



# Procurement & Contracts

[HTTP://WWW.CSC.CPS.K12.IL.US/PURCHASING](http://www.csc.cps.k12.il.us/purchasing)

AUGUST 2010

OPAL L. WALLS, CHIEF PURCHASING OFFICER

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## Quick Links

DEPARTMENT OF  
PROCUREMENT AND  
CONTRACTS WEBSITE

For comments, questions  
or additional information,  
please email us at:  
[purchasing@cps.k12.il.us](mailto:purchasing@cps.k12.il.us)

## P-CARDS:

There have been many changes with the P-Card policies and procedures during the last few months. Please review the P-Card manual to become familiar with the latest changes. The P-Card Manual can be accessed from the following link: <http://dpc.cps.k12.il.us/documents/pcard/Cardholder-Manual.pdf>

Some of the recent changes for P-Card include the following:

- All P-Card holders must have transactions approved by their supervisor or higher authority
- When reviewing P-Card transactions in Oracle, it is required that the "Approval Comments" section be completed. The comments must contain a detailed description of and reason for the transaction.
- All P-Cardholders that submit P-Card applications after July 15, 2010 will be required to obtain training prior to receiving their P-Card.

Should there be any questions, please contact Lee Sautler at 773-553-3294.

## ORDER RECEIPTING

Before receipting an order, first verify you have received each item you have requested. **It is very important that you never receipt items you did not receive.** If you receipt something that you did not receive, and the item is on the Purchase Order and Invoice, it will be erroneously paid.

## **VENDOR MANAGEMENT**

Any request for donations from Vendors must be submitted in writing directly to the Chief Purchasing Office first for review.

### Important Information:

Numerous Chicago Public Schools have placed and received orders from Vendors without an approved Purchase Order. This is not in accordance with Chicago Public Schools Procurement Policy. Please be aware that payment for these unapproved requisitions will not be guaranteed.

## **FRIENDLY REMINDER**

It is important that the vendor receives the hard copy of the purchase order (sent from Procurement and Contracts only) to identify and verify the following:

1. The mailing address of the vendor and the ship to location.
2. The unit price and the total cost of each item / service listed (shipping is to be included as a line item if required).
3. Discrepancies which can be resolved before the start of services.

The purchase order will also identify grant funded purchases. These PO's have the letter "G" at the end of the number, and a full detail of the duration of the funding is stated in the description.

Eliminating this process may cause the wrong vendor to receive the document/payment, duplicate shipments, late payments and other discrepancies.

We ask that you do not fax or phone Purchase Orders. Vendors must have a valid Purchase Order before items are delivered or services are rendered.

## TECHNOLOGY

- Chief Purchasing Officer Request (CPOR) application has been enhanced to include workflow for contracting process. This upgrade will provide the request user with a better monitoring and tracking capabilities for their CPORs and provides information about the resources working on the contract.
- Frank Cooney is now a Catalog Vendor. The catalog is hosted by CPS and available on the iProcurement shopping page.
- Staples has been moved from catalog to a Punchout.
- All the catalogs / punchouts are now updated to ensure user departments have the most recent content for new fiscal year (FY 2011) purchases.
- Purchase Orders for Office Depot, CDWG, Follett Library Resources are being sent electronically Via EDI.
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## Contract Administration:

The following reports are now available to all CPS users on the Procurement Website. These reports show the expiring board reports in the next one year and they are ordered by the user department and the date of expiration. Please use these reports to work

It is important that you review the list of expiring Board Reports and plan your contract solicitations and renewals.



**CPS Procurement & Contracts**

Home Board Reports CPO Request P-Card Vendor Management Performance Management

**Internal Links**

- BOARD REPORT SCHEDULE
- NEWSLETTER ARCHIVE
- HOW TO BUY
  - Strategic Sourcing-SS
  - SS Suppliers
  - Other Suppliers
- IPROUREMENT FAQ
- FORMS
- LAWS POLICIES and BOARD RULES
- TECHNOLOGY
- TRAINING
- ORACLE APPLICATIONS

