

# PROCUREMENT & CONTRACTS

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*Heather A. Obora, Chief Purchasing Officer*

### HEADLINES & DEADLINES

February, 2005

#### ⇒ **APPLE COMPUTER:**

Apple is hosting a workshop called "Service & Support For the Mac".

When: Tuesday, February 22, 2005

Time: 9:00 am - 11:00 am

Where: Apple Computer  
10 S. Wacker Drive  
Suite 3200  
Chicago, Illinois 60606  
Wacker Drive & Madison Street

To register call 1-800-800-2775 x46808 or send email to  
underwood@apple.com

#### ⇒ **IPURCHASE PORTAL TRAINING FOR SCHOOLS: IPROUREMENT UPDATE**

Training Location and Time

**ALL training is 9:00 a.m. to 4:00 p.m.**

**Please be aware that IProcurement training is at the Medill Professional Center.** The only exceptions are Area 2 schools (training is at Brennemann School) and Area 4 Schools (training is at Ames School).

#### ***ATTEND TRAINING AS SCHEDULED!***

Schools can make changes to their registration information up until the training registration deadline. Schools can change:

1. Who will attend training
2. The date a person attends training (as long as the new date is within the assigned training date range for the Area and space is available)
3. The classroom (as long as space is available).

To change registration information, log into the IProcurement training page just like you were registering for the first time. When the registration screen appears, choose the Update & View Classes for Trainees button and follow the steps from there.

Each Area has been assigned a Training Registration Deadline. Schools may make changes until that date. Changes will not be allowed after that date as the information gathered in the registration process determines WHO will be given access to the system and WHEN they receive access.

After the training registration deadline, personnel who are registered *must attend* on the day and classroom selected. Trainees who show up on the wrong date or in a different classroom will be recorded as “Not Attended” and will not be given access to the new purchasing system.

*First Wave of Schools Live with IProcurement!*

As of January 27, the new purchasing system is being used by schools in:

Area 19  
Area 6  
Area 8  
Area 10  
Area 14  
Area 20

Schools in Areas 9, 12 and 11 will begin using IProcurement next week.

The most frequently asked questions schools from these Areas have asked are:

1. When can I begin using the system?
  - a. Every Area has date assigned to them for when they can begin using the system. To find the exact date that your school begin using the system click on this link: <http://ots.cps.k12.il.us/ipurchase/extras/SchoolGo-LiveSchedule.htm>
2. What's my logon and password?
  - a. This information is being provided during training, so be sure to write it down!
3. How do I access the new system?
  - a. A web address is given to you during training. You will use that address to access the new system.

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

IProcurement training began on January 3. Each Area 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 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.) Please note that each Area has been assigned a registration deadline. Users who do not register by the deadline may apply for a special exception to register for training. Normally, this application will require the principal to contact the Deputy Purchasing

**Officer. If the Deputy Purchasing Officer authorizes an exception, users will not be allowed to choose a training date; they will be required to attend the training session they are assigned.**

⇒ **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, via phone, fax or email 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 and contract has been executed.

Non-biddable items between \$75,001 and \$250,000 require a board report and 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's 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 Trustees 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 (or i-Procurement) 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:

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

⇒ **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.

⇒ **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.

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

This month's featured vendor is Harrison And Company.

**Harrison And Company**  
**Mary Grace Harrison**

**970 North Oaklawn Ave., Elmhurst, IL 60126**  
[mgharrison@harrisonandcompany.com](mailto:mgharrison@harrisonandcompany.com)  
[www.harrisonandcompany.com](http://www.harrisonandcompany.com)  
 Voice ~ 630-782-6077      Fax ~ 630-782-6078

**CPS Vendor #: 20988** Certified WME

<b>Authorized representative for the following companies:</b>
Harrison and Company

<b>Specific products represented:</b>
<ul style="list-style-type: none"> <li>Furniture for Early Childhood, Head Start, PreK, All Day Kindergarten, Special Ed, Primary grades tables and chairs, carpets</li> <li>Educational instructional materials, manipulatives and supplies for Early Childhood through 5<sup>th</sup> grade.</li> <li>Supplemental books for Early Childhood</li> <li>Bulletin Boards, Maker Boards</li> <li>Children Corners for Library</li> <li>Playground Equipment</li> </ul>

<b>Specific services represented:</b>
<ul style="list-style-type: none"> <li>School Furniture needs and assessments</li> <li>Complete installation of furniture to designated room</li> </ul>

<b>Additional Information:</b>
<ul style="list-style-type: none"> <li>15 year history with Chicago Board of Education with 3 representatives serving Chicago Schools site to site</li> <li>Current CPS Contracts/Board Reports               <ol style="list-style-type: none"> <li>Early Childhood Furniture - Board Report #04-0428-PR3</li> <li>Manipulative and Instructional Supplies – Board Report #04-0526-PR51</li> </ol> </li> </ul>

**QUICK REFERENCE**

<i>Products</i>	<i>Services</i>
Assessments      Curriculum	Instructional Design & Curriculum
<b>Furniture</b> Parent Programs	Professional Development
<b>Playground Equipment</b> Reading	Special Education      Technology
<b>Software</b> Textbooks	Speaking & Convocation
<b>Supplemental Instructional Material</b>	Textbooks      Training

**APPROVED:**

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Dr. Barbara Eason-Watkins  
Chief Education Officer