

PROCUREMENT & CONTRACTS

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HEADLINES & DEADLINES

December, 2004

⇒ REQUISITIONS:

Effective immediately, requisitions to purchase goods and services must be entered in the proper format, and must contain all pertinent information. For example, if you are requesting an item that requires Board Authority to purchase, the Board Report number must be included in the requisition.

If your requisition is missing information, you will receive a courtesy phone call or e-mail from the Purchasing Department, requesting that your requisition be corrected. You will have 24 hours to do so. **If your requisition is not corrected within the 24-hour timeframe it will be cancelled, and you will have to re-enter it once you have all the required information gathered.**

If you have any questions, please call the Assistance Center at (773)553-2265. Thank you in advance for your cooperation.

⇒ NEW BOARD RULES:

The Board has approved simplified purchasing procedures for certain purchases. These new rules may expedite some of your purchases.

Rules on purchases under \$10,000 for biddable items (example: goods) and \$25,000 for non-biddable items (example: professional services) remain the same – schools can use any CPS vendor, subject to the strategic sourcing policy.

Non-biddable items between \$25,001 and \$75,000 no longer require a board report. Instead, the unit must obtain three vendor quotes and submit the quote details to the Chief Purchasing Officer, along with the unit's recommended vendor. The unit may engage the recommended vendor via purchase order after the Chief Purchasing Officer grant approval.

Non-biddable items between \$75,000 and under \$250,000 require a board report but no longer require a formal Request for Proposals or Qualifications (RFP or RFQ). The unit must submit a scope of services and three written vendor proposals to the Chief Purchasing Officer, along with an explanation of the unit's recommendation. The unit will then sponsor a board report after Chief Purchasing Officer approval is granted.

For more information, see Board Report 04-0728-RU.pdf at http://www.cps.k12.il.us/AboutCPS/Board/Board_Actions/FY04/september/04-0728-RU.pdf

⇒ FREE 3 RING BINDERS ANNOUNCEMENT:

FREE three-ring binders are available from the CPS Department of Procurement and Contracts on a first-come first-served basis; supplies are limited. Please call or e-mail

your request to Lee Saulter, at (773)553-2989, or Nanzi Flores, at (773)553-2273 in our Purchasing Department to order a prepackaged variety box of FREE 3-ring binders (about 8-10 binders per box). Please be sure to give Lee or Nanzi your name, phone number, alternate phone, school name, school address, School Unit Number, and Mail Run Number and a box of binders will be sent to you by CPS Inter Office delivery.

⇒ **SCHOOL READINESS COORDINATORS:**

Last week every CPS school identified a "School Readiness Coordinator." School Readiness Coordinators will play a critical role in preparing schools for using IProcurement. As the IPurchase Portal Project begins rolling out the new purchasing system across CPS, School Readiness Coordinators will be given information to distribute to personnel in their school about the IPurchase Portal Project. As such, they will be a critical component in making sure your school is ready to use IProcurement.

Thank you to all those who will fill this role! Your participation will help ensure your school makes a smooth transition to the new system.

⇒ **HOW TO REGISTER FOR TRAINING:**

Training registration for all schools began on [November 15](#) and will be done through MAPPER. Details on how to register will be sent in a special communication. Watch your inbox for: *IPURCHASE SPECIAL COMMUNICATION: TRAINING*.

⇒ **IPURCHASE PORTAL TRAINING FOR SCHOOLS:**

With training for the Central Office, Area Offices, and pilot schools well underway, schools are beginning to ask questions about their training.

When can I register?

Registration for schools for the secondary deployment began on [November 15](#). The process for registering your school personnel will be published in this weekly update, The IPurchase Eye and in a special communication.

Who should attend training?

This will vary from school to school. A good rule of thumb to use when deciding who should attend training is to send the people who enter and approve the greatest number of requisitions. This might be the principal, assistant principal, clerk, and engineer or business manager.

