

# PROCUREMENT & CONTRACTS

## PROCUREMENT & CONTRACTS

*Heather A. Obora, Chief Purchasing Officer*

### **HEADLINES & DEADLINES**

**April, 2006**

⇒ **IPROUREMENT TRAINING:**

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

⇒ **VENDOR SELECTION**

Many vendors that do business with CPS have very similar names. Please take an extra moment when creating a requisition and choosing a vendor. For example, many schools choose **Lakeshore Computer** when placing an order for Lakeshore Learning. If purchase orders are not received by the correct vendor, you will not receive your merchandise. If you choose an incorrect vendor when creating a requisition you are at risk of losing your money if it is grant funding or at year-end. Please don't let this happen to you. Use caution when creating requisitions.

The Procurement & Contracts Assistance Center hours have changed. The new hours are 7:30 a.m. – 4:30 p.m.

⇒ **SCIENCE LABORATORY SUPPLIES, EQUIPMENT AND INSTALLATION SERVICES:**

The Board of Trustees has approved an agreement with Fisher Science Education for the purchase of Science Laboratory supplies for all CPS schools. To purchase science laboratory supplies, schools and departments may use Board Report 05-1116-PR2.

The Board Approved Vendor for Laboratory Supplies is:

Fisher Science Education  
Vendor #41947  
Contact-Customer Service  
800-955-1177  
Reference Account # 243768-001

Science Lab Equipment was offered and advertised for 'competitive bidding' to companies for the purpose of saving money for CPS schools and teachers with lower prices and receiving free shipping on orders. Fisher Science Education was the responsive and responsible bidder with the lowest price. Teachers and schools, through this approved Board Report, may order Science Lab Supplies at very competitive pricing.

It is not mandatory that schools order Lab Supplies from Fisher; if schools find another vendor with higher quality products and comparable pricing the schools may use another vendor.

The CPS Procurement and Contracts, Contract Administrator is Nanzi Flores who can be reached at 773-553-2273. Free shipping on all orders excluding live, hazardous and motor freight items. You may start ordering now; by logging into the I-Procurement shop page and click on the Fisher Scientific punchout icon.

⇒ **APPLE SERVER PURCHASES**

Apple servers are no longer available under contract. In addition, OTS does not plan to order them this coming Fiscal Year 2006-2007. Schools desiring to purchase Apple servers for non-ERate eligible purposes may do so up to \$25,000 from any CPS vendor carrying the products. Between \$25,001 and \$75,000, schools may purchase products or services by obtaining three quotes and submitting these quotes to the Chief Purchasing Officer through the CPO Request Application for approval. Purchases above \$75,001 and under \$250,000 will require a written solicitation through the CPO Request Application and a Board Report.

Apple desktops and laptops continue to be available under the strategic sourcing contract with Apple. Please contact Craig Holloway, Commodity Manager, at 3-2903 if you have any questions.

⇒ **APPLE ANNOUNCEMENT**

Apple is pleased to extend the benefits of the Apple Online store for CPS by providing your school with special offers through a custom web store developed just for Chicago Public Schools\*. All CPS K-12 schools are eligible to take advantage of these special offers\*\* and purchase Apple products by using this custom store.

Take advantage of limited-time offers and promotions on the CPS Apple Online store. You can also build your own systems by choosing from Apple's complete line of Macintosh computers and add software, peripherals, and accessories to your order. For volume purchases, contact Kristy Smith-MacLeod, 800-800-2775 extension 46808.

<http://store.apple.com/AppleStore/WebObjects/K12Custom?qprm=127919>

Customer Name: Chicago Public Schools  
Password: cpscps

\* This custom store is **only available to Chicago Public School K-12 educators.**

\*\* Special pricing available for select Apple products. Product specifications and prices are subject to change without notice.

⇒ **CPS APPLE COMPUTER DISCOUNT**

Did you know that as a CPS employee you have an Apple Computer discount? Do you want an iPod or other Apple product? If so, why not utilize your CPS discount!

For example, the regular price of a 30GB iPod is \$299.00 or 60GB for \$399.00. With your discount you can purchase the same item for \$269.00 and \$369.00 respectively. So, check out [www.apple.com](http://www.apple.com) under the 'store' option and look up the education prices or visit the Michigan Ave Apple Store location.

If you have any questions or need assistance navigating to the CPS educational price site, please call Craig Holloway, Commodity Manager at 773-553-2903.

⇒ **USED TEXTBOOKS:**

If you have 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.

⇒ **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 iProcurement 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 representatives, Lois Hanley and Camille Robinson are also available for appointments and/or assistance. Lois can be reached at 800-775-7930, extension 1043 and Camille can be reached at extension 1973. The CPS Procurement & Contracts contact is Lee R. Saulter, Commodity Manager, who can be reached at 773-553-2989.

