



Procurement & Contracts

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

OCTOBER 2010

OPAL L. WALLS, CHIEF PURCHASING OFFICER

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DEPARTMENT OF
PROCUREMENT AND
CONTRACTS WEBSITE

For comments, questions
or additional information,
please email us at:
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

- Silk Screen Express is a Strategic Sourcing Vendor for the purchase of School Uniforms and we now host a Catalog on the iProcurement shop page for this vendor.
- 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.

Introducing Procurements “Something New Section”

- Strategic Sourced – Bathroom Products and Dispensers. [10-0922-PR1](#)
 - Inlander Brothers Inc.
 - Inter City Supply Co., Inc.
 - KMI Supplies, Inc
 - Laport Chemical & Supply, Inc.
- Strategic Sourced – Chatwells/Thompson for Food Services Management to accommodated snacks as part of the extended day learning program. [10-0922-PR5](#)
- Strategic Sourced – There is now a link to purchase Janitorial Supplies. <http://www.csc.cps.k12.il.us/purchasing/index.php@tab=3&id=52.htm>

Aztec Supply Corporation

Supplier #11933

Biotek Corporation

Supplier # 29100

DuMore Supplies

Supplier # 29369

Inlander Brothers, Inc

Supplier # 13370

Kranz, Inc

Supplier # 37382

Milestone Equipment & Supplies

Supplier # 24986

PCS Industries

Supplier # 21652

B&L Distributor

Supplier #29609

Chemcraft Industries, Inc.

Supplier #27135

Equity Industrial Supply, Inc.

Supplier #27853

KMI Supplies, Inc.

Supplier #10702

Laport Chemical & Supply, Inc.

Supplier #28922

Onyx Distribution & Service, LLC.

Supplier #51784

Standard Companies

Supplier #35567 Formely United Supply

Office of Procurement and Contract

Approve Entering Into Agreements with Various Vendors for the Purchase of Bathroom Products and Dispensers. [10-0922-PR1](#)

Inlander Brothers, Inc.
Vendor #: 13370

KMI Supplies, Inc.
Vendor #: 10702

Inter City Supply Co., Inc.
Vendor #: 30465

Laport Chemical & Supply
Vendor #: 28922

Citywide Food Services

Amend Board Report 10-0428-PR7 Approve Exercising the First Option to Renew the Agreement with C and M JV1 Company, Ltd. for Milk Supply and Delivery Services. [10-0922-PR4](#)

