



# Procurement & Contracts

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

MAY 2010

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)

## 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.

Procurement is entering into an extremely busy season of high volume requisition placement. Please be mindful, all requisitions which require manual approval are approved in the order in which they are received. With your assistance this process could be expedited if when preparing requisitions you provide a complete description of each item being purchased (include Board Report/CPOR information when applicable).

#### **ORDER RECEITING**

Before receipting an order, first verify you have received each item you have requested. **It is very important that you never receipt items you did not receive.**

#### **P-CARDS:**

**Please expense all P-Card transactions for FY10 by Friday, June 11, 2010.**

You may continue to use your P-Cards for allowable purchases even after the system is down. However, when 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.

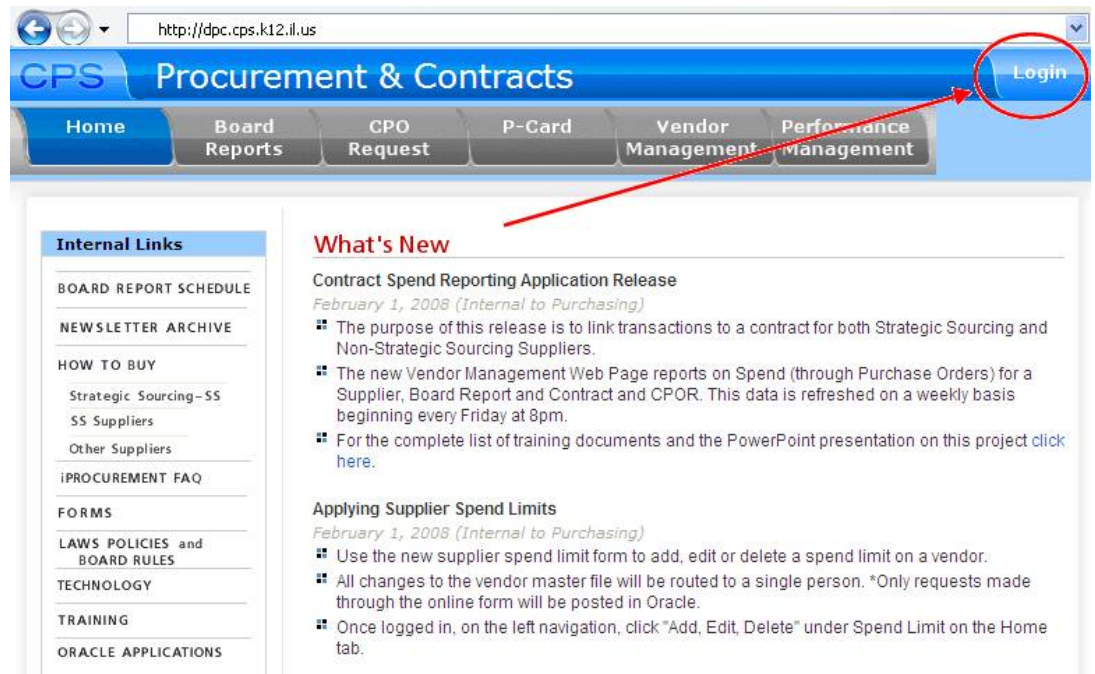
### Expedited Purchasing Request Form

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.

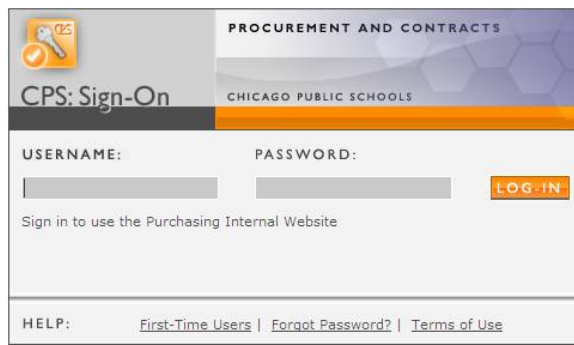
The form should only be used for critical goods/commodities needed for the function of the school or District. It is highly recommended this form should be submitted by a school official, CAO or department head. Upon submittal, the Chief Purchasing Officer will evaluate "the need" and render a decision.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

