

PROCUREMENT & CONTRACTS

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Heather A. Obora, Chief Purchasing Officer

HEADLINES & DEADLINES

March, 2004

⇒ **EXTRA! EXTRA!**

Congratulations to **Beverly Beta** on her retirement! Ms. Beta retired on January 30, 2004 after 35 years of exemplary service to Chicago Public Schools. As Supervisor of Requisition Services, she helped many schools resolve issues with requisitions, purchase orders, and receipts. She will be missed!

For help with requisitions, purchase orders and receipts (podup's), please call our Assistance Center at (773) 553-2265.

⇒ **READY COMPUTER SOURCE:**

Effective immediately, Ready Computer Source is no longer a supplier to CPS. Any school with outstanding purchase order should cancel them and reorder from Office Depot. If there are any questions, please contact David Blackwell at 3-2268.

⇒ **BAKER & TAYLOR:**

Effective immediately you may now order your classroom books (not textbooks) and library books online from Baker & Taylor's online ordering tool, **School Select**. You will recall from training that this online tool will allow you to build your cart in School Select, obtain a price check, and submit to Mapper. Once your clerk or Business Manager obtains the appropriate approvals and adds the funding source necessary, your requisition will be ready for electronic submittal whereby a Purchase Order will be automatically created. This tool will save you much needed time by not having to type in every line for orders that you are preparing. **Please keep in mind that your carts must be sent for a price check PRIOR to submitting to Mapper.** No additional fax orders will be accepted.

Please contact Baker & Taylor's Customer Service Department at (877) 423-2295 should you require assistance. You may also contact Sue Foys, Commodity Manager/Education at (773) 553-2989.

⇒ **LIBRARY BOOKS:**

- While the initiative with Baker & Taylor is termed generally "Library Books", please note that this award included 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.

- There are additional training dates for Baker & Taylor's online ordering tool "School Select" that will be held at Medill on March 12, 15, 22 and April 5. Please contact our Assistance Center at (773) 553-2265 to register for any one of these trainings.
- 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".
- For the past several months, schools have been notified that requisitions for library books and books for the classroom (not textbooks) are to be purchased only through Baker & Taylor. Effective immediately, requisitions not purchased through Baker & Taylor will automatically be cancelled.
- Purchasing will not accept requisitions for ANY vendor without line by line detail provided. Requisitions with no line detail will be automatically cancelled.

⇒ **YEAR END PURCHASES:**

If schools require immediate product shipment during the summer, your requisition/purchase order must CLEARLY state "Immediate Shipment". You must also include a contact name and number. Failure to submit this information will delay delivery. Please note that if no one is at the school to accept delivery, your school will be responsible for freight charges for the attempted delivery as well as the freight charges for re-delivery.

Please note that according to the contracts with the vendors, you are entitled to delivery of the equipment to a secure location of your choosing **within the school**. This should normally be the room where the equipment is to be installed.

⇒ **REQ-UP DEADLINES:**

The last day to submit requisitions on-line on REQ-UP for the issuance of Purchase Orders against fiscal year 2004 will be **4:00 p.m. on Friday, May 28, 2004**. For requisitions to be processed by this deadline, the unit director or principal must also submit electronic approvals.

⇒ **PUR-UP DEADLINES:**

The last day to process transactions on PUR-UP (purchase order adjustments), PAYOUT (cash advances and reimbursements) and SSTIP (student stipends) will be **3:00 p.m. on Friday, June 4, 2004**.

PLEASE DO NOT WAIT UNTIL THE LAST DAYS TO PROCESS YOUR TRANSACTIONS.

⇒ **PODUP:**

Please remember to podup on all items received prior to the year-end deadlines.

⇒ **PROCUREMENT CARDS:**

For units participating in the procurement card program, the last day to use the procurement card against fiscal 2004 funds is the close of business on **May 28, 2004**. Units should ensure that vendors process their transactions by the close of business on **June 4, 2004**.

PROCUREMENT CARD TRANSACTIONS PROCESSED BY VENDORS AFTER JUNE 4 WILL BE REJECTED AND WILL HAVE TO BE RESUBMITTED AFTER FISCAL YEAR 05 BEGINS.

