

# PROCUREMENT & CONTRACTS

## PROCUREMENT & CONTRACTS

*Sean P. Murphy, Chief Purchasing Officer*

### HEADLINES & DEADLINES

July, 2003

#### ⇒ **TEXTBOOK:**

We have completed our negotiations on the Math & Science initiative and have received signed memorandums of understanding from each vendor selected by the Office of Math & Science. Based on the results of our negotiations, CPS will save at least \$2.4 million dollars over the next three years. That savings figure only reflects those schools that opted into the Math & Science initiative. Since the vendors have agreed to honor those same prices for all schools in the district, we expect those savings to increase based on the purchase of those same materials from schools not under this program, who have chosen to purchase the materials on their own. [Price lists for all materials covered under this initiative will be faxed to each individual school.](#) Central Office units interested in obtaining the price list should contact Sue Foys, Commodity Manager/Education at 3-2989. When you receive prices from these vendors and they do not match the prices we have provided you, please contact the appropriate contact person listed and notify them that you should be receiving the same prices as those approved for the Math & Science Initiative.

On June 30<sup>th</sup>, we will have completed our initial negotiations with our top five textbook vendors. We have already agreed to some terms and they will be providing additional information in response to other savings ideas that we have asked them to consider. We hope to have completed agreements with them by early August.

On June 17th, a request for proposal for Library Books, Periodicals, Educational Related Audiovisual Products, and Other Media Products and Related Services was advertised. Responses to this [RFP are due back on Tuesday, July 8<sup>th</sup>](#). Once we receive these proposals, our evaluation team will review each response and determine the recommended vendor. It is our intention to award this proposal at the September Board meeting in order to capture purchases made during our ordering spike in the month of October.

We will keep you updated on this information regularly. Should you have any questions or concerns, please contact Sue Foys, Commodity Manager/Education at (773) 553-2989.

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

Spring was a busy time for the Information Technology Hardware and Services Team. The team gathered information to rebid the computer hardware contract. Team members interviewed 13 schools and departments. OTS team members surveyed Technology Coordinators at over 200 schools. Members of the team also met with all major computer manufacturers.

The team presented their ideas to the Strategic Sourcing Steering Committee on May 12th and received a go-ahead to proceed. A copy of the Steering Committee presentation is available at [http://www.csc.cps.k12.il.us/purchasing/ppts/tech\\_strategic\\_sourcing.ppt](http://www.csc.cps.k12.il.us/purchasing/ppts/tech_strategic_sourcing.ppt).

A request for proposal to select new computer vendors for desktops, laptops, and servers was issued on May 29<sup>th</sup>. CPS received nine vendor proposals on June 19<sup>th</sup>. The evaluation committee selected four short list candidates for further consideration. Oral presentations are scheduled for early to mid July, followed by negotiations with the finalist candidates. The goal is to present recommendations for approval at the August board meeting.

The evaluation committee is considering quality and customer service as well as low price in its vendor selection. To reduce total cost of ownership, including internal support costs, the evaluation committee is seriously considering one vendor for Wintel desktops, and another vendor for laptops and servers. At most there will be two Wintel vendors. There will continue to be one vendor for Apple. The committee is also considering whether it would be advantageous to offer computers for lease as well as for sale.

A major finding of the whole commodity team is that support and maintenance services for schools' computers are necessary to maximize the usefulness of computers in the classroom. Therefore, along with the recommendation to reduce total cost of ownership by reducing the number of vendors, the team is recommending that OTS begin supporting the schools' computers. In response, OTS is working on a board report to provide a bare minimum of interim services for the 2003-04 school year. After the computer vendors are selected, the commodity team will resume examining requirements for a long-term solution to providing computer support and maintenance services to the schools. The goal is to obtain service contracts for "gap" areas where OTS does not provide service. We are planning to bid these contracts in the 2003-04 school year.

We will continue to keep you informed as we proceed. If you have any questions or want to share ideas, please feel free to contact Craig Holloway, Commodity Manager, at 553-2903.

**APPROVED:**

---

Barbara Eason-Watkins