

PROCUREMENT & CONTRACTS

Sean P. Murphy, Chief Purchasing Officer

HEADLINES & DEADLINES

February, 2003

⇒ BOARD REPORT TRAINING:

We are in the process of scheduling Board Report training for schools. Please identify the person(s) responsible for preparing Board Reports for your school. Their name, telephone number, school, region number and e-mail address should be forwarded to me as soon as possible. They will be contacted at a later date with the training schedule and location. If you have any questions, please contact Deirdre Parrott at 3-2267 or e-mail her at dparrott@csc.cps.k12.il.us.

⇒ ONLINE CALENDAR:

An online calendar of events related to Procurement & Contracts is currently available on our external web site. This calendar will include solicitation openings, Board Report deadlines, and other pertinent information. We encourage both schools and vendors to utilize this site. To view this calendar, please go to http://www.purchasing.cps.k12.il.us/public_calendar/calendar.php. Additional information is available for each entry by clicking on it.

⇒ ORACLE 11i MIGRATION:

The Oracle Finance Applications system is being upgraded (migrated) from version 11.03 to 11i. This migration will provide better service and prepares CPS for the installation of more Oracle modules planned for the future. In order to migrate, the requisition, receiving, and payment systems are tentatively scheduled to be shut down from April 14 through April 18, 2003 (Spring Break). Therefore, we will not be processing requisitions, purchase orders, receipts or payments until the system is brought back on line on Monday, April 21, 2003.

Mapper Users (Schools): REQUP, PURUP, PODUP, and SSTIP will be down during Spring Break. You should not be affected by the migration except during Spring Break.

Oracle Users (Central Office): The Oracle migration does effect the look and feel of your Oracle screens. Re-training is scheduled for March and April to help you use Oracle more effectively. Because Oracle 11i requires a more powerful PC to run, Oracle users with obsolete PCs will receive a new PC from OTS.

* * More details on training and scheduling will be announced soon. Please plan ahead to minimize any inconvenience during the shutdown.

⇒ **COPIER MAINTENANCE:**

The contract 2003-2004 for copier maintenance under the Strategic Sourcing Initiative for Rush Office Equipment and Supplies (Vendor #21426) was not renewed for the current school year. Effective immediately, schools and central office users can renew their copier maintenance agreements with a qualified CPS vendor. A waiver will no longer be necessary. A word of caution: copier maintenance service agreements that exceed \$25,000 require Board Reports.

Schools and central office users interested in purchasing and/or leasing copiers/fax machines can continue to utilize the services of Active Copier, Minolta Business Solutions or United Business Solutions as approved under Board Report #02-1218-PR05. Schools and central office units interested in purchasing and/or leasing digital duplicators (i.e. risographs) may contact Hallagan Business Machines as approved under Board Report #02-1218-PR08.

If you need any assistance, please contact Shirley Gardner, Contract Administrator at 3-2275.

⇒ **COPY PAPER PRICE COMPARISON:**

Specification	Office Depot	Quill	Office Max
Case/8.5x11, 20lb, 84brt, 5000 sheets (Generic)	\$22.87	\$26.90	\$25.99
Case/8.5x11, 20lb, 90brt, 5000 sheets (Generic)	\$23.99	\$36.90*	\$29.99*
Case/8.5x11, 20lb, 84brt, 5000 sheets (Hammermill)	\$23.32	\$32.90	\$24.99

*price based on comparable brightness of 92

These are the prices (per case) of the most commonly used vendors in the CPS system. Prices are based on telephone calls to vendor customer service and/or the vendor's internet catalog.