

PROCUREMENT & CONTRACTS

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Heather A. Obora, Chief Purchasing Officer

HEADLINES & DEADLINES

January, 2004

⇒ **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/instructional.html>.

The Information Technology Services team met jointly with the Tech Coordinator Focus Group in December. A "seat management" model in which OTS would assume responsibility for providing all computer support services was discussed. Many other models for providing services will be discussed in future meetings.

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. Beginning in January, the team will meet twice a month.

⇒ **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 this month when the new contracts are finalized.

⇒ **SERVERS:**

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

OTS will be issuing new rules concerning server purchases and E-rate eligibility soon. Look for a separate announcement from OTS at <http://ots.cps.k12.il.us/>.

⇒ **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/>.

⇒ **I-PROCUREMENT IS COMING:**

OTS and Procurement and Contracts are beginning a project to modernize the computer system used for requisitions, purchase orders, and receipts. This new system, Oracle I-Procurement, will replace the REQUP, PURUP, and PODUP screens. The I-Procurement system screens will be user friendly and resemble on-line shopping. After I-Procurement is installed, all of CPS will be using Oracle for purchasing. The I-Procurement system is scheduled to be piloted in the central office in late 2004. Schools will receive the new system in 2005.

Because I-Procurement will significantly change the way schools enter requisitions, we are looking for school participation in the project. Principals, building engineers, business managers, and AIOs are encouraged to serve on the evaluation committee to select a consultant who will install the system or on the project Steering Committee to oversee system rollout. The evaluation committee will begin meeting in January; the Steering Committee will begin meeting later this winter. Please contact Benjamin Ho, Director, at 3-2269 if you are interested in serving.

⇒ **LIBRARY BOOKS:**

As a reminder, Baker & Taylor has been awarded the contract to provide library books and books for the classroom library. Most schools have already been visited by a representative. If you need another visit or have not yet been scheduled, please contact Lois Hanley at 1-(800)775-7930 x1043. Your Customer Service Representative is Norma Terbeek and she can be contacted at 1-(877)423-2295. The Commodity Manager for this contract is Sue Foys and she can be reached at (773)553-2989.

Baker & Taylor will be offering additional training on School Select, their online book ordering tool for all librarians during the month of January. You are encouraged to attend this training. This training will include the new online requisition order completion process.

Trainings will be held at the following locations. While we encourage you to attend a training closest to your school, you are free to register for any session.

Sessions will be offered at 8:30 a.m., 10:00 a.m. and at noon on each day. One CPDU will be offered for those attending.

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| ✦ | January 13 | Chicago Agricultural H.S.
3857 West 111th Street |
| ✦ | January 16 | Simeon Career Academy
8147 South Vincennes Avenue |
| ✦ | January 21 | King College Prep
4445 South Drexel Boulevard |
| ✦ | January 22 | Juarez Community Academy
2150 South Laflin Street |

✚ January 23 Wells Community Academy
936 North Ashland Avenue

✚ January 27 Schurz High School
3601 North Milwaukee Avenue

Please register with the Department of Libraries. They may be contacted at (773)553-6210.

For detailed information on the Baker & Taylor contract including the discounts they are providing us and the processing fees, please visit our website at www.csc.cps.k12.il.us/purchasing and click on the 12/12/03 entry under "Extra Extra".

⇒ **MATH & SCIENCE INITIATIVE:**

Elementary schools should be taking advantage of the prices being offered to us under this initiative. If you need these price lists faxed to your school, please contact Sue Foy/Commodity Manager/Education at (773)553-2989.

⇒ **TEXTBOOKS:**

Continue to order as usual until further information is provided to you. We hope to complete our review of the textbook bundles by mid January.

⇒ **UNITED BUSINESS SOLUTIONS PROMOTION:**

[WIN A DVD PLAYER FOR "YOUR SCHOOL"](#)

Visit United Business Solutions' web page at www.ubsllc.com and click CPS. Nominate someone for the "Someone You Should Know" page. If your **nominee is chosen your school wins a DVD player. We have One (1) winner to date, Vanderpoel School.**

⇒ **MINOLTA BUSINESS SOLUTIONS:**

Minolta Business Solutions has two (2) discounted copiers available for ONE LEASE PAYMENT EACH on the following machines:

- One (1) Di 450 for a \$4,778.00 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 3rd 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 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.

⇒ **OFFICE DEPOT:**

Office Depot is currently using a **new delivery service called Dynamex**. There should be no change in the way Schools and Central Office receive Office Depot deliveries. If there are any questions regarding deliveries please contact Office Depot Customer Service at 1-(800)521-3939.

⇒ **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 their contact names are listed on the CPS website: http://www.cps.k12.il.us/purchasing/ss_Vendors.html.

APPROVED:

Barbara Eason-Watkins