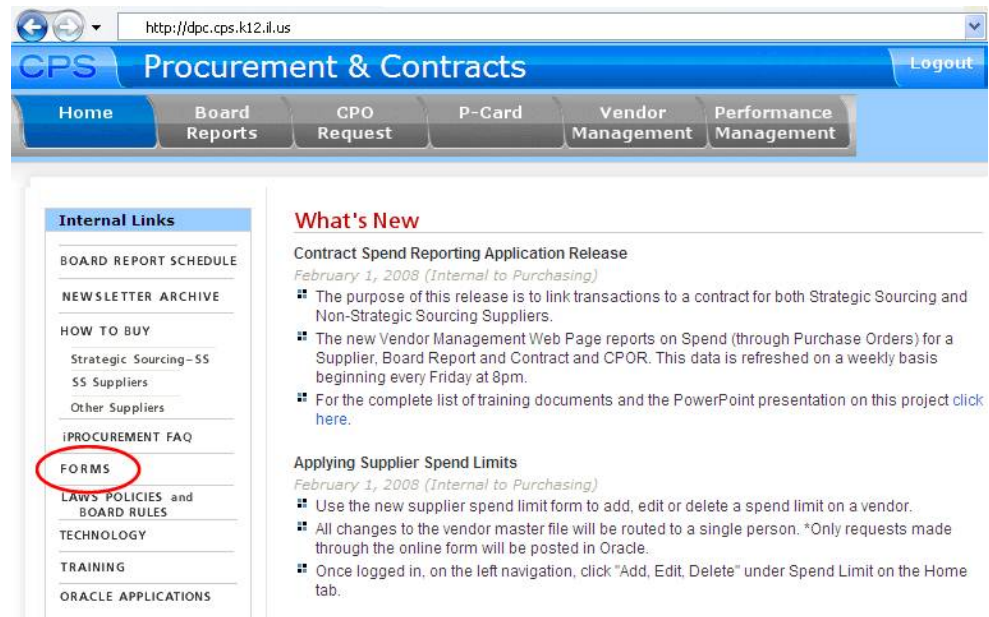


3. Enter your CPS username and password.



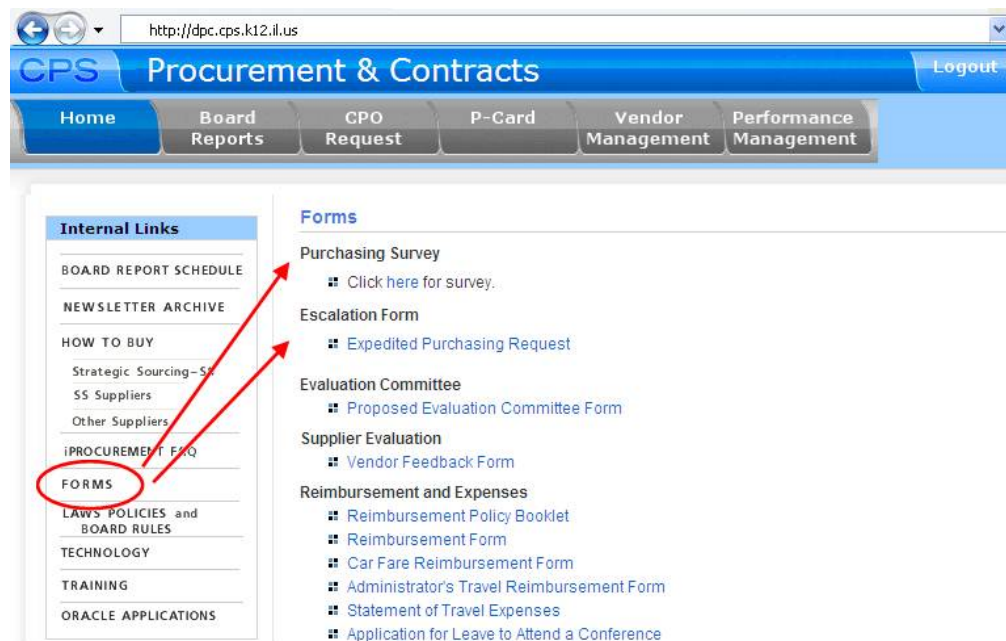
The image shows the 'CPS: Sign-On' page for the 'PROCUREMENT AND CONTRACTS' system, specifically for 'CHICAGO PUBLIC SCHOOLS'. It features a login form with fields for 'USERNAME:' and 'PASSWORD:', a 'LOG-IN' button, and a link to 'Sign in to use the Purchasing Internal Website'. At the bottom, there is a 'HELP:' section with links for 'First-Time Users', 'Forgot Password?', and 'Terms of Use'.

