

PROCUREMENT & CONTRACTS

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Heather A. Obora, Chief Purchasing Officer

HEADLINES & DEADLINES

November, 2004

⇒ **IPROCUREMENT UPDATE:**

IProcurement training for Central Office and Area Office personnel was completed on Friday October 29. Attendance and punctuality were excellent! *We appreciate your professionalism!*

Training for pilot schools will be delivered November 1-4 at Medill Professional Center.

⇒ **INITIAL DEPLOYMENT GO-LIVE ON SCHEDULE:**

With the completion of training for Central Office and Area Office personnel and pilot school training on track, the Go-Live schedule should be met.

Central Office and Area Offices will go live with the new system on **November 8**.
The ten (10) pilot schools will go live with the new system on **November 15**.

⇒ **SCHOOL READINESS COORDINATORS:**

Last week every CPS school identified a "School Readiness Coordinator." School Readiness Coordinators will play a critical role in preparing schools for using IProcurement. As the IPurchase Portal Project begins rolling out the new purchasing system across CPS, School Readiness Coordinators will be given information to distribute to personnel in their school about the IPurchase Portal Project. As such, they will be a critical component in making sure your school is ready to use IProcurement.

Thank you to all those who will fill this role! Your participation will help ensure your school makes a smooth transition to the new system.

⇒ **HOW TO REGISTER FOR TRAINING:**

Training registration for all schools will begin on **November 15** and will be done through MAPPER. Details on how to register will be sent in a special communication. Watch your inbox for: *IPURCHASE SPECIAL COMMUNICATION: TRAINING*.

⇒ **IPURCHASE PORTAL TRAINING FOR SCHOOLS:**

With training for the Central Office, Area Offices, and pilot schools well underway, schools are beginning to ask questions about their training.

When can I register?

Registration for schools for the secondary deployment will begin **November 15**. The process for registering your school personnel will be published in this weekly update, The IPurchase Eye and in a special communication.

Who should attend training?

This will vary from school to school. A good rule of thumb to use when deciding who should attend training is to send the people who enter and approve the greatest number of requisitions. This might be the principal, assistant principal, clerk, and engineer or business manager.

How many people can a school send to training?

Schools can send a maximum of three people to attend classroom training.

What happens if my school needs more than three people to attend training?

Special requests for additional trainees will be considered on a case-by-case basis. For a school to have more than three people attend training means another school will have to surrender one of its slots. We will encourage all schools to use all three of their slots as this will best prepare the school to use the new purchasing system

Where will training be held?

All training sessions for schools will be held at the [Medill Professional Center, 1326 W. 14th Place](#).

When will my school be trained?

All schools in an Area will be trained during the same time frame. School personnel will have the opportunity to select the training date that is most convenient within a date range assigned to their area. To view the area training schedule, click on this link:

<http://ots.cps.k12.il.us/ipurchase/extras/SecondaryDeploymentPortalProjectTrainingSchedule.htm>

For more information on the IPurchase Portal Project, visit the web site:

<http://ots.cps.k12.il.us/ipurchase/index.shtml>

⇒ STUDENT AGENDA PLANNERS REMINDER:

The Chicago School Board of Trustees has approved an agreement with Premier Agenda, Inc. for the purchase of planners for all CPS schools.

Excellent quality at special Chicago Public School pricing.

The Board Approved Vendor for Student Agenda Planners is:

Premier Agendas, Inc.

Contact - Mike Ferris

847 760-6744 Office

847 760-6755 Fax

773 505-6933 Cell

Mike Ferris would be happy to come by your school with sample agendas and share the special price list for all Chicago Public Schools. Premier Agenda, Inc. is one of Chicago Public Schools Strategic Sourcing and District-wide Contract Suppliers see the website below:

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

⇒ COPIER, SCANNER, FAX, AND PRINTER PURCHASES:

Until further notice, central office users may no longer purchase or lease copiers, scanners, faxes, and printers without the approval of OTS. This is in

preparation for the replacement of this equipment with multi-functional devices (MFDs) at central office.

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.

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 better manage them.

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 the above equipment will be replaced. After the central office rollout, OTS will develop a timeline to phase in MFDs at the schools.

When Purchasing receives a purchase order for the above equipment from 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 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 request from Central Office departments will be reviewed and approved by Procurement 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 Department 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.

⇒ **REQUISITIONS FOR THE PURCHASE AND/OR LEASE OF COPIER EQUIPMENT:**

Effective immediately, Purchasing will NOT accept requisitions for ANY copier Vendor without the provision of **line by line/details**. Requisitions without details will automatically be cancelled.

⇒ **HP COMPUTER ORDERS:**

HP has now added basic and entry level model instructional desktops to their CPS strategic sourcing product line. For prices and product descriptions, see the HP flyer on the Purchasing web site at http://www.csc.cps.k12.il.us/purchasing/ss_Vendors.html.

