

PROCUREMENT & CONTRACTS

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Heather A. Obora, Chief Purchasing Officer

HEADLINES & DEADLINES

May, 2005

⇒ **REQUISITIONS:**

As a result of the down time and performance issues with the Oracle System, the new year-end requisitioning date has been extended to Wednesday, June 1, 2005. For requisitions to be processed, the designated approver for your unit or school must also submit electronic approvals prior to this deadline.

⇒ **PAYOUTS:**

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 THE FY06 BUDGET IS LOADED. ALL PROCUREMENT CARDS MUST BE RETURNED TO THE CHIEF PURCHASING OFFICER (CPO) BY FRIDAY, MAY 27, 2005. THE CURRENT PROGRAM IS BEING DISCONTINUED AND THE NEW PROGRAM WILL BE IMPLEMENTED IN FY06.**

⇒ **BOARD REPORTS:**

All requisitions entered on or before Wednesday, June 1, 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 for FY05 dollars. The Board Office deadline for a fully signed Board report 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 than 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 Ruthann Griffith, Director of Finance and Administrative Services, at 773-553-3294.

⇒ **IPROCUREMENT UPDATE:**

If you are in need of iProcurement Training, please contact Pearlene Carter at 773-553-2916 or Sandra Moses-Potts at 773-553-2292.

⇒ **USED TEXTBOOKS:**

If you have used textbooks that are no longer 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 **Ms. Sandy Zielke at Schubert School at 773-534-3080** to make arrangement for pick-up.

PUBLISHER	TITLE	ISBN #	QUANTITY	LANGUAGE	COPYRIGHT
HOUGHTON MIFFLIN	1.2 HELLO	0-395-91477-9	300	ENGLISH	1999
HOUGHTON MIFFLIN	1.3 SHARE	0-395-91479-5	300	ENGLISH	1999
HOUGHTON MIFFLIN	1.4 SURPRISE	0-395-91480-9	300	ENGLISH	1999
HOUGHTON MIFFLIN	1.5 DISCOVER	0-395-91481-7	300	ENGLISH	1999
HOUGHTON MIFFLIN	1.2 HOLA	0-395-78680-0	300	SPANISH	1997
HOUGHTON MIFFLIN	1.3 JUNTOS	0-395-78681-9	300	SPANISH	1997
HOUGHTON MIFFLIN	1.4 DIVIERTETE	0-395-78682-7	300	SPANISH	1997
HOUGHTON MIFFLIN	1.5 DESCUBRE	0-395-78683-5	300	SPANISH	1997
HOUGHTON MIFFLIN	2.1 FRIENDS	0-395-91482-5	300	ENGLISH	1997
HOUGHTON MIFFLIN	2.2 TREASURE	0-395-91483-3	300	ENGLISH	1997
HOUGHTON MIFFLIN	2.1 ADVENTURAS	0-395-78684-3	300	SPANISH	1997
HOUGHTON MIFFLIN	2.2 PASEOS	0-395-78685-1	300	SPANISH	1997
HOUGHTON MIFFLIN	3.1 ENJOY	0-395-91484-1	300	ENGLISH	1999
HOUGHTON MIFFLIN	3.2 CELEBRATE	0-395-91485-X	300	ENGLISH	1999
HOUGHTON MIFFLIN	3.1 TRADICIONES	0-395-78686-X	300	SPANISH	1997
HOUGHTON MIFFLIN	3.2 INVENTA	0-395-78687-8	300	SPANISH	1997
HOUGHTON MIFFLIN	IMAGINE	0-395-91486-8	300	ENGLISH	1999
HOUGHTON MIFFLIN	IMAGINA	0-395-78688-6	300	SPANISH	1997
HOUGHTON MIFFLIN	EXPLORE	0-395-91487-6	300	ENGLISH	1999
HOUGHTON MIFFLIN	HORIZONTES	0-395-78689-4	300	SPANISH	1997

⇒ **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 website below:

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

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

⇒ **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 who 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

⇒ **COPIER, SCANNER, FAX, AND PRINTER PURCHASES:**

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.

As a result, Central Office users may no longer purchase or lease copiers, scanners, faxes, and printers without the approval of the Office of Technology Services (OTS). This is in preparation for the replacement of this equipment with multi-functional Devices (MFDs) at Central Office.

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 to better manage these devices.

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 printers, faxes, copiers, and document scanners will be replaced. After the Central Office rollout, OTS will develop a timeline to phase in MFDs at the schools.

When Procurement and Contracts receives a purchase order for 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 fiscal 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 requests from Central Office Departments will be reviewed and approved by Procurement and Contracts 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.

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

Baker & Taylor is the place to order your library and classroom library books. Ordering is done on-line, through the Baker & Taylor ordering tool, **School Select**. Carts must be sent for "price check" prior to submitting to 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 and can be reached at 800-775-7930, ext. 1043. The CPS Procurement & Contracts contact is Lee R. Saulter, Commodity Manager who 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. 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 date and location below:

May 20

Simeon Career Academy
8147 South Vincennes Avenue

⇒ **STRATEGIC SOURCING FOR JANITORIAL PRODUCTS AND EQUIPMENT:**

The Board has approved through the Strategic Sourcing Policy all schools and departments to purchase janitorial products and equipment, Board Report #05-0323-PR1.

