



# Procurement & Contracts

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

NOVEMBER 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](mailto: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

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 ([irsaulter@cps.edu](mailto:irsaulter@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. Please contact Lee Saulter at 773-553-3294 if there are questions.

### 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

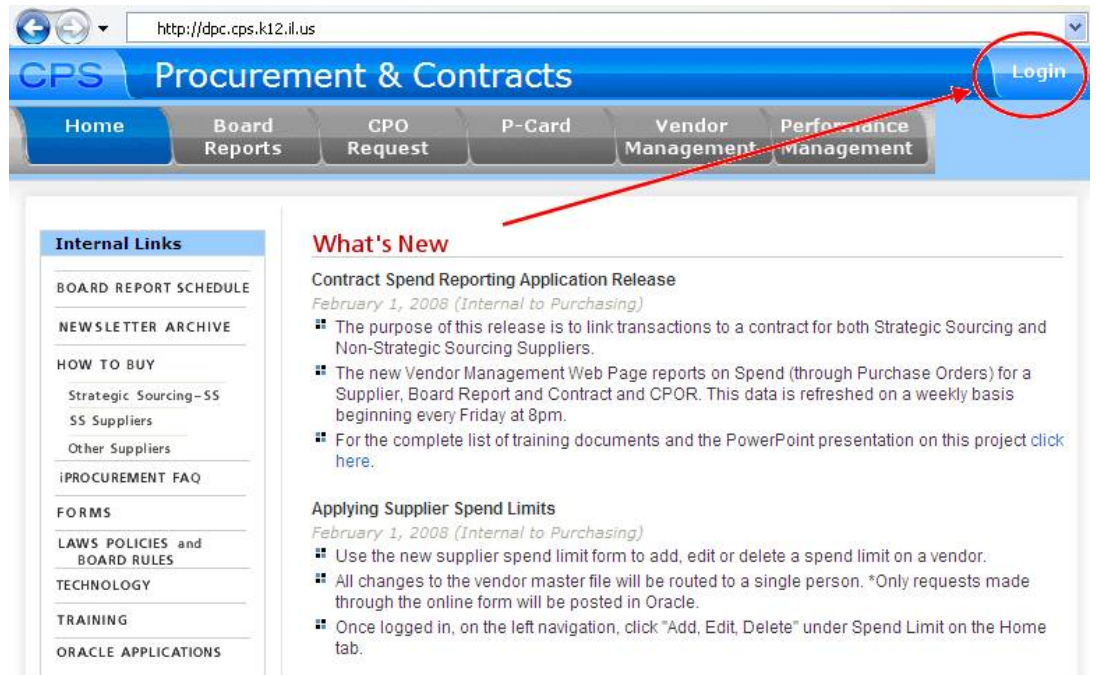
#### Expedited Purchasing Request Form

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.

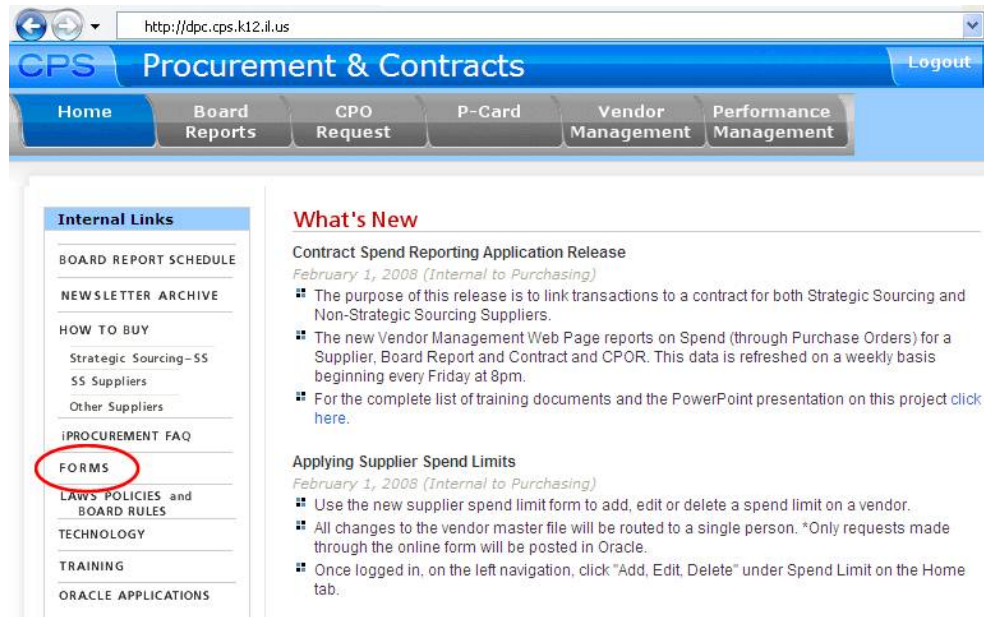
### Navigation Directions to the Expedited Purchasing Request Form and Procurement Survey:

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.

