

PROCUREMENT & CONTRACTS

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Heather A. Obora, Chief Purchasing Officer

HEADLINES & DEADLINES

May, 2004

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

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.

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 unless the proper waiver form has been received and processed in purchasing.

Purchasing will not accept requisitions for ANY vendor without **line by line detail** provided. Requisitions with no line detail will be automatically cancelled.

If you need to return any product to Baker & Taylor, please follow the **Returns Policy** which has now been included on the Purchasing website. www.csc.cps.k12.il.us/purchasing. Click on the tab "How to Buy" and then click on "SS Suppliers" and scroll down to Baker & Taylor.

⇒ **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. Keep in mind, PODUP is available throughout the year.

⇒ **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:**

On April 9, 2004, a request for qualifications (RFQ) was advertised to create a pool of minority and women vendors who will provide computer services to the schools. These services will include computer and network maintenance, repair and system administration. **Use of this pool will be mandatory under Strategic Sourcing.** Proposals were received from the vendors on April 30, 2004. An evaluation committee composed of technology coordinators and OTS staff and others will be evaluating the proposals and selecting between three to eight vendors during the month of May. The vendors are expected to be announced at the June board meeting. It is anticipated that OTS will pay for some basic level of services and schools will be able to engage the vendors using their own funds for additional services beyond the basic level.

⇒ **EDUCATIONAL SOFTWARE:**

Need to buy educational software before year's end? 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 website at <http://www.iltp.p.k12.il.us/>.

Please check with your technology coordinator to make sure the software is compatible with your computer hardware before purchasing!

⇒ **WHICH VENDOR SHOULD I USE?**

Some commodities fall under multiple strategic sourcing categories. In that case, you may buy from the vendor offering you the lowest price, regardless of the category. For example, **laser printer toner cartridges and ink** are available from both the **office supply** vendor (Office Depot) and the **peripherals vendors** (Daly & Microcity). Other common examples are **digital cameras and digital video cameras**. These are both peripherals and audiovisual equipment. Therefore, you should seek quotes from the **peripherals** vendors (Daly and Microcity) as well as the **audiovisual** vendors (Central Audiovisual and Systems Concepts).

⇒ **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 (773)553-2259 if you are interested in leasing HP or Apple computers, or Craig Holloway at (773)553-2903 for leasing Dell computers.

⇒ **COMPUTER DISPOSAL AVAILABLE:**

As a value-added service to CPS, Dell and HP have each agreed to provide a "Disposal Day." Here are details on Dell's Disposal Services:

Beginning on **Wednesday, May 5, 2004**, asset disposal crews will visit school and administration locations to pick up and properly dispose of your unwanted computer and

peripheral devices, including: printers, CPUs, monitors, keyboards, mice, scanners, storage drives, etc.

Please **designate one location** within your school or office as the pick-up location. Assets will be removed from this one location only.

To request disposal pickup, a representative from your school, who is designated as the primary contact, must **complete the online disposal survey by Wednesday, May 5, 2004**.

The request form is located at

<http://ots.cps.k12.il.us/DisposalServices/AssetDisposalSurvey.aspx>.

Frequently asked questions are available on the website to assist you with survey related issues.

Each school or office will be notified in advance of the date of the pickup at their site and **must have all equipment ready**. The disposal crew will not make return trips to the school or office once the pick-up has taken place.

Pickup date ranges by location are as follows:

- **May 5-7, 2004:** Area Offices and the Central Office;
- **May 10-21, 2004:** All High Schools;
- **May 24-June 21, 2004:** All Elementary Schools.

Please note that another Asset Disposal Services for Computers and Peripheral Equipment pickup will be scheduled for the Fall of 2004.

We encourage you to take advantage of this opportunity to remove unwanted and obsolete computer and related equipment. Your participation is appreciated.

For additional information or questions, please contact Mitch Sjolín in OTS at 773-553-3849.

⇒ **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 PC's purchased by CPS under our contract. The computers offered under the employee purchase program are tailored for home use and should not be purchased for CPS use. To order, call your strategic sourcing account representative. They are listed at http://www.csc.cps.k12.il.us/purchasing/ss_Vendors.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.

At the April board meeting, Solbourne was awarded a contract to implement the I-Procurement system.

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

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⇒ **MATH & SCIENCE INITIATIVE:**

Negotiated prices, including firm pricing commitments, gratis material, and free or reducing shipping are all available to you when you take advantage of the prices offered to you under the Math & Science Initiative.

To obtain an Elementary or High School price list, please contact Sue Foys, 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 Foys, Commodity Manager/Education at (773) 553-2989.

Elementary Schools! Please note that there has been a reduction of price under the Math Trailblazers 2/e program. The **Grade K: Student Activity handbook** has been reduced to \$7.99 and the ISBN number has changed to 0787291056. Please make sure your requisitions reflect this change in both the price AND the ISBN number.

⇒ **TEXTBOOKS:**

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

⇒ **FREE SHIPPING:**

The Booksource has generously agreed to waive shipping cost on all future orders with the Chicago Public Schools. This represents savings to our schools of 7% per order. The Booksource, in business since 1974, provides diversified products including trade books, supplemental books, classroom libraries and Leveled Reading Books. This company may be used in the event that Baker & Taylor cannot fulfill your needs and your school has received approval of your waiver.