**External Links**

**What's New**

**Expiring Board Reports**  
July 6, 2010

- ▶ The following reports are now available without a CPS signon to the Procurement website. These reports show expiring board reports in the coming year and are ordered either by department or date of expiration.
- ▶ [Expiring Board Reports \(by Department\)](#)
- ▶ [Expiring Board Reports \(by Date\)](#)

**Travel Policy Directive**  
April 15, 2010

- ⚠ Due to current adverse financial conditions, Chicago Public Schools will be restricting all essential out of town travel until further notice.
- ⚠ Out of town travel includes any inter-state travel and any travel in Illinois that requires an overnight stay. Travel expenses include airfare and hotel reservations and conference fees.
- ⚠ For the directive letter from CFO and Pre-Travel Expense Approval Form [click here](#).

**CPOR (Chief Purchasing Officer Request)**

- ⚠ Do you need help submitting a CPOR request? Do you have business questions regarding

## INTRODUCING PROCUREMENTS "SOMETHING NEW SECTION"

- Strategic Sourced - School Uniforms Board Report [10-0728-PR7](#)
- Strategic Sourced - Yearbooks Board Report [10-0623-PR3](#)
- Office Depot Special Offers link  
<http://odams.officedepot.com/accounts/cps/offers/>
- Office Depot Discount Program for CPS Employees  
[https://odams.officedepot.com/registrations/cps\\_welcome.html](https://odams.officedepot.com/registrations/cps_welcome.html)

### Now Available

Hinckley Springs Rental Coolers and water can now be ordered in our Oracle System. Look under "Shopping List" to create the required requisition. Once your requisition is approved contact: Mike Garrity – Cell (773)551-1775 Office (773)948-3600 to have your service started. **\* An approved purchase order must always be completed before any deliveries are received.**

The screenshot displays the Oracle iProcurement Shop interface. The main content area shows a shopping list for "Hinckley Springs Water". The list includes four items:

- 5-Gallon Purified: Shopping Category: COOLERS, DRINKING WATER (WATER FOUNTAINS); Supplier: HINCKLEY & SCHMITT, INC.; Price: 2.4 USD; Quantity: 1 Bottle; Add to Cart button.
- 16.9 oz Purified (24 Case): Shopping Category: COOLERS, DRINKING WATER (WATER FOUNTAINS); Supplier: HINCKLEY & SCHMITT, INC.; Price: 5.99 USD; Quantity: 1 Case; Add to Cart button.
- 580 ML (9.47 oz - 24 Case): Shopping Category: COOLERS, DRINKING WATER (WATER FOUNTAINS); Supplier: HINCKLEY & SCHMITT, INC.; Price: 5.99 USD; Quantity: 1 Case; Add to Cart button.
- Cooler - Cold Monthly Rental: Shopping Category: COOLERS, DRINKING WATER (WATER FOUNTAINS); Supplier: HINCKLEY & SCHMITT, INC.; Price: 1 USD; Quantity: 1 Each; Add to Cart button.

The right sidebar shows a Shopping Cart with one item and a "View Cart and Checkout" button. The bottom of the screen shows the Windows taskbar with the Start button and several open applications.

## CONTRACT ADMINISTRATION

### Information & Technology Services

Approve Extending the Agreement with SchoolNet, Inc. for the Purchase of Student Information Instructional Management Software Licenses, Implementation and Support Services. [10-0728-PR11](#)

Approve Exercising the First Option to Renew the Agreement with Tel/Logic, Inc DBA E-Rate Central for E-Rate Program Advisory Services. [10-0728-PR12](#)

**All Schools, areas instructional offices, and central office departments c/o Office Procurement and Contracts**

Approve Entering Into an Agreement with CDW Government, Inc. (CDW-G) for the Purchase of Software Resale and Support Services and Products.