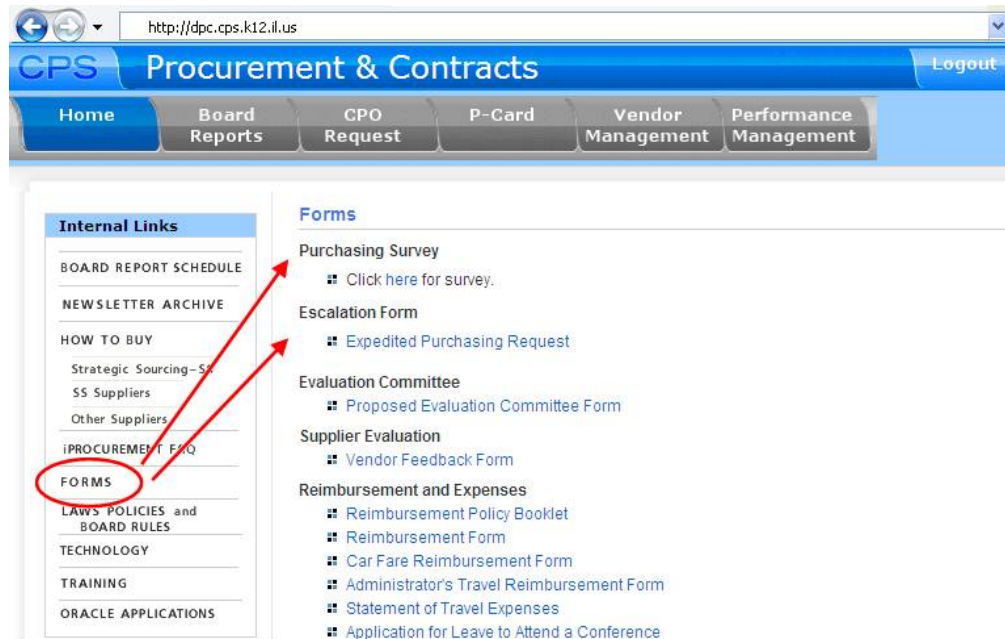


3. Enter your CPS username and password.

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



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



## 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 as you may go to the CPS Recycling website for recycling instructions. Please contact Pamela Seantor at 773-553-2254 with your information.

## Vendor Management

### Important Information:

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.

The Vendor Management Office is tracking CPS' vendors' delivery performance on a monthly basis. The top vendors who have frequently taken over 25 days to fill a

purchase order are now reported on the Vendor Management's area of the Procurement & Contracts website.

### **Chicago Public Schools Recycling Programs:**

Chicago Public Schools Procurement and Contracts Department is pleased to announce the launching of a CPS-Recycling Program for inkjet and toner cartridges for all schools and departments by the following vendor:

Staples – [www.corerecycling.com](http://www.corerecycling.com)

The Staples program has been customized for Chicago Public Schools. Join Staples' program 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.

### **Vendor of the Month**

#### **GEM Acquisition Co., Inc d/b/a GEM Business Forms**

5942 South Central Ave.

Chicago, IL 60638

Katherine I. Owens

Phone: 773-735-3300

Fax: 773-735-4626

**Vendor #44218**

For the purchase of Printing and Reprographic Services.

### **Someone You Should Know in Purchasing**

Ethan Sinnema

Chicago Public Schools

Contract Administrator

PHONE: (773)553-3295

- Prepares, manages and advertises the bid and RFP solicitation process for various user departments, particularly in ITS and Facilities.
- Assists user departments with evaluation, process strategies and vendor selection for various contracts.
- Facilitates pre-submittal meetings between user departments and vendors.
- Processes bid and RFP responses and posts updated response information on the procurement website.
- Issues notices of award to vendors.
- Runs a requisition report daily and assigns the requisitions to the contract administrators and commodity managers.
- Approves numerous requisitions from his contracts and from the charter schools/CPOR's.
- Monitors spending on contracts to make sure spending does not exceed board authority.
- Maintains records of the contract process for assigned contracts.

APPROVED:

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Dr. Barbara Eason-Watkins  
Chief Education Officer