

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

JUN 3 - 1999

COUNTY OF COOK  
AND STATE OF ILLINOIS

TEMPORARY CLERICAL SERVICES  
OFFICE OF PUBLIC RELATIONS  
DISTRICT OFFICE

THE CHANCELLOR

REPORTS

that there is a continuing need for clerical assistance in the Office of Public Relations; and that a candidate provided by Office Team, 205 N. Michigan, Chicago, been providing a temporary with the requisite experience; and the temporary clerk is now familiar with District procedures and office needs; and

that the Office Team has agreed to continue to provide the temporary for an additional 10- week period at a total cost of \$8,332.00; and

that this additional cost will exceed the level of professional services that can be approved by the Chancellor; and

that the total expenditure is estimated and is calculated by multiplying the estimated number of hours by the hourly rate quoted; and the actual expenditure may vary based on number of hours required; and

that this purchase of professional services is exempt from competitive bidding.

THE CHANCELLOR

RECOMMENDS

that the Board of Trustees approves the issuance of a purchase order in the total amount of \$8,332.00 to Office Team, 205 N. Michigan, Chicago, for temporary clerical staffing services as described above.

FINANCIAL

\$8,332.00 -- Educational Fund

Respectfully submitted:

Wayne D. Watson  
Chancellor

June 4, 1999