

20914

ADOPTED
BOARD OF TRUSTEES OF
COMMUNITY COLLEGE DISTRICT NO. 508

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County of Cook and State of Illinois

**COUNTY OF COOK
AND STATE OF ILLINOIS**

LIBRARY AUTOMATION CONSULTANT SERVICES
CITY COLLEGES OF CHICAGO

THE CHANCELLOR

REPORTS

that automation of the libraries is moving toward implementation in the very near future, and that bringing this system to fruition and maintaining it will entail dealing with a number of technical details; and

that an expert in this specific area is needed to oversee this project who is a trained librarian with extensive experience with general automation, library-specific automation needs, network connectivity, and training; and

that Hettinger & Associates, Inc., a library consulting business, has done a preliminary study of the scope of the library automation project and has proposed to provide a technical consultant with experience in library automation at a cost of \$75.00 per hour for an estimated 298-464 hours as outlined in the work plan.

THE CHANCELLOR

RECOMMENDS

that the Board of Trustees approves the issuance of a purchase order in an amount not to exceed \$35,000.00 to Hettinger & Associates, 3856 N. Paulina, Chicago, to oversee the library automation project in accordance with the proposal submitted.

FINANCIAL

\$35,000.00 -- SPG Grant

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:

The City Colleges need a professional librarian who is familiar with the technical aspects of automation and who has experience overseeing library automation implementation.

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

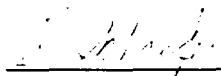
There is currently no one at the district office assigned to library automation as a primary responsibility. As a result, oversight of the project has not been as thorough or as proactive as it should have been. Hiring a consultant with experience in the area will expedite implementation of the library automation project.

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

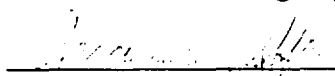
Hettinger & Associates did a preliminary study of the status of library automation at the City Colleges which was very insightful and which provided a practical, "project management" oriented workplan for implementing automation.

4. Basis for selecting the recommended individual or firm:

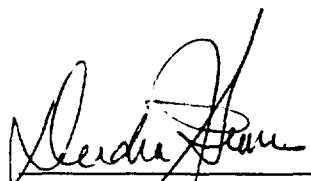
Hettinger & Associates is an established, woman-owned library consultant firm which has worked with the Chicago Public Schools library automation project.



Person initiating request



College and/or Department



Approved by

Interim Vice Chancellor,
Academic Affairs, Planning
and Research

Title