



Procurement & Contracts

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

JULY 2010

OPAL L. WALLS, CHIEF PURCHASING OFFICER

Inside This Issue

1. [Procurement News and Policies](#)
2. [Contract Administration](#)
3. [P-Card](#)
4. [Vendor Management](#)
5. [Technology](#)
6. [Someone You Should Know](#)

Quick Links

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

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 RECEIPTING

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.** If you receipt something that you did not receive, and the item is on the Purchase Order and Invoice, it will be paid.

P-CARDS:

There have been many changes with the P-Card policies and procedures during the last few months. Please review the P-Card manual to become familiar with the latest changes. The P-Card Manual can be accessed from the following link: <http://dpc.cps.k12.il.us/documents/pcard/Cardholder-Manual.pdf>

Some of the recent changes for P-Card include the following:

- All P-Card holders must have transactions approved by their supervisor or higher authority
- When **reviewing** P-Card transactions in Oracle, a description of the transaction in the "Approver Comments" section is now required
- All P-Cardholders that submit P-Card applications after July 15, 2010 will be required to obtain training prior to receiving their P-Card.

Should there be any questions, please contact Lee Saulter at 773-553-3294.

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.

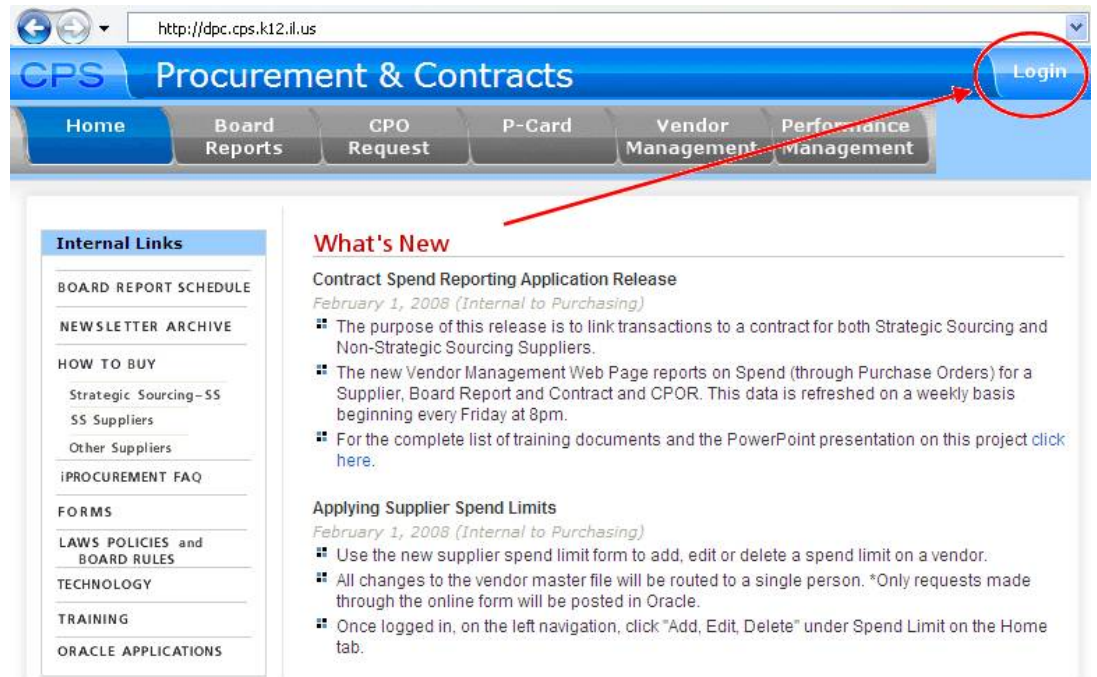
Expedited Purchasing Request Form

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:

