

PROCUREMENT & CONTRACTS

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Heather A. Obora, Chief Purchasing Officer

HEADLINES & DEADLINES

June, 2005

⇒ **REQUISITIONS:**

The year-end requisitioning date has been extended to Monday, June 13, 2005 by Noon.
For requisitions to be processed, the designated approver for your unit or school must also submit electronic approvals prior to this deadline.

⇒ **PAYOUTS:**

The last day to process transactions for PAYOUT (cash advances and reimbursements) will be Monday, June 6, 2005 by 3:00 p.m.

⇒ **BOARD REPORTS:**

All requisitions entered on or before Monday, June 6, 2005 for consulting services of \$75,000 or more, and biddable goods and services of \$10,000 or more, will require Board approval by the May 25, 2005 Board meeting for FY05 dollars. The Board Office deadline for a fully signed Board report is May 3, 2005. To ensure timely consideration and processing, it is recommended that the unit submit the Board Report to Procurement and Contracts no later than Friday, April 22. If you have any questions about submitting a Board Report, please call Sylvania Smith at 773-553-2253.

⇒ **IPROUREMENT UPDATE:**

If you are in need of iProcurement Training, please contact Pearlene Carter at 773-553-2916 or Sandra Moses-Potts at 773-553-2292.

⇒ **APPLE SERVER PURCHASES**

Apple servers are no longer available under contract. In addition, OTS does not plan to order them this coming Fiscal Year 2005-2006. Schools desiring to purchase Apple servers for non-E-rate eligible purposes may do so up to \$25,000 from any CPS vendor carrying the products. Between \$25,000 and \$75,000, schools may purchase by obtaining three quotes and submit these quotes to the Chief Purchasing Officer through the CPO Request Application for approval. Purchases above \$75,000 and under \$250,000 will require a written solicitation through the CPO Request Application and a board report.

Apple desktops and laptops continue to be available under the strategic sourcing contract with Apple. Please contact Charlita Fain, Contract Administrator, at 3-2259 if you have any questions.

⇒ **USED TEXTBOOKS:**

If you have used textbooks that are no longer used at your school, we would like to post this information in the Newsletter for schools that may be interested. **Please contact Lee Saulter at 773-553-2989** with this information.

Textbooks that are currently available are listed below.

If you are interested in any of our old textbooks listed below, please contact **Ms. Sandy Zielke at Schubert School at 773-534-3080** to make arrangement for pick-up.

| PUBLISHER | TITLE | ISBN # | QUANTITY | LANGUAGE | COPYRIGHT |
|------------------|-----------------|---------------|----------|----------|-----------|
| HOUGHTON MIFFLIN | 1.2 HELLO | 0-395-91477-9 | 300 | ENGLISH | 1999 |
| HOUGHTON MIFFLIN | 1.3 SHARE | 0-395-91479-5 | 300 | ENGLISH | 1999 |
| HOUGHTON MIFFLIN | 1.4 SURPRISE | 0-395-91480-9 | 300 | ENGLISH | 1999 |
| HOUGHTON MIFFLIN | 1.5 DISCOVER | 0-395-91481-7 | 300 | ENGLISH | 1999 |
| HOUGHTON MIFFLIN | 1.2 HOLA | 0-395-78680-0 | 300 | SPANISH | 1997 |
| HOUGHTON MIFFLIN | 1.3 JUNTOS | 0-395-78681-9 | 300 | SPANISH | 1997 |
| HOUGHTON MIFFLIN | 1.4 DIVIERTETE | 0-395-78682-7 | 300 | SPANISH | 1997 |
| HOUGHTON MIFFLIN | 1.5 DESCUBRE | 0-395-78683-5 | 300 | SPANISH | 1997 |
| HOUGHTON MIFFLIN | 2.1 FRIENDS | 0-395-91482-5 | 300 | ENGLISH | 1997 |
| HOUGHTON MIFFLIN | 2.2 TREASURE | 0-395-91483-3 | 300 | ENGLISH | 1997 |
| HOUGHTON MIFFLIN | 2.1 ADVENTURAS | 0-395-78684-3 | 300 | SPANISH | 1997 |
| HOUGHTON MIFFLIN | 2.2 PASEOS | 0-395-78685-1 | 300 | SPANISH | 1997 |
| HOUGHTON MIFFLIN | 3.1 ENJOY | 0-395-91484-1 | 300 | ENGLISH | 1999 |
| HOUGHTON MIFFLIN | 3.2 CELEBRATE | 0-395-91485-X | 300 | ENGLISH | 1999 |
| HOUGHTON MIFFLIN | 3.1 TRADICIONES | 0-395-78686-X | 300 | SPANISH | 1997 |
| HOUGHTON MIFFLIN | 3.2 INVENTA | 0-395-78687-8 | 300 | SPANISH | 1997 |
| HOUGHTON MIFFLIN | IMAGINE | 0-395-91486-8 | 300 | ENGLISH | 1999 |
| HOUGHTON MIFFLIN | IMAGINA | 0-395-78688-6 | 300 | SPANISH | 1997 |
| HOUGHTON MIFFLIN | EXPLORE | 0-395-91487-6 | 300 | ENGLISH | 1999 |
| HOUGHTON MIFFLIN | HORIZONTES | 0-395-78689-4 | 300 | SPANISH | 1997 |

