

# PROCUREMENT & CONTRACTS

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*Heather A. Crossley, Chief Purchasing Officer*

### HEADLINES & DEADLINES

**October, 2003**

#### ⇒ **LIBRARY BOOKS:**

On Wednesday, September 24<sup>th</sup> the Board of Education approved a contract for **Baker & Taylor** to provide all library books to the Chicago Public Schools for the next two years. Baker & Taylor has been in business for 175 years and is a leading full-line distributor of books.

Just some of the benefits that you will be afforded under this contract include competitive pricing and standardized prices established through a competitive solicitation, significant savings opportunities which will allow you to provide a greater selection of books for our students, you will still be choosing the books your school requires but assistance will be available to you when needed, better efficiency will be achieved by utilizing Baker & Taylor's online ordering tool, access to a dedicated customer service staff will be readily available to assist you and training will be provided not only for the selection of books, but also on the online ordering tool and collection development. All regular shipping is free. School Select is Baker & Taylor's online ordering tool and encompasses a collection of over 800,000 titles. Curriculum lists based on Illinois standards and national standards will be available and they will also provide the recommended reading lists for the Department of Libraries.

Please take advantage of the services that Baker & Taylor is offering CPS. In the coming weeks, a Baker & Taylor representative will be contacting you to set up an appointment. If you have any special requests for books relative to various topics or require assistance with your collection development, let them know. We hope that you will welcome Baker & Taylor to your school and provide them an opportunity to serve your needs.

For additional information regarding this contract or to address questions you may have, please refer to our website at [www.csc.cps.k12.il.us/purchasing](http://www.csc.cps.k12.il.us/purchasing) and click on the Frequently Ask Questions (FAQ) page provided. Please be reminded that this contract includes library books only. Each school will still determine their vendor of choice for all periodicals, videocassettes and DVD's, spoken word cassettes and CD, CD ROMs and other media. If further information is required, please contact Sue Foys, Commodity Manager/Education at (773) 553-2989.

The Department of Libraries will host small group **trainings on Baker & Taylor's School Select** to be provided on **October 14<sup>th</sup>**. There will be two sessions that will last for approximately two hours each. Capacity is limited to 20–25 so please register early with the Department of Libraries. CPDU's may apply. **Additional training on School Select is scheduled for November 7, 2003**. All ordering with Baker & Taylor will be done via *School Select*, their online ordering tool. Until additional trainings have been scheduled, faxed orders will be accepted. The Department of Libraries can be contacted at (773) 553-6210.

⇒ **MATH & SCIENCE INITIATIVE:**

Elementary Schools who wish to take advantage of the prices afforded to CPS under this initiative should ensure that you have a current price list. These price lists were faxed to each school several months ago. If you require this information again, please contact Sue Foys, Commodity Manager/Education at (773) 553-2989.

⇒ **TEXTBOOKS:**

The educational review team is currently reviewing the CPS bundles provided by our top five textbook vendors. These reviews should be completed by mid October. We will then initiate negotiations for business terms to ensure that our schools are achieving the maximum savings opportunities available to them. Continue to order as usual until further information is provided to you.

⇒ **UNITED BUSINESS SOLUTIONS PROMOTION:**

[WIN A DVD PLAYER FOR "YOUR SCHOOL"](#)

Visit United Business Solutions' web page at [www.ubsllc.com](http://www.ubsllc.com) and click CPS.

Nominate someone for the "Someone You Should Know" page. If your **nominee is chosen your school wins a DVD player.**

Note: A total of five (5) DVDs (One per month) will be awarded between September 1, 2003 and January 15, 2004.

⇒ **MINOLTA BUSINESS SOLUTIONS:**

With the closing of two CPS schools and transitions, Minolta Business Solutions has a limited number of copiers at a discount. A total of four (4) copiers are available for ONE LEASE PAYMENT EACH on any one machines below:

**Once the lease payment is made, the equipment becomes the school's property.**

One (1) Di 450 for a \$4,778.00 lease payment

One (1) Di 550 for a \$3,888.00 lease payment

One (1) Di 650 for a \$3,677.00 lease payment

One (1) Di 650 for a \$9,242.00 lease payment

For further information and details, contact Ms. Kari Berg at Minolta Business Solutions at (312) 726-9100 between 9:00a.m through 3:00p.m daily.

