

# PROCUREMENT & CONTRACTS

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*Heather A. Obora, Chief Purchasing Officer*

### HEADLINES & DEADLINES

April, 2004

#### ⇒ **BAKER & TAYLOR:**

**Effective immediately** you may now order your classroom books (not textbooks) and library books online from Baker & Taylor's online ordering tool, **School Select**. You will recall from training that this online tool will allow you to build your cart in School Select, obtain a price check, and submit to Mapper. Once your clerk or Business Manager obtains the appropriate approvals and adds the funding source necessary, your requisition will be ready for electronic submittal whereby a Purchase Order will be automatically created. This tool will save you much needed time by not having to type in every line for orders that you are preparing. **Please keep in mind that your carts must be sent for a price check PRIOR to submitting to Mapper.** No additional fax orders will be accepted.

Please contact Baker & Taylor's Customer Service Department at (877) 423-2295 should you require assistance. You may also contact Sue Foy, Commodity Manager/Education at (773) 553-2989.

While the initiative with Baker & Taylor is termed generally "Library Books", please note that this award included library books and books for the classroom library.

Most schools have already been visited by a representative. If you need another visit or have not yet been scheduled, please contact Lois Hanley at 1-800-775-7930 x1043. Your Customer Service Representative is Norma Terbeek and she can be contacted at 1-877-423-2295.

Additional training dates for Baker & Taylor's online ordering tool "School Select" and E-Req will be held at Medill Professional Training Center in Room 109 on April 23, 26 and May 3, 10, 17. Please contact our Assistance Center at (773) 553-2265 to register for any one of these trainings.

For detailed information on the Baker & Taylor contract including the discounts they are providing us and processing fees, please visit our website at [www.csc.cps.k12.il.us/purchasing](http://www.csc.cps.k12.il.us/purchasing) and click on the 12/12/03 entry under "Extra Extra".

For the past several months, schools have been notified that requisitions for library books and books for the classroom (not textbooks) are to be purchased only through Baker & Taylor. **Effective immediately**, requisitions not purchased through Baker & Taylor will automatically be cancelled. Unless the proper waiver forms have been received and processed in purchasing.

Purchasing will not accept requisitions for ANY vendor without **line by line detail** provided. Requisitions with no line detail will be automatically cancelled. Unless the proper waiver forms have been received and processed in purchasing.

We wish to acknowledge Baker & Taylor's generous donation of 2000 Young Adult titles for the Mayor Daley's upcoming Book Club Conference.

<http://www.csc.cps.k12.il.us/purchasing>.

⇒ **YEAR END PURCHASES:**

If schools require immediate product shipment during the summer, your requisition/ purchase order must CLEARLY state "Immediate Shipment". You must also include a contact name and number. Failure to submit this information will delay delivery. Please note that if no one is at the school to accept delivery, your school will be responsible for freight charges for the attempted delivery as well as the freight charges for re-delivery.

Please note that according to the contracts with the vendors, you are entitled to delivery of the equipment to a secure location of your choosing **within the school**. This should normally be the room where the equipment is to be installed.

⇒ **REQ-UP DEADLINES:**

The last day to submit requisitions on-line on REQ-UP for the issuance of Purchase Orders against fiscal year 2004 will be **4:00 p.m. on Friday, May 28, 2004**. For requisitions to be processed by this deadline, the unit director or principal must also submit electronic approvals.

⇒ **PUR-UP DEADLINES:**

The last day to process transactions on PUR-UP (purchase order adjustments), PAYOUT (cash advances and reimbursements) and SSTIP (student stipends) will be **3:00 p.m. on Friday, June 4, 2004**.

**PLEASE DO NOT WAIT UNTIL THE LAST DAYS TO PROCESS YOUR TRANSACTIONS.**

⇒ **PODUP:**

**Please remember to podup on all items received prior to the year-end deadlines.**

⇒ **PROCUREMENT CARDS:**

For units participating in the procurement card program, the last day to use the procurement card against fiscal 2004 funds is the close of business on **May 28, 2004**. Units should ensure that vendors process their transactions by the close of business on **June 4, 2004**.

**PROCUREMENT CARD TRANSACTIONS PROCESSED BY VENDORS AFTER JUNE 4 WILL BE REJECTED AND WILL HAVE TO BE RESUBMITTED AFTER FISCAL YEAR 05 BEGINS.**

⇒ **EXPIRING GRANTS:**

Don't lose money because of an expiring grant! Governmental grant funds that your school has received have a limited time frame in which to receive the goods or services. To prevent incurring charges to your internal accounts and or budget lines in fiscal year 2005, immediately plan and implement the spending of your grant funds prior to the end of the grant period. **Do not wait until the last weeks** of a grant to encumber your funds and allow ample time for delivery prior to the end date of a grant. Note that it is not enough to order goods and services by **the end date**; you must **receive** the goods and services by that date.