## **TRAINING FOR SCHOOL SELECTION**

**Baker and Taylor is offering training for School Selection. New This Year: Basic and Advanced training will be available. 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 Selection Page under "What's New?" click on ">Go" (in red) to the right of "Click here to register for School Selection Training". Complete the form at the top, then select the location and time. Please refer all questions to Lois Hanley or Camille Robinson.**

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

April 25	Curie Metro High School 4959 South Archer Avenue
April 28	Curie Metro High School 4959 South Archer Avenue

### **⇒ ELECTRONIC FILING CABINETS:**

The Board 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](http://www.csc.cps.k12.il.us/purchasing/ss_Vendors.html)

### **⇒ MULTIFUNCTIONAL DEVICES (MFDs) Updates**

The Board of Education awarded the multi-function devices (MFDs) recommendations at the July 27, 2005 Board Meeting. At this time the Law Department is working on the contracts with the successful Proposers. The Board Report Number is **06-0125-PR1** and the Vendors are as follows:

- |   |  |
|---|--|
| <b>1. Canon Business Solutions – Central, Inc.</b><br>Contact: Mark Ehlert/312-294-2872<br>Customer Service: Wayne Bell/312-294-2855<br>Equipment: MFDs and Copiers<br>User Group: Schools            | <b>4. Ikon Office Solutions</b><br>Contact: Victor Smith/312-252-4462<br>Customer Service: Phyllis Williams/312-252-4513<br>Equipment: MFDs and Copiers<br>User Groups: Schools                  |
| <b>2. Chicago Global Capital, a joint venture</b><br>Contact: Julie Neubert/630-771-8525<br>Equipment: Digital duplicators, faxes and scanners<br>User Groups: Schools and Area Instructional Offices | <b>5. Konica Minolta Business Solutions</b><br>Contact: Brian Gasteirer/312-726-9100<br>Customer Service: Charlie Faso/312-701-9233<br>Equipment: MFDs and Copiers<br>Area Instructional Offices |

### 3. Hallagan Business Machines

Contact: Joan Hallagan/773-637-0368

Equipment: Digital duplicators

User Groups: Schools and Area Instructional Offices

**Reminder:** All Strategic Sourcing Policy requires schools, Central Office Departments and Area Instructional Offices to utilize the authorized strategic sourcing vendors as listed above for the purchase and/or lease of all copier equipment. Equipment requests from Central Office Departments will be reviewed and approved by Procurement and Contracts and the Office of Technology Services staff.

Contact: Linda Newcomb Kelly at 773/553-2278 for questions or clarifications.

### ⇒ **SOFTWARE VENDOR:**

As of April 20, 2005 Computer Discount Warehouse- Government (CDW-G) replaced Insight (formerly Comark) as the Board's contract vendor for Microsoft and other off-the-shelf ("shrink-wrap") software. Per the Strategic Sourcing Policy, Microsoft and other non-educational off-the-shelf software must be bought through this vendor. Buying through this contract provides many benefits- low prices, good customer service, license tracking, and a Board Report that is already done! Waivers may be requested through the submission of appropriate documentation to the Department of Procurement and Contracts.

You may buy educational software from any CPS vendor, subject to board report limits. Please note that CDW-G does not have Board authority to sell computers and peripherals under this contract.

CDW-G

Vendor #**63673**

Board Report 05-0727-PR1

Contacts:

#### **REGION 1 & 2, CENTRAL OFFICES**

Sonny Rogalevich, Account Manager

(847) 419-7478 – Phone

(847) 419-8678 – Fax

[sonnrog@cdwg.com](mailto:sonnrog@cdwg.com)

#### **REGIONS 3 & 4**

Maria Jauregui

(877) 208-4537

[marijau@cdwg.com](mailto:marijau@cdwg.com)

#### **REGIONS 5 & 6**

Josh Paveglio

(866) 723-3388

[joshpav@cdwg.com](mailto:joshpav@cdwg.com)

CPS Procurement & Contracts contact: Craig Holloway, 773-553-2903

Per the Microsoft Select Agreement, as CPS buys Microsoft products, CPS is responsible for the duplication of disks. CPS has contracted with CDW-G to make the software CDs. Schools will receive one CD (or set) for each software title ordered, even if multiple licenses are ordered. This CD may be used to install the software on the number of computers licensed. Extra CDs for backup or replacement are available at \$8.00 each. These CDs do not increase the number of computers on which a school is allowed to install the software. Extra licenses must be purchased to do so.

⇒ **NEW PRINTER VENDOR:**

CDW-G has replaced Microcity and Daly Computers for the purchase of Hewlett Packard printers, Lexmark printers and associated supplies. All other peripherals can be purchased through Office Depot.

Per the Strategic Sourcing Policy, computer printers must be bought through this vendor. Buying through this contract provides many benefits- low prices, good customer service, license tracking, and a Board Report that is already done! Waivers may be requested through the submission of appropriate documentation to the Department of Procurement and Contracts.