Navigation to the form and survey:

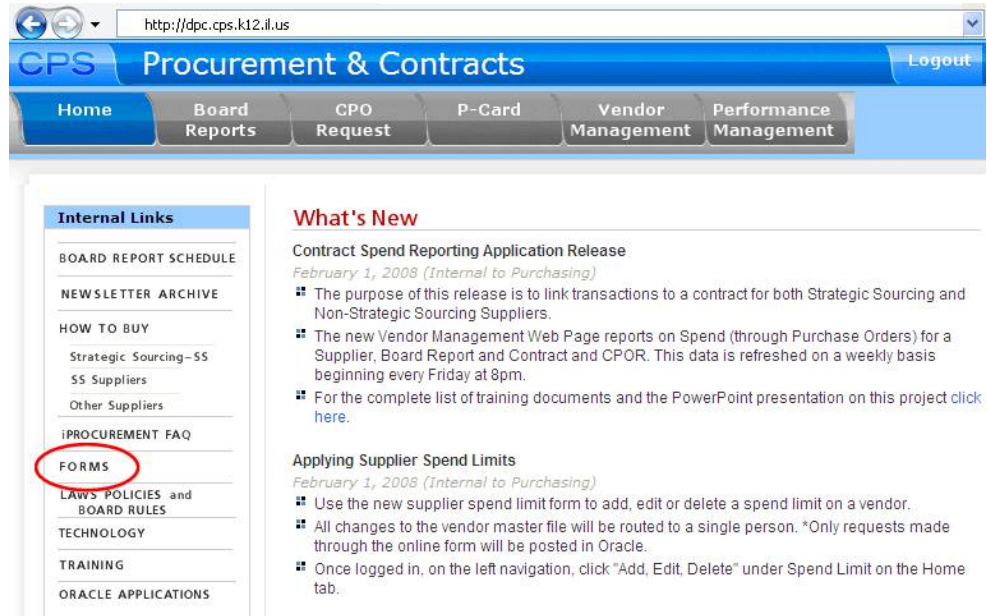
1. Click on the following link for the purchasing website: <http://dpc.cps.k12.il.us>
2. Click on the Login at the top right corner.



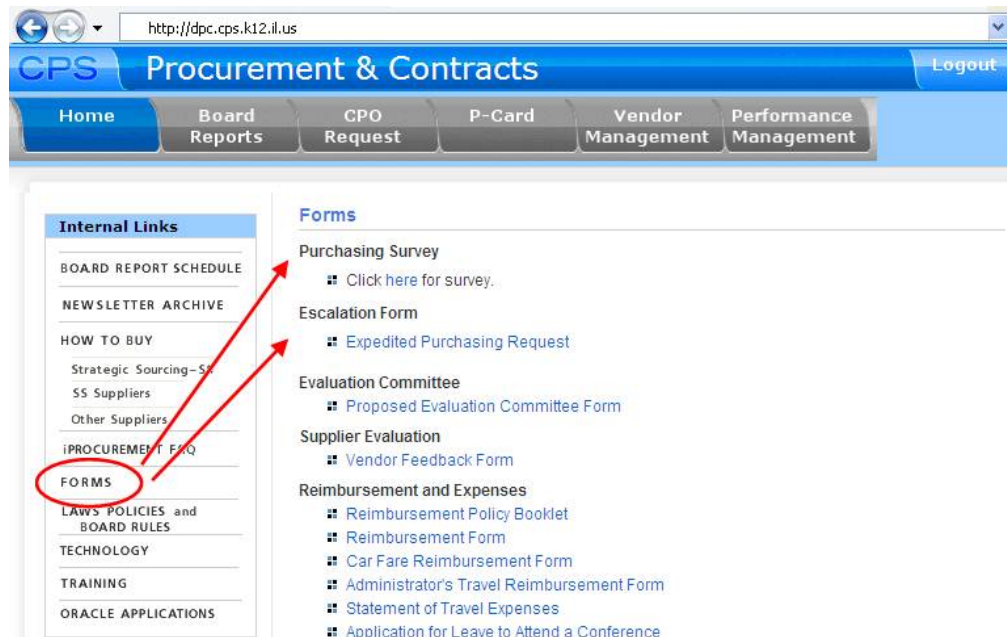
3. Enter your CPS username and password.



