

# PROCUREMENT & CONTRACTS

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### HEADLINES & DEADLINES

August, 2003

#### ⇒ **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.**

#### ⇒ **MINOLTA BUSINESS SOLUTIONS:**

##### **DISCOUNTED Minolta Copier Equipment Available**

With the closing of two CPS schools and Transitions, Minolta Business Solutions has a limited number of copiers at a discount. A total of four (4) copiers are available for ONE LEASE PAYMENT EACH on any one machines below:

**Once the lease payment is made, the equipment becomes the school's property.**

One (1) Di 450 for a \$4,778.00 lease payment

One (1) Di 550 for a \$3,888.00 lease payment

One (1) Di 650 for a \$3,677.00 lease payment

One (1) Di 650 for a \$9,242.00 lease payment

For further information and details, contact Ms. Kari Berg at Minolta Business Solutions at (312) 726-9100 between 9:00a.m through 3:00p.m daily.

#### ⇒ **MATH & SCIENCE INITIATIVE:**

Make sure to capture the savings provided! When ordering any math and/or science materials and you are ordering from any of the vendors approved by the Office of Math & Science, be sure to include the discounted prices provided to CPS. Price lists for all these materials were faxed to each school. **Central Office units who need these price lists may request them by contacting Sue Foys, Commodity Manager/Education at 3-2989.**

⇒ **TEXTBOOK:**

We are currently reviewing price lists of materials, including all gratis materials they will provide as well as professional development, from the top five textbook vendors. Various educational staff from Dr. Eason-Watkins office will review these bundles to ensure that materials offered are indeed necessary and appropriate for our schools needs. We hope to have finalized agreements with these vendors by the end of August.

⇒ **LIBRARY BOOKS:**

An evaluation team has reviewed the proposals received for Library Books, Periodicals, Educational Related Audiovisual Products, and Other Media Products and Related Services. We hope to have this contract approved at the September Board Meeting. Further communication will follow to all schools when a vendor has been selected so as to ensure a smooth transition.

If you have questions relative to any of these commodity areas, please contact Sue Foys, Commodity Manager/Education at (773) 553-2989.

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

**DESKTOP AND LAPTOPS**

The current computer desktop contracts expire September 30, 2003. Under the current timeline, the new desktop and laptop computer vendor selection is scheduled to be announced at the September board meeting. **Please note that as with every contract rebid, it is possible that the current vendors may not be chosen.** If you wish to purchase from current vendors, you should do so soon, as **there is no guarantee that these vendors will remain available after September 30, 2003.** On the other hand, you may wish to wait until the new contracts are available, as they will offer additional savings. Also, the new contracts will provide schools the choice of leasing computers.

**SERVERS:**

The new server vendor selection is expected later this fall. In the meanwhile, servers continue to be available from Computerland through June 30, 2004.

**COMPUTER BREAK-FIX AND SUPPORT SERVICES:**

As mentioned last month, the commodity team recommended that OTS extend support and maintenance services to schools' instructional computers. Two board reports to provide interim services at no charge to the schools for the 2003-04 school year were approved at the July board meeting. Advance Computer Technical Group (ACTG), a minority subcontractor to Comark (Insight) who provided computer support to Education to Careers, will provide each high school a block of 40 hours of on-site support. [SM@RT](#) Technology Services, the current help desk provider for central office and also a minority vendor, will provide elementary schools help desk support and 20 hours of on-site service. OTS will be providing more information about these new services soon. Please direct questions to Steve Dorner at 3-1280.

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 at no charge 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.

### **SCHOOL INPUT INTO COMPUTER VENDOR SELECTION:**

Meeting the needs of schools while lowering the total cost of ownership of computers is the goal of strategic sourcing. School participation in the strategic sourcing process is helping achieve this goal. Five technology coordinators on the commodity committee provided input as to the computer purchase strategy before the Request for Proposals was released to the vendors. A technology coordinator and a representative from Dr. Eason-Watkins’ office served on the evaluation committee that is recommending the selected vendors. As a result of school input, the evaluation committee placed a greater emphasis on high quality and customer service while selecting vendors. Higher quality and customer service reduces the amount of time teachers and technology coordinators spend maintaining computers and increases instructional time. This lowers the total cost of ownership.

Principals, please watch for an e-mail from Procurement and Contracts providing more detail about the strategic sourcing process for computers. We urge you to take the time to provide your comments on the e-mail attachment.

### **⇒ OFFICE DEPOT:**

Office Depot is currently running their **5% back to school program** again this year. Five percent of any and all purchases go back to the school the customer designates. The current program has already begun and **runs until September 30, 2003**. There will be a **second program beginning October 1, 2003 and will run to December 31, 2003**.

Thirty days after the end of each of the two program periods -- once qualifying credits are calculated -- participating schools will receive (in the mail) merchandise credits, on a gift card, totaling 5% of all qualifying school supply purchases. These credits can be redeemed for thousands of products at any Office Depot store. Merchandise credits are then valid for redemption by schools for 120 days past the date of issuance. Announce this program to Teachers and Students! Your school could receive hundreds of dollars for needed merchandise.

If there are further questions regarding the program please contact David Blackwell, Commodity Manager at 553-2268.

### **⇒ READY COMPUTER SOURCE:**

Look for Back-to-School coupons from Ready Computer Source. **Place a minimum order of \$50.00 and receive \$25.00 of free office supplies.**

⇒ **BID OPENINGS:**

The bid and bond room which is located on the 15<sup>th</sup> floor will be immediately moved back to the 10<sup>th</sup> floor. The bid document and bid openings would be located and picked up at 125 S. Clark St. 10<sup>th</sup> Floor. Please stop by the reception area on the 10<sup>th</sup> floor for additional information.

**APPROVED:**

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Barbara Eason-Watkins