

# PROCUREMENT & CONTRACTS

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*Heather A. Obora, Chief Purchasing Officer*

### HEADLINES & DEADLINES

**December, 2003**

#### ⇒ **CONTRACTING WORK FOR OVER \$10,000**

If you have any contracting work over \$10,000, the work must be put out to bid to the list of vendors that are pre-qualified to do work over \$10,000 (board report # 03-0723-PR03). For example, if you have a plumbing job, the work must be put out to bid to all the plumbers on the board report list. **If you enter a requisition that is over \$10,000, it will not be approved by Procurement and Contracts unless you provide documentation that the work was put out to bid.** Price quotes will not suffice, the work must be bid out through the property advisors. Please contact your property advisor or Ms. Patricia Hernandez at 3-2256 if you have any questions.

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

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

Details about the OTS pilot program for support services for instructional computers throughout the District are available at <http://ots.cps.k12.il.us/>.

The Information Technology Services team visited the premises of one of the strategic sourcing vendors on November 13, 2003. Team members learned about the operational and logistical aspects involved with receiving, inventorying, testing, image-loading, and re-distributing of computers. The next team meeting is scheduled for Thursday December 11, 2003, from 11am to 3pm.

The purpose of this team of Technology Coordinators and Central Office staff is to examine the schools' need for more comprehensive service to school computer networks, computer and network maintenance, repair, and system administration. The goal is to have new service contract(s) in place and improve internal support by the beginning of the next school year. Additional elementary school team members are welcome. Please call Craig Holloway at (773)553-2903 for details of the next team meeting or if you are interested in serving on this team.

##### **DESKTOP AND LAPTOPS:**

HP, Dell, and Apple were selected as the new desktop and laptop computer vendors at the October board meeting. Purchases with HP and Apple must wait until contracts are signed this winter. Contracts are expected to be fully executed by no later than January 2004. Price comparisons were sent to all principals and are available in the [October issue of Headlines & Deadlines](#), located on the Purchasing Website (see website address below). Although you will have new choices for laptop computers with the new contracts, you may also continue to buy HP and Dell laptops from Computerland on board report 02-1218-PR06 through June 30, 2004.

In the meantime, you may continue to purchase from the current vendors (Acer, IBM, Dell, and ICC). Realize that prices may vary between the new contract and the old contract. An announcement will be made when the new contracts are finalized.

### **SERVERS:**

**Servers continue to be available from Computerland through June 30, 2004.**

Many servers are eligible for E-rate reimbursement from the Federal Government. This will save you up to 90% on the cost of the server. Please contact Jane Kratochvil, E-rate director, at (773)553-1322, if you are considering purchasing a server.

### **EDUCATIONAL SOFTWARE:**

Discounted educational software is available under a state contract from the Illinois Learning Technology Purchase Program. The Board Report is 03-1119-PR13. The Vendor Number is 35519. Because there is a Board Report already, you do not need to do another Board Report if you spend more than \$25,000. Call Karen Pucanas at (217) 892-2844 for a catalog or a quote. This information is also available at ILTPP's web site at <http://www.iltpp.k12.il.us/>.

### **⇒ LIBRARY BOOKS:**

As previously noted, On Wednesday, September 24<sup>th</sup> the Board of Education approved a contract with **Baker & Taylor** to provide all library books to the Chicago Public Schools for the next two years.

Just some of the benefits that you will be afforded under this contract include: **competitive and standardized prices; significant savings opportunities that allow you to provide a greater selection of books for our students; better efficiency will be achieved by utilizing Baker & Taylor's online ordering tool; access to a dedicated customer service staff will be readily available to assist you; and training will be provided not only for the selection of books, but also on the online ordering tool and collection development. All regular shipping is FREE. School Select is Baker & Taylor's online ordering tool and encompasses a collection of over 800,000 titles. Curriculum lists based on Illinois and National standards will be available and they will also include the recommended reading lists from the Department of Libraries.**

We encourage you to take advantage of the services that Baker & Taylor is offering. In the coming weeks, a Baker & Taylor representative will be contacting you to set up an appointment. If you have special requests for books relative to various topics or require assistance with your collection development; they are here to assist you. We hope that you will welcome Baker & Taylor to your school and provide them an opportunity to serve your needs.

