

PROCUREMENT & CONTRACTS

Sean P. Murphy, Chief Purchasing Officer

HEADLINES & DEADLINES

March, 2003

The Department of Procurement & Contracts welcomes our new Deputy Chief Purchasing Officer, Ms. Maye E. Kelsey. Ms. Kelsey comes from the City of Chicago, Department of Procurement Services where she served since August, 1987. She most recently served as the Deputy Procurement Officer for the Department of Procurement Services for the City of Chicago from August 2000 through January 2003. Ms. Kelsey was responsible for all stages of the RFP process through contract award for professional service contracts in excess of \$90 million in calendar year 2002 alone. Prior to this position, Ms. Kelsey worked as the Director of Work Services Contracts, overseeing all aspects of the bid process through contract award. Early in her career she performed the functions of a Contract Administrator and MBE/WBE Compliance Officer. Ms. Kelsey was educated at Michigan State University earning a BA in Materials and Logistics Management with an emphasis in Purchasing Management, as well as an MA in Education from Concordia University. Ms. Kelsey is also a Certified Professional Public Buyer (CPPB).

⇒ **CPS ANNOUNCES NEW TEXTBOOK INITIATIVE:**

The Department of Procurement & Contracts continually strives for the best purchasing practices hoping for end results that will both service the needs of the schools, achieve cost savings, and ultimately result in a positive effect on the students of our schools. With the support of both Arne Duncan and our Chief Education Officer Dr. Barbara Eason-Watkins, we are beginning an extensive, in-depth look at how purchases in various categories are made to determine how these practices can be improved upon and how we can generate savings. Our first wave of this initiative will review purchasing practices in the area of textbooks. It is important to note that we do not intend on implementing any mandates regarding what to purchase. That decision will remain with our educational leadership. We are simply looking for ways to increase buying efficiency and maximize the purchasing power of CPS in order to achieve cost savings. We have begun the first step in this initiative which includes interviewing stakeholders in the schools in an effort to gain further understanding of how their textbook purchases are made and to seek their input on methods that they feel may be more cost effective. This outreach will continue throughout our initiative. A Commodity Assessment Team of cross-functional personnel from central office, schools and Area Instructional Offices has been formed to review current practices and determine those changes that should be implemented. If you would be interested in sharing your knowledge and expertise in this area, or to simply provide input that could assist us in this initiative, it would be appreciated. Please contact Sue Foys, Commodity Manager/Textbooks at (773) 553-2989 or e-mail her at sfoys@csc.cps.k12.il.us.

⇒ OFFICE SUPPLIES:

Ready Computer Source has been added to the Strategic Sourcing Vendor List. Their catalog is accessible in Mapper and orders should be entered electronically like Office Depot's. All schools should have actual copies of Ready Computer's, as well as Office Depot's catalogs. Please contact Donna Flowers (Ready Computer Source) at 773-486-9000 or Darlene Mueller (Office Depot) at 1-800-613-4624 x 5354 if you need catalogs or have any questions regarding your orders. Please contact David Blackwell (CPS) if there are other questions at 773-553-2268.

⇒ STRATEGIC SOURCING OF COMPUTER SERVICES & EQUIPMENT:

To provide more comprehensive service for school computer networks, the computer and network maintenance, repair and administration needs of the schools will be examined with a goal of obtaining new service contract(s). A team of Technology Coordinators, OTS staff, Procurement and Contracts staff, and consultants from McKinsey & Company will examine the needs of the schools. The team will also recommend improvements to the process for purchasing computer desktops, laptops and servers, and these items will be put out for re-bid.

⇒ ORACLE 11i MIGRATION:

The Oracle Project is moving along according to plan and will be ready for migration the week of April 14-18, 2003 (Spring Break). Be reminded that 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): REUP, 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): As part of the Oracle Project, the Bronner Group, in conjunction with CPS subject trainers will be providing training to all users of the Oracle system. At the CPS Purchasing Web site, <http://www.csc.cps.k12.il.us/purchasing>, you will find the [training schedule](#) along with a summarized [explanation of the various classes](#) offered. Click on the links above to view the training schedule and classes offered. Click OK if you receive a message "Some files can contain viruses... would you like to open this file." **The files are safe to open.** The training of the users has been pre-determined and all users will be receiving an appointment through Microsoft Outlook to attend training courses based on user responsibilities. Kindly respond to the email immediately so that we may ensure that all Oracle users are properly trained on the new system.

The Office of Technology Services is in the process of analyzing the PCs that all users of the Oracle system are currently operating on. With the upgrade to a new software application for Oracle, it has become evident that some PCs may have to be replaced due to the equipment lacking the necessary specifications to run the new Oracle version. If this applies to you, the Office of Technology Services will be informing you directly regarding the status of your current PC and its compatibility with the new Oracle system.

⇒ **RFP DEADLINES:**

The end of the fiscal year is quickly approaching. If you need to submit Request for Proposals (RFP), Bids or Request for Qualification (RFQ) to the purchasing department for June 2003 Board approval, please contact the purchasing department as soon as possible to ensure completion of the process in a timely manner. **March 14, 2003** will be the cut off for these requests.

Be aware of the Deadlines for June Boards Reports:

May 13 Office of Business Diversity (OBD) Deadline

May 23 Purchasing Deadline

June 3 Board Deadline

June 18 Presidents Briefing

June 25 Board Meeting

APPROVED:

Barbara Eason-Watkins