⇒ **ELECTRONIC FILING CABINETS:**

The Chicago Board of Trustees has approved the agreement with Ellis Systems Corporation to purchase Electronic Filing Cabinets for all Chicago Public Schools Departments and Schools.

The Board Approved Vendor for Electronic Filing Cabinets:

Ellis Systems Corporation
Vendor No.: 12736
Contact: Tom Hynes,
Tel. No.: 847-371-0200
Fax No.: 847-371-0202

The CPS Procurement and Contracts, Contract Administrator is Martha Escareno who can be reached at 773-553-2284. Ellis Systems Corporation is one of Chicago Public Schools Strategic Sourcing and District-Wide Contract Suppliers. See the web site below:

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

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

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.

As a result, Central Office users may no longer purchase or lease copiers, scanners, faxes, and printers without the approval of the Office of Technology Services (OTS). This is in preparation for the replacement of this equipment with multi-functional Devices (MFDs) at Central Office.

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 to better manage these devices.

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 printers, faxes, copiers, and document scanners will be replaced. After the Central Office rollout, OTS will develop a timeline to phase in MFDs at the schools.

When Procurement and Contracts receives a purchase order for 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 fiscal 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 requests from Central Office Departments will be reviewed and approved by Procurement and Contracts 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 departments 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.

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

Baker & Taylor is the place to order your library and classroom library books. Ordering is done on-line, through the Baker & Taylor ordering tool, **School Select**. Carts must be sent for "price check" prior to submitting to iProcurement 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 and can be reached at 800-775-7930, ext. 1043. The CPS Procurement & Contracts contact is Lee R. Saulter, Commodity Manager who can be reached at 773-553-2989.

⇒ **NEW SOFTWARE VENDOR:**

Effective April 20, Computer Discount Warehouse- Government (CDW-G) will be replacing Insight (formerly Comark) as the Board's contract vendor for Microsoft and other off-the-shelf ("shrink-wrap") software. Per the Strategic Sourcing Policy, Microsoft and other non-educational off-the-shelf software must be bought through this vendor. Buying through this contract provides many benefits- low prices, good customer service, license tracking, and a Board Report that is already done! Waivers may be requested through the submission of appropriate documentation to the Department of Procurement and Contracts.

You may buy educational software from any CPS vendor, subject to board report limits. Please note that CDW-G does not have Board authority to sell computers and peripherals under this contract.

Computer Discount Warehouse- Government
Vendor #45761
Board Report 04-1215-PR3
Contact Sonny Rogalevich, Account Manager
1-888-685-9672
CPS Procurement & Contracts contact: Craig Holloway, 773-553-2903

Per the Microsoft Select Agreement, as CPS buys Microsoft products, CPS is responsible for the duplication of disks. CPS has contracted with CDW-G to make the software CDs. Schools will receive one CD (or set) for each software title ordered, even if multiple licenses are ordered. This CD may be used to install the software on the number of computers licensed. Extra CDs for backup or replacement are available at \$8.00 each. These CDs do not increase the number of computers on which a school is allowed to install the software. Extra licenses must be purchased to do so.

⇒ STRATEGIC SOURCING FOR JANITORIAL PRODUCTS AND EQUIPMENT

The Board has approved through the Strategic Sourcing Policy ALL schools and departments to purchase janitorial products and equipment, Board Report #05-0525-PR1.