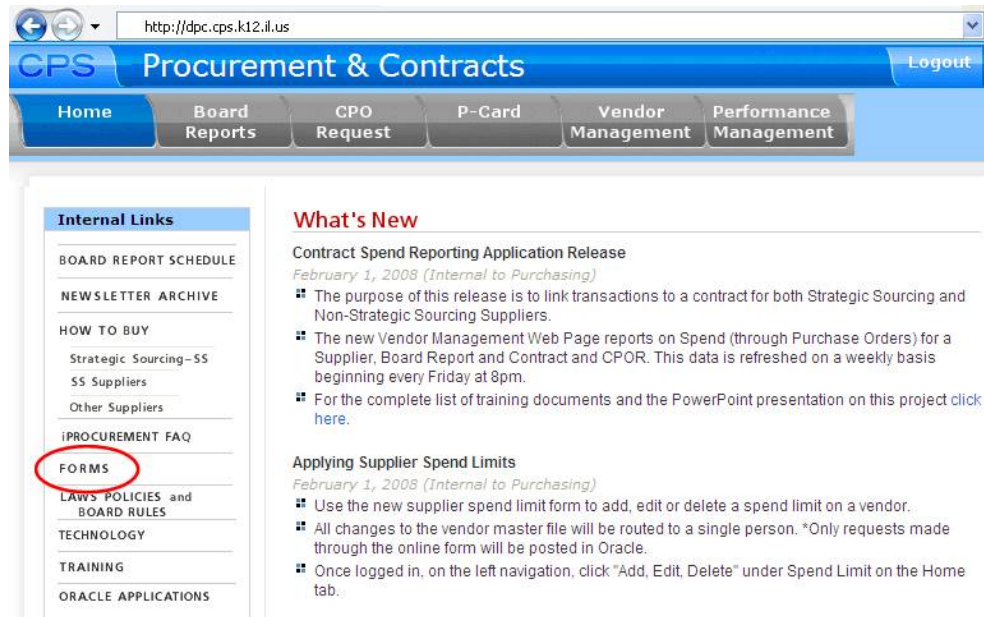
1. Click on the following link for the purchasing website: <http://dpc.cps.k12.il.us>
2. Click on the Login at the top right corner.



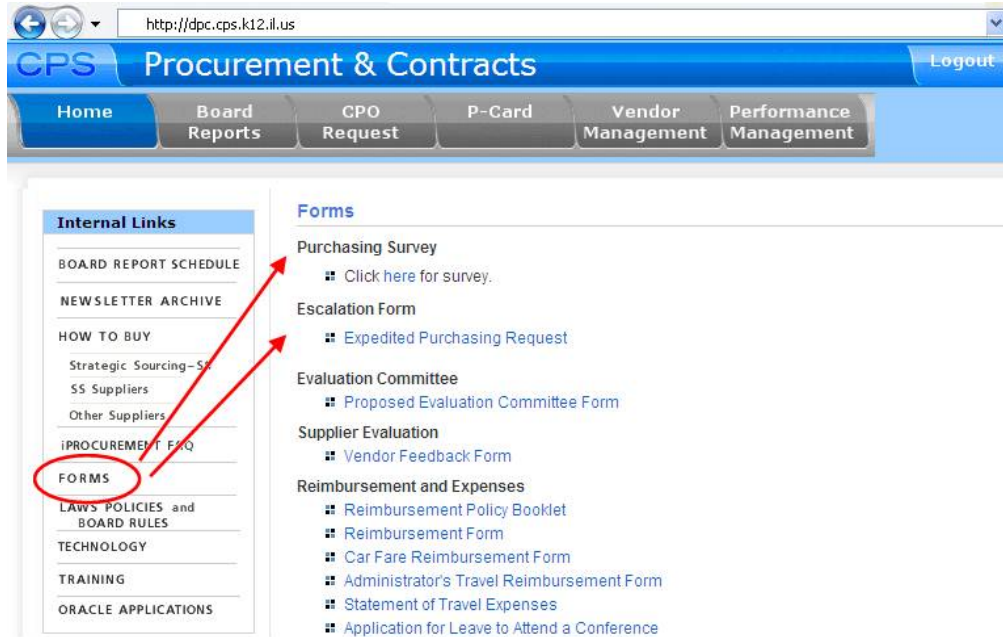
3. Enter your CPS username and password.