⇒ **OFFICE DEPOT:**

Visit the CPS website to review the following procedures:

- Order Procedures
- Credit Return Procedures
- Discontinued/ Restricted Items
- Office Depot Store Card Application
- Order Tracking Procedures
- Future Order Procedures

The Office Depot Future Order Program is back!!

Enter Office Depot Orders now and receive them at a future date when you'll actually need them. The Futures Orders Program allows CPS to receive orders from 1 – 6 months from the order date.

Effective **April 26th through year end**; CPS can begin using this program. The Office Depot Future Order Program can be used but not limited to:

- Avoid storage of large orders over the summer.

- Avoid missed deliveries over the summer.
- Avoid damaged or misplaced orders due to summer cleaning.

If you are using grant money, please keep in mind the receipt of goods restriction on the grant.

Call Office Depot 1-800-521-3939 or visit the CPS website for further details

⇒ **SCHOOL SPECIALTY: YEAR-END REMINDER!**

Attention: All Schools and Departments

It's that time of year again, and we want to remind you that...

School Specialty is the Chicago Public School's strategic sourcing vendor for all your teaching supply and equipment needs including...

- Teaching Aides
- Early Childhood Teaching Aides
- Art Supplies
- Physical Education Equipment

Great Pricing!

- 25% discount plus FREE SHIPPING on all supply orders
- 10% discount plus FREE SHIPPING on all furniture and equipment orders

Plus...

- Orders can be packed, labeled and shipped to individual teachers
- We now accept school checks for individual school billing

If there are any customer service questions, please contact Sam Kuhlman – School Specialty (312)882-9470. If there are any contract issues, contact David Blackwell (773)553-2268.

⇒ **STUDENT BACKPACKS REMINDER:**

The Chicago Public School Board of Trustees has approved purchase of three types of **BACKPACKS on Board Report #04-0324-PR1**.

MODEL A- MESH backpacks: \$7.88 each.

Size: 16 ½" high x 12 ½" wide x 6 ¼" deep. Rectangular shape with curved corners. Zippered front pocket in center of bag.

Removable plastic liner with Velcro closure to protect books in inclement weather.

School name imprinted 6" wide x 2 1/2" high on center of liner.

School name imprinted on plastic liner in two colors; each additional imprint color is .28 cents per color per backpack.

Color of backpack: Black

Weight of Backpack: One pound, one ounce

Inside delivery date; On or before August 6 if vendor receives Purchase Order before May 6.

MODEL B- CLEAR backpacks \$6.27 each

Size: 17 ½" High x 12" Wide x 6 " deep for the main bag with an attached pencil/pen bag 11"H x 10 1/2" W x 3" deep.

Two padded carry straps.

Each backpack includes a plastic name holder. Name tag has a sleeve to hold a blank name card.

The school name, if desired by the school, shall be stamped on the outer pencil/pen bag. School name shall be in two colors; each additional imprint color is .28 cents per color per backpack. Weight of Clear backpack: Two pounds Color: Black

MODEL C- CLEAR backpacks with wheels/handle/shoulder straps: \$13.72 each

Clear backpack as described above with wheels, plastic handle and shoulder straps. Weight of Clear backpack with wheels/handle/straps: Five pounds, two ounces. Color of backpack: Black

Good quality at very competitive prices.

Approved Purchase Orders, including correct quantity, a description of the type of the backpack selected, and choice of two colors **MUST** be received by the vendor from the school by May 6 in order to have delivery to the school by August 6.

PLEASE NOTE: Orders cannot be changed after order is placed because each backpack is custom made and individually printed with school name. Pictures of the referenced backpacks are available on our website www.csc.cps.k12.il.us/purchasing.

The Board approved VENDOR for these backpacks is:

An Executive Decision

1510 West Wolfram

Chicago, IL 60657

Contact person: Kathy Tuite

CPS vendor #35213

Phone: 773-281-2870

Fax: 773-281-0874

⇒ **VENDOR OF THE MONTH:**

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 Azure Horizons. A summary of Azure Horizons is provided below.

More information is available at www.azure-horizons.com.

Azure Horizons, Inc

Keith Carrizosa

7115 W. North Ave.; Oak Park, IL 60302

Voice: 312-371-3156

Fax : 877-494-6070

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

keith@azure-horizons.com

CPS Vendor #: 38571 Certified MBE Hispanic

Specific services represented:

We provide hardware, software, Internet and Internet security services to the educational community. We can instruct people at various levels on how to take advantage of current technology and how to leverage that technology for the future. We help make Internet and computer technology more user friendly and orient the instruction to teachers, students and also parents in an attempt to help them feel comfortable with technology.

Additional Information: Our technology services include computer and Local Area Network Assessments, network design, network configuration, server maintenance, lan troubleshooting, monthly system review, interim network administration. We also offer technology programs for parents as well.

QUICK REFERENCE

<i>Products</i>		<i>Services</i>
Assessments	Curriculum	Instructional Design & Curriculum
Furniture	Parent Programs	Professional Development
Playground Equipment	Reading	Special Education Technology
Software	Textbooks	Speaking & Convocation
Supplemental Instructional Material		Textbooks Training

APPROVED:

Barbara Eason-Watkins