Please note that CDW-G does not have Board authority to sell computers and peripherals under this contract.

CDW-G

Vendor #**63673**

Board Report 05-0727-PR1

Contacts:

Sonny Rogalevich, Account Manager

(847) 419-7478 – Phone

(847) 419-8678 – Fax

[sonnrog@cdwg.com](mailto:sonnrog@cdwg.com)

Maria Jauregui

(877) 208-4537

[marijau@cdwg.com](mailto:marijau@cdwg.com)

Josh Paveglio

(866) 723-3388

[joshpav@cdwg.com](mailto:joshpav@cdwg.com)

CPS Procurement & Contracts contact: Craig Halloway, 773-553-2903.

⇒ **COMPUTER DESKTOP AND LAPTOP NOTIFICATION**

Hewlett Packard is no longer a strategic sourcing vendor for the sell of desktop and laptop computers. Per Board Report 05-1221-PR1, Dell and Apple Computers are the CPS sources for computers. If you have any questions regarding Apple or Dell, please contact Craig Holloway at 773-553-2903.

⇒ **FEDEX KINKO'S DISCOUNT OFFER**

Chicago Public Schools is pleased to announce that FedEx Kinko's is extending discounted pricing to CPS employees on most services offered at any of FedEx Kinko's 1450+ domestic locations.

Present a FedEx Kinko's Discount Card at the point of sale, and you will receive the discount.

Additional Discount Cards

Please contact Linda Newcomb-Kelly at CPS to request additional discount cards.

Name: Linda Newcomb-Kelly

Phone: 773-553-2278

Email: [lnewcomb-kelly@cps.k12.il.us](mailto:lnewcomb-kelly@cps.k12.il.us)

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

The Board has approved Strategic Sourcing for **ALL** schools and departments to purchase Janitorial Products under Board Report #05-0525-PR1.

To view some of the awarded products and be informed of the catalog discounts you may go the Board's web site at [http://www.csc.cps.k12.il.us/ss\\_Vendors.html](http://www.csc.cps.k12.il.us/ss_Vendors.html).

The approved Strategic Sourcing Vendors are:

- |                                     |                                  |
|-------------------------------------|----------------------------------|
| 1. Advantage Supply, Inc.           | 7. Kranz, Inc.                   |
| 2. Aztec Supply                     | 8. PCS Industries                |
| 3. B & L Distributor                | 9. The Standard Company          |
| 4. Chemcraft Industries             | 10. United Supply Services, Inc. |
| 5. Every Bloomin' Industrial Supply | 11. Valdes Enterprises, Inc.     |
| 6. KMI Supplies                     | 12. Zep Manufacturing            |

To purchase janitorial supplies and equipment, schools and departments must use Board Report 05-0525-PR1, budget classification 5320 for supplies and 5730 for equipment.

The Department of Procurement and Contracts is currently in the process of uploading the janitorial catalogs in the Oracle iProcurement database for on-line purchasing.

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

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

⇒ **SOMEONE YOU SHOULD KNOW IN THE OFFICE OF PROCUREMENT AND CONTRACTS:**

Ruthann Griffith  
Director - Finance & Administration  
773-553-3294

Responsible for the staff of the Assistant Center, Vendor Services and the Bid and Bond Room. Each of these groups are responsible for the following:

**Assistant Center:** 3-2265

- Guide CPS employees and vendors with questions relating to the policies and procedures of the DPC.
- Assist Oracle Users and Vendors with questions relating to the processing of requisitions and purchase orders. This includes telephone inquiries, troubleshooting, editing, approving, and canceling of purchase orders.
- Provide administrative and secretarial support for the DPC staff, as needed.
- Assist in the reconciliation process of the monthly P-Card statements, including tracking of invoices and calling CPS units for receipts.
- Assign requisitions and distribute the Over the Limit Report.
- Process direct payment requisitions.
- Research and process of "Return to Sender" purchase orders.

**Vendor Services:** 3-2279

- Respond to inquires regarding vendor registration
- Maintain the vendor file, which includes, assigning and inactivating vendor numbers and updating change of name, address and contact information.
- Review the completeness of the Contractor Disclosure Form.

- Prepare correspondence to vendors with regard to Vendor Numbers and Contract Disclosure Forms.

**Bid and Bond Room:** 3-2280 or 3-2250

- Answer calls for the DPC and directs them to the proper individual.
- Receive and mail Purchase Orders to the vendors.
- Distribute and check-in submittals for bids and other solicitations.

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

Triumph Learning, Inc.  
Vendor # 25947  
312-382-8875  
Terry Shulman

**Specialty:** Education Curriculum and Training

Website: [www.Triumphlearning.com](http://www.Triumphlearning.com)

**Authorized representative for the following companies:**  
Terry Shulman

**APPROVED:**

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Dr. Barbara Eason-Watkins  
Chief Education Officer