The screenshot shows the CPS Sign-On page. The page title is "PROCUREMENT AND CONTRACTS" and "CHICAGO PUBLIC SCHOOLS". The sign-on form includes fields for "USERNAME:" and "PASSWORD:", a "LOG-IN" button, and 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.



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



Contract Administration

Information & Technology Services

[Amend Board Report 08-0827-PR16](#) Approve Exercising the Third Option to Renew the Agreement with Sentinel Technologies for Local Area Network System Improvement Services. [10-0623-PR11](#)

Approve Exercising the First Option to Renew Into an Agreement with Blackwell Consulting Services to Provide Enterprise Data Movement and Management Services. [10-0623-PR12](#)

Approve Entering Into an Agreement with Labrynth for Consulting Services. [10-0623-PR13](#)

Approve Exercising the Third Option to Renew Agreement with NCS Pearson Inc. for the Purchase of Student Information Systems Software Licenses.

[10-0623-PR14](#)

Approve Exercising a Two-Year Option to Renew the Agreement with Relational Technology Services DBA Relational Technology Solutions (RTS) for Application Maintenance and Programming Support Services. [10-0623-PR15](#)

Approve Exercising the First Option to Renew the Agreement with Third Sight Technologies Corporation to Provide Enterprise Data Movement and Management Services. [10-0623-PR16](#)

Approve Exercising the First Option to Renew the Agreement with Versi Fit Software LLC for Dashboard Support and Enhancements. [10-0623-PR17](#)

Strategy and Planning

Approve Exercising the First Option to Renew the Agreement with Versi Fit Software LLC for Dashboard Support and Enhancements. [10-0623-PR17](#)

All Schools, areas instructional offices, and central office departments c/o Office Procurement and Contracts

Amend Board Report 08-0625-PR4 Approve Entering Into Agreements with Apple Computer, Inc., Dell Marketing, LLP, Lenovo Inc., Dell Financial Services, and IBM Financial Services for the Purchase and Lease of Desktop and Laptop Computers, and Associated Services. [10-0623-PR1](#)

Approve the Pre-Qualification Status of and Entering Into Agreements with Vendors to Provide Yearbook Printing Services. [10-0623-PR3](#)

Facility Operation & Maintenance

Amend Board Report 09-1216-PR8 Approve Exercising the First Option to Extend the Pre-Qualification Status of and Entering Into Agreements with Contractors to Provide Various Trades Work Over \$10,000 for the Operations and Maintenance Program. [10-0623-PR4](#)

Approve Payment to Chicago Commercial Contractors, LLC for Capital Improvements at Harper High School 6520 South Wood, Chicago, IL 60636. [10-0623-PR5](#)

Approve Exercising the Second Option to Renew the Agreement with Johnson Research Group for Consulting Services Related to the Modern Schools Across Chicago Program and Other TIF Projects. [10-0623-PR7](#)

Ratify Exercising the Option to Renew the Agreement with LCM Architects for Consulting Services. [10-0623-PR8](#)

Approve Entering Into Agreements with Various Vendors to Provide Professional Custodial Management Services. [10-0623-PR9](#)

Citywide School Transportation

Approve Entering Into an Agreement with Chicago International Trucks, LLC and Cummins Npower LLC for the Purchase and Installation of Diesel Oxidation Equipment. [10-0623-PR10](#)

Office of Academic Enhancement

Approve Exercising the Final Option to Renew the Agreement with the Illinois Institute of Technology for Consulting Services. [10-0623-PR18](#)

Assessment Design

Amend Board Report 09-0826-PR18 Approve Entering Into an Agreement with Wireless Generation for the Purchase of Early Mathematics Assessment Services. [10-0623-PR19](#)

