



Procurement & Contracts

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

NOVEMBER 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

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, it is required that the "Approval Comments" section be completed. The comments must contain a detailed description of and reason for the transaction.
- 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.

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 erroneously paid.

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.

Technology

- Silk Screen Express is a Strategic Sourcing Vendor for the purchase of School Uniforms and we now host a Catalog on the iProcurement shop page for this vendor.
- 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.

Introducing Procurements "Something New Section"

- Strategic Sourced – There is now a link to purchase Janitorial Supplies.
<http://www.csc.cps.k12.il.us/purchasing/index.php@tab=3&id=52.htm>

Aztec Supply Corporation

Supplier #11933

B&L Distributor

Supplier #29609

Biotek Corporation

Supplier # 29100

Chemcraft Industries, Inc.

Supplier #27135

DuMore Supplies

Supplier # 29369

Equity Industrial Supply, Inc.

Supplier #27853

Inlander Brothers, Inc

Supplier # 13370

KMI Supplies, Inc.

Supplier #10702

Kranz, Inc

Supplier # 37382

Laport Chemical & Supply, Inc.

Supplier #28922

Milestone Equipment & Supplies

Supplier # 24986

Onyx Distribution & Service, LLC.

Supplier #51784

PCS Industries

Supplier # 21652

Standard Companies

Supplier #35567 Formely United Supply

Office of Procurement and Contracts

Approve Entering Into Agreements with Various Vendors for the Purchase of Bathroom Products and Dispensers. [10-0922-PR1](#)

Inlander Brothers, Inc.

Vendor #: 13370

KMI Supplies, Inc.

Vendor #: 10702

Inter City Supply Co., Inc.

Vendor #: 30465

Laport Chemical & Supply

Vendor #: 28922

Citywide Food Services

Amend Board Report 10-0428-PR7 Approve Exercising the First Option to Renew the Agreement with C and M JV1 Company, Ltd. for Milk Supply and Delivery Services. [10-0922-PR4](#)

Amend Board Report 10-0428-PR9 Approve Entering Into an Agreement with Chartwells/Thompson for Food Services Management. [10-0922-PR5](#)

Amend Board Report 10-0428-PR16 Approve Exercising the Second Option to Renew the Agreement with Preferred Meal Systems for Prepared Meals-Frozen Preplated and Distribution Services. [10-0922-PR7](#)

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

SEPTEMBER BOARD REPORTS

Information & Technology Services

Approve Entering Into a Software License Agreement with Comodo Group.
[10-1027-PR9](#)

Approve Entering Into an Agreement with KC Logistics DBA Teaming Solution for Training Services. [10-1027-PR10](#)

Approve Entering Into an Agreement with Know-How, Ltd. for Software Development and Maintenance Services. [10-1027-PR11](#)

Approve Exercising the Option to Renew the Agreement with Oracle USA, Inc. [10-1027-PR12](#)

Approve Entering Into an Agreement with Stout Consultants USA Inc. for Technical Support Services. [10-1027-PR13](#)

Office of Extended Learning Opportunities

Amend Board Report 10-0825-PR13 Approve Entering Into Agreements with ISBE-Approved Supplemental Educational Service Providers. [10-1027-PR16](#)

Office of Student Support and Engagement

Amend Board Report 10-0623-PR45 Approve Entering Into Agreements and Renewals with Hearing Officers for Expulsion, Truancy, Tuition Residency and Board Rule 6-28, 6-29, and 6-30 Hearings. [10-1027-PR23](#)

Facility Operation & Maintenance

Amend Board Report 10-0526-PR1 Amend Board Report 09-1123-PR3 Amend Board Report 09-0422-PR11 Approve Entering Into an Agreement with Frank Cooney and Lowery McDonnell Company for the Purchase of Office, Classroom and Library Furniture. [10-1027-PR4](#)

Approve Entering Into an Agreement with B and L Distributors, Inc for the Purchase of Appliances. [10-1027-PR5](#)

Approve the Award of Construction Contracts and Approve Changes to Construction Contracts for the Board of Education's Capital Improvement Program. [10-1027-PR8](#)

Office of Science Citywide

Approve Entering Into an Agreement with Trustees of Indiana University (Indiana University) for Comprehensive, Scientifically- Sound Evaluation for the Science and Math Engagement and Instruction Project (2010-2013). [10-1027-PR24](#)

