

PROCUREMENT & CONTRACTS

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HEADLINES & DEADLINES

August, 2004

⇒ **NIGP CODES:**

In an effort to serve our schools more efficiently, the Department of Procurement and Contracts has implemented the use of National Institute of Governmental Purchasing (NIGP) codes, effective, July 1, 2004. When entering requisitions, you will be asked to enter NIGP codes instead of being prompted to enter SPSC commodity codes. The NIGP commodity codes are specific to government entities. They offer an excellent structure of coding for standardized purchasing and are more appropriate to the needs of the Chicago Public Schools. Listed below are some of the benefits:

- Procurement & Contracts can more effectively track and assess spending against specific commodities
- The number of codes required to do a search is reduced
- The system is easier to use and all codes are in alpha order, based on description

It is very important that the correct code be selected when ordering goods/services. If you do not know what commodity code to use, enter the object code in the budget line and the system will bring up all of the NIGP codes that are associated with that object code. You will then select the commodity code that matches the good/service you are ordering. If you do not see the category code that you need, please call Purchasing's Assistance Center at (773) 553-2265 for help. Listed below are commonly used NIGP Codes:

1. Office Supplies 615.00000
2. Janitorial Supplies 485.00000
3. Textbooks (K-5) 715.85000
4. Textbooks (6-8) 715.86000
5. Textbooks (9-12) 715.87000
6. Textbooks – Special Ed 715.84000
7. Books, Magazines, etc. 715.10000
8. Printing and Related Services 966.00000
9. Consulting Services 918.00000
10. Administrative Consulting 918.06000
11. Computer Consulting 918.29000
12. Human Services 952.00000
13. Counseling 952.21000
14. Day Care (Pre-School) 952.25000
15. Postage 963.57000
16. Contractual Services 918.00000
17. Desktop Computers 204.53000
18. Laptop Computers/Handhelds 204.54000

⇒ **PRINTING AND REPROGRAPHIC SERVICES:**

The Department of Procurement and Contracts will exercise a one (1) year renewal option at the August 25, 2004 Board meeting for **K & M Printing, University Printing of Chicago and Windy City Press** to provide printing and reprographic services.

The ***Kinko's contract for reprographic services*** has been renewed. Kinko's will continue to honor the plastic discount cards for reprographic services. Contact Jackie Daly via email: jdaly@csc.cps.k12.il.us or ext. 3-2274 if additional discount cards are needed.

⇒ **COPIER EQUIPMENT:**

Copier Equipment - Multifunctional Devices (MFDs)/Copier/Duplicators, Risographs, Faxes, and Associated Supplies and Services

The Department of Procurement and Contracts anticipates a late August, 2004 solicitation/Request for Proposal (RFP) date for new copier equipment, MFDs, copiers, risographs, faxes and associated supplies and services. Departments and Schools can continue to purchase risograph equipment and secure maintenance agreements from Hallagan **through December, 2004**. Purchases of copiers, duplicators, faxes and associated supplies and services are currently available for purchase or lease from Active Copier, Konica-Minolta and United Business Systems.

⇒ **EQUIPMENT MAINTENANCE:**

Schools may continue to initiate copier equipment maintenance agreements that do not exceed \$25,000 from companies that have a CPS vendor number. Maintenance agreements that exceed \$25,000 require an approved Board Report prior to the provision of services.

⇒ **LIBRARY AND CLASSROOM (NOT TEXTBOOK) PURCHASES:**

Welcome back! **Baker & Taylor** is ready to serve whatever needs you may have for placing orders for your library and classroom (not textbook) orders. Please be reminded that all ordering is done electronically through their online ordering tool **School Select**. Carts must be sent for price check prior to submitting to Mapper for creation of a purchase order. Baker & Taylor customer service number is (877) 423-2295 should you require any assistance. The sales rep, Lois Hanley is also available for appointments or assistance. She can be reached at (800) 775-7930 extension 1043. Detailed information regarding the contract with Baker & Taylor can be found on the purchasing website at 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".

When completing requisitions, please keep in mind the following:

- Requisitions without line detail will be automatically cancelled
- Requisitions for any vendor other than Baker & Taylor, without an approved waiver on file will automatically be cancelled.
- Waivers must be submitted and approved PRIOR to entering any requisition.

⇒ **MATH & SCIENCE INITIATIVE:**

Please be reminded that all pricing, gratis material and shipping for the Math & Science Initiative, both elementary and high school, have been negotiated and you should be taking advantage of these discounts being offered by the vendors participating in this initiative. Price lists should be obtained **ONLY** through the Office of Math & Science or the Department of Procurement & Contracts to ensure accurate information. Purchase Orders submitted to vendors with incorrect information will be returned and may delay receipt of goods.

