

PROCUREMENT & CONTRACTS

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HEADLINES & DEADLINES

November, 2003

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

COMPUTER BREAK-FIX AND SUPPORT SERVICES:

Details about the OTS pilot program for support services for instructional computers throughout the District are available at <http://ots.cps.k12.il.us/>.

The Information Technology Services team held its first meeting on October 16, 2003. This team of Technology Coordinators and central office staff will examine the schools' need for more comprehensive service for school computer networks, computer and network maintenance, repair, and system administration. The goal is to have new service contract(s) in place and improve internal support by the beginning of the next school year. Additional elementary school team members are welcome. Please call Craig Holloway at (773)553-2903 if you are interest in serving on this team. The team will meet monthly through the fall and twice a month beginning in January.

DESKTOP AND LAPTOPS:

HP, Dell, and Apple were selected as the new desktop and laptop computer vendors at the October board meeting. Purchases with HP and Apple must wait until contracts are signed this fall. Contracts are expected to be fully executed by no later than January 2004. Price comparisons were sent to all principals and are available in the [October issue of Headlines & Deadlines](#), see website address below. Although you will have new choices for laptop computers with the new contracts, you may also continue to buy HP and Dell laptops from Computerland on board report 02-1218-PR06 through June 30, 2004, prices are available on the purchasing website.

In the meantime, you may continue to purchase from the current vendors (Acer, IBM, Dell, and ICC). An announcement will be made when the new contracts are signed.

SERVERS:

A new bid for servers is being prepared. In the meantime, [servers continue to be available from Computerland through June 30, 2004](#). Many servers are eligible for E-rate reimbursement from the Federal Government. This will save you up to 90% on the cost of the server. Please contact Jane Kratochvil, E-rate director, at (773)553-1322, if you are considering purchasing a server.

⇒ **NEW PODUP PROCEDURES:**

[The clerks can now PODUP with the same password that is used for Order Entry](#). This change has been made to allow for greater accountability and security in password usage.

Effective immediately, Principals should no longer release their approval passwords to their clerks for Proof of Delivery (PODUP).

However, Principals still have access to the PODUP responsibility with their Approver password.

On the PODUP screen in Mapper, you will now see two fields to enter the password – Order Entry and Order Approval. Entering the correct password in either field, will allow access to the PODUP screen.

Please pass this important information on to your clerks. If there are questions regarding this change, please call the Purchasing Assistance Center at 773-553-2265.

⇒ **LIBRARY BOOKS:**

As previously noted, On Wednesday, September 24th the Board of Education approved a contract with **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 and standardized prices, 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 and national standards will be available and they will also include the recommended reading lists from the Department of Libraries.**

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

Baker & Taylor will be hosting a Publisher Vendor Fair on **November 7th**. This event will be held at **Illinois Institute of Technology from 8:30a.m to 3:30p.m** and will include several workshops including collection development and School Select (Baker & Taylor's online ordering tool). Various publishers will be in attendance providing exhibits to highlight their newest available material. The Department of Libraries is also planning some fun activities for you to enjoy. You are encouraged to participate in this event. Please note that we will announce when the online ordering tool is available. At that time you will be required to do all ordering online on **Baker & Taylor's** School Select.

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 and click on the

Frequently Ask Questions (FAQ) page provided. Please be reminded that [this contract includes library books only](#). Each school may choose their vendor of choice for all periodicals, videocassettes, DVD's, spoken word cassettes, CD'S, CD ROMs and other media. If further information is required, please contact Sue Foys, Commodity Manager/Education at (773) 553-2989.

⇒ **MATH & SCIENCE INITIATIVE:**

Elementary Schools who wish to take advantage of the prices afforded to CPS under this initiative should refer to a current price list that were faxed to each school several months ago. If you have not received the price list, please contact Sue Foys, Commodity Manager/Education at (773) 553-2989.

⇒ **TEXTBOOKS:**

We are currently working on incorporating the changes recommended by the Educational Review Team into the bundles provided by our top five textbook vendors. These reviews should be completed soon. Negotiations will then commence to ensure that our schools will achieve the maximum savings opportunities available. 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.ubslc.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 is offering a limited number of copiers at a discount. A total of four (4) copiers are available for ONE LEASE PAYMENT EACH on any machine 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.](#) became our 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

The staff in the Print Room located **125 S. Clark, at 3rd floor** are: **Marvin Rosenthal**, general manager; **Ralph Fowlkes, Sr.** and **Dolores Tamez**, customer service representatives. **All Printing & Graphics'** team of professionals are available **daily—from 8:00-4:30 p.m.** Ensuring that your projects and requests are handled flawlessly and providing resources for all of your printing needs. Please check the Procurement & Contracts' web page: www.csc.cps.k12.il.us/purchasing for a list of All Printing & Graphics' prices for commodity forms, brochures, NCR forms, posters, 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 to inquire about the host of available services Phone: **(773)553-3048**. Also, watch for their **grand opening** later this month.

⇒ **SCHOOL SPECIALTY:**

As a reminder, School Specialty is the Strategic Sourcing Vendor for Educational Supplies for early childhood materials, teacher aids and sport supplies. For additional information **see Section 401.1** of the Chicago Public Schools Manual regarding strategic sourcing or visit our website at www.csc.cps.k12.il.us/purchasing/strategic_sourcing.html and follow the links. If there are questions regarding the School Specialty contract, contact David Blackwell-Commodity Manager at (773)553-2268.

⇒ **OFFICE DEPOT:**

Schools can now use their Office Depot Direct Bill Account (#27335551) for their internal accounts purchases. **Office Depot has discontinued the COD account.** The Direct Bill Account works in the same manner as the COD account except the schools are billed each month directly. Office Depot drivers will no longer accept money on delivery. Schools will receive monthly account billing statements and should manage them in accordance with the CPS internal accounts procedures. Any questions regarding orders or any customer service issues, please contact Office Depot customer service (1-800-521-3939). Any questions regarding CPS contract issues contact David Blackwell-Commodity Manager at (773)553-2268.

APPROVED:

Barbara Eason-Watkins