⇒ **ALL PRINTING & GRAPHICS:**

The Department of Procurement & Contracts welcomes **All Printing & Graphics, Inc.** as the new **on-site/ 125 S. Clark St.** CPS printing, reproduction and graphics service vendor. [Effective September 1, 2003 All Printing & Graphics Inc.](#) becomes our total in-house print management solution partner.

The new partnership promises state-of-the-art graphic/form design and efficient turnaround times with the highest level of expertise and innovation. Additionally, the services previously available to CPS departments and staff are now enhanced and expanded and include the printing and layout design of:

- Brochures & Pamphlets
- Newsletters
- Manuals
- Report Cards

- Posters & Signs
- NCR Forms

In the Print Room at their new convenient **3<sup>rd</sup> floor offices** are: **Marvin Rosenthal**, general manager; **Ralph Fowlkes, Sr.** and **Dolores Tamez**, customer service representatives. **All Printing & Graphic's** team of professionals are available **daily—from 8:00-4:30 p.m.** to make sure that your projects and requests are handled flawlessly and to provide resources for all of your printing needs. Please check the Procurement & Contracts' web page: [www.csc.cps.k12.il.us/purchasing](http://www.csc.cps.k12.il.us/purchasing) for a list of all Printing & Graphics' prices for commodity forms, brochures, NCR forms, posters and signs, newsletters, Structured Curriculum Books, Parent Connection Handbooks, Accommodations/Modification Books and Expecting More Standards Books.

**All Printing & Graphics** welcomes you to stop by their offices or call and inquire about the host of available services including the availability of a variety of advertising and specialty items —phone: **773/553-3048**. Also, watch for their **grand opening** later this month.

## ⇒ **STRATEGIC SOURCING OF COMPUTER SERVICES AND EQUIPMENT:**

### **COMPUTER BREAK-FIX AND SUPPORT SERVICES:**

Watch for a separate announcement from OTS with details about the pilot program for initial maintenance and support services for instructional computers throughout the District.

### **DESKTOP AND LAPTOPS:**

We anticipate approval of the new desktop and laptop computer vendors at the October board meeting. Purchases with the new vendors must wait until contracts are signed this fall. In the meanwhile, you may continue to purchase from the current vendors. **Please note that as with every contract rebid, it is possible that the current vendors may not be chosen for the new contracts.** If you wish to purchase from current vendors, you should do so soon, as **there is no guarantee that these vendors will remain available when the new vendors are announced.** On the other hand, you may wish to wait until the new contracts are available, as they will offer additional savings. See charts one (1) and two (2) for samples of the savings to expect. Also, the new contracts will provide schools the choice of leasing computers. After approval of the board report, watch this newsletter for what you can expect to save.

Although you will have new choices for laptop computers with the new contracts, you may also continue to buy laptops from Computerland on board report 02-1218-PR06 through June 30, 2004.

### **SERVERS:**

A new bid for servers is being prepared. In the meanwhile, servers continue to be available from Computerland and ICC through June 30, 2004.

[These are the new Strategic Sourcing Prices compared to current prices as of 9-9-03](#)

### Chart 1 (Desktop Computers)

Price List Options	Acer	Dell	IBM	New Vendor A	New Vendor B
Basic	\$824.55	NA	\$917.57	\$730.50	\$690.00
Entry	\$929.76	\$930.00	\$1,102.57	\$804.50	\$784.00
High End	\$1,059.76	\$1,050.00	\$1,212.57	\$904.50	\$906.00
Administration	\$1,070.39	\$980.00	\$1,187.57	\$904.50	\$906.00

Pricing includes computer, monitor, configuration, software, asset tag, delivery and installation.

### Chart 2 (Apple Computer)

Current Apple Models	Current Price	New Price
DT1 (73 units)	\$949.00	\$747.00
DT2 (0)	\$0.00	\$797.00
DT3 (786 Units)	\$1,749.00	\$1,097.00
DT4 (197 units)	\$2,271.00	\$1,337.10
LT1 (185)	\$1,249.00	\$1,021.00
LT2 (92)	\$0.00	\$1,097.00
LT3 (92)	\$1,699.00	\$1,497.00
LT4 (654)	\$1,899.00	\$1,557.10

Pricing includes computer, configuration, delivery and installation current and new pricing does not include software standard software was not previously required by OTS.

**APPROVED:**

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Barbara Eason-Watkins