

21168

**ADOPTED**  
BOARD OF TRUSTEES OF  
COMMUNITY COLLEGE DISTRICT NO. 508

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County of Cook and State of Illinois

MAR 4 1999

COUNTY OF COOK  
AND STATE OF ILLINOIS

TEMPORARY CLERICAL SUPPORT SERVICES  
OFFICE OF INFORMATION TECHNOLOGY  
DISTRICT OFFICE

THE CHANCELLOR

REPORTS

that since May 1998, OIT has utilized temporary clerical services [chosen by Collegis managers] from the firm of Loftus & O'Meara to provide clerical support; and that these services will be discontinued at the end of February 1999; and

that based on staff research of the services provided, approval is requested to pay Loftus & O'Meara for the temporary support services provided from May 1998 through the end of February 1999 in the total estimated amount of \$39,000.00; and

that at its 2-18-1999 meeting, the Board Executive Committee forwarded this payment request to the whole Board for consideration.

THE CHANCELLOR

RECOMMENDS

that the Board of Trustees approves the issuance of a purchase order and payment of accumulated invoices in the total amount of \$39,000.00 to Loftus & O'Meara, 166 East Superior Street, Chicago, for temporary clerical support services in the Office of Information Technology.

FINANCIAL

\$39,000.00 -- Educational Fund

Respectfully submitted:

Wayne D. Watson  
Chancellor

March 4, 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:**

Temporary staff to provide clerical assistance in OIT management areas.

**Type of Service:**

The temporary staff provides clerical support, receives supplies, enters FMS requisitions, and prepares various reports in WordPerfect, Word and Excel.

**Reason that Competitive Bidding is not appropriate:**

Require staff familiar with CCC. The amount of time required to train outside staff in specialized CCC procedure was significant.

**Basis for Selecting the recommended individual/firm:**

Loftus & O'Meara was responsive in meeting OIT's immediate needs to provide support while OIT had vacant positions.

\_\_\_\_\_  
Person Initiating Request

\_\_\_\_\_  
Department

APPROVED:  
  
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