

**AUTHORIZE PAYMENT FOR MAIL SERVICES****THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:**

Authorize payment to Zip Mail Services, Inc. for the mailing of the No Child Left Behind parent notification packets for the Supplemental Services Providers Program at a cost not to exceed \$85,400.00. No contract is required for this purchase. Information pertinent to this purchase is stated below.

**Specification No:** 00-000000

**VENDOR:** Zip Mail Services, Inc.  
4350 United Parkway  
Schiller Park, IL 60176-1712  
Phone No.(847) 233-9450  
Vendor #: 21114

**USER:** Office of Research, Evaluation and Accountability  
125 S. Clark St., 11<sup>th</sup> floor  
Chicago, IL 60603  
Contact Person: Adalbert Kouba  
Telephone: (773) 553-2335

**DESCRIPTION OF PURCHASE:**

**ITEMS:** NCLB Parent Notification Packets

**QUANTITY:** Approximately 133,823 8 ½ X 11 envelopes weighing between 1-2 ounces

**UNIT PRICE:** Postage - The per envelope fee to apply postage and presort is \$.638 cents.

**TOTAL COST:** Not to exceed \$85,400.00.

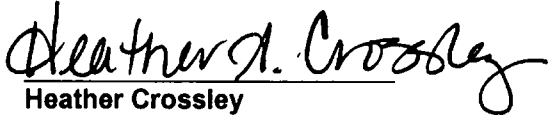
**PURCHASE PERIOD:** August 21, 2003 through August 28, 2003.

**AFFIRMATIVE ACTION:** Exempt

**LSC REVIEW:** Local School Council approval is not applicable to this report.

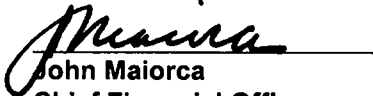
**FINANCIAL:** Charge to: Office of Research, Evaluation & Accountability \$85,400.00 FY 2004  
Budget Classification: 0012-242 813-1067-5390 Source of Funds: No Child Left Behind

Approved for Consideration:



Heather Crossley  
Chief Procurement Officer

Within Appropriation:




John Maiorca  
Chief Financial Officer

Approved:

  
Arne Duncan  
Chief Executive Officer

Approved as to legal form:

  
Ruth Moscovitch  
General Counsel