

# PROCUREMENT & CONTRACTS

## PROCUREMENT & CONTRACTS

*Heather A. Obora, Chief Purchasing Officer*

### HEADLINES & DEADLINES

March, 2005

#### ⇒ REQUISITIONS:

The last day to submit requisitions on-line for the issuance of purchase orders will be Friday, May 20, 2005, by 4:00 p.m. For requisitions to be processed, the unit director or principal must also submit electronic approvals prior to this deadline. The last day to process transactions for PAYOUT (cash advances and reimbursements) will be Friday, May 27, 2005 by 3:00 p.m.

#### ⇒ PROCUREMENT CARDS:

The last day to use the procurement card is Friday, May 20, 2005 by 4:00 p.m. Units should ensure that vendors process their transactions by the close of business on Friday, May 27, 2005. **PROCUREMENT CARD TRANSACTIONS PROCESSED BY VENDORS AFTER MAY 27 WILL BE REJECTED AND WILL HAVE TO BE RESUBMITTED AFTER FY06 BEGINS.**

#### ⇒ BOARD REPORTS:

All requisitions entered on or before Friday, May 20, 2005 for consulting services of \$75,000 or more, and biddable goods and services of \$10,000 or more, will require Board approval by the May 25, 2005 Board meeting. The Board Office deadline for fully signed Board reports is May 3, 2005. To ensure timely consideration and processing, it is recommended that the unit submit the Board Report to Procurement and Contracts no later Friday, April 22. If you have any questions about submitting a Board Report, please call Sylvania Smith at 773-553-2253.

Should any units need assistance in identifying authorized Board vendors or have any questions, please contact Candy Byrd, Staff Assistant Requisition Services at 773-553-2285 or Ruthann Griffith, Director of Finance and Administrative Services, at 773-553-3294.

#### ⇒ IPROUREMENT UPDATE:

##### **Finding Help Faster**

As of February 25, 18 areas are live with iProcurement. This means approximately 450 schools and 2300 people are using the system. That's a lot of people learning a new system! And that means a lot of calls to the Help Desk and Purchasing Assistance Center. The call volume can be pretty high, causing new users to leave messages and wait for a return call. We know the wait can be frustrating. But, did you know...

...You may be able to help yourself faster than the Help Desk?

Many people are calling at the same time asking the same question. We have compiled more than twenty of the most Frequently Asked Questions about using iProcurement and posted them on the iProcurement web site:

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

##### **Some of the questions you will find there include:**

How do I setup 'My Profile' page?

- How do I print a requisition before submission for approval?
- How do I find out if a PO has been fully received?
- Where can I see the PO number on the requisition?
- How do I receive an item if I know only the PO #?
- How do I add a Shipping line on a requisition?
- Where do I locate my saved carts?

Find Help Faster – Check the Frequently Asked Questions before you call!

How to Practice After Training

If you would like to practice using iProcurement in a safe, practice environment, click on the following link. You will be directed to a new page. Select "Sandbox" and use the Username and password you were issued at training to log in.

[https://erp.csc.cps.k12.il.us:8443/OA\\_HTML/cps\\_portal\\_doc/index.html](https://erp.csc.cps.k12.il.us:8443/OA_HTML/cps_portal_doc/index.html)

### **No IProcurement Training March 8-11**

Due to the fact that schools will be completely focused on administering the ISAT during the week of March 8-11 there will be no iProcurement training on those days.

### **March 16 is Last Day for IProcurement Training**

IProcurement training for all schools will be completed on March 16. Additional training will not be available until after April 1.

### **⇒ IPURCHASE PORTAL TRAINING FOR SCHOOLS: IPROCUREMENT UPDATE**

Training Location and Time

**ALL training is 9:00 a.m. to 4:00 p.m.**

**Please be aware that IProcurement training is at the Medill Professional Center.** The only exceptions are Area 2 schools (training is at Brennemann School) and Area 4 Schools (training is at Ames School).

### ***ATTEND TRAINING AS SCHEDULED!***

Schools can make changes to their registration information up until the training registration deadline. Schools can change:

1. Who will attend training
2. The date a person attends training (as long as the new date is within the assigned training date range for the Area and space is available)
3. The classroom (as long as space is available).

**Make up training will not begin until April 1. It is imperative that those who have been designated to attend training for their school arrive on time AND on the date they registered.**

### **⇒ USED TEXTBOOKS:**

If you have used textbooks that are no longer being 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 this information.

Textbooks that are currently available are listed below.

If you are interested in any of our old textbooks listed below, please contact **Mrs. Espinosa at Schurz High School at 534-3419** to make arrangement for pick-up.

