

PROCUREMENT & CONTRACTS

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HEADLINES & DEADLINES

September, 2004

⇒ **IPURCHASE PORTAL PROJECT:**

Pilot School Go-Live

The pilot school go-live date for the IPurchase Portal Project has been changed. Originally, the go-live date was November 8. The new go-live date for pilot **schools is November 15**. The **Central Office and Area Offices** will go-live as scheduled on **November 8**.

Separating the go-live dates will benefit the pilot schools. One of our highest priorities is to ensure there is no interruption in schools procuring the supplies they need. With the Central Office and Area Offices using the system for purchasing before the schools, we will have an opportunity to evaluate how the system is operating. If there are any “rough spots”, we can smooth them out before the pilot schools begin using the system.

Registration is on a “first-come, first-served” basis. So, the sooner you register, the more likely you will get the date you prefer. To register, email Paul Yeager (pyeager@cps.k12.il.us) with the top two preferred dates you would like to attend. You will receive an email to confirm your registration.

The IPurchase Portal demonstrations are designed to do two things:

- 1) Demonstrate the user-friendly nature of the new purchasing system;
- 2) Provide a forum for people who perform purchasing functions to ask questions about the new system.

Because the Central Office and Area Offices will be the first to use the IPurchase Portal, the first set of demonstrations will be located at the Central Office on the following dates:

- 1) Wednesday, September 1, 2004
- 2) Thursday, September 2, 2004
- 3) Tuesday, September 14, 2004
- 4) Wednesday, September 15, 2004

All of the demonstrations will be in room 1915 at 125 South Clark Street and will be at the same time: 12:30 p.m. – 1:30 p.m.

We are aware that the Central Office demonstrations are scheduled during a **VERY** busy time for schools. While school personnel are welcome to attend the Central Office demonstrations, we are in the process of scheduling more convenient demonstrations specifically for school personnel. We will publish the fall demonstration schedule as soon as it is confirmed.

Demonstrations are open to everyone, ***so bring a lunch and a friend*** — the IPurchase Portal Project team will bring the drinks!

⇒ **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

Note: A commodity (NIGP) code was not identified for shipping and handling. When entering a commodity code for shipping and handling, please choose the same commodity code, used for the rest of your requisition. If using multiple commodity codes, choose one.

⇒ **PRINTING AND REPROGRAPHIC SERVICES:**

On August 25, 2004, the Board approved a contract extension for **K & M Printing, University Printing of Chicago and Windy City Press** to provide printing and reprographic services. Printing services will be available from each of these vendors through June 30, 2005. Check the Purchasing web site at www.csc.cps.k12.il.us/purchasing for specific services and prices.

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.

⇒ **OFFICE DEPOT:**

All schools should have received their 2004 – 2005 Office Depot Catalogs. If you have not received them, please contact Office Depot Customer Service at 1-800-521-3939.

See information and details on the CPS website on how your school can acquire an Office Depot Store Purchasing Card. The application is also available on the website under Procurement and Contracts.

⇒ **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. Contracts have been signed for services including computer and network maintenance, repair and system administration. **Use of this pool is 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: Schools must use the Level II vendor assigned to there region. Schools may use any Level III vendor in the pool.

Advance Comp. Technical Group, Inc.	Level II, Region 1 & Level III Pool
Advance Systems	Level III Pool

Consultant	
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. OTS has informed us that due to budget cuts, they will not be proving blocks of hours this year and that the interim support services pilot has ended.

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 SERVICES:**

Sentinel and other computer services vendors are no longer available for new school break fix and computer maintenance and service contracts. Existing purchase orders will be honored until funds are exhausted and maintenance/service agreements will be honored until expiration.

⇒ **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.

⇒ 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 Discovery Promotions & Merchandising.

Discovery Promotions & Merchandising
Marsuzette Walker

2835 Aurora Ave., Naperville, IL 60540
 Voice ~ 630-585-7821 Fax ~ 877-564-9137
Walker@dpandmerch.com
www.dpandmerch.com

CPS Vendor #: 36980 Certified MBE / WBE African American

Authorized representative for the following companies: Too many to list.
List of manufacturers of imprinted promotional products will be provided.

Specific products represented: Promotional products for Employee and Gift
Incentives, Recognition Awards, School Fund-Raiser, Trade Shows, Fairs and events.
Over 500,00 items, including, <i>T-shirts, Jackets, Awards & Certificates, Bags, Backpacks, Buttons, Badges, Caps, Magnets, Pens, Pencils, Labels, Stickers, Coffee Mugs, Glassware, Notebooks, Banners, Ribbons, Poms, Pennants, Stuffed Toys, Folders, Rulers, Cards, Book Covers, etc.</i>

Specific services represented:
Screen printing, Embroidery, Pad printing, Laser Etching and Graphic Design

Additional Information: Call us for ideas.

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