You may start ordering now. To view some of the awarded products and be informed of the catalog discounts an Excel link will be available from the Board's website <http://www.csc.cps.k12.il.us/purchasing> on May 23, 2005.

The approved Strategic Sourcing Vendors are:

1. Advantage Supply, Inc.
2. B & L Distributor
3. Chemcraft Industries
4. KMI Supplies
5. Kranz
6. PCS Industries
7. The Standard Company
8. United Supply Services, Inc.
9. Valdes Enterprises, Inc
10. Zep Manufacturing

To purchase janitorial supplies and equipment, schools and departments must use Board Report 05-0323-PR1, Budget Classification 5320 for Supplies and 5730 for Equipment.

Also, please note that vendor catalogs may contain non-janitorial items which schools and departments can still take advantage of a percentage discount.

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

If you need assistance in placing your order, you may contact the vendor's contact person listed, or you may call the CPS Procurement and Contracts contact, Pamela Seanior at 773-553-2254.

⇒ **SCHOOL SPECIALTY:**

Future Deliveries

School Specialty is happy to ship your supply order at a future date. If you would like your order to ship/arrive in the summer, or a date of your choice just enter your future delivery request date in the "**Need by Date**" field.

Please ensure personnel are available at the school on the date you requested.

⇒ **OFFICE DEPOT FUTURE ORDER PROGRAM:**

Enter Office Depot orders now and receive them at a future date when you'll actually need them. The Future Order Program allows CPS to receive orders 1 – 6 months from the original order date. Effective immediately CPS can begin using this program. The Office Depot Future Order Program can be used to:

- Avoid storage of large orders over the summer.
- Avoid missed deliveries over the summer.
- Avoid damaged or misplaced orders due to summer cleaning.

Future order deliveries can be scheduled on weekdays from May through December 2005. *The date must be at least one month from the original order date. Please follow the instructions below:

1. Enter orders as normal. Enter the date that you would like to have your order delivered in the "Need by Date". Avoid using weekend or holiday dates. If you use a weekend or holiday date the order will be delivered the next business day.

2. Office Depot will deliver the order to your school on the date requested.

3. After receiving your order, please receipt the order as usual.

*Orders dated less than one month from original order date, weekend or holiday dates will be delivered within the normal (24 hour) delivery time frame.

Exception: Grant Funded PO's. Funds for Government grants must be paid prior to the grant cancellation date.

⇒ **SYSTEM CONCEPTS, INC. - Vendor 20109**

Strategic Sourcing Vendor 20109 – Audio Visual/Collaborative Classrooms

Contact: Ann Cox

Email: acox@sc-inc.com

Phone: 773-774-0756 x44

SCI PROFESSIONAL DEVELOPMENT SPECIAL OFFER

- Deliver lessons that inspire students
- Hold their attention
- Increase participation
- Improve comprehension
- Improve test scores

Schedule your 2 Days of Professional Development by May 31st and receive a FREE 1 78" ACTIVboard, 1 ACTIVStudio2 Software, 2 ACTIVpens, 32 ACTIVotes Valued at \$7,000.00 Order Number –SCI-PD2-0505 - \$4,995.00

Get the best of both worlds. Fulfill your professional development requirements while bringing the most advanced education interactive whiteboard technology available today into your classrooms. SCI's certified instructors will show you how to combine your talents as a teacher with

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

ACTIVStudio2 and the ACTIVboard to deliver engaging lesson plans in which every student is focused, engaged and motivated. Teachers will have the opportunity to produce and deliver truly interactive curriculum.

This offer includes everything you need to get started, including ACTIVotes – an instant, interactive feedback tool that allows teachers to administer quizzes and tests that allows for whole-class student input and assessment during instruction.

To learn more, visit www.idealclassroom.com or CALL SCI to schedule a live demonstration at an on-site location in your school district. Our local account manager will conduct a demo to your interested teachers, curriculum, administrators and technical staff.
CALL 877-SYS-CON1 (877-797-2661).

⇒ **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 to request 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, unit number, and Mail Run numbers. If available, the binders will be sent to you by CPS Inter Office delivery.

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

Monica Israel
924 Huber Lane
Glenview, IL 60025
Voicemail – 847-729-7378 Fax – 847-729-7377
M27israel@aol.com

CPS Vendor: 37493 WBE 1099 Independent Contractor

Authorized representative for the following companies:
Ellis Software – Vendor #20057
Hampton-Brown Books – Vendor #43044
Davis Art Books – Vendor #12296
Warner Bros. Music Books
Lerner Classroom Books – Vendor #13650
Stourbridge Books

Specific products represented:
Books for ESL, Special Ed, Reading, Fine Arts, and Libraries
Software for ESL, Special Ed

Specific services represented:
Training on product

Additional Information:

QUICK REFERENCE

Products		Services	
Assessments	Curriculum	Instructional Design & Curriculum	
Furniture Programs	Parents	Professional Development	
Playground Equipment	Reading	Special Education	Technology
Software	Textbooks	Speaking & Convocation	
Supplemental Instructional Material		Textbooks	Training

APPROVED:

Dr. Barbara Eason-Watkins
Chief Education Officer