

20907

ADOPTED
BOARD OF TRUSTEES OF
COMMUNITY COLLEGE DISTRICT NO. 508

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County of Cook and State of Illinois

OCT 1 - 1998

COUNTY OF COOK
AND STATE OF ILLINOIS

PRINT CENTER TECHNICAL SERVICES
OFFICE OF INFORMATION TECHNOLOGY
DISTRICT OFFICE

THE CHANCELLOR

REPORTS

that there is a need for technical service assistance in the OIT Print Center to maintain the printing and distribution functions of the District's SPAS and Genesys subsystems; and

that Sierra Systems will continue to provide services for printing and distributing the following reports for SPAS and Genesys: daily reports, grade mailers mid-term and final, class attendance lists, BEOG, PELL and student refund check processing, grade labels, payroll checks, payroll register and other reports as requested; and

that Sierra Systems will continue to provide the needed technical services at a cost not exceed \$9,000.00 per month from September 1, 1998 through February 28, 1999; and

that Sierra Systems has been providing these technical services since January 1998 and has submitted outstanding invoices totaling \$37,922.99; and

THE CHANCELLOR

RECOMMENDS

that the Board of Trustees ratifies the Chairman's pre-approval to issue a purchase order for payment of the outstanding invoices totaling \$37,922.99 to Sierra Systems, 525 W. Monroe Street #2230, Chicago, for the OIT print center technical services since January 1998; and

that the Board of Trustees approves the issuance of a purchase order in the total amount of \$54,000.00 to Sierra Systems for the continuation of these technical services from September 1, 1998 through February 28, 1999.

FINANCIAL

\$91,922.99 -- Educational Fund

Respectfully submitted:

Wayne D. Watson
Chancellor

October 1, 1998

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CITY COLLEGES OF CHICAGO

WAIVER OF COMPETITIVE PROCEDURE REQUIREMENT

Board rules state that it is the general policy of the District to use competitive procedures to select professional service consultants. Section 4(a) 1-4 of Board Rule -- list situations in which a waiver of competitive procedure requirement is possible. In order to retain a consultant without competitive procedures, this waiver form must be completed and approved by the College President, the appropriate Vice Chancellor or the Chancellor.

1. Type of consultant/services required:

Staffing for print operator services in the Office of Information Technology.

2. Brief description of the need for a professional services consultant:

There are no in-house CCC staff who operate the high speed printers for high volume reports.

3. Reason that competitive procedures are not appropriate in this situation:

Company is currently providing CCC service and is knowledgeable about CCC. Time is of the essence for these services.

4. Basis for selecting the recommended individual or firm:

Company is currently providing services to CCC.

Lacy L. Thomas 9/21/92
Person initiating request

College and/or Department

Approved by

Title