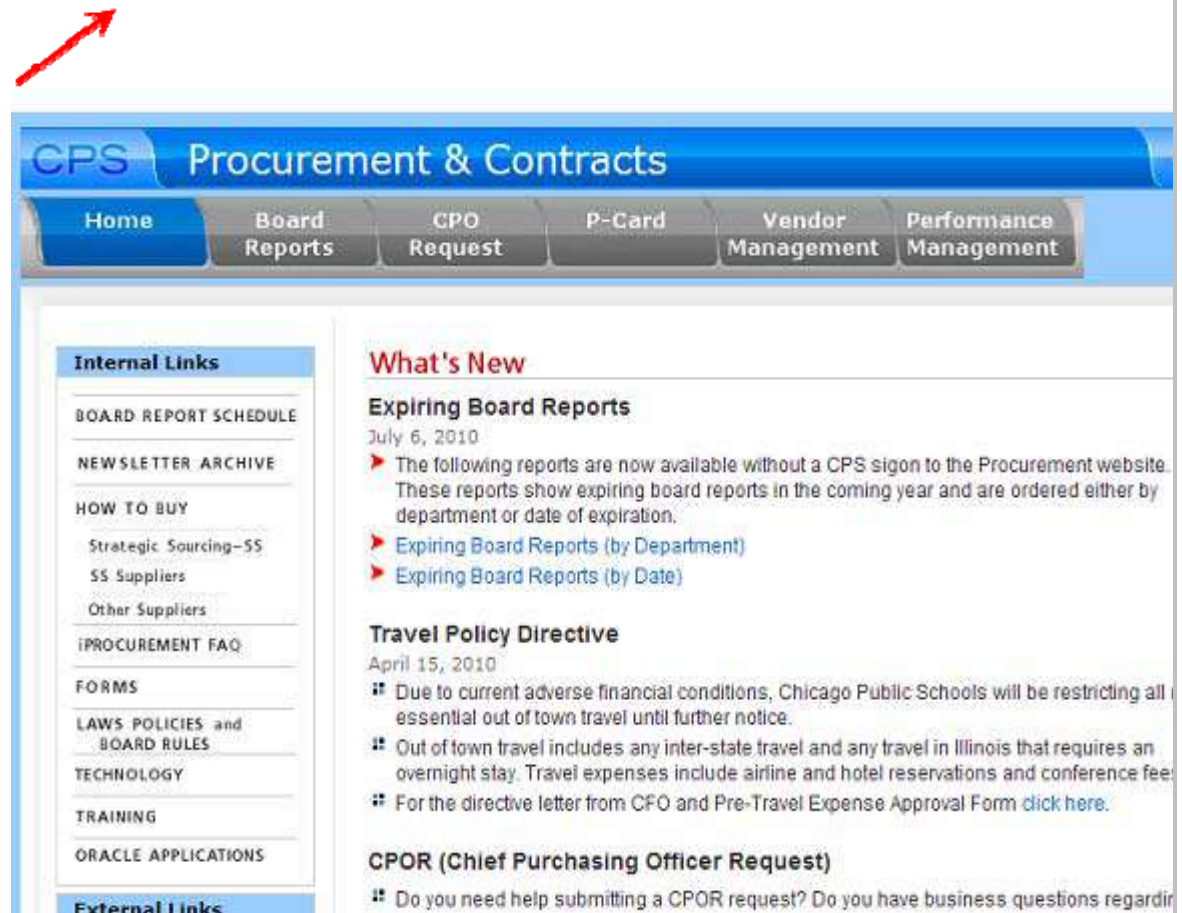
Amend Board Report 10-0428-PR9 Approve Entering Into an Agreement with Chartwells/Thompson for Food Services Management. [10-0922-PR5](#)

Amend Board Report 10-0428-PR16 Approve Exercising the Second Option to Renew the Agreement with Preferred Meal Systems for Prepared Meals-Frozen Preplated and Distribution Services. [10-0922-PR7](#)

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.



The screenshot shows the CPS Procurement & Contracts website. The navigation menu includes Home, Board Reports, CPO Request, P-Card, Vendor Management, and Performance Management. The 'Board Reports' tab is highlighted. The main content area features a sidebar with 'Internal Links' (BOARD REPORT SCHEDULE, NEWSLETTER ARCHIVE, HOW TO BUY, Strategic Sourcing-SS, SS Suppliers, Other Suppliers, IPROCUREMENT FAQ, FORMS, LAWS POLICIES and BOARD RULES, TECHNOLOGY, TRAINING, ORACLE APPLICATIONS) and 'External Links'. The main content area has a 'What's New' section with 'Expiring Board Reports' (dated July 6, 2010) and 'Travel Policy Directive' (dated April 15, 2010). The 'Expiring Board Reports' section states that reports are now available without a CPS signon and are ordered by department or date of expiration. It includes links for 'Expiring Board Reports (by Department)' and 'Expiring Board Reports (by Date)'. The 'Travel Policy Directive' section mentions that due to current adverse financial conditions, Chicago Public Schools will be restricting all essential out of town travel until further notice. It also states that out of town travel includes any inter-state travel and any travel in Illinois that requires an overnight stay. Travel expenses include airline and hotel reservations and conference fees. For the directive letter from CFO and Pre-Travel Expense Approval Form, it says 'click here'. Below this is a section for 'CPOR (Chief Purchasing Officer Request)' with a link for help submitting a CPOR request or for business questions regarding it.

SEPTEMBER BOARD REPORTS

Information & Technology Services

Approve Exercising the Final Option to Renew the Agreement with Omicron Technologies for School Key Card Systems and Associated Services.

[10-0922-PR10](#)

Ratify the Annual Option to Renew Technical Support with Oracle America, Inc.

[10-0922-PR11](#)

Office of Extended Learning Opportunities

Amend Board Report [10-0526-PR20](#) Approve Exercising the Option to Renew the Agreement with Various External Partners to Provide Out-of-School Time Programs and Services to Students and Their Families in the Chicago Public Schools Community Schools Initiative. [10-0922-PR16](#)

Approve Entering Into an Agreement with City Year for Tutoring Services.

