

September 28, 2016

**AMEND BOARD REPORT 00-0823-PO1**  
**AMEND ADOPT THE CHICAGO PUBLIC SCHOOLS' POLICY ON STRATEGIC SOURCING**

**THE CHIEF EXECUTIVE OFFICER RECOMMENDS THE FOLLOWING:**

Amend Adopt the Chicago Public Schools' Policy on Strategic Sourcing.

**PURPOSE:** The Chicago Public Schools seeks to derive significant benefits of improved pricing and service by aggregating purchases for volume discounts from vendors in various goods and services.

**PRESENT POLICY:** None.

**POLICY TEXT:**

**THE CHICAGO PUBLIC SCHOOLS' POLICY ON STRATEGIC SOURCING**

In an effort to reduce the cost of goods and services ~~non-educational services and certain commodities, and in order to implement cost-saving measures~~ (as authorized by 105 ILCS 5/34-3.3(ii)), the Department of Procurement and Contracts initiated a review of the Chicago Public Schools' purchasing practices to determine whether the level of service and value of certain goods and services categories of commodities could be better served by a strategic sourcing initiative ("Strategic Sourcing"). Strategic Sourcing is a purchasing strategy through which the Chicago Public Schools achieves improved and consistent prices and service from vendors by aggregating purchases and by obtaining volume discounts. Strategic Sourcing identifies the best-qualified vendors, implements a structured purchasing process, and concentrates the resources of the Chicago Public Schools in the marketplace.

In his or her discretion, the Chief Procurement Officer will review all purchases of goods and services and implement a Strategic Sourcing strategy wherever appropriate. The following commodities shall be subject to Strategic Sourcing:

1. ~~Printing Services, including, but not limited to, publications, brochures, stationary, and form documents;~~
2. ~~Office and Educational Supplies, including, but not limited to, paper, pens, pencils, awards, plaques, certificates, and science and arts supplies; and~~
3. ~~Telecommunications Equipment, including, but not limited to, printers, faxes, scanners, photocopiers, computers, servers, software, and their maintenance, supplies, and training; and other electronic equipment including, but not limited to, televisions, camcorders, and projectors.~~

~~Additional categories of commodities may be included in the Strategic Sourcing initiative by amending this Policy from time to time.~~

~~Schools (pursuant to 105 ILCS 5/34-2.3(4)), and all administrative offices and central office departments shall participate in Strategic Sourcing for purchases of goods and services available from for the identified categories by utilizing the pre-approved vendors in accordance with such vendors' pre-negotiated master contracts. A procedures manual for utilizing Strategic Sourcing vendors is available from the Office of Procurements and Contracts. Strategic Sourcing vendors shall be monitored by the Office of Procurements and Contracts on a monthly basis and meetings with each vendor shall be scheduled on a quarterly basis. At the end of each year of a Strategic Sourcing master contract, the The Office Department of Procurements and Contracts shall provide the Board with a report and an analysis of the cost-savings for strategically sourced goods and services such commodity on a monthly basis.~~

~~This policy is effective immediately and applies to all Strategic Sourcing master contracts entered into as of July 1, 2000 for the above identified categories. This Policy, however, does not affect any contracts~~

Contracts entered into by any school, or administrative office or central office department without the prior approval of the Chief Purchasing Officer for goods or services available under a dated prior to the effective date of any Strategic Sourcing master contract, are subject to review by the Chief Executive Officer or designee. The Chief Executive Officer or designee may permit the continuation of such contracts or direct that such contracts be terminated, regardless of the length of term of such contract.

**LSC APPROVAL:** Not applicable.

**AFFIRMATIVE ACTION STATUS:** Not applicable.


**PERSONNEL IMPLICATIONS:** Not applicable.

**POLICY DEVELOPMENT:** This policy was developed by and with participation of the Office of Procurements and Contracts, the Office of the Board and the Law Department.

**POLICY REVIEW:** This policy was reviewed by the Chief Administrative Officer Office of the Chief Fiscal Officer and the Office of Management and Budget.


**Approved for Consideration:**

**Approved:**

  
Alfonso de Hoyos-Acosta  
Chief Administrative Officer

  
Forrest Claypool  
Chief Executive Officer

**Approved as to Legal Form:**

  
Ronald L. Marmer  
General Counsel