



Procurement & Contracts

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

APRIL 2010

OPAL L. WALLS, CHIEF PURCHASING OFFICER

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DEPARTMENT OF
PROCUREMENT AND
CONTRACTS WEBSITE

For comments, questions
or additional information,
please email us at:
purchasing@cps.k12.il.us

Procurement News and Policies

Requisitions:

REQUISITIONS:

The last day to submit requisitions on-line for the issuance of purchase orders for **Central Office will be Wednesday, June 2, 2010 at 4:00 p.m.**

The last day to submit requisitions on-line for the issuance of purchase orders for **schools, and Area Offices will be Friday, June 4, 2010 at 4:00 p.m.**

For requisitions to be processed, the unit director or principal must also submit electronic approvals prior to these deadlines. All requisitions that are incomplete or waiting for approval will not be processed. Should you have any questions, please contact Pearlene Carter at 773-553-2916.

P-CARDS:

You may continue to use your P-Cards for allowable purchases even after the system is down. However, as soon as the system is available in July, you must expense any outstanding items using your FY11 funds. Should you have any questions, please contact Lee Saulter at 773-553-3294.

EMPLOYEE REIMBURSEMENTS:

You may continue to process employee reimbursements through iExpense until Friday, June 4, 2010. Please submit itemized receipts and proof of payment to Pearlene Carter for reimbursements that exceed \$500.00. Should you have any questions please contact Pearlene Carter at 773-553-2916.

BOARD REPORTS:

All requisitions entered on or before Friday, June 4, 2010 for consulting services of \$75,000 or more, and biddable goods and services of \$10,000 or more, will require Board approval by the May 26, 2010 Board meeting. The Board Office deadline for fully signed Board reports is May 4, 2010. If you have any questions about submitting a Board Report, please call Marianne Walisiak at 773-553-2919. Thank you in advance for your assistance and cooperation.

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

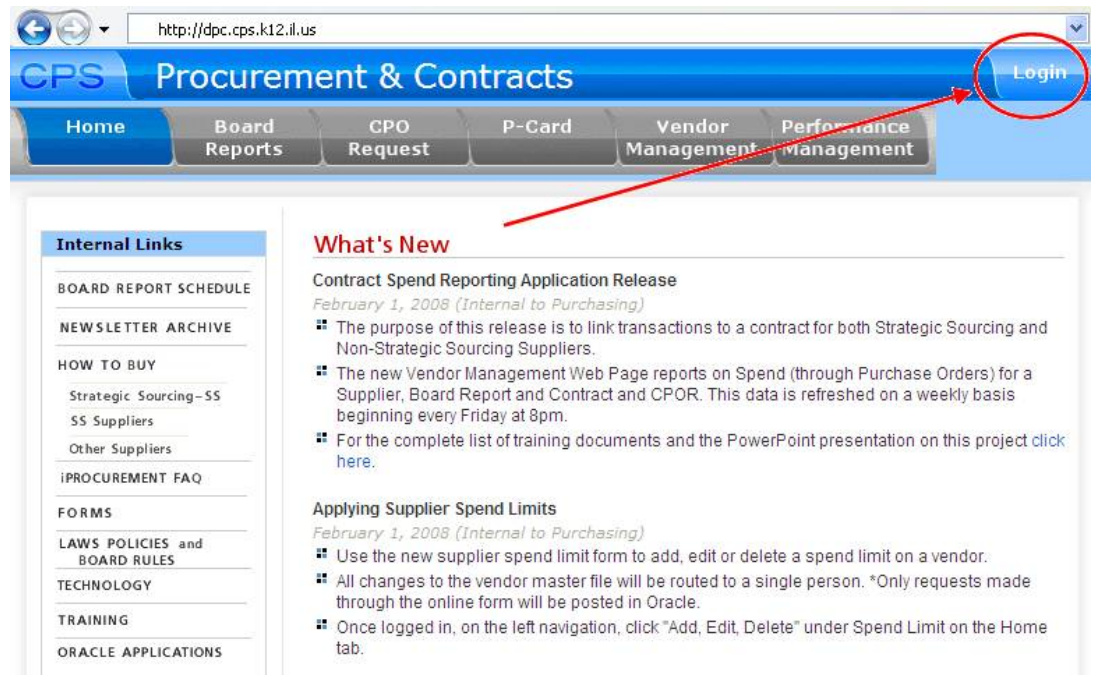
Expedited Purchasing Request Form

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.