Office of Procurement and Contracts

Approve Entering Into an Agreement with Various Vendors for the Purchase of Trash Liners and Recycling Containers. [10-1027-PR2](#)

Approve Entering Into an Agreement with VWR Education, LLC DBA Science Kit and Fisher Science Education for the Purchase of Science Laboratory Supplies, Equipment and Furniture. [10-1027-PR3](#)

Office of Safety and Security

Amend Board Report 09-0225-PR15 Amend Board Report 08-1119-PR18 Approve Entering Into an Agreement with Securmar, LLC for the Purchase of and Maintenance of Portable X-Ray Machines. [10-1027-PR22](#)

Chief Operating Officer

Approve Exercising the First Option to Renew the Agreement with City of Chicago's Department of Fleet Management for the Purchase of Fuel. [10-1027-PR6](#)

Citywide School Transportation

Approve Exercising the Second Option to Renew the Agreements for Alternate Modes of Student Transportation Services. [10-1027-PR7](#)

Academic Enhancement

Approve Entering Into an Agreement with Riverside Publishing for the Purchase of Test Materials and Related Services. [10-1027-PR14](#)

Team Englewood Community Academy

Approve Payment to Konica Minolta Business Solutions, Inc. for the Purchase of Digital Copier (Team Englewood Community Academy). [10-1027-PR15](#)

Office of Human Resources

Amend Board Report 10-0127-PR17 Approve Entering Into an Agreements with Great-West and Annuity Insurance Company and Wells Fargo Bank N.A. for Defined Contribution Retirement Services. [10-1027-PR17](#)

Approve Entering Into an Agreement with the New Teacher Center for New Principal and Teacher Induction and Support Services. [10-1027-PR19](#)

CW Office of Human Resources

Approve Exercising the Final Option to Renew the Agreement with National Institute for Excellence in Teaching. [10-1027-PR18](#)

Inspector General

Approve Payment to Column Technologies, Inc. [10-1027-PR20](#)

Leadership Development and Support

Approve Exercising the Option to Renew the Agreement with Steven Gering for Coordination and Communication Services. [10-1027-PR21](#)

Vendor of the Month

Rainbow Book Company
500 East Route 22
Lake Zurich, IL 60047
Contact- Michael Sherman
800-255-0965
847-726-9935
CPS Vendor Number is 25596.

Vendor supplies Library Books, Reference Books, and Related Services.

Board Report number - 10-0728-PR5.

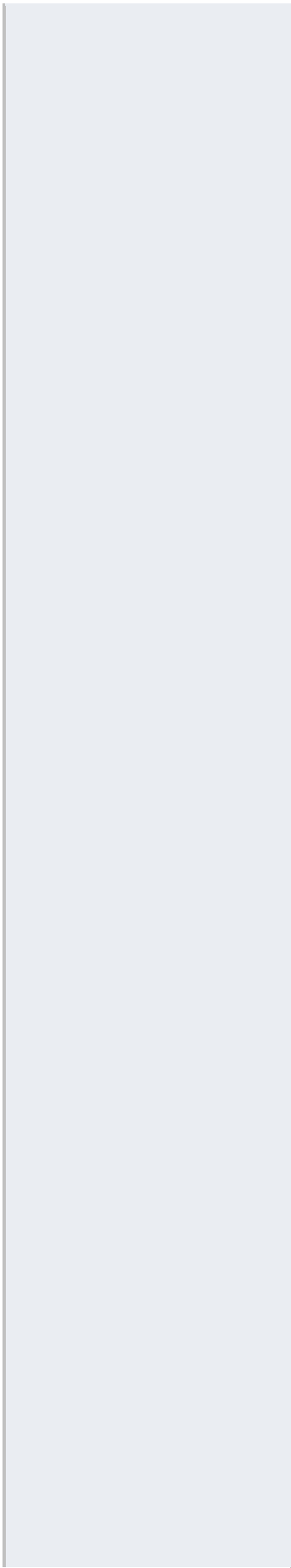
Someone You Should Know in Purchasing

Nanzi Flores

Contract Administrator

773-553-2273

- Manages business relationships between the end user and the suppliers of products and services.
- Participates on the preparation of RFQ/RFP/Bids, open and publicly reads bids, evaluates, negotiates and recommends awarding of contracts.
- Monitors spending on existing contracts.
- Participates and/or assist in special projects, and performs associated administrative duties.



APPROVED:

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Chief Education Officer