Approve Entering Into an Agreement with the University of Wisconsin-Madison Center on Education and Work for the Purchase of Test Materials [10-0623-PR20](#)

Approve Entering Into an Agreement with Educational Testing Service for the Purchase of Test Materials and Related Services. [10-0623-PR22](#)

Approve Exercising the First Option to Renew the Agreement with University of Chicago for Consulting Services. [10-0623-PR23](#)

Department of Student Assessment, Office of Teaching and Learning

Approve Exercising the First Option to Renew the Agreement with Educational Ideas, Inc., DBA Ballard & Tighe Publishers for the Purchase of Test Materials. [10-0623-PR21](#)

Chief Administrative Office

Approve Entering Into Agreements with Vendors for Safe Haven Summer Programs to Provide Guidance and Counseling Activities for CPS Students. [10-0623-PR25](#)

Amend Board Report 10-0224-PR8 Approve Entering Into an Agreement with Illinois Virtual School for Online Curriculum and Instructional Support. [10-0623-PR47](#)

Chief Executive Officer

Amend Board Report 10-0324-PR12 Approve Exercising the Option to Renew the Agreement with Barbara McDonald. [10-0623-PR26](#)

Department of College and Career Preparation

Approve Entering Into an Intergovernmental Agreement with Illinois Student Assistance Commission (ISAC) for a Software License and Related Services for XAP Transitions Premium Edition. [10-0623-PR27](#)

Renew the Agreement with the Avid Center for Professional Development. [10-0623-PR28](#)

Authorize the Purchase of and Approve Payment to Chicago Transit Authority for the Purchase of CTA Fare Cards. [10-0623-PR29](#)

Office of Grants Management and Administration- Educational Support for Students in Temporary Living Situations Program

Approve Payments to the Chicago Transit Authority ("CTA") for the Purchase of CTA Fare Cards and Transfers. [10-0623-PR30](#)

Office of Human Capital

Approve Extending the Agreement with R.V. Kuhns Associates, Inc. for Consulting Services. [10-0623-PR31](#)

Approve Entering Into an Agreement with the University of Chicago. [10-0623-PR32](#)

Amps

Amend Board Report 09-0923-PR25 Amend Board Report 09-0722-PR19 Approve Entering Into Software License or Subscription and Services Agreements with Northwest Evaluation Association and Scantron Corporation. [10-0623-PR33](#)

Approve Exercising the First Option to Renew the Software License or Subscription and Services Agreements with Northwest Evaluation Association and Scantron Corporation. [10-0623-PR34](#)

Office of Performance

Amend Board Report 09-0923-PR25 Amend Board Report 09-0722-PR19 Approve Entering Into Software License or Subscription and Services Agreements with Northwest Evaluation Association and Scantron Corporation. [10-0623-PR33](#)

Approve Exercising the First Option to Renew the Software License or Subscription and Services Agreements with Northwest Evaluation Association and Scantron Corporation. [10-0623-PR34](#)

Approve the Pre-Qualification Status of and Entering Into Agreements with Vendors to Provide Assessment Tools. [10-0623-PR35](#)

Approve Entering Into Agreements with Various Consultants to Provide School and Area Performance Management Services. [10-0623-PR36](#)

System-wide School and Area Offices

Approve Entering Into Agreements with Various Consultants to Provide School and Area Performance Management Services. [10-0623-PR36](#)

Office of School Safety and Security

Approve Entering Into Agreements with Various Vendors to Provide School Community Watch Services for Designated Neighborhoods. [10-0623-PR37](#)

Approve the Pre-Qualification Status of and Entering Into Master Agreements with Various Vendors to Provide Staff Professional Development and Student Development Services. [10-0623-PR38](#)

Approve Entering Into Agreements with Various Organizations to Provide Student Mentorship and Advocacy Services. [10-0623-PR39](#)

