

**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. 14<sup>th</sup> floor

Approved for Consideration:

*[Handwritten signature]*

Approved:

*[Handwritten initials]*

Chief Disposition Officer

Chief Executive Officer