[10-0728-PR1](#)

Approve Entering Into Agreements with Various Vendors for the Sale and Lease of Output Device Equipment and Related Services. [10-0728-PR6](#)

**Facility Operation & Maintenance**

Amend Board Report 09-0923-PR5 Approve Entering Into an Agreement with O'Donnell, Wicklund, Pigozzi and Peterson Architects for Design Management Services for the Capital Improvement Program. [10-0728-PR9](#)

Report on Emergency Expenditures. [10-0728-PR4](#)

Approve the Award of Construction Contracts and Approve Changes to Construction Contracts for the Board of Education's Capital Improvement Program. [10-0728-PR10](#)

**Office of Academic Enhancement**

Ratify Exercising the Second Option to Renew the Agreement with the DePaul Egan Urban Center for Consulting Services. [10-0728-PR13](#)

Approve Exercising the Final Option to Renew the Agreement with the Illinois Institute of Technology for Services. [10-0728-PR14](#)

**Assessment Design**

Approve Entering Into an Agreement with ACT, Inc. for the Purchase of Test Materials and Related Services. [10-0728-PR15](#)

**Office of Procurement**

Approve Entering Into an Agreement with Citibank (South Dakota), N.A. for Multi Purpose Procurement Card Services (Revenue Generating). [10-0728-PR2](#)

Approve Payments to, or Alternatively, Entering Into an Agreement with the Chicago Transit Authority ("CTA") for the Purchase of CTA Fare Cards and Transfers. [10-0728-PR3](#)

Approve Exercising the Second Option to Renew the Agreements with Various Vendors for the Purchase of Library Books, Reference Books and Related Services. [10-0728-PR5](#)

Approve Entering into an Agreement with Silk Screen Express, Inc for the Purchase of School Uniforms for Elementary and High School Students. [10-0728-PR7](#)

Approve the Assignment and Assumption of the United Supply Services, Inc. Contract to the Standard Companies. [10-0728-PR8](#)

**Area 13**

Approve Entering Into an Agreement with Ann M Chavez LLC for Consulting Services for the Comprehensive Instructional Framework (Area 13). [10-0728-PR17](#)

Approve Entering Into an Agreement with University of Chicago Gleacher Center for Catering Services and Space Rental (Area 13). [10-0728-PR19](#)

### **Area 3**

Ratify Exercising the Option to Renew the Agreement with Edison Learning, Inc. for Consulting Services (Area 3). [10-0728-PR18](#)

### **The Office of Language and Cultural Educational**

Approve Payment to the International Exchange Division East China Normal University for the Chinese Summer Language Institute Program. [10-0728-PR20](#)

Approve Payment to the University of Chicago for the Chicago Startalk Arabic and Chinese Language Institutes. [10-0728-PR21](#)

### **The Law Department**

Approve Entering Into a Subscriber Agreement with LexisNexis for Computer Assisted Legal Research Services. [10-0728-PR22](#)

Approve Payment to LexisNexis for Access to Computer Assisted Legal Research Services. [10-0728-PR23](#)

Approve Entering Into a Subscriber Agreement with West for Computer Assisted Legal Research Services. [10-0728-PR24](#)

### **Office of Leadership Development and Support**

Approve Entering Into an Agreement with Steven Gering for Consulting Services. [10-0728-PR25](#)

### **Office of Special Education and Supports**

Approve Exercising the Third Option to Renew the Agreement with the University of Chicago for Consulting Services Provided by the Chapin Hall Center for Children. [10-0728-PR26](#)

### **Board Office**

Approve Payment for Services Provided to the Board Office (Illinois Association of School Boards). [10-0728-PR16](#)

### **Chicago Public Schools Recycling Programs:**

Chicago Public Schools Procurement and Contracts Department is pleased to announce the launching of a CPS-Recycling Program for inkjet and toner cartridges for all schools and departments by the following vendor:

Staples – [www.corerecycling.com](http://www.corerecycling.com)

The Staples program has been customized for Chicago Public Schools. Join Staples' program and support CPS environmental goals and earn rebate dollars for school and department. Just simply sign-up and the necessary materials will be sent to you. For addition information contact, Felicia D. Carwell Commodity Manager at 773-553-2289.

### **PROCUREMENT SURVEY - TELL US HOW WE ARE DOING**

Purchasing takes great effort in providing goods and services to the District. This is your opportunity to let us know how we're doing. Let us hear from you!

Follow the [directions below](#) to the procurement survey and let your voice be heard. Our procurement survey will be conducted on a quarterly basis.

