



Procurement & Contracts

HEADLINES AND DEADLINES

MAY 2007

HEATHER A. OBORA, CHIEF PURCHASING OFFICER

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DEPARTMENT OF
PROCUREMENT AND
CONTRACTS WEBSITE

For comments, questions
or additional information,
please email us at:
purchasing@cps.k12.il.us

Purchasing News

Year-end Purchasing Activities!

Requisitions

The last day to submit requisitions on-line for the issuance of purchase orders will be Friday, June 8, 2007, by 4:00 p.m. For requisitions to be processed, the unit director or principal must also submit electronic approvals prior to this deadline.

All requisitions that are incomplete or waiting for approval will not be processed.

School Reimbursements

The deadline for school reimbursements has been extended to coincide with the year-end purchasing deadline – June 8, 2007. However, the functionality to process these transactions has been removed in PAYOUT. You must use the Oracle system to process these transactions. Should you have questions regarding this process, please contact Opal Walls at 773-553-2648 or Ruthann Griffith at 773-553-3294.

Employee Reimbursements

You may continue to process employee reimbursements through PAYOUT until June 1, 2007. We are currently working with OTS to establish an Oracle solution for employee reimbursements that occur after June 1. Look for further details on this development in the near future. Should you have a situation that requires a new employee to receive a reimbursement and whose employment began after March 9, 2007, please contact Opal Walls 773-553-2648 for special handling.

Purchase Order Reminder!

Recently, numerous Chicago Public Schools have placed and received orders from Vendors without an approved Purchase Order. This is not in accordance with Chicago Public Schools Procurement Policy. Payment for these unapproved requisitions will not be guaranteed.

Contract Administration

The current Various Trades contract has been amended to exercise the extension option for one additional year ending December 31, 2007. Board Report [07-0425-PR1](#).

Meal Services

Chartwell/Thompson Joint Venture's Meal Services Contract for the school system has been extended for one year commencing June 19, 2007 and ending June 18, 2008. Board Report [07-0425-PR2](#).

Landscape Maintenance

KGI Landscaping was awarded the Contract for Regions 1 and 2. Board Report [07-0425-PR4](#).

Turf Care Landscaping was awarded the Contract for Regions 3 and the Campus Parks and Athletic Fields. Board Report [07-0425-PR5](#).

Christy Webber and Co. was awarded the Contract for Regions 4, 5 and 6. Board Report [07-0425-PR6](#).

Management and Software Services

Message Labs agreement was increased to accommodate 150,000 additional users accounts generated by the student e-mail implementation. The option term was also extended until June 30, 2008. Board Report [07-0425-PR8](#).

Software Licenses and Technical Support

Oracle USA, Inc. has been amended to allow unlimited options to renew technical support for software purchased under this agreement. Board Report [07-0425-PR9](#).

E-Rate Program Audit Services

KPMG LLP. was selected to provide the Audit Services for the E-Rate Program. This agreement commences on May 1, 2007 and ends April 31, 2010. Board Report [07-0425-PR10](#).

Remote Access Services

Sun Microsystems, Inc. was selected to provide Remote Access Services to the Board. This contract will expire on May 31, 2008. It has three options to renew for one year each. Board Report [07-0425-PR11](#).

Fingerprinting Services

Art's Investigation's agreement has been amended to change the end date to June 30 2008. Board Report [07-0425-PR21](#).

Strategic Sourcing

Contract Updates

CDW-G replaces Micro City and Daly Computers

CDW-G has replaced Micro City and Daly Computers for the purchase of Hewlett Packard printers, Lexmark printers and associated supplies. All other peripherals can be purchased through Office Depot. For more information, please visit the [strategic sourcing website](#).

Please Note: CDW-G does not have Board authority to sell computers and peripherals under this contract.

Dell and Apple Replace Hewlett Packard

Hewlett Packard is no longer a strategic sourcing vendor for the sell of desktop and

laptop computers. Per Board Report 05-1221-PR1, Dell and Apple Computers are the CPS sources for computers.

CPS Procurement & Contracts contact: [Craig Holloway](#), 773-553-2903.

Library Books

The Board has approved entering into agreements with various vendors under the Strategic Sourcing Policy for the purchase of Library Books, Reference Books and related services. The "pool" of vendors are listed in board report, [06-0726-PR9](#).

Any questions should be directed to [Lee Saulter](#) at 773-553-2989.