COPYRIGHT YEAR	ISBN	Article I. TITLE	PUBLISHER	QTY
1986	0395359538	A PEOPLE AND A NATION	HOUGH MIFFLIN	145
1986	0673222608	HISTORY AND LIFE	SCOTT FORES	130
1988	0395492262	AMERICA THE GLORIOUS REP	HOUGH MIF	150
1990	0314473572	PSYCHOLOGY AND YOU	HBJ	30
1990	015371123X	SOCIOLOGY AND YOU	WEST	150
1997	0395812526	HIST OF THE US	MCDUGAL	600
1992	0538128704	APPLIED BUSINESS LAW	SOUTH WEST	100
1989	0538114304	PERSONALITY DEV FOR WORK	SOUTH WEST	65
1997	0026461188	ABORDO	GLENCOE	50
2000	0073655139	PREGO	MCGRAW	50
1986	0030021731	ALGEBRA 2 W/ TRIG	HOLT	38
1991	1566317910	OFFSET LITHOGRAPHIC TECH	GOODHEART	20
1994	0538618000	STRUCTURED BASIC	SOUTH WEST	100

### ⇒ **APPLE COMPUTER:**

Apple is hosting a series of workshops on the following dates:

When: Tuesday, March 15, 2005 (9-11am): Service & Support For The Macs  
 Tuesday, March 22, 2005 (9-11am): Welcome To The Custom CPS Apple Store  
 Tuesday, April 5, 2005: (11-1pm): Apple Tech Updates

Where: Apple Computer  
 10 S. Wacker Drive  
 Suite 3200  
 Chicago, Illinois 60606  
 Wacker Drive & Madison Street

To register call 1-800- 800-2775 x46808 or send email to [underwood@apple.com](mailto:underwood@apple.com)

⇒ **INACTIVATED VENDOR:**

Hamilton Healthcare, Ltd., vendor number 19325, has been determined by the Chief Purchasing Officer to be non-responsible, or unqualified to do business with CPS. Their vendor number has been inactivated. Schools and departments may not do business with this vendor- no purchase orders or internal accounts orders.

⇒ **STUDENT AGENDA PLANNERS REMINDER:**

The 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 District-wide Contract Suppliers see the website below:

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

⇒ **ELECTRONIC FILING CABINETS:**

The Chicago Board of Trustees has approved the agreement with Ellis Systems Corporation to purchase Electronic Filing Cabinets for all Chicago Public Schools Departments and Schools.

The Board Approved Vendor for Electronic Filing Cabinets:

Ellis Systems Corporation

Vendor No.: 12736

Contact: Tom Hynes,

Tel. No.: 847 371-0200

Fax No.: 847 371-0202

The CPS Procurement and Contracts, Contract Administrator is Martha Escareno. She can be reached at 773-553-2284. Ellis Systems Corporation is one of Chicago Public Schools Strategic Sourcing and District-wide Contract Suppliers. See the web site below:

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

⇒ **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](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.

Updated HP Desktop and Laptop Pricing can be found at the following websites:  
[www.hp.com/buy/cps](http://www.hp.com/buy/cps) and [http://www.csc.cps.k12.il.us/purchasing/ss\\_Vendors.html](http://www.csc.cps.k12.il.us/purchasing/ss_Vendors.html)

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

**Baker & Taylor** is the place to order your library and classroom books (not textbooks). Ordering is done on line, through the Baker & Taylor ordering tool, **School Select**. Carts must be sent for price check prior to submitting to Mapper (or i-Procurement) for creation of a purchase order.

Should you require assistance in placing your order, the Baker and Taylor customer service toll free phone number is (877) 423-2295. The sales rep, Lois Hanley is also available for appointments or assistance. Lois can be reached at (800) 775-7930, ext. 1043. The CPS Procurement & Contracts contact is Lee R. Saulter, Commodity Manager. He can be reached at (773) 553-2989.

**Baker & Taylor is offering training for School Select. Training is open to librarians, as well as teachers, reading specialists and office staff. REGISTRATION IS REQUIRED!** Register online at [www.btol.com](http://www.btol.com). In the School Select area, under “What’s New”, click on the link (in red) that says “**Click here to register for School Select training**”. Complete the form with the session that you want to attend. Please contact Lois if there are questions.

Training will be held on the dates and at the locations listed below:

March 10	North Grand High School 4338 North Wabansia Avenue
March 14	Simeon Career Academy 8147 South Vincennes Avenue
March 28	Lane Tech High School 2501 West Addison Street
April 8	Prosser Career Academy 2148 North Long Street
April 15	North Grand High School 4338 North Wabansia Avenue
April 21	Lane Tech High School 2501 West Addison Street
May 6	Juarez Community Academy 2150 South Laflin Street
May 20	Simeon Career Academy 8147 South Vincennes Avenue

⇒ **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.

⇒ **I-PROCUREMENT AND COMPUTER LEASING AND SPECIAL ORDERS:**

The following instructions only apply to Central and Area Offices and the pilot schools using the new Oracle I-Procurement System. Schools entering requisitions on Mapper should continue ordering as usual.

