

# PROCUREMENT & CONTRACTS

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*Heather A. Obora, Chief Purchasing Officer*

### HEADLINES & DEADLINES

January, 2005

#### ⇒ **IPROCUREMENT UPDATE:**

##### **Make-up Training Not Available Until April 1**

IProcurement training for the schools began on January 3. Each Area/school has been assigned a range of dates that they can select for training. Training has been scheduled so it coincides as closely as possible with the Area's "Go-Live" date for using iProcurement. When an Area reaches its "Go-Live" date, MAPPER purchasing functionality will be disconnected for all schools in that Area – **NO EXCEPTIONS**. The "Go-Live" schedule can be accessed by clicking on the following link:  
<http://ots.cps.k12.il.us/ipurchase/extras/SchoolGo-LiveSchedule.htm>

All users of the system must attend training **PRIOR** to "Go-Live". If users do not attend training prior to "Go-Live" they will not be given access to the new system. This means that if a school does not send anyone to training, the school will not be able to place any orders.

Make up training will not begin until after April 1. It is imperative that those who have been designated to attend training for their school arrive on time AND on the date they registered.

**The training schedule and registration instructions can be accessed by clicking on the following link:** <http://ots.cps.k12.il.us/ipurchase/index.shtml>. (In the training section, on the right side of the home page, select "Secondary Deployment" to view the training schedule).

#### ⇒ **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.

⇒ **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.

**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. 14<sup>th</sup> Place](#).

⇒ **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 **grants** 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](http://www.cps.k12.il.us/AboutCPS/Board/Board_Actions/FY04/september/04-0728-RU.pdf)

⇒ **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](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.

⇒ **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](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.

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

**Baker & Taylor** is the place to order your library and classroom books (not textbooks). Ordering is done on line, through the Baker & Taylor ordering tool, **School Select**. Carts must be sent for price check prior to submitting to Mapper for creation of a purchase order.

Should you require assistance in placing your order, the Baker and Taylor customer service toll free phone number is (877) 423-2295. The sales rep, Lois Hanley is also available for appointments or assistance. Lois can be reached at (800) 775-7930, ext. 1043. The CPS Procurement & Contracts contact is Lee R. Saulter, Commodity Manager. He can be reached at (773) 553-2989.

**Baker & Taylor is offering training for School Select. Training is open to librarians, as well as teachers, reading specialists and office staff.**

**REGISTRATION IS REQUIRED!** Register online at [www.btol.com](http://www.btol.com). In the School Select area, under **"What's New"**, click on the link (in red) that says **"Click here to register for School Select training"**. Complete the form with the session that you want to attend. Please contact Lois if there are questions.

Training will be held on the dates and at the locations listed below:

January 21	Prosser Career Academy 2148 North Long Avenue
January 24	Chicago Agricultural High School 3857 West 111 <sup>th</sup> Street
February 3	Juarez Community Academy 2150 South Laflin Street
February 7	Simeon Career Academy 8147 South Vincennes Avenue
February 25	Prosser Career Academy 2148 North Long Avenue
February 28	Chicago Agricultural High School 3857 West 111 <sup>th</sup> Street
March 10	North Grand High School 4338 North Wabansia Avenue
March 14	Simeon Career Academy 8147 South Vincennes Avenue
March 28	Lane Tech High School 2501 West Addison Street

**NOTE: Baker & Taylor has acquired Libros Sin Fronteras, a bilingual company that distributes important, hard-to-find Latin American and other high quality Spanish language materials. As a result of this acquisition, Baker & Taylor will now offer a larger selection of Spanish language materials.**

⇒ **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.

⇒ **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.

⇒ **AUDIO VISUALS:**

Central Audio-Visual (CAV) will have special CPS pricing on projector bulbs and Alkaline Industrial Batteries. Prices are effective **January 1, 2005 thru January 31<sup>st</sup> 2005**. Free shipping included. Call CAV for special pricing at 1-800-323-4239.

GPR – is an alternative Audio Visual vendor that schools can use for audio visual purchases under \$10,000. GPR does have a board report # (04-0428-PR8) for self directed schools and/or the Board's property management consultants. Schools can contact Mike James for pricing and/or quotes at 773-493-3000.

⇒ **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.

### **⇒ JANITORIAL SUPPLIES STRATEGIC SOURCING INITIATIVE:**

A District-wide strategic sourcing Board Report for janitorial supplies will be presented to the Board for approval this winter. The contracts under the Board Report will cover the range of janitorial supplies, including but not limited to floor cleaning chemicals, carpet care, cleaners and disinfectants, plastic liners, hand care and soap refills, mops, dust mops, brooms, handles, bathroom tissue and paper towels, and Green Seal certified products. Other janitorial supply items such as light bulbs will also be available through catalog percentage discounts. You will be able to buy from the catalogs of numerous vendors. With the combined buying power of all of Chicago Public Schools, you will benefit from lower prices on many of the same products you are already using. Please watch Headlines and Deadlines for more information.

⇒ **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:**

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Dr. Barbara Eason-Watkins  
Chief Education Officer