

PROCUREMENT & CONTRACTS

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Sean P. Murphy, Chief Purchasing Officer

HEADLINES & DEADLINES

June, 2003

⇒ **TEXTBOOK:**

The Commodity Assessment Team presented their savings ideas to the Steering Committee on May 12th and was granted approval to proceed with those ideas. Once these ideas are in place the schools should see some significant cost savings which will be tracked and communicated to you at a later date. We have completed negotiations with those vendors approved under the Math & Science Initiative and we are waiting for their final approvals on those agreements. We look forward to sharing the cost savings achieved under those contracts with you. As we proceed we are also scheduling meetings with our top four vendors in the upcoming weeks to negotiate better prices on all textbook purchases within the district, as well as looking at the consolidation of purchasing our library books. We plan to keep you informed of our progress as we proceed. If you have any questions or want to share ideas, please feel free to contact Sue Foys, Commodity Manager/Education at 553-2989.

⇒ **XEROX CORPORATION- REPROGRAPHIC SERVICES:**

Xerox Corporation's printing/reprographic services contract with Chicago Public Schools will **expire on August 31, 2003.**

Effective **July 18, 2003**, Xerox will vacate their space at 125 S. Clark Street. Beginning **July 21, 2003 through August 28, 2003** limited "same day" reprographic services will be available at the Central Office location. Remember to plan ahead to allow sufficient time for processing/delivery of printing/reprographic projects. Regular printing/reprographic/services will continue to be provided by Xerox until contract expiration.

All Printing & Graphics Inc. has been retained by the Board to provide printing/reprographic service on-site at 125 S. Clark Street effective **September 1, 2003.**

⇒ **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.

APPROVED:

Barbara Eason-Watkins