[10-0922-PR17](#)

Office of Student Support and Engagement

Facility Operation & Maintenance

Amend Board Report [10-0428-PR13](#) Approve Exercising the Second Option to Renew the Pre-Qualification Status of Contractors to Provide General Contracting Services. [10-0922-PR6](#)

Approve Payment to Indigo Construction Services Inc. for Replacement Air Conditioning Units for Dunbar High School. [10-0922-PR9](#)

Office of Performance

Approve the Pre-Qualified Status of and Entering Into Agreements with Karl Productions, CCFC Inc. and Rocket Productions for Video Production Services.

[10-0922-PR20](#)

Department of College and Career Preparation

Approve Exercising the First Option to Renew the Agreement with After School Matters to Provide Apprenticeship and Educational Services. [10-0922-PR14](#)

Approve Entering Into an Agreement with Careers Through Culinary Arts Program (C-CAP) for Educational Services. [10-0922-PR15](#)

Turn- Around Schools

Approve Entering Into Agreements with Various Consultants to Provide School Diagnostic Services for Probation High Schools and Elementary Schools.

[10-0922-PR26](#)

Citywide-Dept of Libraries and information Systems

Approve Exercising the First Option to Renew the Software and License Service Agreement with the Library Corporation. [10-0922-PR25](#)

Citywide – Reading & Language Arts

Approve Entering Into a License Agreement with Achieve 3000, Inc. for the Purchase of Web-Based Instructional Text for Use in Reading Response to Intervention Services (RTI) and Language Arts (RLA) Curriculum – Dreams and Dreams and Doorways. [10-0922-PR23](#)

Office of Teaching and Learning

Amend Board Report [10-0428-PR40](#) Approve Entering Into Agreements with Various Vendors for Purchase of Response to Intervention Services (RTI).

[10-0922-PR22](#)

Ratify Exercising the Second Option to Renew the License Agreement with the Gale Group. [10-0922-PR24](#)

Office of the Board of Education

Approve Payment to National School Boards Association for Membership Fees - Office of the Board. [10-0922-PR12](#)

Office of Procurement and Contract

Approve Entering Into Agreements with Various Vendors for the Purchase of Bathroom Products and Dispensers. [10-0922-PR1](#)

Approve Exercising the Option to Renew the Agreement with Central Audio-Visual Equipment, Inc. [10-0922-PR2](#)

Approve Extending the Agreement with Bank of Montreal/Harris Bank for Procurement Card Program (Revenue Generating). [10-0922-PR3](#)

Citywide Special Education and Supports

Amend Board Report 09-0624-PR34 Approve Entering Into an Agreement with Stericycle, Inc. for Bloodborne Pathogens Supplies. [10-0922-PR21](#)

Office of Human Capital

Approve Extending the Agreement with R.V. Kuhns Associates, Inc. for Consulting Services. [10-0922-PR18](#)

Law Department/ Risk Management

Authorize Placement of the Board's Pollution Liability Insurance Program Through Mesirow Insurance Services, Inc. [10-0922-PR19](#)

Additional Learning Opportunities

Approve Entering Into an Agreement with Peace and Education Coalition of Back of the Yards, New City for Additional Learning Opportunities Facilitator Support at Chavez School. [10-0922-PR13](#)

Department of Operation

Approve the Award of Construction Contracts and Approve Changes to Construction Contracts for the Board of Education's Capital Improvement Program. [10-0922-PR8](#)

