

PROCUREMENT & CONTRACTS

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HEADLINES & DEADLINES

October, 2004

⇒ **PURCHASING BOARD RULE CHANGES**

As a result of the changes to the Purchasing Board Rules adopted at the September Board Meeting, the Department of Procurement and Contracts will be offering training classes on these changes. **All employees working with the Board Report process should attend.** Classes will be offered at **Central Office** on **October 6th** from 2:00 P.M. - 4:00 P.M. and **October 8th** from 9:00A.M. - 11:00 A.M.

Classes will be offered at the **Medill Training Center in Room 209**, on **October 13th, 14th, 18th, 19th, 20th, 22nd, 25th, 26th, 27th, and 28th**. The times are 8:30 A.M. - 10:30 A.M.; 11:00 A.M. - 1:00 P.M.; 2:00 P.M. - 4:00 P.M. **The new Board Rules are effective November 1, 2004.** You may contact the Assistance Center at (773) 553-2265 to register.

⇒ **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.**

⇒ **IPROCUREMENT UPDATE:**

Training Attendance Required to Receive Logon and Password

Users will need a secure logon ID and password to access the new purchasing system. Their secure logon ID and password will be provided at the end of the training session they attend. This is the only time this information will be provided prior to go-live! **Without a logon and password, users will not be able to carry out purchasing activities**, therefore, it is imperative that you register for and attend a training class.

Training Times

Training requires one full day: 9:00 a.m. - 4:00 p.m. Trainees will attend only one training session. Because the project timeline is short and training facilities are limited, there are VERY few opportunities for makeup sessions. Therefore, it is extremely important that you attend training on the day you have been scheduled. **If you are more than 20 minutes late, you will not be admitted to class!** This will be strictly enforced. The nature of the system requires that a person understand ALL the steps IN SEQUENCE. The day is very full and it will not be possible for the instructor to cover all the required material if they have to back track to help students who arrive late. If you are not admitted to class, you will not receive your logon ID and password making it impossible for you to access the new system at go-live for purchasing goods/services. So, make it a point to BE ON TIME!

Closed Training Classes

Several of the Central Office training classes are already full. Registrations will no longer be accepted for the following classes:

October 18 Room 1214
October 18 Room 1217
October 19 Room 1214
October 19 Room 1217

The following classes have VERY FEW spaces available:

October 20 Room 1214
October 20 Room 1217
October 21 Room 1214
October 21 Room 1217
October 22 Room 1214
October 22 Room 1217

The remaining training dates have several spaces available. Registration is on a first-come, first-served basis. So, the sooner you register the better your chances of registering for a time and location that suits your schedule.

Training Registration

If you believe you need to attend training but have not received instructions to register, contact the IPurchase Portal Project Training Lead, Wendie McNelly at wmcknelly@cps.k12.il.us.

To view the Central Office, Area Office, and Pilot School training schedule online, follow this link: <http://ots.cps.k12.il.us/ipurchase/index.shtml> and click on Schedule. If you have trouble accessing the site, please contact Paul Yeager and ask for a copy of the training schedule to be emailed to you.

The deadline to register for IPurchase Portal training for ALL Central Office, Area Offices, and pilot schools has now passed. The go-live date for the new purchasing system for Central Office and Area Offices is November 8, 2004. The go-live date for the 10 pilot schools is November 15, 2004.

NOTE: This registration period affects **only** the Central Office, Area Offices, and pilot schools. The remaining schools will begin a separate registration period November 15.

IPurchase Portal Demos

IPurchase Portal Demonstrations at the Central Office have been completed! With the first set of demonstrations completed, we have turned our attention to preparing demonstrations for school personnel. Our goal is to minimize a person's time away from schools, so whenever possible we are coordinating our demonstrations with events that are already on school calendars. So far, we have confirmed an IPurchase Portal Project demonstration for school personnel at the following events:

Tech Talk	October 27 & 29
Clerks Institute Day	November 2

We are planning additional demonstration dates convenient to schools, so watch this weekly update for more details and opportunities to see the system before you attend training!

⇒ **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

On September 23, 2004, the Department of Procurement and Contracts received responses from vendors for the above solicitation. Evaluation and recommendations for copier equipment vendors **has been delayed** due to a variety of e-rate projects. Schools and Department may continue to purchase and/or lease copier equipment from Hallagan, Active Copiers, Konica-Minolta and United Business Systems until further notice. Contact Jackie Daly on Ext. 3-2274 for questions.