⇒ **EXPIRING GRANTS:**

Don't lose money because of an expiring grant! Governmental grant funds that your school has received have a limited time frame in which to receive the goods or services. To prevent incurring charges to your internal accounts and or budget lines in fiscal year 2005, immediately plan and implement the spending of your grant funds prior to the end of the grant period. **Do not wait until the last weeks** of a grant to encumber your funds and allow ample time for delivery prior to the end date of a grant. Note that it is not enough to order goods and services by **the end date**; you must receive the goods and services by that date.

⇒ **BOARD REPORTS:**

All requisitions entered on or before **May 28, 2004** for consultant services of \$25,000 or more, and goods of \$10,000 or more, will require Board approval by the **May 26, 2004** Board meeting. The deadline established by the Office of the Board for fully signed Board Reports is **May 4, 2004**. To ensure timely considerations and processing, it is recommended that the unit submit the Board Report to Procurement & Contracts no later than **Thursday, April 8, 2004**. If you have any questions about submitting a Board Report, please contact Deirdre Parrott, Board Report Manager at (773) 553-2267.

ALL REQUISITIONS WHICH REQUIRE BOARD AUTHORITY BUT ARE NOT APPROVED ON OR BEFORE THE MAY 26, 2004 BOARD MEETING WILL BE CANCELED.

⇒ **COMPUTER SERVICES:**

The Desktop Services Team is preparing to issue a request for qualifications (RFQ) to create a pool of minority and women vendors who will provide computer services for the schools. These services will include computer and network maintenance, repair and system administration. If you have particular computer services vendors who provide quality service at your school, please contact Craig Holloway at 3-2903.

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

⇒ **COMPUTER LEASING:**

Leasing is now an option under the CPS computer strategic sourcing contracts. Three (3) and four (4) year leases are available from HP, Dell, and Apple. Should you lease? Consider leasing if you plan to replace your computers on a regular cycle to keep your technology up to date. Leasing requires a dependable budget line for all the years of the lease. If your source of funds is a grant that must be liquidated this year or next, leasing is not a good option. Please call Charlita Fain at 3-2259 if you are interested in leasing HP or Apple computers, or Craig Holloway at 3-2903 for leasing Dell computers.

⇒ **COMPUTER MONITOR DISPOSAL:**

Clean out your school basements and closets!

The City of Chicago will disposed of old monitors and televisions (not CPUs, keyboards, mice, etc.) at **no charge** on Saturday April 3, 2004 from 8 a.m. to 3 p.m. Three collection locations are available:

2300 W. 52nd (52nd and Western)

Chicago Center for Green Technology
445 N. Sacramento

North Park Village Nature Center
5801 N. Pulaski

Schools must arrange their own transportation of old equipment to the sites. If you have large quantities to dispose, please call Seth Reimer, City of Chicago Department of Environment, at (312) 744-7205 to make advance arrangements. When disposing of old equipment, schools must comply with audit requirements and fill out the Asset Disposal Form and remove the equipment from their asset logs and databases.

⇒ **COMPUTER DISPOSAL DAYS ARE COMING:**

As a value-added service to CPS, Dell and HP have each agreed to provide a "Disposal Day." On Disposal Day, the vendor will provide a truck at a central location to haul away up to 1000 obsolete computers and monitors that are now sitting in school basements and other storage areas at no charge. Schools will be responsible for getting their old equipment to the central location. OTS and Purchasing are working with Operations and the vendors to arrange the dates (one anticipated later this spring and one in the Fall) and the central disposal location.

Because of the anticipated demand, registration may be required. Stay tuned for more details!

⇒ **EMPLOYEE PURCHASE PROGRAM:**

Strategic Sourcing Computer vendors Dell, HP, and Apple will be offering CPS employees discounts on their consumer model computers. Discounts will generally range between 5% to 10%. Please note the specifications on employee purchase program computers are different from the ones bought by CPS under our contract. The computers offered under the employee purchase program are tailored for home use and may not be bought by schools and departments.

Flyers announcing the employee purchase program will be available soon. Until then, you may call the strategic sourcing account representative. They are listed at http://www.csc.cps.k12.il.us/purchasing/ss_Vendors.html

Until April 30, 2004 only, Dell is offering employees a special 15% discount on selected configurations. Read more about Dell's special offer at http://www.csc.cps.k12.il.us/purchasing/pdfs/dell_epp.pdf.

