

21443

ADOPTED
BOARD OF TRUSTEES OF
COMMUNITY COLLEGE DISTRICT NO. 501

AUG 5 - 1999

COUNTY OF COOK
AND STATE OF ILLINOIS

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
County of Cook and State of Illinois

MARKETING & COMMUNICATIONS CONSULTANT SERVICES
OLIVE-HARVEY COLLEGE

THE CHANCELLOR

REPORTS

that there is a need to utilize the consultant services of Derrick K. Baker to promote the College's programs, services and registration; and

that Derrick K. Baker has been providing marketing and communications services since February 1999, and is an experienced, credentialed professional; and

that Derrick K. Baker has proposed to continue providing these services at a monthly rate of \$2,000.00 from July 1, 1999 through June 30, 2000; and

that the purchase of professional services is exempt from competitive bidding requirements.

THE CHANCELLOR

RECOMMENDS

that the Board of Trustees approves the issuance of a purchase order in the total amount of \$24,000.00 to Derrick K. Baker, 10509 South Artesian Avenue, Chicago, for marketing and communications services at Olive-Harvey College.

FINANCIAL

\$24,000.00 -- Educational Fund

Respectfully submitted:

Wayne D. Watson
Chancellor

August 5, 1999

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CITY COLLEGES OF CHICAGO

WAIVER OF COMPETITIVE BIDDING REQUIREMENT

Board Rules state that it is the general policy of the District to use competitive bidding procedures to select professional service consultants. Section 4 of the Board Rules lists situations in which a waiver of competitive procedure 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.

Brief Description: **MARKETING & COMMUNICATIONS CONSULTANT**

The College has a need to retain the professional services of a marketing and communications consultant to promote the institution's programs, services and registration.

Type of Service:

Competitive procedures would not assess the qualitative issues necessary in the selection process.

Reason that Competitive Bidding is not appropriate:

Familiarity with Olive-Harvey College's service area as well as demonstrated skill and experience in marketing.

Roy F. McCampbell
Person Initiating Request

Department

APPROVED:

College President or Vice Chancellor

Date _____