⇒ **VISIT THE CPS WEBSITE ([WWW.CSC.CPS.K12.IL.US/PURCHASING](http://www.csc.cps.k12.il.us/purchasing)):**

For information on ordering, contract pricing or special sales for the following vendors:

Audio Visuals

Central Audio Visual
System Concepts

Educational Supplies

School Specialty

Furniture

Lowery McDonnell

Office Supplies

Office Depot

The Office Depot 2004-2005 catalog will be shipped to all schools by the end of August.

Contact any of the vendors if there are questions or customer service issues. The Vendor's contacts and phone numbers are listed. Please contact David Blackwell, Commodity Manager at (773)553-2268 if there are any issues with the above contracts.

⇒ **OPTION TO RENEW BOARD REPORTS:**

The Vendor/Contractor Performance Evaluation form must be completed by your department for any Board Report with an option to renew, and included with the Board Report package. The Vendor/Contractor Performance Evaluation form has been updated and is available on the Purchasing website at http://www.csc.cps.k12.il.us/purchasing/pdfs/Vendor_Eval_Form.pdf. This form is an important part of the Board Report process. The form provides you with the opportunity, as the user of services and goods contracted, to evaluate the vendor on their performance and quality of goods and services. Going forward, the Department of Procurement and Contracts will be more involved with measuring Vendor performance and the user department's satisfaction. Your candid evaluation and comments will assist us in determining whether or not to renew services with Vendor.

⇒ **COMPUTER SERVICES:**

At the June Board Meeting, the Board approved a pool of minority and women vendors who will provide computer services to the schools. The vendors have been prequalified in 3 different levels of support services. Usage of this pool must wait until all contracts are signed. Contracts are expected to be fully executed by no later than August 16, 2004. These services will include computer and network maintenance, repair and

system administration. **Use of this pool will be mandatory under Strategic Sourcing.**

Prequalification Levels

Level 1 (Help Desk Support) **For OTS use only**

Level 2 (Desktop and Laptop Support)

Level 3 (Server and Advanced Support)

Schools on-site Level 2 and Level 3 service hours are from 7 a.m. to 3 p.m. After 3:00 p.m. is off hour. Central Office on-site service hours are from 7 a.m. and 5 p.m. After 5:00 p.m. is off hour. Emergency service shall be available 24 hours a day, seven (7) days a week.

School Hourly Rates

The hourly rate for Level 2 Service is \$65.00. (7:00AM- 3:00 P.M.)

The hourly rate for Level 2 *off- hour* Service is \$85.00. (After 3:00 P.M.)

The hourly rate for Level 2 *emergency* Service is \$105.00. (24 Hours)

The hourly rate for Level 3 Service is \$90.00. (7:00AM- 3:00 P.M.)

The hourly rate for Level 3 *off -hour* Service is \$120.00. (After 3:00 P.M.)

The hourly rate for Level 3 *emergency* Service is \$125.00. (24 Hours)

The maximum markup on replacement parts is 5%.

Here are the vendors with Prequalification Levels and assigned regions:

Advance Comp. Technical Group, Inc.	Level II, Region 1 & Level III Pool
Advance Systems Consultant	Level III Pool
Advotek DBA/Computerland	Level II, Region 2 & Level III Pool
KBS Computer Services Inc.	Level II, Region 4 & Level III Pool
NJW Technology Solutions	Level I & Level III Pool
Rico Enterprises, Inc.	Level II, Region 3 & Level III Pool
SM@RT Technology Services Inc.	Level I, Level II Region 5 and 6, Level III Pool
System Development, Integration, Inc.	Level III Pool

Until OTS implements a district-wide computer support program, these vendors will be available for schools to hire using their own funds. Until the contracts are signed, you may continue to use the services of your current computer and network maintenance repair vendors. An announcement will be made next month when the new contracts are finalized.

Purchasing and OTS would like to thank the following technology coordinators for their dedication and hard work which made the development of this pool possible: Paul Chase, Steinmetz; Neil Erickson, Tonti; Jeff Komada, Taft; Michael Matyasec, Bogan; Lin Newsome, Jones; Matt Reed, Brooks. Thanks also to the following area and central office staff: Bob Bednar, e-Learning; Charles DiMartino, ETC; Jimm Dispensa, OTS; Belvie Foster, OTS; Mary Koblas, OTS; Jim Malebranche, Area 24; Valerie Willband, Human Resources.