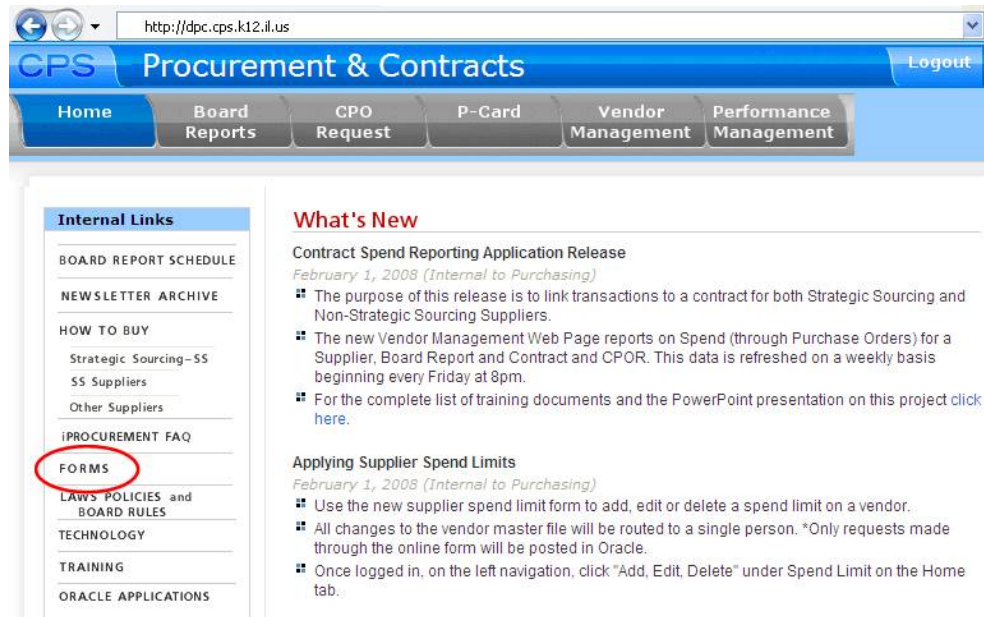
Navigation to the form and survey:

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.



Contract Administration

Board Reports for the Month of March:

Audit Services

Approve Exercising the Options to renew the Master Agreement with Consultants for Various Professional Audit and Management Services

Board Report [10-0324-PR2](#)

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

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.

P-CARDS

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

Close the P-Card account- Cut the P-Card in half and send a copy to Lee Saulter (lrsaulter@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 for additional information.

Reminder: P-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.

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.

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.

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.

Vendor of the Month

Equity Industrial Supply

1183 North Ellsworth Ave.
Villa Park, IL 60181
Robert G. Butler
CPS Vendor Number: 27853
630-834-1003
630-834-3049

Board Report 08-1022-PR1.

This vendor supplies Janitorial Products in Category A1, A2, A3, A4 and A5 (item #5 only),
A1-Floor Care/Carpet Care
A2- Cleaning
A3-Mops/Brooms/Dust Mops/Buckets
A4- Miscellaneous
A5-(Item #5 only)

Technology

- The punch-out for Sax Arts and Crafts has been updated
- Capstone Publishing is now a catalog vendor. The catalog is hosted by CPS and available on the iProcurement shopping page
- Children's Plus is now a punch-out
- Purchase orders for Apple are being delivered electronically through EDI

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](#).

APPROVED:

Dr. Barbara Eason-Watkins
Chief Education Officer