⇒ **COMPUTER BREAK-FIX:**

Don't have money to fix your out-of-warranty computers? Did you know OTS will pay for the labor for these repairs (certain restrictions apply)? Many schools still haven't taken advantage of this program. 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>.

⇒ **I-PROCUREMENT IS COMING:**

OTS and the Department of 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 the same system 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.

Vendors submitted proposals for this project on February 2, 2004. The committee is expected to make a recommendation to the Chief Purchasing and Chief Information Officers in March, with an announcement of the selected vendor at the April board meeting. The I-Procurement Project is expected to start in Mid-Spring.

⇒ **A VENDOR YOU SHOULD KNOW:**

Network of Diverse Businesses in Education (NDBE) is an organization representing minority and women business owners who provide educational products and services to the K-12 educational market in the Chicagoland area. NDBE members are either certified by the City of Chicago as M/WBE vendors or are independent consultants. More about NDBE can be found at this web page:

<http://www.csc.cps.k12.il.us/purchasing/ndbe/ndbe.doc>

Monthly, Purchasing will feature NDBE vendors who are also CPS vendors. This month's featured vendor is **Bast Services**. A summary of Bast Services is provided below. More information is available at

http://www.csc.cps.k12.il.us/purchasing/ndbe/section03_Members/Bast_Serv.doc

Bast Services, Inc.
Sandra Figueroa Bast

1448 Old Skokie Road, Suite 2B,
HP, IL 60035
(847) 831-3508 (847) 831-3679
sandra@bastservices.com
www.bastservices.com

CPS Vendor #: 31306 Certified MBE/WBE and 8A Hispanic

Authorized representative for the following companies:
Space Explorers, Inc.

Specific products represented:
Aerospace Programs (ASP) Education Outreach

Specific services represented:
Educational Outreach
Science curriculum alignment within general curriculum
IT Consulting, IT Staff Augmentation
IT Training – with the ability to award CPDU's and CEU's

Additional Information:
Currently, BSI is the earth and space science center for CPS schools. Our aerospace Coordinators train, educate and facilitate the ASP program.

<http://www.csc.cps.k12.il.us/purchasing>.

In 1997 Sandra Bast (a minority and woman independent contractor) began Bast Services. Since that time 6 years ago, Bast Services has grown to 22 employees. This growth has allowed Bast Services to expand their expertise within both the educational and corporate arenas.

On BSI's IT side, we have and are participating on several projects for CPS as well as other clients including the City of Chicago.

QUICK REFERENCE

Products	Services
Assessments	Instructional Design & Curriculum
Curriculum	Professional Development
Reading	Special Education Technology
Software	Speaking & Convocation
Supplemental Instructional Material	Training

⇒ **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 schools, please contact Sue Foy/Commodity Manager/Education at (773) 553-2989.

To prevent delays in approving requisitions for materials purchased under the Math & Science Initiative, you must now add the following to the line detail on the requisition or you will experience delays in obtaining the material. For example, If ordering the textbook "Animals Two by Two", your requisition detail line should read "OMS- Animals Two by Two". IF you have any questions, contact Sue Foy, Commodity Manager/Education at (773) 553-2989.

We are currently negotiating with various vendors who will provide material for the High Schools. Once we have completed these negotiations, we will make the pricing list available to you also.

⇒ **TEXTBOOKS:**

Continue to order as usual until further information is provided to you.

⇒ **STUDENT BACKPACKS SOON TO BE APPROVED!!!:**

The Department of Procurement and Contracts will be presenting a **Student Backpacks** Board Report for approval to the March 24, 2004 Board. Three types of Backpacks Mesh, Clear and Clear with Handle/Wheels/Straps, will be available at low prices. The awarded vendor will be announced on Board approval.

⇒ **ELECTRONIC CATALOG VENDORS:**

When ordering via the **on-line catalog vendors**, please note that when sku/item numbers are entered and you receive 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 - items that a vendor **can not** sell under their contract. Schools should order from the strategic sourcing vendor for that item or provide the appropriate written justification for waiver from the strategic source contract. 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.csc.cps.k12.il.us/purchasing/ss_Vendors.html.

APPROVED:

Barbara Eason-Watkins