To improve customer service and speed up order fulfillment, HP has subcontracted order fulfillment to Advotek (Computerland of Downers Grove). To insure that your desktop and laptop orders are processed without delay, when entering an HP requisition, select Hewlett Packard, Vendor number #46457, and purchasing site "STRATSOUR - HP c/o Computerland". Do NOT use the other purchasing sites without Purchasing approval as your order will be delayed! The other sites are for OTS and approved special order use only. Please contact Charlita Fain, Contract Administrator, at (773)553-2259 for assistance with HP orders.

⇒ **PRINTING AND REPROGRAPHIC SERVICES:**

On August 25, 2004, the Board approved a contract extension for **K & M Printing, University Printing of Chicago and Windy City Press** to provide printing and reprographic services. Printing services will be available from each of these vendors through June 30, 2005. Check the Purchasing web site at www.csc.cps.k12.il.us/purchasing for specific services and prices.

The ***Kinko's contract for reprographic services*** has been renewed. Kinko's will continue to honor the plastic discount cards for reprographic services. Contact Jackie Daly via email: jdaly@csc.cps.k12.il.us or ext. (773)553-2274 if additional discount cards are needed.

⇒ **EQUIPMENT MAINTENANCE:**

Schools may continue to initiate copier equipment maintenance agreements from companies that have a CPS vendor number.

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

Baker & Taylor is ready to serve whatever needs you may have for placing orders for your library and classroom (not textbook) orders. Please be reminded that all ordering is done electronically through their online ordering tool **School Select**. Carts must be sent for price check prior to submitting to Mapper for creation of a purchase order. Baker & Taylor customer service number is (877) 423-2295 should you require any assistance. The sales rep, Lois Hanley is also available for appointments or assistance. She can be reached at (800) 775-7930 extension 1043. The CPS Procurement & Contracts is Lee R. Saulter, Commodity Manager. He can be reached at (773)553-2989.

⇒ **MATH & SCIENCE INITIATIVE:**

Please be reminded that all pricing, gratis material and shipping for the Math & Science Initiative, both elementary and high school, have been negotiated and you should be taking advantage of these discounts being offered by the vendors participating in this initiative. Price lists should be obtained **ONLY** through the Office of Math & Science or the Department of Procurement & Contracts to ensure accurate information. Purchase Orders submitted to vendors with incorrect information will be returned and may delay receipt of goods.

⇒ **OFFICE DEPOT AND SCHOOL SPECIALTY:**

Schools and Departments can track their Office Depot and School Specialty Orders via the website. For details see the CPS website at www.cps.k12.il.us/purchasing/ss_vendors.

Office Depot - 5% Back Program

Schools should take advantage of Office Depot's 5% back program. Schools can continue to receive 5% of their total **in-store purchases**. Instruction and Details are in all Office Depot stores or call customer service at 1-800-521-3939.

⇒ **COMPUTER SERVICES:**

At the June Board Meeting, the Board approved a pool of minority and women vendors who will provide computer services to the schools. The vendors have been prequalified in 3 different levels of support services. Contracts have been signed for services including computer and network maintenance, repair and system administration. **Use of this pool is mandatory under Strategic Sourcing.**

Prequalification Levels

Level 1 (Help Desk Support) **For OTS use only**

Level 2 (Desktop and Laptop Support)

Level 3 (Server and Advanced Support)

Schools on-site Level 2 and Level 3 service hours are from 7 a.m. to 3 p.m. After 3:00 p.m. is off hour. Central Office on-site service hours are from 7 a.m. and 5 p.m. After 5:00 p.m. is off hour. Emergency service shall be available 24 hours a day, seven (7) days a week.

School Hourly Rates

The hourly rate for Level 2 Service is \$65.00. (7:00AM- 3:00 P.M.)

The hourly rate for Level 2 *off- hour* Service is \$85.00. (After 3:00 P.M.)

The hourly rate for Level 2 *emergency* Service is \$105.00. (24 Hours)

The hourly rate for Level 3 Service is \$90.00. (7:00AM- 3:00 P.M.)

The hourly rate for Level 3 *off -hour* Service is \$120.00. (After 3:00 P.M.)

The hourly rate for Level 3 *emergency* Service is \$125.00. (24 Hours)

The maximum markup on replacement parts is 5%.

Here are the vendors with Prequalification Levels and assigned regions: Schools must use the Level II vendor assigned to their region. Schools may use any Level III vendor in the pool but must secure OTS' permission.