How many people can a school send to training?

Schools can send a maximum of three people to attend classroom training.

What happens if my school needs more than three people to attend training?

Special requests for additional trainees will be considered on a case-by-case basis. For a school to have more than three people attend training means another school will have to surrender one of its slots. We will encourage all schools to use all three of their slots as this will best prepare the school to use the new purchasing system

Where will training be held?

All training sessions for schools will be held at the [Medill Professional Center, 1326 W. 14th Place](#).

When will my school be trained?

All schools in an Area will be trained during the same time frame. School personnel will have the opportunity to select the training date that is most convenient within a date range assigned to their area. To view the area training schedule, click on this link:

<http://ots.cps.k12.il.us/ipurchase/extras/SecondaryDeploymentPortalProjectTrainingSchedule.htm>

For more information on the IPurchase Portal Project, visit the web site:

<http://ots.cps.k12.il.us/ipurchase/index.shtml>

⇒ **STUDENT AGENDA PLANNERS REMINDER:**

The Board of has approved an agreement with Premier Agenda, Inc. for the purchase of planners for all CPS schools. Excellent quality at special Chicago Public School pricing.

The Board Approved Vendor for Student Agenda Planners is:

Premier Agendas, Inc.

Contact - Mike Ferris

847 760-6744 Office

847 760-6755 Fax

773 505-6933 Cell

Mike Ferris would be happy to come by your school with sample agendas and share the special price list for all Chicago Public Schools. Premier Agenda, Inc. is one of Chicago Public Schools District-wide Contract Suppliers see the website below:

http://www.csc.cps.k12.il.us/purchasing/ss_Vendors.html

⇒ **COPIER, SCANNER, FAX, AND PRINTER PURCHASES:**

Until further notice, central office users may no longer purchase or lease copiers, scanners, faxes, and printers without the approval of OTS. This is in preparation for the replacement of this equipment with multi-functional devices (MFDs) at central office.

Chicago Public Schools is taking a hard look at the costs of buying, operating and maintaining fleets of network printers, non-networked printers, copiers, fax machines, and document scanners.

By consolidating these four separate functions into one networked "multi-functional" device, CPS can reduce costs and increase functionality. Multi-functional devices (MFDs) allow schools to reduce the number of output devices and better manage them.

A networked MFD will reduce the number of analog lines needed for inbound and outbound faxing, thus, eliminating the associated costs. Additionally, there will be a reduction in the use of paper as end users can choose to "scan and email" an electronic image of a paper-based document or to print only those electronically delivered documents they choose.

A networked MFD also means less time at the copy machine. Users who print, and then physically take the document from the printer to the copying machine, can simply print and finish (collating, stapling, three-hole punch) multiple copies directly from the computer to the MFD.

CPS, like all organizations, will always need to fax, print and copy paper; however, there are many instances where the distribution of an electronic version of a document, rather than the paper-based version, is the fastest, easiest and lowest cost option.

A pilot of MFDs will be conducted early in calendar 2005 at 125 S. Clark. This pilot will last 30-60 days and allow comparison between the products of the short-list MFD vendors. After the pilot and board approval of the selected vendors, MFDs will be rolled out to central office. It is anticipated that nearly all the above equipment will be replaced. After the central office rollout, OTS will develop a timeline to phase in MFDs at the schools.

When Purchasing receives a purchase order for the above equipment from a central office unit, the request will be referred to Anthony McPhearson in OTS, 3-1346. If he determines that your need will not be met by the upcoming MFDs, your PO will be approved. If you have an urgent need that will eventually be met by MFDs, OTS may be able to arrange for surplus equipment to be assigned to you pending the rollout of MFDs. **This year, schools will be unaffected by the pilot or the rollout and may continue to purchase the above equipment as usual.**

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. **Equipment request from Central Office departments will be reviewed and approved by Procurement and OTS staff.**

Note: 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 at (773)553-2274 for questions or clarification.

