



Procurement & Contracts

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

DECEMBER 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

New P-Cards arriving soon; review and approve transactions and complete training now

Take steps now to ensure you can use your new card once it arrives

Our procurement team is transitioning the P-Card program from Harris Bank to Citibank over the next few weeks. Your current P-Card (issued with Harris Bank) expired on December 31, 2010.

You will receive your new Citibank P-Card in the coming weeks. Although Citibank has not yet provided us with the exact date to expect the cards, we will keep you posted in future digests.

In the event that you must make an emergency purchase before you receive your new P-Card, please reach out to Christine Lo at 773-553-2709 or Opal Walls at 773-553-2648.

Before you can receive your new P-Card, you must complete four steps: Complete online P-Card training if you have not taken part as of October 21, 2010 or later. Information for P-Card training can be accessed [here](#) (PDF). This post also appears on CEEdO at <http://cedo.cps.k12.il.us/viewitem.aspx?id=50848>.

1. Review and approve all transactions from your current card, and process all outstanding audit requests
2. Read the revised P-Card Manual, located [here](#).
3. Read and sign the Procurement Card Acknowledgement and Agreement and Procurement Card Code of Conduct forms, located [here](#).

Action required: Complete the four steps above.

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>

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

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

DECEMBER BOARD REPORTS

Information & Technology Services

Amend Board Report 10-0623-PR17 Approve Exercising the First Option to Renew the Agreement with Versi Fit Software LLC for Dashboard Support and Enhancements. [10-1215-PR6](#)

Area 21

Approve Entering Into a Training Services Agreement with the University of Chicago – (Area 21). [10-1215-PR9](#)

Office of Science- Citywide

Ratify a Subrecipient Agreement with the Museum of Science and Industry for Teacher Education and Science Endorsement Programming. [10-1215-PR16](#)

Citywide Turn- Around Schools

Approve Entering Into an Agreement with the New Teacher Project for Educational Support for the Model Hiring Initiative for School Turnaround. [10-1215-PR17](#)

Citywide Special Education & Support

Amend Board Report 10-0224-PR17 Approve Entering Into an Agreement with Various Consultants for Nursing Services. [10-1215-PR14](#)

Amend Board Report 10-0825-PR16 Amend Board Report 10-0623-PR40 Amend Board Report 09-1028-PR19 Approve Entering Into Agreements with Various Vendors for the Purchase of Specialized Educational Equipment. [10-1215-PR15](#)

Office of Extended Learning Opportunities

Approve Payment to Pearson for Consulting Professional Development Services. [10-1215-PR10](#)

Approve Payment to Teacher Created Materials for Consulting Professional Development Services. [10-1215-PR11](#)

Facility Operations and Maintenance

Approve Exercising the Second Option to Extend Pre-Qualification Status of Contractors and Entering Into Agreements with New Contractors to Provide Various Trades Work Over \$10,000 for the Operations and Maintenance Program. [10-1215-PR3](#)

Approve the Pre-Qualification Status of and Entering Into Agreements with Contractors to Provide Environmental Contracting Services. [10-1215-PR4](#)

Student Transportation

Amend Board Report 10-0428-PR6 Approve Entering Into an Agreement with A T and T for Global Positioning Satellite ("GPS") Data Transmission Services. [10-1215-PR2](#)

Department of Operation

Approve the Award of Construction Contracts and Approve Changes to Construction Contracts for the Board of Education's Capital Improvement Program. [10-1215-PR5](#)

Vendor of the Month

MNJ Technologies Direct
1025 S. Busch Parkway
Buffalo Grove, IL 60089
Contact: Sonny Rogalevich
847-876-8819 Phone
847-876-5619 Fax
CPS Vendor number #38667

Vendor supplies projectors for all CPS schools, including charter schools, area instructional offices and Central Office departments.

Board Report #10-1117-PR1.

Someone You Should Know in Purchasing

Debra Macklin
PCard Unit

- Works diligently to resolve any outstanding issues in the Journal where credits are due to Chicago Public Schools and ensure credits are issued.
- Reconcile credits issued by vendors on the Journal.
- Maintain professional relationship with all P-Card Vendors via telephone and email, as well any outstanding issues.
- Complete monthly balance statements.
- Assist P-Card group with special projects.
- Complete PO statements reconciliations.

APPROVED:

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Chief Education Officer