Advance Comp. Technical Group, Inc.	Level II, Region 1 & Level III Pool
Advance Systems Consultant	Level III Pool
Advotek DBA/Computerland	Level II, Region 2 & Level III Pool
KBS Computer Services Inc.	Level II, Region 4 & Level III Pool
NJW Technology Solutions	Level I & Level III Pool
Rico Enterprises, Inc.	Level II, Region 3 & Level III Pool
SM@RT Technology Services Inc.	Level I, Level II Region 5 and 6, Level III Pool
System Development, Integration, Inc.	Level III Pool

Until OTS implements a district-wide computer support program, these vendors will be available for schools to hire using their own funds. OTS has informed us that due to budget cuts, they will not be proving blocks of hours this year and that the interim support services pilot has ended.

Purchasing and OTS would like to thank the following technology coordinators for their dedication and hard work which made the development of this pool possible: Paul Chase, Steinmetz; Neil Erickson, Tonti; Jeff Komada, Taft; Michael Matyasec, Bogan; Lin Newsome, Jones; Matt Reed, Brooks. Thanks also to the following area and central office staff: Bob Bednar, e-Learning; Charles DiMartino, ETC; Jimm Dispensa, OTS; Belvie Foster, OTS; Mary Koblas, OTS; Jim Malebranche, Area 24; Valerie Willband, Human Resources.

If you have any questions contact Craig Holloway at (773) 553-2903.

⇒ **COMPUTER SERVICES:**

Sentinel and other computer services vendors are no longer available for new school break fix and computer maintenance and service contracts. Existing purchase orders will be honored until funds are exhausted and maintenance/service agreements will be honored until expiration.

⇒ **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. Here are some points to keep in mind when leasing:

Leasing Basics:

- 1) The leasing/finance terms are 36-48 months.
- 2) Interest rates change quarterly depending on the length of the lease term, and the payment structure (annually, semi-annually, quarterly or monthly). The rate is locked in for the duration of the lease once an agreement is signed.
- 3) The school is bound by the lease, not the principal. Each school is responsible for payment of the lease agreement even if a change in principal occurs.

- 4) The 3-year warranty and software is included in the lease price.
- 5) Make sure that a funding source and funds are appropriately identified and available for each year, particularly, for years 2, 3 and/or 4 of the lease agreement.
- 6) Contact Craig Holloway (3-2903) for Dell lease options and contact Charlita Fain (3-2259) for Apple and HP lease options.

Dell Lease Options

- a) Lease Purchase - this is a finance plan that allows you to own the equipment for \$1.00 at the end of the term
- b) DellFlex - this is a technology refresh plan, that allows you to return equipment at the end of the lease and lease new Dell equipment. If you choose to keep the equipment you will make a final payment in the amount of 2-10% of the original equipment cost. This percentage is based on the type of equipment and the length of lease term.
- c) Fair Market Value - this is a program that allows you to rent equipment for a period of time, and allows you to return it with no obligation to lease new equipment.

HP Lease Options

- a) Tax-exempt installment sale – school owns equipment at the end of a lease term.
- b) Tech refresh lease – Contains the benefit of ownership at the end of the lease term at 8% of the original cost, or option to return equipment.
- c) Fair Market Value – offers the lowest payment terms, but HP retains ownership of equipment.

Apple Lease Options

- a) AppleEquity Advantage - Equipment earns equity over the lease term period. Schools have two options, Option 1 is to trade in the equipment, and apply cash (equity) towards new equipment. Option 2 is to simply continue making the scheduled payments until the end of the term with the ability to purchase the equipment at \$1 per CPU.

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

Network of Diverse Businesses in Education (NDBE) is an organization representing minority and women business owners who provide educational products and services to the K-12 educational market in the Chicagoland area. NDBE members are either certified by the City of Chicago as M/WBE vendors or are independent consultants.

More about NDBE can be found at this web page:

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

Monthly, Purchasing will feature NDBE vendors who are also CPS vendors. This month's featured vendor is Ione L. Graves.

Ione L. Graves

4800 S. Lake Park Ave. #1301, Chicago, IL 60615
Voice ~ 773-548-3446 Fax ~ 773-548-3447
igraves1@aol.com

CPS Vendor #: 13125 MBE/WBE 1099 Independent Contractor
African/American

Authorized representative for the following companies:
Perma-Bound

Specific products represented:
Rebound trade and curriculum books for libraries and classroom libraries;
Accelerated Reader Software

Specific services represented:
In addition to selling re-bound trade books for libraries and classrooms, I sell accelerated Reader software, quizzes, book sets and professional development.

Additional Information:

QUICK REFERENCE

<i>Products</i>		<i>Services</i>
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

⇒ **STUDENT BACKPACKS:**

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

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

Prices and pictures of the backpacks are available on our website at:

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

APPROVED:

Dr. Barbara Eason-Watkins
Chief Education Officer