4. Click on the Forms, under the Internal Links left side navigation menu.



The image shows the 'CPS Procurement & Contracts' homepage. The top navigation bar includes 'Home', 'Board Reports', 'CPO Request', 'P-Card', 'Vendor Management', and 'Performance Management'. The left sidebar, titled 'Internal Links', contains a list of links: 'BOARD REPORT SCHEDULE', 'NEWSLETTER ARCHIVE', 'HOW TO BUY' (with sub-links for 'Strategic Sourcing-SS', 'SS Suppliers', and 'Other Suppliers'), 'iPROCUREMENT FAQ', 'FORMS' (highlighted with a red circle), 'LAWS, POLICIES and BOARD RULES', 'TECHNOLOGY', 'TRAINING', and 'ORACLE APPLICATIONS'. The main content area, titled 'What's New', features a section for 'Contract Spend Reporting Application Release' dated February 1, 2008, and another for 'Applying Supplier Spend Limits' also dated February 1, 2008. Both sections include bullet points detailing updates and instructions.

5. After clicking Forms on the left you will see the Procurement Survey and the Expedited Purchasing Request.



The image shows the 'CPS Procurement & Contracts' Forms page. The left sidebar is identical to the previous screenshot, with 'FORMS' highlighted. The main content area, titled 'Forms', lists several forms: 'Purchasing Survey' (with a link to click here for survey), 'Escalation Form' (with a link to Expedited Purchasing Request), 'Evaluation Committee' (with a link to Proposed Evaluation Committee Form), 'Supplier Evaluation' (with a link to Vendor Feedback Form), and 'Reimbursement and Expenses' (with links to Reimbursement Policy Booklet, Reimbursement Form, Car Fare Reimbursement Form, Administrator's Travel Reimbursement Form, Statement of Travel Expenses, and Application for Leave to Attend a Conference). Red arrows point from the 'FORMS' link in the sidebar to the 'Purchasing Survey' and 'Escalation Form' links in the main content area.

Software Licenses for all Microsoft Software and Non-Microsoft Software

The contract awarded to Computer Discount Warehouse-Government (CDW_G) has been amended to exercise the second option to renew. The option expires on June 30, 2010. Board Report No. 09-0624-PR1

Bathroom Towels, Tissues and Dispenser Products

Inlander Brothers has been selected by the Board to enter into a contract for Bathroom Towels, Tissues and Dispenser Products. This agreement expires on July 22, 2011. Board Report No. 09-0624-PR2

Office Supplies

The contract awarded to Office Depot has been amended to exercise the final option to renew. The option expires on June 26, 2010. Board Report No. 09-0624-PR3

Food Service Equipment

Lippert, Inc. has been selected by the Board to enter into a contract for Food Service Equipment. This agreement expires on June 29, 2010. Board Report No. 09-0624-PR4

Various Trades over \$10,000

The contract awarded to various vendors has been amended to approve their prequalification status for the Operations and Maintenance Program. This option expires on July 1, 2010. Board Report No. 09-0624-PR7

Computer and Network Maintenance/Support Services

The contract awarded to various vendors has been amended to approve their prequalification status for Computer and Network Maintenance/Support Services. This option expires on December 31, 2009. Board Report No. 09-0624-PR11

Office Classroom and Library Furniture

Contract awarded to the following vendors to provide Office Classroom and Library Furniture including delivery, installation, labor assembly and cleanup. The term of the Contract expires on August 31, 2010. Board Report No.: 09-0422-PR11

Frank Cooney Company, Inc, Supplier # 22173
Office and Classroom Furniture

Lowery McDonnell Company, Supplier # 33924
Library Furniture

General and Specialized Educational Supplies

Contracts have been awarded to various vendors listed below to provide educational supplies to Schools, Area Instructional Office and Central office Departments. The term of the Contract expires on April 22, 2011. Board Report No. 09-0422-PR2

General Educational Supplies:

School Specialty, Inc. Supplier # 26218
Categories: School Supplies; Math; Early Childhood; Language Arts; Physical Education; Science; Teacher Resources; Social Studies; Art

Merchandise Distributors, Supplier #14273
Category: Language Arts.

Kaplan Early Learning, Supplier #44622
Category: Educational Games.