Citywide Specialized Services

Amend Board Report 09-1028-PR19 Approve Entering Into Agreements with Various Vendors for the Purchase of Specialized Educational Equipment. [10-0623-PR40](#)

Amend Board Report 10-0324-PR19 Amend Board Report 09-0826-PR32 Approve Entering Into Agreements with Various Vendors for the Purchase of Specialized Equipment, Testing Materials, Maintenance, Training and Warranty Services. [10-0623-PR41](#)

Authorize Tuition Payments to Other Public School Districts, and to Cooperatives and Other Private Providers that Furnish Educational Services and Special Education Services District 299 Students on Behalf of these Other Public School Districts. [10-0623-PR42](#)

Approve Exercising the First Option to Renew the Agreement with Relegent LLC for the Purchase of a District Site License and Professional Development Training for Health Education Curriculum. [10-0623-PR43](#)

Approve Entering Into Agreements with Various Private Specialized School Providers and Authorizing Payments to Private Specialized School Providers. [10-0623-PR44](#)

Office of Student Support and Engagement

Approve Entering Into an Agreements and Renewals with Hearing Officers for Expulsion, Truancy, Tuition Residency, and Board Rule 6-28, 6-29, and 6-30 Hearings. [10-0623-PR45](#)

Approve Payment to Johns Hopkins University for Talent Development High School Services for Achievement Academies. [10-0623-PR46](#)

Graduation Pathways/ CPS-/ HS Distance Learning

Ratify and Amend Master Services and License Agreement with KC Distance Learning, Inc. D/B/A Aventa Learning. [10-0623-PR48](#)

Office of Teaching and Learning

Approve Exercising the Final Option to Renew Agreements with Various Consultants for Development and Support for Instruction Services. [10-0623-PR49](#)

Office of the Board of Education

Approve Payment to Canon Business Solutions, Inc. for Services Provided to the Office of the Board. [10-0623-PR24](#)

Mason Elementary School

Report on Emergency Expenditures. [10-0623-PR2](#)

Department of Operations

Approve the Award of Construction Contracts and Approve Changes to Construction Contracts for the Board of Education's Capital Improvement

Program. [10-0623-PR6](#)

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.**

The screenshot shows a web browser window titled "Oracle iProcurement: Shop - Windows Internet Explorer". The address bar contains the URL: https://erp.csc.cps.k12.il.us:8443/OA_HTML/OA.jsp?page=/oracle/apps/icx/icatalog. The browser's address bar also shows "Oracle iProcurement: Shop".

The Oracle iProcurement interface is displayed. At the top, there are navigation tabs: "Shop", "Requisitions", and "Receiving". Below these are "Stores" and "Shopping Lists" (selected), and "Non-Catalog Request".

The main content area is titled "Shopping List: Hinckley Springs Water". It includes a "Select List" dropdown menu set to "Hinckley Springs Water" and a "Go" button. There is also a "Sort by" dropdown menu.

Below the list title are two buttons: "Hide Images" and "Add All Items To Cart" with a "Go" button next to it.

The shopping list contains four items, each with a "Quantity" input field (set to 1), a unit, and an "Add to Cart" button:

- 5-Gallon Purified**
Shopping Category: COOLERS, DRINKING WATER (WATER FOUNTAINS)
Supplier Site: P O SITE
Internal Item Number: [blank]
Price: 2.4 USD
Quantity: 1 **Bottle** **Add to Cart**
- 16.9 oz Purified (24 Case)**
Shopping Category: COOLERS, DRINKING WATER (WATER FOUNTAINS)
Supplier Site: P O SITE
Internal Item Number: [blank]
Price: 5.99 USD
Quantity: 1 **Case** **Add to Cart**
- 580 ML (9.47 oz - 24 Case)**
Shopping Category: COOLERS, DRINKING WATER (WATER FOUNTAINS)
Supplier Site: P O SITE
Internal Item Number: [blank]
Price: 5.99 USD
Quantity: 1 **Case** **Add to Cart**
- Cooler - Cold Monthly Rental**
Shopping Category: COOLERS, DRINKING WATER (WATER FOUNTAINS)
Supplier Site: P O SITE
Internal Item Number: [blank]
Price: 1 USD
Quantity: 1 **Each** **Add to Cart**

At the bottom of the list, the text "Cooler - Hot and Cold Monthly Rental" is visible.