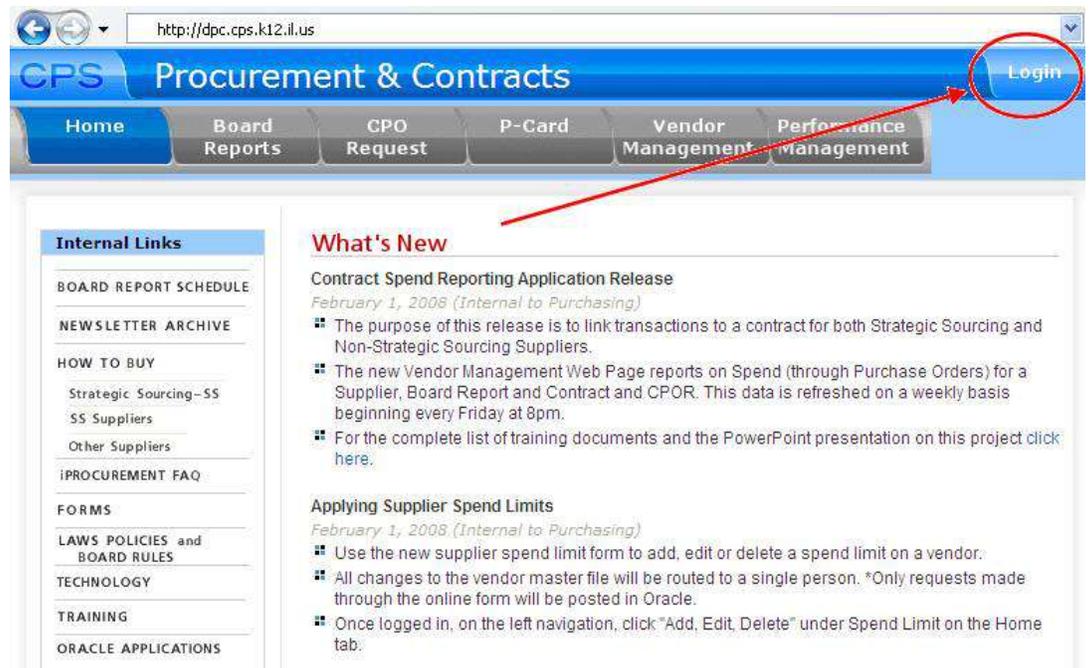
# Expedited Purchasing Request Form

Occasionally during the course of our school year, a critical need can arise for goods outside the normal ordering process. An Expedited Purchasing Request web form has been created for these rare occasions. This form allows the user to submit an escalation request to the Chief Purchasing Officer.

The form should only be used for critical goods/commodities needed for the function of the school or District. It is highly recommended this form should be submitted by a school official, CAO or department head. Upon submittal, the Chief Purchasing Officer will evaluate "the need" and render a decision. The requestor will receive email notification of the CPO's decision.

Navigation to the form and survey:

1. Click on the following link for the purchasing website: <http://dpc.cps.k12.il.us>
2. Click on the Login at the top right corner.



3. Enter your CPS username and password.

4. Click on the Forms, under the Internal Links left side navigation menu.



5. After clicking Forms on the left you will see the Procurement Survey and the Expedited Purchasing Request.



## VENDOR OF THE MONTH

Introducing the New Board Approved School Uniform Vendor.

Silk Screen Express, Inc.  
 7611 West 185<sup>th</sup> Street  
 Tinley Park, IL 60477  
 Contact: Dawn Coleman  
 800-366-5071

CPS Vendor number is #35165.  
 Approved on Board Report 10-0728-PR7.

Vendor supplies School Uniforms for Elementary and High School Students.

## Someone You Should Know in Purchasing

**Stuart Unger**

**Director of Vendor Management**

**Department of Procurement and Contracts**

**Director of Vendor Management.** Manage the relations with Vendors including issues of performance, payment, and PLA compliance. Responsible for: (a) the review and approval of Applications for Vendor numbers; (b) the review of all Solicitations; and (c) the drafting of standard Contracts between \$25,001 and \$75,000. Chairman of the Non-Competitive Procurement Review Committee. Draft all Procurement forms and keep web site current with respect to all legal developments. Review legislation that affects the procurement process.

APPROVED:

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Dr. Barbara Eason-Watkins  
Chief Education Officer