⇒ **BOARD REPORTS:**

All requisitions entered on or before **May 28, 2004** for consultant services of \$25,000 or more, and goods of \$10,000 or more, will require Board approval by the **May 26, 2004** Board meeting. The deadline established by the Office of the Board for **fully signed** Board Reports is **May 4, 2004**. To ensure timely considerations and processing, it is recommended that the unit submit the Board Report to Procurement & Contracts no later than **Thursday, April 8, 2004**. If you

have any questions about submitting a Board Report, please contact Deirdre Parrott, Board Report Manager at (773) 553-2267.

**ALL REQUISITIONS WHICH REQUIRE BOARD AUTHORITY BUT ARE NOT APPROVED ON OR BEFORE THE MAY 26, 2004 BOARD MEETING WILL BE CANCELED.**

⇒ **COMPUTER SERVICES:**

The Desktop Services Team (now Computer and Network Maintenance/Support Team) has issued a request for qualifications (RFQ) to create a pool of minority and women vendors who will provide computer services to the schools. These services will include computer and network maintenance, repair and system administration. **Use of this pool will be mandatory under Strategic Sourcing.** If you have particular computer service vendors who provide quality service at your school, please contact Craig Holloway at (773)553-2903 so your vendor will be sent an invitation to submit a proposal. The RFQ was issued on April 9, 2004. The proposals are due April 30, 2004. Vendors are expected to be selected at the June board meeting.

⇒ **EDUCATIONAL SOFTWARE:**

Need to buy educational software before year's end? Discounted educational software is available under a state contract from the Illinois Learning Technology Purchase Program. The Board Report is 03-1119-PR13. The Vendor Number is 35519. Because there is a Board Report already, you do not need to do another Board Report if you spend more than \$25,000. Call Karen Pucanas at (217) 892-2844 for a catalog or a quote. This information is also available at ILTPP's website at <http://www.iltp.p.k12.il.us/>.

Please check with your technology coordinator to make sure the software is compatible with your computer hardware before purchasing!

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

⇒ **COMPUTER LEASING:**

Leasing is now an option under the CPS computer strategic sourcing contracts. Three (3) and four (4) year leases are available from HP, Dell, and Apple. Should you lease? Consider leasing if you plan to replace your computers on a regular cycle to keep your technology up to date. Leasing requires a dependable budget line for all the years of the lease. If your source of funds is a grant that must be liquidated this year or next, leasing is not a good option. Please call Charlita Fain at (773)553-2259 if you are interested in leasing HP or Apple computers, or Craig Holloway at (773)553-2903 for leasing Dell computers.

⇒ **COMPUTER DISPOSAL DAYS ARE COMING:**

As a value-added service to CPS, Dell and HP have each agreed to provide a "Disposal Day." On Disposal Day, the vendor will provide a truck at a central location to haul away up to 1000 obsolete computers and monitors that are now sitting in school basements and other storage areas at no charge. Schools will be responsible for getting their old equipment to the central location. OTS and Purchasing are working with Operations and the vendors to arrange the dates (one anticipated later this spring and one in the Fall) and the central disposal location.

Because of the anticipated demand, registration may be required. Stay tuned for more details!

⇒ **EMPLOYEE PURCHASE PROGRAM:**

Strategic Sourcing Computer vendors Dell, HP, and Apple will be offering CPS employees discounts on their consumer model computers. Discounts will generally range between 5% to 10%. Please note the specifications on employee purchase program computers are different from the PC's purchased by CPS under our contract. The computers offered under the employee purchase program are tailored for home use and should not be purchased for CPS use. To order, call your strategic sourcing account representative. They are listed at [http://www.csc.cps.k12.il.us/purchasing/ss\\_Vendors.html](http://www.csc.cps.k12.il.us/purchasing/ss_Vendors.html)

Until April 30, 2004, Dell is offering employees a special 15% discount on selected configurations. Read more about Dell's special offer at [http://www.csc.cps.k12.il.us/purchasing/pdfs/dell\\_epp.pdf](http://www.csc.cps.k12.il.us/purchasing/pdfs/dell_epp.pdf).

⇒ **I-PROCUREMENT IS COMING:**

OTS and the Department of Procurement and Contracts are beginning a project to modernize the computer system used for requisitions, purchase orders, and receipts. This new system, Oracle I-Procurement, will replace the REQUP, PURUP, and PODUP screens. The I-Procurement system screens will be user friendly and resemble on-line shopping. After I-Procurement is installed, all of CPS will be using the same system for purchasing. The I-Procurement system is scheduled to be piloted in the central office in late 2004. Schools will receive the new system in 2005.