Specialized Educational Supplies

AbleNet, Inc., Supplier #46635
Categories: Assistive Technology, Speech and Language, Early Childhood, Occupational Therapy/Physical Therapy

Attainment Company, Inc, Supplier #18842
Categories: Assistive Technology; Speech and Language; Early Childhood,

Harrison & Company, Supplier #20899
Categories: Assistive Technology, Speech and Language; Early Childhood; Occupational Therapy/Physical Therapy

Multi-Health Systems Inc., Supplier #29718
Category: Occupational Therapy/Physical Therapy

Oticon Inc., Supplier #67672
Category: Hearing Impaired Program

Phonak LLC , Supplier #69878
Category: Hearing Impaired Program

School Specialty Inc., Supplier #26218
Categories: Assistive Technology; Early Childhood; Hearing Impaired Program; Occupational Therapy/Physical Therapy

TFH (USA) LTD INC., Supplier #68392
Categories: Assistive Technology; Speech and Language; Early Childhood; Occupational Therapy/Physical Therapy

Therapro Inc., Supplier #19808
Categories: Assistive Technology; Speech and Language; Early Childhood; Visually Impaired Program; Occupational Therapy/Physical Therapy

Appliances

B and L Distributors, Inc. has been selected by the Board to enter into a contract for Appliances. This agreement expires on September 30, 2011. Board Report No. 09-0722-PR2

Early Childhood Furniture and Miscellaneous Children Items

Harrison and Company has been selected by the Board to enter into a contract for Early Childhood Furniture and Miscellaneous Children Items. This agreement expires on September 30, 2011. Board Report No. 09-0722-PR5

Gradebook Software Licenses, Implementation and Support Services

Board Report 09-0527-PR11 has been amended to select Campusware, LP to

enter into a contract for Gradebook Software Licenses, Implementation, and Support Services. This agreement expires two (2) years after contract signing. Board Report 09-0722-PR10

Enterprise Data Movement and Management Services

Blackwell Consulting Services has been selected by the Board to enter into a contract for Enterprise Data Movement and Management Services. This agreement expires on June 30, 2010. Board Report No. 09-0722-PR11

Early Literacy Assessment Consultant Services

Various vendors have been selected by the Board to enter into contracts for Early Literacy Assessment Consultant Services. This agreement expires on June 30, 2010. Board Report No. 09-0722-PR14

OUTPUT DEVICES – ATTENTION

The Department of Procurement and Contracts is working with ITS to develop a new Output Device (MFDs, copiers, digital duplicators, printers, faxes, scanners and associated maintenance and training) RFP. Schools and satellite offices can purchase equipment and associated maintenance from companies that have a CPS vendor number.

Please contact Jackie Daly at 773 553-2274 if you have questions related to equipment purchases, leases and maintenance agreements.

Purchase and Lease of Desktop and Laptop Computers and Warranty Services

The Apple Computers Inc. and Lenovo USA contracts have been signed. All Schools, Units and Departments can now place orders with Apple Computers and Lenovo USA.

The Board Report number is 08-0625-PR4.

Departments or schools that desire to purchase Apple computers can do so by logging into Oracle I-Procurement and navigating to the Apple Computer Catalog. All Apple computer **purchases** must be made using the Apple Computer Catalog.

Departments or schools that desire to purchase Lenovo computers can do so by logging into Oracle I-Procurement and navigating to the Lenovo USA punch-out. All Lenovo computer **purchases** must be made using the Lenovo USA punch-out.

If you need assistance with purchasing Apple, Dell and Lenovo computers you can contact Craig Holloway at 773-553-2903.

To **lease** Apple, Dell and Lenovo computers contact TechXL at 773-553-3925.

Copier Equipment Available

The Office of High School Graduation Pathways Student Development unit has a leased, Konica Minolta – Biz Hub 750 available (first come, first served). The equipment is available for a total amount of \$8,651.24, which is the amount of the remaining two (2) year lease payment.

Contact Ms. Renae Ogletree, Manager – Student Development at 773-553-3622 if you have any questions.

Strategic Sourcing

Contract Updates

Apple Computers
1 Infinite Loop
Cupertino, CA 95014
Contact: Donna Nations
1-800-800-2775 x 42835
nations@apple.com

Lenovo USA Inc.
913 South I-Oka Ave.
Mt. Prospect, IL 60056
Contact: Sam Mekky
(847) 814-3382
sammekky@lenovo.com

Library Books, Classroom Library Books, Reference Books and Related Services

Baker & Taylor, Inc.; Capstone Press; Children's Plus, Inc.; Follett Library Resources; Heinemann Raintree Library; Perma-Bound Books; Rainbow Book Company; Scholastic Library Publishing, Inc.; and The Rosen Publishing Group, inc. are your Strategic Sourcing Library Book vendors. This agreement expires August 31, 2010. Board Report 08-0827-PR1.

