

PROCUREMENT & CONTRACTS

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Sean P. Murphy, Chief Purchasing Officer

HEADLINES & DEADLINES

May, 2003

⇒ **TEXTBOOK INITIATIVE:**

All school interviews were completed. Our three vendor forums were held and approximately fifty representatives from various textbook companies were in attendance. The presentation provided at those meetings is available for your review on our website. The Commodity Assessment Team continues to meet on **Tuesday mornings (9:00 a.m. – 12:00 p.m.) at Medill**. The team has developed best practice savings ideas and is awaiting presentation of those ideas to the Steering Committee for approval. If you wish to join our team or provide any additional input, please contact Sue Foys, Commodity Manager/Education at (773) 553-2989.

⇒ **REQ-UP DEADLINES:**

The last day to submit requisitions on-line on REQ-UP for the issuance of Purchase Orders against fiscal year 2003 will be **4:00 p.m. on Friday, June 13, 2003**. For requisitions to be processed by this deadline, the unit director or principal must also submit electronic approvals.

⇒ **PUR-UP /PAYOUT DEADLINES:**

The last day to process transactions on PUR-UP (purchase order adjustments) or PAYOUT (cash advances and reimbursements) will be **3:00 p.m. on Friday, June 20, 2003**.

TO ENSURE TIMELY PROCESSING, PLEASE SUBMIT YOUR TRANSACTIONS AS SOON AS POSSIBLE, BUT NO LATER THAN THE DATE INDICATED.

⇒ **PROCUREMENT CARDS:**

For units participating in the procurement card program, the last day to use the Procurement Card against fiscal 2003 funds is by the close of business on **Friday, June 13, 2003**. The last day to process transactions on PROCARD will be **3:00 p.m. on Friday, June 20, 2003**. Units should ensure that vendors process their transactions by the close of business on **June 20, 2003**.

PROCUREMENT CARD TRANSACTIONS PROCESSED BY VENDORS AFTER JUNE 13th WILL BE REJECTED AND WILL HAVE TO BE RESUBMITTED AFTER FY 04 BEGINS.

⇒ **BOARD REPORTS:**

All requisitions entered on or before **June 13, 2003** for consultant services of \$25,000 or more, and non-professional services of \$10,000 or more, will require Board approval by the **June 25, 2003** Board meeting. The deadline established by the Office of the Board for fully signed Board Reports is **Tuesday, June 3, 2003**. To ensure timely considerations and processing, it is recommended that the unit submit the Board Report to Procurement & Contracts no later than **Friday, May 9, 2003**. If you have any questions about submitting a Board Report, please contact Deirdre Parrott, Board Report Manager at (773) 553-2267.

ALL REQUISITIONS WHICH REQUIRE BOARD AUTHORITY BUT ARE NOT APPROVED ON OR BEFORE THE JUNE 25, 2003 BOARD MEETING WILL BE CANCELLED.

⇒ **OFFICE/ EDUCATIONAL SUPPLIES:**

Purchase orders for School Specialty are now being fully processed via EDI. Schools and central office will now receive their order 24 hours after School Specialty has received it. Look forward to other Strategic Sourcing Vendors becoming EDI compliant.

⇒ **OFFICE DEPOT ORDERS – FUTURE ORDER PROGRAM:**

The Chicago Public Schools and Office Depot will be activating the Delivery Date field on Office Depot requisitions. Currently, regardless of whatever date is entered in this field, Office Depot orders are delivered within 24 hours from when they are received. **Effective May 19th through year-end, the delivery date field will be activated to allow you to request your order on the date entered in the “Delivery Date” field.**

This Future Order date option can help by avoiding storage of large orders over the summer that can easily be misplaced, missed deliveries because staff is not available and/or damaged deliveries due to summer cleaning.

Future Order **deliveries** can be scheduled from June 19th through the end of December. Please follow the below instructions:

1. Effective **May 19th**, enter your order as you normally would, entering the date that you would like to have your order delivered. **This date must be at least one month from the order date.**
2. Office Depot will deliver the order to your school on the date requested.
3. After receiving your order, please **pod the order in a timely manner**. After **May 19th**, through year-end, if you put in a delivery date less than a month from your order date, Office Depot will deliver your order within the usual delivery time frame.

After **June 20th**, Office Depot drivers will attempt 3 deliveries and then return your order to Office Depot stock. You will have to call Office Depot to have the order reshipped. If there are any questions regarding this process, please contact David Blackwell at 553-2268. If there are questions regarding the actual order, contact Office Depot at 1-800-521-3939.

⇒ **STRATEGIC SOURCING OF COMPUTER SERVICES AND EQUIPMENT:**

The Information Technology Hardware and Services Team has been discussing ways of improving the network services and administration available to the schools, as well as ideas for additional savings in the purchase of computers. The goal is to obtain service contracts for “gap” areas where OTS does not provide service, and to prepare for the rebidding of the computer contracts. We are currently interviewing schools and departments regarding their needs for computer equipment and services. Technology Coordinator members of H-STAC (High School Technology Advisory Council) were briefed about this initiative at their April 5th meeting. Vendor forums will be scheduled in the next several weeks. These forums will be offered for current or prospective vendors to learn more about our initiative.

⇒ **ORDERING SOFTWARE FROM COMARK (INSIGHT):**

When you order Microsoft software from Comark (Insight), you receive a copied disk made by Comark. Do not be alarmed! This is not software piracy! Through Comark, CPS participates in the Microsoft Academic Select Program. The Academic Select Program is not a “site” license, but a volume purchasing program offering extremely competitive prices. Under the Microsoft Academic Select Program, CPS receives one set of original master disks from Microsoft and is responsible for duplicating them for distribution within CPS. This keeps costs low. CPS has contracted with Comark to “burn” copies of the disks for distribution to the schools. You will only receive one disk from Comark for each software product, even if you order multiple licenses.

Please keep a copy of your purchase order to Comark. It serves as your confirmation of license. You will not receive a separate license certificate. When calling Microsoft, please make sure you inform them that CPS is participating in the Academic Select Program. Our [Select Agreement Number](#) is 01S57330. Our [Enrollment Number](#) is 6665971. Please note that it is a violation of copyright law to install the software on more computers than you ordered licenses for.

⇒ **OBTAINING SERVICES FROM SENTINEL:**

Sentinel provides break-fix services for out-of-warranty computer equipment. You may engage Sentinel on a maintenance contract basis or time-and-materials basis.

- 1.) Annual maintenance contracts cover all parts and labor for a set monthly fee per machine. These may be paid for on a quarterly basis or annually. If pre-paid annually, there will be an additional 5% discount.
- 2.) Time and materials (T & M) may be purchased in blocks. You must do this [before](#) your computer requires service. When you obtain a purchase order for a block of T&M, Sentinel will invoice you for the full block. This is done by

agreement with Procurement and Contracts in order to keep your costs low through reducing the administrative burden of multiple invoices. When you have a computer serviced, Sentinel will deduct the payment amount from your block. Unused portions of your T&M block will carry over into the next fiscal year. Sentinel will send you monthly statements showing your utilization and remaining amount.

The Sentinel account representative for CPS is Stephanie Winters, 630-769-4191. The CPS Contract Administrator for the Sentinel contract is Charlita Fain, at (773)553-2259.

APPROVED:

Barbara Eason-Watkins