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**

### **Citywide Food Service**

- Approved exercising the second option to renew the agreement with Preferred Meal Systems to provide pre-plated meal-frozen. This option expires June 13, 2011, Board Report No. [10-0428-PR16](#).
- Approved exercising the first option to extend the agreement with C&M JV1 Company, Ltd. To provide milk supply and delivery to Chicago Public Schools. This option expires June 19, 2011, Board Report No. [10-0428-PR7](#).
- Board Report 10-0428-PR3 has been amended for the purchase of kitchen wares for Chicago Public Schools and Nutrition Support Services.

### **Information & Technology Services**

- Approve the pre-qualification status of various vendors to provide field services for special projects. The term of this pre-qualification period and each master agreement is 3 years ending February 28, 2013, Board Report [10-0428-PR22](#).
- Approved exercising the final option to renew an agreement with Oracle America, Inc to provide district-wide Remote Access Services for the Information & Technology services. This option expires May 31, 2011, Board Report [10-0428-PR21](#).
- Approved the final option to renew the two agreements with Oracle America, Inc. formerly known as Sun Microsystems, Inc. to provide network monitoring, management and maintenances services for the Chicago Public Schools wide area network, local area network, and network security infrastructure. This option expires June 30, 2010, Board Report 10-0428-PR20.
- Approved exercising the final option to renew the two agreements with Oracle America, Inc. formerly known as Sun Microsystems, Inc. to provide Wireless Network Interface Card (NIC) Support and Maintenance for Information & Technology services. This option expires June 30, 2010, Board Report 10-0428-PR19.

### **Career and Technical Education**

- Approve entering into agreements for the purchase of educational medical equipment. The term of this agreement is for twenty four (24) months. Board Report [10-0428-PR9](#).
- Approve entering into an agreement with Lippert, Inc. for the purchase of culinary equipment for the Career and Technical Education Department. The term of this agreement is for twenty four (24) months, Board Report [10-0428-PR30](#).
- Approve entering into an agreement with Veeco Manufacturing, Inc. for the purchase of cosmetology equipment for the Career and Technical Education Department. The term of this agreement is for twenty four (24) months, Board Report [10-0428-PR31](#).

### **Office of Human Capital**

- Approved entering into an agreement with Caremark PCS Health LLC to provide consulting, pharmacy benefits management and other services to the Office of Human Capital. The term of this agreement shall commence on July 1, 2010 with pricing provisions effective and retroactive as of April 1, 2010 superseding the current contract, and shall end June 30, 2013, Board Report [10-0428-PR32](#).

### **Office of Contracts and Procurement**

- Approve entering into agreements with various agencies to provide Court Reporting Services for use by all schools, Area Offices and Central Office departments. The term of this agreement shall commence on May 1, 2010 and end April 30, 2012, Board Report [10-0428-PR1](#).

### **Area 30**

- Ratify agreements with identified Alternative Safe Schools to provide educational services to select students. The term of this agreement ends July 31, 2010, Board Report 10-0428-PR25.