Vendors submitted proposals for this project on February 2, 2004. The selected vendor will be announced at the April board meeting. The I-Procurement Project is expected to start in May 2004.

On March 16, the I-Procurement Steering Committee met for the first time. This Committee, composed of school and central office representatives, will serve as project champions, communicate project information to the schools, and ensure that the I-Procurement project supports the requirements of the schools and departments. At this meeting, committee members were given a project overview and a demonstration of the software. The next meeting is tentatively scheduled to be the May project kick-off.

⇒ **MATH & SCIENCE INITIATIVE:**

Elementary schools should be taking advantage of the prices being offered to us under this initiative. If you need these price lists faxed to your schools, please contact Sue Foys/Commodity Manager/Education at (773) 553-2989.

To prevent delays in approving requisitions for materials purchased under the Math & Science Initiative, you must now add the following to the line detail on the requisition or you will experience delays in obtaining the material. For example, If ordering the textbook "Animals Two by Two", your requisition detail line should read "OMS- Animals Two by Two". IF you have any questions, contact Sue Foys, Commodity Manager/Education at (773) 553-2989.

We have completed negotiations with the vendors recommended for the Math & Science Initiative for the High Schools. Please take advantage of the savings these vendors are providing. If you would like a material/price list faxed to your schools, please contact Sue Foys, Commodity Manager/Education at (773) 553-2989.

⇒ **TEXTBOOKS:**

Continue to order as usual until further information is provided to you.

⇒ **FREE SHIPPING:**

The Booksource has generously agreed to waive shipping cost on all future orders with the Chicago Public Schools. This represents savings to our schools of 7% per order. The Booksource, in business since 1974, provides diversified products including trade books, supplemental books, classroom libraries and Leveled Reading Books. This company may be used in the event that Baker & Taylor cannot fulfill your needs and your school has received approval of your waiver.

⇒ **ELECTRONIC CATALOG VENDORS:**

When ordering via the **on-line catalog vendors**, please note that when sku/item numbers are entered and you receive an invalid item message, it means that the item **can not** be ordered from that vendor. There are two reasons for this: the sku/item is discontinued or it is a restricted item.

**Discontinued item/sku** - when items are discontinued they are taken out of the electronic catalog so they are unavailable to order. Often there are items added that are the same or very similar to the one that has been discontinued. The catalog look-up feature can be used to search for these items. Catalog look-up can be accessed in Mapper by clicking on look-up on the tool bar. Choose catalog look-up, choose the vendor and enter the name of the item in the description field. Scroll through the items to see if any description fits what you are looking for. You can then enter this item on your requisition.

**Restricted items** - items that a vendor **can not** sell under their contract. Schools should order from the strategic sourcing vendor for that item or provide the appropriate written justification for waiver from the strategic source contract. A list of all strategic vendors, the types of items listed under their contract and their contact names are listed on the CPS website:

[http://www.csc.cps.k12.il.us/purchasing/ss\\_Vendors.html](http://www.csc.cps.k12.il.us/purchasing/ss_Vendors.html).

⇒ **OFFICE DEPOT:**

Principals should have already received Office Depot Store Card information and an application via the mail run. A copy of the Store Purchasing Card description can also be viewed by principals on the CEO's website. The application can be downloaded from the Chicago Public Schools website. Follow the links to Purchasing [www.csc.cps.k12.il.us/purchasing](http://www.csc.cps.k12.il.us/purchasing), under How To Buy, Strategic Sourcing Contracts, Strategic Sourcing Suppliers and Store Purchasing Card.

⇒ **STUDENT BACKPACKS:**

The Chicago Public School Board of Trustees has approved purchase of three types of **BACKPACKS on Board Report #04-0324-PR1**.

**MODEL A- MESH backpacks: \$7.88 each.**

Size: 16 ½" high x 12 ½" wide x 6 ¼" deep. Rectangular shape with curved corners. Zippered front pocket in center of bag.

Removable plastic liner with Velcro closure to protect books in inclement weather.

School name imprinted 6" wide x 2 1/2" high on center of liner.

School name imprinted on plastic liner in two colors; each additional imprint color is .28 cents per color per backpack.

<http://www.csc.cps.k12.il.us/purchasing>.

Color of backpack: Black

Weight of Backpack: One pound, one ounce

Inside delivery date; On or before August 6 if vendor receives Purchase Order before May 6.