You may start ordering now. To view some of the awarded products and be informed of the catalog discounts you may go the Board's web site at http://www.csc.cps.k12.il.us/ss_Vendors.html.

The approved Strategic Sourcing Vendors are:

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|-------------------------------------|----------------------------------|
| 1. Advantage Supply, Inc. | 7. Kranz, Inc. |
| 2. Aztec Supply | 8. PCS Industries |
| 3. B & L Distributor | 9. The Standard Company |
| 4. Chemcraft Industries | 10. United Supply Services, Inc. |
| 5. Every Bloomin' Industrial Supply | 11. Valdes Enterprises, Inc. |
| 6. KMI Supplies | 12. Zep Manufacturing |

To purchase janitorial supplies and equipment, schools and departments must use Board Report 05-0323-PR1, budget classification 5320 for supplies and 5730 for equipment.

Also, please note that vendors catalog may contain non-janitorial items which schools and department can still take advantage of a percentage discount.

If you need assistance in placing your order, you may contact the vendor's contact person listed, or you may call the CPS Procurement and Contracts' contact, Pamela Seanior at 773-553-2254.

⇒ SCHOOL SPECIALTY:

Future Deliveries

School Specialty is happy to ship your supply order at a future date. If you would like your order to ship/arrive in the summer, or a date of your choice just enter your future delivery request date in the **"Need by Date"** field.

Please ensure personnel are available at the school on the date you requested.

⇒ OFFICE DEPOT FUTURE ORDER PROGRAM:

Enter Office Depot orders now and receive them at a future date when you'll actually need them. The Future Order Program allows CPS to receive orders 1 – 6 months from the original order date. Effective immediately CPS can begin using this program. The Office Depot Future Order Program can be used to:

- Avoid storage of large orders over the summer.
- Avoid missed deliveries over the summer.
- Avoid damaged or misplaced orders due to summer cleaning.

Future order deliveries can be scheduled on weekdays from May through December 2005. *The date must be at least one month from the original order date. Please follow the instructions below:

1. Enter orders as normal. Enter the date that you would like to have your order delivered in the "Need by Date". Avoid using weekend or holiday dates. If you use a weekend or holiday date the order will be delivered the next business day.
2. Office Depot will deliver the order to your school on the date requested.
3. After receiving your order, please receipt the order as usual.

*Orders dated less than one month from original order date, weekend or holiday dates will be delivered within the normal (24 hour) delivery time frame.

Exception: Grant Funded PO's. Funds for Government grants must be paid prior to the grant cancellation date.

⇒ **SYSTEM CONCEPTS, INC. - Vendor 20109**

See the CPS website for Summer Specials:
http://www.csc.cps.k12.il.us/purchasing/ss_Vendors.html

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

Monica R. Jackson, Chief Executive Officer
 P.R.I.D.E. Educational and Training Services
4800 S. Chicago Beach Dr., Suite 1908S
Chicago IL 60615
Voicemail – 773-624-0320 Fax – 773-624-0320
Jjcprideenterprise@onebox.com

CPS Vendor: 51949 MBE/WBE 1099 Independent Contractor African American

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| Authorized representative for the following companies: |
| Monica R. Jackson |

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| Specific products represented: |
| The Learner’s Toolbox™: Teaching children the right “tools” for education/learning. |
| Dr. J’s World of Phonics™: Encouraging reading and making learning phonics fun. |

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| Specific services represented: |
| Professional and staff development and training; LRE consulting; Special Education Consulting; Behavior Modification; Character Education; Education Program and (adapting) Curriculum Development; Parental Involvement and Education and Training; Lekotek planning and development; IL-DHS Early Intervention Services |

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| Additional Information: |
| P.R.I.D.E. Educational and Training Services offers a program called Project |
| P.R.I.D.E. currently provides LRE consulting to Chicago Public Schools. Our mission is to expand the educational, personal, social and vocational opportunities for children, adults and families in school, at home, and in society. Our motto is “All Children Deserve A Chance To Learn and Grow” – serving children birth to 21 years old. |

QUICK REFERENCE

| Products | | Services |
|-------------------------------------|-----------------|-----------------------------------|
| 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 |

APPROVED:

Dr. Barbara Eason-Watkins
Chief Education Officer