The Dell and HP punchout catalogs only support the purchase of CPS standard bundles. Purchasing and OTS encourage you to lease or purchase the standard bundles whenever possible. They carry the greatest discounts and have been thoroughly reviewed by OTS for standards compliance. If you need to purchase special order computer systems, you must contact Craig Holloway, (773)553-2903 (Dell) or Charlita Fain, (773)553-2259 (HP). They will enter the requisition for you because you will not be able to do so in I-Procurement. All requisitions for leases, whether of standard bundles or special orders, must also go through Ms. Fain and Mr. Holloway. There is also lease paperwork that must be completed in addition to the requisition.

⇒ **JANITORIAL SUPPLIES STRATEGIC SOURCING INITIATIVE:**

A District-wide strategic sourcing Board Report for janitorial supplies will be presented to the Board for approval in March. The contracts under the Board Report will cover the range of janitorial supplies, including but not limited to floor cleaning chemicals, carpet care, cleaners and disinfectants, plastic liners, hand care and soap refills, mops, dust mops, brooms, handles, bathroom tissue and paper towels, and Green Seal certified products. Other janitorial supply items such as light bulbs will also be available through catalog percentage discounts. You will be able to buy from the catalogs of numerous vendors. With the combined buying power of all of Chicago Public Schools, you will benefit from lower prices on many of the same products you are already using. Please watch Headlines and Deadlines for more information.

⇒ **FREE 3 RING BINDERS ANNOUNCEMENT:**

FREE three-ring binders are available from the CPS Department of Procurement and Contracts on a first-come first-served basis; supplies are limited. Please call or e-mail your request to Raquel Droira at 773-553-2267 or Maria Gialamas at 773-553-2287 in our Purchasing Department to order a prepackaged variety box of FREE 3-ring binders (about 8-10 binders per box). Please be sure to give Raquel or Maria your name, phone number, alternate phone, school name, school address, School Unit Number, and Mail Run Number and a box of binders will be sent to you by CPS Inter Office delivery.

⇒ **STUDENT BACKPACKS:**

**Order soon - Deadline is April 8, 2005.**

The Board has approved a contract for the 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>.

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

This month's featured vendor is Advanced Systems.

**ADVANCED SYSTEMS**

Leanne Hoagland-Smith, M.S.

508 Sunshine Dr., Valparaiso, IN 46385-8748

Voice ~ 219-759-5601

Fax ~ 219-759-3302

[leanne@perpetualsuccess.com](mailto:leanne@perpetualsuccess.com)

[www.perpetualsuccess.com](http://www.perpetualsuccess.com)

CPS Vendor #: 39529 WBE 1099 Independent Contractor

<b>Authorized representative for the following companies:</b>
<b>ADVANCED SYSTEMS</b>
Resource Associates Corporation, Inc. (RAC) Chicago Vendor #20121
<b>Specific products represented: AIM Assessment-Attitudes in Me:</b>
<b>America's Rising Stars</b> , PALs™ Parents as Leaders, RAC: Executive Leadership, Leadership, Management, Supervision, Strategic Planning, Customer Service, Time Management and Annual Goals Review for Organizations and Individuals. Goal Achievement Action Plan on CD-Rom
<b>Specific services represented:</b>
<b>Professional Development Services:</b> Customized courses using proven performance based model focusing on leadership, management, supervision, strategic planning and implementation, process improvement and customer service. Train the Trainer for <b>America's Rising Stars</b> Customized workshops including: Writing Aligned Assessments to Achieve Learning Objectives; The 3 C's of Effective Communication; Goal Setting 101; Professionalism in Today's Casual Workplace; Spaced Repetition through Multi-Disciplinary Curriculum Instruction; Transforming Knowledge into Performance; ABC's of Educational Success; Emotional Intelligence Your Silent Partner for Excellence; Alignment of NCLB and state Assessments to improve performance. Ability to offer CEU's & CPDU's through Illinois Dept. of Education.
<b>Speaking &amp; Convocation:</b> For both youth and adults
<b>Parent Development:</b> PALs™ Parents as Leaders ~ Personal strategies that help to model positive behavior through redevelopment of attitudes, improved interpersonal skills and achieving positive measurable outcomes through goal setting. This program is built upon the premise that most parents desire success for their children, but lack the tools necessary to achieve it.
<b>Additional Information:</b> Leanne Hoagland-Smith holds a BS in elementary ed. and a MS in Instructional Design. With over 25 years experience in both business and education, Leanne unites valid educational research with proven performance improvement models thereby creating a High Performance Classroom. Her results-defined approach allows both individuals and organizations to create sustainable performance by at least 10%. Process works with LRE.

**QUICK REFERENCE**

<b>Products</b>		<b>Services</b>
<b>Assessments</b>	<b>Curriculum</b>	<b>Instructional Design &amp; Curriculum</b>
Furniture	<b>Parent Programs</b>	<b>Professional Development</b>
Playground Equipment	Reading	<b>Special Education</b> Technology
<b>Software</b>	<b>Textbooks</b>	<b>Speaking &amp; Convocation</b>
<b>Supplemental Instructional Material</b>		<b>Textbooks</b> <b>Training</b>

**APPROVED:**

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Dr. Barbara Eason-Watkins  
Chief Education Officer