The browser's taskbar at the bottom shows the "start" button and several open applications: "Sent Items - Micr...", "RE: Updates, cha...", and "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

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 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.

Vendor of the Month

AAA

3020 West 167th Street

Markham, IL 60428

Phone: 312-666-2100 or 708-210-1200

Contact: Jay Heiferman or Gary Heiferman

CPS Vendor Number 48036

Website: www.AAARental.com

AAA Rental is an existing CPS vendor (CPS vendor #48036) and has been a CPS vendor for 22 years. The company was established in 1927. AAA Rental has a large inventory of chairs, tables, barricades, display boards, easels, podiums, refrigerator/freezers, coffee makers etc. and other rental equipment and provides chairs to the City of Chicago for many of its large special events.

Technology

- Chief Purchasing Officer Request (CPOR) application has been enhanced to include workflow for contracting process. This upgrade will provide the request user with a better monitoring and tracking capabilities for their CPORs and provides information about the resources working on the contract.
- 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 for new fiscal year (FY 2011) purchases.
- Purchase Orders for Office Depot, CDWG, Follett Library Resources are being sent electronically Via EDI.

Contract Administration:

The following reports are now available to all CPS users on the Procurement Website. These reports show the expiring board reports in the next one year and they are ordered by the user department and the date of expiration. Please use these reports to work

It is important that you review the list of expiring Board Reports and plan your contract solicitations and renewals.



CPS Procurement & Contracts

Home Board Reports CPO Request P-Card Vendor Management Performance Management

Internal Links

- BOARD REPORT SCHEDULE
- NEWSLETTER ARCHIVE
- HOW TO BUY
 - Strategic Sourcing-SS
 - SS Suppliers
 - Other Suppliers
- iPROCUREMENT FAQ
- FORMS
- LAWS POLICIES and BOARD RULES
- TECHNOLOGY
- TRAINING
- ORACLE APPLICATIONS

External Links

What's New

Expiring Board Reports
July 6, 2010

- ▶ The following reports are now available without a CPS signon to the Procurement website. These reports show expiring board reports in the coming year and are ordered either by department or date of expiration.
- ▶ [Expiring Board Reports \(by Department\)](#)
- ▶ [Expiring Board Reports \(by Date\)](#)

Travel Policy Directive
April 15, 2010

- ⚠ Due to current adverse financial conditions, Chicago Public Schools will be restricting all essential out of town travel until further notice.
- ⚠ Out of town travel includes any inter-state travel and any travel in Illinois that requires an overnight stay. Travel expenses include airline and hotel reservations and conference fees.
- ⚠ For the directive letter from CFO and Pre-Travel Expense Approval Form [click here](#).

CPOR (Chief Purchasing Officer Request)

- ⚠ Do you need help submitting a CPOR request? Do you have business questions regarding

Someone You Should Know in Purchasing

Shirley Wilbourn

P-Card Administrator

Manager of the daily functions of the Individual Master Card:

- Account setup for P-Card.
- Grant access to P-Card users.
- Provide training to Central Office and Area Offices.
- P-Card data integration with the finance system.
- Monitor ongoing reviews of Cardholder's activity/spend.
- Overall, on a regular (e.g., annual) basis, evaluate all P-Card processes for improvement/efficiency, implementing or revising procedures for effectiveness (and who does what) to determine the possible risks.
- Take the necessary actions to close any gaps, implementing or revising procedures for effectiveness.



APPROVED:

Dr. Barbara Eason-Watkins
Chief Education Officer