⇒ **REQUISITIONS FOR PURCHASE AND/OR LEASE OF COPIER EQUIPMENT:**

Effective immediately, Purchasing will NOT accept requisitions for ANY copier Vendor without the provision of **line by line/details**. Requisitions without details will automatically be cancelled.

A reminder that the Strategic Sourcing Policy requires schools, Central Office Departments and Area Instruction Offices to only utilize the three authorized strategic sourcing vendors (Active Copiers, United Business Solutions and Konica-Minolta for the purchase of all copier equipment. Copier leases are only authorized for Active Copiers and Konica-Minolta. Hallagan Business Machines is authorized for the purchase and lease of duplicating equipment/Risographs.

Contact Jackie Daly on Ext. 3-2274 for questions or clarification.

⇒ **KONICA-MINOLTA BUSINESS SOLUTIONS:**

With the closing of schools, Konica-Minolta still has a limited number of copiers available at a discount. A total of four (4) copiers are available for ONE OR TWO LEASE PAYMENTS EACH on the machines below:

Two (2) Di450 for a \$ 4, 778.00 - One lease payment
One (1) Di750 for a \$ 6,524.00 - One lease payment
One (1) Di650 for \$12,204.00 - Two lease payments (\$6,152.00 per year)

Once the lease payment is made, the equipment become the school's property.

For further information and details, contact Mr. Jerry Brown at Konica Minolta (312) 726-9100 between 9:00 a.m. through 2:00 p.m. daily.

⇒ **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.

⇒ **SPECIAL EVENT:**

**INVITATION FROM BAKER&TAYLOR
AND CPS DEPARTMENT OF LIBRARIES**

Friday, November 12, 2004, 8:00AM – 3:00PM

Please mark your calendar and plan to join Chicago Public Schools and Baker & Taylor for an informative Publisher event and professional development day, which will be hosted in conjunction with the CPS Department of Libraries and Information Services. Publishers will bring their latest and greatest titles for you to look at. We will also have an author speak to us during lunch. And of course, there will be lots giveaways, and food!

SCHOOL SELECT

Baker & Taylor's new on-line ordering tool will be shown throughout the day. There will be several training sessions all day!

Publisher Vendor Fair and Author

Several Publishers will be exhibiting their latest books, etc. This is always a great way to look at many of the new titles that will be coming out. Many of the publishers bring fun items to give away. Also, plan on hearing an author that will speak to the group!

We will also have a MARC training session, collection development session, and a publisher presentation of new and exciting titles.

Plan on joining us for lunch as an author will be speaking during lunch!

Event location: Kennedy King College, 6800 Wentworth Avenue, Chicago, IL 60621
Telephone at Kennedy King College: 773-602-5030.

Baker & Taylor and the CPS Department of School Libraries look forward to seeing you then!

⇒ **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 AND SCHOOL SPECIALTY:**

Schools and Departments can track their Office Depot and School Specialty Orders via the website. For details see the CPS website at www.cps.k12.il.us/purchasing/ss_vendors

Office Depot - 5% Back Program

Schools should take advantage of Office Depot's 5% back program. Schools can continue to receive 5% of their total **in-store purchases**. Instruction and Details are in all Office Depot stores or call customer service at 1-800-521-3939.

School Specialty – Back to School Specials

Schools should look for School Specialty's Education Essentials Catalog containing special pricing on educational supplies. For questions regarding this promotion, contact School Specialty (CPS) customer service @ 1-800-891-5836.

⇒ **JANITORIAL PRODUCTS AND SERVICES:**

The process of gathering data relative to the Strategic Sourcing Initiative has been completed. Results of the survey and subsequent committee meetings indicate there are at least sixty (60) Janitorial Supply vendors currently being used by the schools to procure these products. The RFP process should greatly reduce that number as well as offer the schools better pricing and product offerings. This solicitation should be available for publication within the next couple of weeks.

⇒ **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 their region. Schools may use any Level III vendor in the pool but must secure OTS' permission.

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. 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 Louise Fields.

Louise Fields

2120-D St. Johns Ave., Highland Park, IL 60035

Voice ~ 847-432-3067

Fax ~ 847-433-9334

fieldhirsh@aol.com

CPS Vendor #: See Below WBE 1099 Independent Contractor

Authorized representative for the following companies:
Digi-Block Inc. – Chicago Vendor #31146
Provenio Group - LEAPS Assessment Life Skills – Chicago Vendor #38926

Specific products represented:
Reading (Math Grades K-8)
LEAPS – A research based online curriculum and assessment program for life preparedness training. Grades 6-12

Specific services represented:
Product Sales, Demonstrations, Training and In-Service Provided.

Additional Information:

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