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

**ADOPTED**  
BOARD OF TRUSTEES OF  
COMMUNITY COLLEGE DISTRICT NO. 508  
MAR 4 1999

**COUNTY OF COOK  
AND STATE OF ILLINOIS**

PRINT CENTER TECHNICAL SERVICES  
OFFICE OF INFORMATION TECHNOLOGY  
DISTRICT OFFICE  
(Amend Board Report #20907 dated 10-1-1998)

THE CHANCELLOR

REPORTS

that in Board Report #20907 dated 10-1-1998, the Board approved the continuation of the technical services of Sierra Systems, Chicago, through 2-28-1999 in the OIT Print Center to maintain the printing services and distribution functions of the District's SPAS and Genesis Systems; and

that staff recommends that Sierra Systems continue its services through June 30, 1999 for printing and distributing the following reports from the SPAS and Genesis Systems:

- ▶ 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;

that Sierra Systems will continue to provide the needed technical support services at a cost not exceed \$9,000.00 per month from March 1, 1999 through June 30, 1999; and

that this purchase of 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 \$36,000.00 to Sierra Systems, 525 W. Monroe Street #2230, Chicago, for the continuation of the technical support services in OIT from March 1, 1999 through June 30, 1999.

FINANCIAL

\$36,000.00 -- Educational Fund

Respectfully submitted:

Wayne D. Watson  
Chancellor

March 4, 1999

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:

A person to provide the daily submission job requests, print mainframe specialized forms, provide payroll processing, and the printing of all non-FMS check runs.

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

The person provides the daily submission of job runs, preforms payroll processing and prints mainframe reports for the district. In addition to payroll processing, all other non-FMS checks are printed by this position.

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

Need a reliable person with CCC specific training. The amount of time required to train outside print operators in the specialized daily job runs, and payroll processing is significant.

4. Basis for selecting the recommended individual or firm:

CCC has used several firms in the past for temporary print operators. Sierra has been the most responsive in meeting OIT's immediate needs. Sierra has presented qualified individuals and the current operator has been the most productive individual and is very knowledgeable with CCC run schedules and operations.

\_\_\_\_\_  
Person initiating request

\_\_\_\_\_  
College and/or Department

\_\_\_\_\_  
Approved by

\_\_\_\_\_  
Title