### **Facility Operations & Maintenance**

- Approve entering into agreements with various Bus Companies to provide Student Transportation Services to the Department of Operations for students enrolled in various programs in the Chicago Public Schools. The term of the contract shall commence from the date of award of the contract and end thereafter on the last day of the school year of 2011, Board Report [10-0428-PR2](#).
- Board Report 10-0224-PR3 has been amended to add a new contractor to provide Architectural and Engineering services. The term of the pre-qualification period and master agreement for the new contractor(s) shall commence upon execution and end March 31, 2013, Board report [10-0428-PR4](#).
- Approve exercising the second option to extend the pre-qualification status of contractors to provide general contracting services. The pre-qualification status and term of these agreements is being extended for one year commencing July 1, 2010 and ending June 30, 2011, Board Report [10-0428-PR13](#).
- Approve exercising the first option to renew the agreements with various vendors to provide landscape maintenance services for regions 1 through 13 (all schools) and regions 14 through 19 (campus parks and athletic fields). The term of these agreements are being extended for one year commencing May 1, 2010 and ending April 30, 2011, Board Report [10-0428-PR14](#).

### **Now Available**

- Hinckley Springs Rental Coolers and water can now be ordered in our Oracle System. Look under "Shopping List" to create the required requisition. Once your requisition is approved contact: Mike Garrity – Cell (773)551-1775 – Office (773)948-3600 to have your service started. **\* An approved purchase order must always be completed before any deliveries are received.**

Oracle iProcurement: Shop - Windows Internet Explorer

https://erp.csc.cps.k12.il.us:8443/OA\_HTML/OA.jsp?page=/oracle/apps/icx/icalatob

Oracle iProcurement: Shop

**ORACLE** iProcurement

Shop Requisitions Receiving

Stores Shopping Lists Non-Catalog Request

**Shopping List: Hinckley Springs Water**

Select List Hinckley Springs Water Go Sort by

Hide Images Add All Items To Cart Go

<u>5-Gallon Purified</u>	
Shopping Category	COOLERS, DRINKING WATER (WATER FOUNTAINS)
Supplier Site	P O SITE
Internal Item Number	
Price	2.4 USD
Quantity <input type="text" value="1"/>	Bottle Add to Cart
<u>16.9 oz Purified (24 Case)</u>	
Shopping Category	COOLERS, DRINKING WATER (WATER FOUNTAINS)
Supplier Site	P O SITE
Internal Item Number	
Price	5.99 USD
Quantity <input type="text" value="1"/>	Case Add to Cart
<u>580 ML (9.47 oz - 24 Case)</u>	
Shopping Category	COOLERS, DRINKING WATER (WATER FOUNTAINS)
Supplier Site	P O SITE
Internal Item Number	
Price	5.99 USD
Quantity <input type="text" value="1"/>	Case Add to Cart
<u>Cooler - Cold Monthly Rental</u>	
Shopping Category	COOLERS, DRINKING WATER (WATER FOUNTAINS)
Supplier Site	P O SITE
Internal Item Number	
Price	1 USD
Quantity <input type="text" value="1"/>	Each Add to Cart
<u>Cooler - Hot and Cold Monthly Rental</u>	

Done

start Sent Items - Micr... RE: Updates, cha... RE: Req. #607777...

### 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.

## 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 ([lsaulter@cps.edu](mailto: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 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

Any request for donations from Vendors must be submitted in writing directly to the Chief Purchasing Office first for review.

### 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.

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## Vendor of the Month

Perma-Bound Books  
617 East Vandalia Road  
Jacksonville, IL 62650  
800-637-6581 Phone  
Turk Glazebrook  
CPS Vendor #13125

Vendor provides Library Books, Reference Books and Related Services.

## **Technology**

- Frank Cooney is now a Catalog Vendor. The catalog is hosted by CPS and available on the iProcurement shopping page.
- Staples has been moved from catalog to a Punchout.
- All the catalogs / punchouts are now updated to ensure user departments have the most recent content during year end purchases.
- Purchase Orders for Office Depot are being electronically through EDI.

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

Pamela Seanior

Contract Administrator

- Prepares RFP, RFQ, RFI and Bid Solicitations.
- Works closely with end users to develop solicitation strategies and determine needs.
- Manages and monitor Strategic Sourcing Janitorial Supplies Contracts.
- Research prospective commodities in the marketplace to create solicitations.
- Track contracts spend performance.
- Provide daily assistance to School Engineers and Central Office.



APPROVED:

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Dr. Barbara Eason-Watkins  
Chief Education Officer