If you have any questions contact Craig Holloway at (773) 553-2903.

⇒ **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. Here are some points to keep in mind when leasing:

Leasing Basics:

- 1) The leasing/finance terms are 36-48 months.
- 2) Interest rates change quarterly depending on the length of the lease term, and the payment structure (annually, semi-annually, quarterly or monthly). The rate is locked in for the duration of the lease once an agreement is signed.
- 3) The school is bound by the lease, not the principal. Each school is responsible for payment of the lease agreement even if a change in principal occurs.
- 4) The 3-year warranty and software is included in the lease price.
- 5) Make sure that a funding source and funds are appropriately identified and available for each year, particularly, for years 2, 3 and/or 4 of the lease agreement.
- 6) Contact Craig Holloway (3-2903) for Dell lease options and contact Charlita Fain (3-2259) for Apple and HP lease options.

Dell Lease Options

- a) Lease Purchase - this is a finance plan that allows you to own the equipment for \$1.00 at the end of the term
- b) DellFlex - this is a technology refresh plan, that allows you to return equipment at the end of the lease and lease new Dell equipment. If you choose to keep the equipment you will make a final payment in the amount of 2-10% of the original equipment cost. This percentage is based on the type of equipment and the length of lease term.
- c) Fair Market Value - this is a program that allows you to rent equipment for a period of time, and allows you to return it with no obligation to lease new equipment.

HP Lease Options

- a) Tax-exempt installment sale – school owns equipment at the end of a lease term.
- b) Tech refresh lease – Contains the benefit of ownership at the end of the lease term at 8% of the original cost, or option to return equipment.
- c) Fair Market Value – offers the lowest payment terms, but HP retains ownership of equipment.

Apple Lease Options

- a) AppleEquity Advantage - Equipment earns equity over the lease term period. Schools have two options, Option 1 is to trade in the equipment, and apply cash (equity) towards new equipment. Option 2 is to simply continue making the scheduled payments until the end of the term with the ability to purchase the equipment at \$1 per CPU.

⇒ JANITORIAL SUPPLIES STRATEGIC SOURCING INITIATIVE:

June of this year, the Department of Procurement and Contracts embarked upon a new Janitorial Supplies Strategic Sourcing initiative. A survey was directed to the Principals and Department Heads at high schools, elementary schools and Board offices throughout the school system. The information derived from the survey will give this initiative invaluable product insight in our attempt to standardize on Janitorial Supplies for Chicago Public Schools.

A committee consisting of Procurement, Operations and School Engineering personnel, was established to ensure that all segments of the purchasing process were involved in the process. The School Engineers were invited for their expertise and to verify that the products to be included in this project are to their satisfaction, relative to the products performance and pricing. The first meeting of this group revealed the school's concerns relative to implementing a Strategic Sourcing contract of this nature. None the less the participants appear to be committed to creating the best solicitation document possible.

The committee anticipates that a comprehensive solicitation should be ready for advertisement sometime in September. When awarded, use of the contract will be mandated.

⇒ 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 Communication Education, Inc. More information is available at http://www.csc.cps.k12.il.us/purchasing/ndbe/section03_Members/Communication_Ed.doc

**Communication Education, Inc.
Cynthia Hernandez Kolski**

**835 East Farnham Lane, Wheaton, IL 60187
Voice: 773-294-0576
openandhandheart@cs.com
communicationeducation.com**

**CPS Vendor #23519: Certified MBE/WBE
HISPANIC**

Authorized representative for the following companies:
Communication Education, Inc.

Specific products represented:
<i>Real World Communications Strategies That Work</i> featuring Cynthia Hernandez Kolski

Specific services represented:
Soft-skills training, Teacher In-Service, Parenting Education, Student Self-Esteem, Teambuilding, Communication Skills, Time Management, Dealing with Difficult People, Handling Stress, Conflict Resolution, Key-Note Speaker

Additional Information:
"Si pueblo!" This "Yes, I can!" motto by Cynthia Hernandez Kolski's is used in her interactive workshops. Cynthia believes that you can achieve what you want, by what you choose. She is a sought after key-note speaker and trainer because her hands on approach reaches both youth and adults. Cynthia can design curriculum and facilitate training. With a background in nursing, she infuses the essential link of body-mental between mind and physical health.

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

⇒ **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

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.

PLEASE NOTE: Orders cannot be changed after order is placed due to the fact that each backpack is custom made and individually printed with school name. Prices and pictures of the referenced backpacks are available on our website www.csc.cps.k12.il.us/purchasing/pdfs/backpacks.pdf .

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

APPROVED:

Barbara Eason-Watkins