For additional information regarding this contract or to address questions you may have, please refer to our website at [www.csc.cps.k12.il.us/purchasing](http://www.csc.cps.k12.il.us/purchasing) and click on the Frequently Ask Questions (FAQ) page provided. Please be reminded that **this contract includes library books only**. Each school may choose their vendor of choice for all periodicals, videocassettes, DVD's, spoken word cassettes, CD'S, CD ROMs and other media. If further information is required, please contact Sue Foys, Commodity Manager/Education at (773)553-2989.

Please note that as soon as Baker & Taylor's online ordering system School Select is operative, you will be notified. Both one-on-one and group training of this online tool will be scheduled by Baker & Taylor. Additional one-on-one and group training is anticipated for January. Should you need immediate assistance, please contact Baker & Taylor's Customer Service Representative, Norma Terbeek at (877)423-2295.

⇒ **MATH & SCIENCE INITIATIVE:**

Elementary Schools who wish to take advantage of the prices afforded to CPS under this initiative should refer to the current price list that was faxed to each school several months ago. If you have not received the price list, please contact Sue Foys, Commodity Manager/Education at (773)553-2989.

⇒ **TEXTBOOKS:**

We are currently working on incorporating the changes recommended by the Educational Review Team into the bundles provided by our top five textbook vendors. These reviews should be completed soon. Negotiations will then commence to ensure that our schools will achieve the maximum savings opportunities available. Continue to order as usual until further information is provided to you.

⇒ **UNITED BUSINESS SOLUTIONS PROMOTION:**

**WIN A DVD PLAYER FOR "YOUR SCHOOL"**

Visit United Business Solutions' web page at [www.ubslc.com](http://www.ubslc.com) and click CPS.

Nominate someone for the "Someone You Should Know" page. If your **nominee is chosen your school wins a DVD player.**

Note: A total of five (5) DVDs (One per month) will be awarded between September 1, 2003 and January 15, 2004.

**We have One (1) winner to date, Vanderpoel School.**

⇒ **MINOLTA BUSINESS SOLUTIONS:**

With the closing of Two CPS Schools and transitions, Minolta Business Solutions is offering a limited number of copiers at a discount. A total of four (4) copiers are available for ONE LEASE PAYMENT EACH on any machine 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.

## ⇒ **ALL PRINTING & GRAPHICS:**

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. became our 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

The staff in the Print Room located **125 S. Clark, on the 3<sup>rd</sup> floor** are: **Marvin Rosenthal**, general manager; **Ralph Fowlkes, Sr.** and **Dolores Tamez**, customer service representatives. **All Printing & Graphics'** team of professionals are available **Daily—from 8:00a.m-4:30 p.m.** They will ensure that your projects and requests are handled flawlessly and will provide resources for all of your printing needs. Please check the Procurement & Contracts' web page: [www.csc.cps.k12.il.us/purchasing](http://www.csc.cps.k12.il.us/purchasing) for a list of All Printing & Graphics' prices for commodity forms, brochures, NCR forms, posters, 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 to inquire about the host of available services Phone: **(773)553-3048**. Also, watch for their **grand opening** later this month.

## ⇒ **ELECTRONIC CATALOG VENDORS:**

When ordering via the **on-line catalog vendors**, please note that when sku/item numbers are entered and you get an invalid item message, it means that the item **can not** be ordered from that vendor. There are two reasons for this: the sku/item is discontinued or it is a restricted item.

Discontinued item/sku - when items are discontinued they are taken out of the electronic catalog so they are unavailable to order. Often there are items added that are the same or very similar to the one that has been discontinued. The catalog look-up feature can be used to search for these items. Catalog look-up can be accessed in Mapper by clicking on look-up on the tool bar, choose catalog look-up, choose the vendor and enter the name of the item in the description field. Scroll through the items to see if any description fits what you are looking for. You can then enter this item on your requisition.

Restricted items are items that a vendor **can not** sell under their contract. Schools will need to order from the strategic sourcing vendor for that item. A list of all strategic vendors, the types of items listed under their contract and the contact's names are listed on the CPS website: [http://www.cps.k12.il.us/purchasing/ss\\_Vendors.html](http://www.cps.k12.il.us/purchasing/ss_Vendors.html).

**APPROVED:**

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Barbara Eason-Watkins