**MODEL B- CLEAR backpacks \$6.27 each**

Size: 17 ½" High x 12" Wide x 6 " deep for the main bag with an attached pencil/pen bag 11"H x 10 1/2" W x 3" deep.

Two padded carry straps.

Each backpack includes a plastic name holder. Name tag has a sleeve to hold a blank name card.

The school name, if desired by the school, shall be stamped on the outer pencil/pen bag. School name shall be in two colors; each additional imprint color is .28 cents per color per backpack. Weight of Clear backpack: Two pounds Color: Black

**MODEL C- CLEAR backpacks with wheels/handle/shoulder straps: \$13.72 each**

Clear backpack as described above with wheels, plastic handle and shoulder straps.

Weight of Clear backpack with wheels/handle/straps: Five pounds, two ounces. Color of backpack: Black

Good quality at very competitive prices.

Approved Purchase Orders, including correct quantity, a description of the type of the backpack selected, and choice of two colors **MUST** be received by the vendor from the school by May 6 in order to have delivery to the school by August 6.

PLEASE NOTE: Orders cannot be changed after order is placed because each backpack is custom made and individually printed with school name. Pictures of the referenced backpacks are available on our website [www.csc.cps.k12.il.us/purchasing](http://www.csc.cps.k12.il.us/purchasing).

The Board approved VENDOR for these backpacks is:

An Executive Decision

1510 West Wolfram

Chicago, IL 60657

Contact person: Kathy Tuite

CPS vendor #35213

Phone: 773-281-2870

Fax: 773-281-0874

⇒ **VENDOR OF THE MONTH:  
SMART TECHNOLOGY SERVICES INC.**

156 North Jefferson Street • Suite 300 • Chicago, IL 60661

Phone: 312/612-8200 • Fax: 312/775-5664

Web-Site: [www.smartts.com](http://www.smartts.com)

Contact: Theresa Jamison

Phone: 312/612-8223

Email: [tjamison@smartts.com](mailto:tjamison@smartts.com)

<http://www.csc.cps.k12.il.us/purchasing>.



## **THE SMaRT APPROACH: INTELLIGENT SOLUTIONS.**

SMaRT's offerings are designed to suit our client's business needs. Customers are given the flexibility to choose IT solutions that ensure a highly effective and productive IT operation. Above all, SMaRT offers *intelligent solutions*, which means we will work with clients to secure the best technology and service that meets the client's bottom line and provides a return.

Through our vendor partnerships, SMaRT is equipped with the tools that ensure business objectives are met. SMaRT's partnership with Sun Microsystems, allows us to deliver powerful networking equipment with pricing incentives for hardware, software and services. Currently, SMaRT is running a call center built on Sun hardware. This unique call center system is powered by Cinphony software, developed by Cintech. This software adds value to help desks through its reporting capabilities and problem resolution tools, such as, web chat and email. All in all, SMaRT is a versatile service provider able to deliver solutions that will impact and enhance any organization.

## **ABOUT SMaRT TECHNOLOGY SERVICES, INC.**

Established in 1998, SMaRT Technology Services, Inc. is a leading minority information technology services provider in Illinois. The Chicago-based company has served as an integral component in the IT operations of city municipalities, such as Chicago Public Schools, City of Chicago, Chicago Park District and Chicago Housing Authority. SMaRT's key to success is its ability to identify client IT objectives and build a service solution and price structure that will help customers meet their goals. SMaRT's headquarters in the West Loop houses the SMaRT Center, a 20,000 sq. ft state-of-the-art facility dedicated to technical services. The technical team comprises more than 45 computer and network engineers, with industry standard certifications, such as A+, Network+, MCSE, Cisco and Sun. SMaRT is a small and private corporation, holding certifications as a Minority Business Enterprise/ Disadvantaged Business Enterprise with City of Chicago, Cook County, State of Illinois and CMBDC. Additionally, SMaRT is certified by the Small Business Administration as a SBA/8(a).

## **SMaRT SOLUTIONS**

### **Computer System Support**

- Preventative Maintenance
- Warranty & Non warranty Break/Fix
- Installation & Desk side Support of Hardware, Software & Peripherals
- Windows Software & OS Upgrades
- Asset Tagging & Asset Inventory

### **Networking**

- Installation, Migration and Integration of Local Area Network (LAN) Infrastructure and Operating Systems
- Wide Area Network (WAN) Infrastructure Installation & Migration

### **E-Business Consulting**

- Project Management
- Design Implementation & Support for Internet, Intranet & Extranet
- Thin Client Architecture Design & Implementation
- Solaris Administration
- Solaris Capacity Planning Oracle Migration & Administration

**APPROVED:**

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Barbara Eason-Watkins