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 at (773)553-2274 for questions.

⇒ **EQUIPMENT MAINTENANCE:**

Schools may continue to initiate copier equipment maintenance agreements from companies that have a CPS vendor number.

⇒ **REQUISITIONS FOR THE 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. (i.e. BOARD REPORT NUMBERS).** Requisitions without details will automatically be cancelled.

⇒ **HP COMPUTER ORDERS:**

HP has now added basic and entry level model instructional desktops to their CPS strategic sourcing product line. For prices and product descriptions, see the HP flyer on the Purchasing web site at http://www.csc.cps.k12.il.us/purchasing/ss_Vendors.html.

To improve customer service and speed up order fulfillment, HP has subcontracted order fulfillment to Advotek (Computerland of Downers Grove). To insure that your desktop and laptop orders are processed without delay, when entering an HP requisition, select Hewlett Packard, Vendor number #46457, and purchasing site "STRATSOUR - HP c/o Computerland". Do NOT use the other purchasing sites without Purchasing approval as your order will be delayed! The other sites are for OTS and approved special order use only. Please contact Charlita Fain, Contract Administrator, at (773)553-2259 for assistance with HP orders.

⇒ **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. (773)553-2274 if additional discount cards are needed.

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

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. The 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. The CPS Procurement & Contracts contact name is Lee R. Saulter, Commodity Manager. He can be reached at (773)553-2989.

⇒ **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:**

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.

Schools and Departments should look out for flyers from Office Depot regarding end of the year special pricing for copy paper. Special pricing will end December 17, 2004. For more information contact Office Depot Customer Service at 1-800-521-3939.

⇒ **SCHOOL SPECIALTY:**

Schools and Departments should look out for the 2005 School Specialty catalogs to be delivered shortly. For more information on deliveries contact School Specialty Customer Service at 1-800-891-5836.

⇒ **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.

⇒ I-PROCUREMENT AND COMPUTER LEASING AND SPECIAL ORDERS:

The following instructions only apply to Central and Area Offices and the pilot schools using the new Oracle I-Procurement System. Schools entering requisitions on Mapper should continue ordering as usual.

The Dell and HP punchout catalogs only support the purchase of CPS standard bundles. Purchasing and OTS encourage you to lease or purchase the standard bundles whenever possible. They carry the greatest discounts and have been thoroughly reviewed by OTS for standards compliance. If you need to purchase special order computer systems, you must contact Craig Holloway, (773)553-2903 (Dell) or Charlita Fain, (773)553-2259 (HP). They will enter the requisition for you because you will not be able to do so in I-Procurement. All requisitions for leases, whether of standard bundles or special orders, must also go through Ms. Fain and Mr. Holloway. There is also lease paperwork that must be completed in addition to the requisition.

⇒ VENDOR OF THE MONTH: A VENDOR YOU SHOULD KNOW:

This month's featured vendor is Tom Jenrette.

Tom Jenrette
Rem Con Ltd.

410 Bonnie Lane
Elk Grove Village, IL 60007
Voice ~ 847-806-6066 Fax ~ 847-806-6099

CPS Vendor # 18688

Authorized representative for the following companies:

Rem Con Ltd.

Specific products represented:

Cost per copy for refurbished copiers and its related maintenance as it pertains to the copier equipment provided.

Specific services represented:

Copier Maintenance

QUICK REFERENCE

<i>Products</i>		<i>Services</i>
Assessments	Curriculum	Service contract on copier maintenance
Copiers		Professional Development
Reading		
Software		
Service		Training

⇒ **STUDENT BACKPACKS:**

The Board has approved a contract for the purchase of three types of **BACKPACKS** on **Board Report #04-0324-PR1**.

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

Prices and pictures of the backpacks are available on our website at:

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

APPROVED:

Dr. Barbara Eason-Watkins
Chief Education Officer