Citywide Food Services

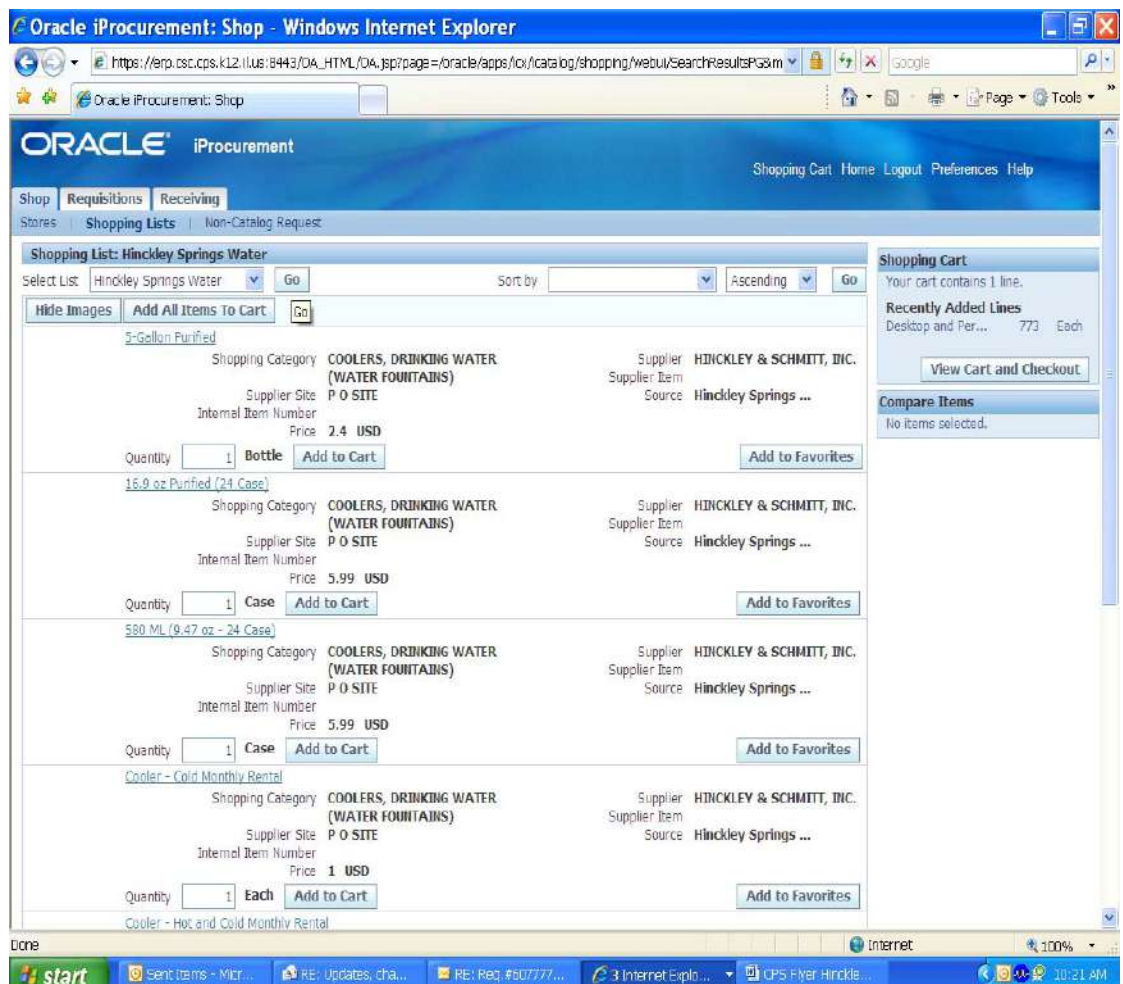
C and M JV1 Company, Ltd. for Milk Supply and Delivery Services. [10-0922-PR4](#)

Chartwells/Thompson for Food Services Management. [10-0922-PR5](#)

Preferred Meal Systems for Prepared Meals-Frozen Preplated and Distribution Services. [10-0922-PR7](#)

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.**



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 – <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.

Vendor of the Month

Multiple Business Systems, Inc.
18250 Harwood Avenue
Homewood, IL 60430
Phone: 708-798-2447 or 708-799-3400
Contact : Raymond Tolbert

Web site: www.mbsnet.net

CPS Vendor number #36978

Vendor supplies: Copiers/Printers, Audio Visual Equipment, Professional Development Programs.

Someone You Should Know in Purchasing

Craig Holloway, CPPB
Commodity Manager

- Manager of the Desktop and Laptop Strategic Sourcing Process.
- Manager of the Computer and Network Maintenance Strategic Sourcing Process.
- Manager of the Microsoft Software Strategic Sourcing Process.
- Prepares RFP, RFQ and Bid Solicitations.
- Works closely with end user to develop solicitation strategies and determine needs.
- Research prospective commodities in the market place.

APPROVED:

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Chief Education Officer