Janitorial Products

In the Board's effort to standardize Janitorial Products for the schools, the Board has added additional Strategic Sourced vendors and products. For all other janitorial supplies, please continue to use the existing Strategic Sourced Vendors--Board Report [05-0525-PR1](#). For more information visit the [strategic sourcing website](#).

Contact [Pamela Seanior](#) at 773-553-2254 for assistance.

P-Card

It is necessary for the Departments and Schools to understand the P-Card guidelines. Some of the pre-existing rules have been modified within the past month to accommodate departmental needs. CPS personnel who use the P-Card are responsible and accountable for understanding the P-Card process and following it.

On behalf of the Department of Procurement and Contracts, we have updated and improved our forms to begin the P-Card process.

In order to begin the P-Card process, you must complete the updated forms listed below. These forms are used to obtain the necessary information to send to Harris Bank in order for them to issue the P-Card.

- [Employee P-Card Application](#) form (indicates approval of Principal or Unit Director)
- [Code of conduct form](#)
- [Cardholder Acknowledgment and Agreement form](#)

The forms are located in the following areas:

- [Procurement Intranet site](#), under P-Card then forms
- [CEdO web site](#)

Good news!!! In addition to funds 210, 280 and 552, the funds listed below are now available for P-Card expensing.

- Oracle Fund 220 (Legacy Fund 220) = Federal IDEA Fund
- Oracle Fund 225 (Legacy fund 234) = Supplemental General State Aid
- Oracle Fund 332 (Legacy Fund 242) = NCLB Title 1 Regular Fund

If you have any questions regarding this program, the required forms or available funds to use, please call Opal Walls at 773-553-2648 or visit our Procurement Intranet site under the P-Card tab.

Technology Updates

P-Card Reconciliation Application

The P-card application was successfully rolled out to all of the P-card holders both at the schools and the central office. A number of enhancements were subsequently made to the application, to meet the business requirements of end users. A key enhancement to enable card holders to designate their staff to reconcile transactions was also implemented.

Internal Web Site

The Procurement internal web site (<http://dpc.cps.k12.il.us>) is available to all users across the district. The web site is visible only when you are logged into the CPS network. A number of new sections have been added to the web site:

P-Card

A new section on P-card has been added. This section contains the card application forms, card holder manual and agreements and the disputed charges form

iProcurement FAQ

A section on iProcurement FAQ's has been added that lists out solutions for frequently asked questions. This will also serve as a quick guide to iProcurement end users.

Special Offers

FedEx Kinko's Discount Offer

Chicago Public Schools is pleased to announce FedEx Kinko's is extending discounted pricing to CPS employees on most services offered at any of FedEx Kinko's 1450+ domestic locations.

Present a FedEx Kinko's Discount Card at the point of sale, and you will receive the discount.

Contact [Jacqueline Daly](#) at 773-553-2274.

Grainger's Maintenance Repair and Operations

Take advantage of Grainger's Maintenance Repair and Operations (MRO) discount contract No. 4010653 with the State of Illinois and the Board's Joint Purchasing Agreement until June 30, 2007.

Grainger Representative Contact: Herb Ladd at 773-638-0536.

Purchasing Department Contact: [Pamela Seanior](#) at 773-553-2254.

Used Textbooks

If you have 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 your information.

Someone You Should Know in Purchasing

Sylvania Smith

- Research charges for P-Card Vendors
- Research P-Card Vendor statements on a monthly basis
- Complete P-Card issue log, A/P Journal and Harris Statement on a Monthly Basis

- Print and file P-Card statements
- Mark all pre-payments for current statement period
- Complete marking all payments after payment is made
- Review all monthly P-Card statement requirements

Vendor of the Month

KBS Computer Services, Inc.
20200 Governors Highway
Suite 202
Olympia Fields, IL 60461
Tel. 708-720-5981
www.kbscomputerservices.com
Vendor number 15363
Computer Maintenance and Repair Services

AAA Rental

Vendor #48036, Rental Equipment and Supplies
Jay Heiferman or Gary Heiferman
(708) 210-1200

Chicago Public Schools is now able to purchase on the City of Chicago's (City Award# 11148) contract prices from AAA Rental for rental equipment and supplies. For a list of items ordered most often by CPS along with the City pricing, click [here](#).

APPROVED:

Dr. Barbara Eason-Watkins
Chief Education Officer