The Oracle iProcurement ordering method is:

1. Baker and Taylor, Inc. – Punch- out Ordering Method
2. Capstone Press – Non-Catalog Ordering Method (soon to be added to iProcurement)
3. Children's Plus, Inc. – Catalog Ordering Method
4. Follett Library Resources, Inc. – Punch-out Ordering Method
5. Heinemann Raintree Library – Catalog Ordering Method
6. Perma-Bound Books – Punchout Ordering Method
7. Rainbow Book Company – Non-Catalog Ordering Method (soon to be added to iProcurement)
8. Scholastic Library Publishing, Inc – Non-Catalog Ordering Method (soon to be added to iProcurement)
9. The Rosen Publishing Group, Inc. – Catalog Ordering Method

Please contact Pamela Seanior at 773-553-2254 for assistance.

Unwanted Textbooks

If you have textbooks that are no longer needed at your school, we can post the book information in the monthly Headline and Deadlines Newsletter. You can also contact any of the Strategic Sourcing Library Vendors who may buy the books back, or you may go to the CPS Recycling website for recycling instructions. Please contact Pamela Seanior at 773-553-2254 with your information.

Janitorial Supplies

The Green Cleaning Schools Act was approved by the State of Illinois. This Act mandates schools to purchase and use environmentally sensitive cleaning supplies (Board Report 08-0827-P06). Available is a Janitorial Supplies Booklet which includes contracted and approved janitorial vendors and products for the purchase

of the green cleaning products and other janitorial supplies. You may download a copy of the Janitorial Supplies Booklet by going to the Purchasing website and navigating to Strategic Sourcing Supplier. We are currently in the process of loading the janitorial supply items on the Oracle iProcurement site. You may contact Demetra Knowles at 773-553-3256 for questions.

Vendor Management

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.

Chicago Public Schools Recycling Programs:

Chicago Public Schools Procurement and Contracts Department is pleased to announce the launching of two CPS-Recycling Programs for inkjet and toner cartridges for all schools and departments by the following contracted vendors:

Office Depot – <http://odams.officedepot.com/cpsrecycle>

Staples – www.corerecycling.com

Both programs have been customized for Chicago Public Schools. Join both programs and support CPS environmental goals and earn rebate dollars for school and department. Just simply sign-up and the necessary materials will be sent to you.

For addition information contact, Felicia D. Carwell Commodity Manager at 773-553-2289.

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 will 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 Office Depot products.

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

Educational Supply News:

Office Depot offers an expanded assortment of not only office supplies but also educational supplies that bring solutions to the classroom. With Office Depot as a contract holder for school supplies for CPS they are one source for all your classroom needs. You will never run out of ideas to keep students engaged and your classroom operating efficiently. Office Depot's broad assortment of products includes everything you need from classroom management, arts and crafts to professional development, technology and everyday classroom supplies. They now carry products from Scholastic, Evan Moor, Carson Dellosa and Creative Teaching to name a few of the quality educational resources that they carry.

They also have products that meet grant requirements. Office Depot continues to add products that you need to their educational assortment, many of which can qualify for grant funding. Products such as math and literacy guides, puzzles, word tiles, activity books and box programs are available through Office Depot. If you need additional information or more catalogs, please email darlene.moeller@officedepot.com.

Vendor of the Month

Staples Inc.

Contact: Denise Ciepley, Business Development Manager

400 South Jefferson

Chicago, IL 60607

Phone: 847-274-2799

Vendor #: 31975

Services: For remanufactured inkjet and laser toner cartridges.

Someone You Should Know in Purchasing

Diego Droira

Chicago Public Schools

Construction Commodity Manager, Contract Administrator

PHONE: (773)553-2123

- Solicits bids for Operation and Maintenance Construction contracts.
- Maintain list of approved vendors, reviews bids and recommends the awarding of contracts to lowest responsive/responsible bidders; prepares contracts for selected firms meeting established affirmative action contract guidelines, confers with vendors to explain Solicitation Process.
- Prepares board reports to obtain approval of contracts; issues award and rejection notices to approved vendors; receives invoices from various trades construction firms for work completed; verifies completion of billed work; submits invoices to appropriate staff for payment to firms; monitors status of all projects in progress.
- Maintains records of billing and payment histories; maintains credential records of various vendors on the Work Order System, conduct bid openings for all Schools Operation and Maintenance bid solicitations, prepares Bid Solicitation, Request for Proposals, Request for Qualifications for all projects needed by the various user departments; prepares reports to apprise department managers of the status of contracts and projects; presents recommendations to revise and improve contracting procedures; serves as a liaison between the department and internal and external auditors, the Department of Law, and the Public Building Commission of Chicago on various matters related to the administration of contracts.
- Current projects are: Student Transportation Services, CPS Elevator Maintenance Services, Demolition and Site Preparation, Building Engineering Services, Professional Custodian Management, Operation and Maintenance for Various Trades for projects over \$10,000.

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