

PROCUREMENT & CONTRACTS

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Heather A. Crossley, Chief Purchasing Officer

HEADLINES & DEADLINES

September, 2003

The Department of Procurements & Contracts is pleased to announce the appointment of Ms. Heather A. Crossley to Chief Purchasing Officer. Ms. Crossley previously served as Deputy Chief Financial Officer and Deputy Controller-Disbursements (2000 – 2003) here at CPS. In these roles, her financial expertise and administrative skills have been reflected in the reorganization and efficient operation of the Accounts Payable Department and the overall ability of the Department of Finance to streamline functionalities and operate effectively. Prior to joining CPS, Ms. Crossley was the Comptroller for the Clerk of the Circuit Court of Cook County (1996-2000), a Senior Tax Accountant (1995-1996) for Crowe Chizek in Oak Brook, Illinois and a Senior Accountant (1991-1995) for Barbich, Longcrier, Hooper & King, a public accounting firm in Bakersfield, California. Ms. Crossley holds a BS in Business Administration with a Concentration in Accounting from California State University-Bakersfield.

⇒ **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.

⇒ **NEW EXPANDED PRINTING REPRODUCTION & GRAPHICS SERVICES:**
The Xerox Corporation's printing and reprographics contract with CPS expired on August 31, 2003. The Department of Procurement & Contracts welcomes **All Printing & Graphics, Inc.** as the new **on-site/ 125 S. Clark St.** CPS printing, reproduction and

graphics service vendor. Effective September 1, 2003 All Printing & Graphics Inc. becomes our total in-house print management solution partner.

The new partnership promises state-of-the-art graphic/form design and efficient turnaround times with the highest level of expertise and innovation. Additionally, the services previously available to CPS departments and staff are now enhanced and expanded and include the printing and layout design of:

- Brochures & Pamphlets
- Newsletters
- Manuals
- Report Cards
- Posters & Signs
- NCR Forms

In the Print Room at their new convenient **3rd floor offices** are: **Marvin Rosenthal**, general manager; **Ralph Fowlkes, Sr. and Dolores Tamez**, customer service representatives. **All Printing & Graphic's** team of professionals are available **daily—from 8:00-4:30 p.m.** to make sure that your projects and requests are handled flawlessly and to provide resources for all of your printing needs. Please check the Procurement & Contracts' web page: www.csc.cps.k12.il.us/purchasing for a list of all Printing & Graphics' prices for commodity forms, brochures, NCR forms, posters and signs, newsletters, Structured Curriculum Books, Parent Connection Handbooks, Accommodations/Modification Books and Expecting More Standards Books.

All Printing & Graphics welcomes you to stop by their offices or call and inquire about the host of available services including the availability of a variety of advertising and specialty items —phone: **773/553-3048**. Also, watch for their **grand opening** later this month.

⇒ **MATH & SCIENCE INITIATIVE MATERIALS:**

Be sure to take advantage of the discounted prices provided by the recommended vendors.

⇒ **TEXTBOOK:**

Review of various bundles will begin soon. Some information is still being submitted by various vendors. Continue to order as usual until further information is provided to you.

⇒ **LIBRARY BOOKS:**

Award to one vendor for the purchase of all library books will be recommended to the Board at its September Board meeting. Significant discounts, detailed customer service, online ordering and an online order tracking system will be afforded to all our schools under this agreement.

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

⇒ **SCHOOL SPECIALTY:**

Look out for the [Back At School flyer](#) from School Specialty offering lower prices on some of their already discounted items for educational supplies. Also look for a number of new items for the 2003–2004 school year. Please contact your School Specialty sales representative or Customer Service at (800/891-5836) for additional copies.

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

COMPUTER BREAK-FIX AND SUPPORT SERVICES:

OTS is working with Advance Computer Technical Group (ACTG) and SM@RT Technology Services to implement a "pilot" program geared towards providing some initial maintenance and support services for instructional computers for the 2003-2004 school year. Support to administrative computers, which is currently being provided, will not be affected by this pilot program.

While we do not expect this pilot support program to address all the computer support issues across the District, we hope to gather sufficient information to enable us to develop a comprehensive support program. We look forward to working with the schools to develop a program, which can successfully address the computer support needs of our schools. Additional details regarding this first phase of the computer support program will be available in the next few weeks.

DESKTOP AND LAPTOPS:

In August, each principal was sent a detailed explanation of the strategic sourcing process for selecting the new computer vendors. Principals were also surveyed about several questions related to strategic sourcing. Their input will be considered in the final contract award.

The desktop computer contracts are set to expire September 30, 2003. However, due to delays in contract negotiation, Purchasing is submitting a board report to extend them until the new contracts can be signed. **Please note that as with every contract rebid, it is possible that the current vendors may not be chosen for the new contracts.** 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 the extensions expire.** 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.

Correction from last month: Laptop computers are unaffected by the September 30, 2003 expiration date. The Computerland board report 02-1218-PR06 is good through June 30, 2004.

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.

APPROVED:

Barbara Eason-Watkins