

EXTEND PROFESSIONAL CONSULTANT SERVICES
HEALTH CARE & INSURANCE SERVICES
OFFICE OF HUMAN RESOURCES & STAFF DEVELOPMENT
DISTRICT OFFICE

JUL 6 - 2000

COUNTY OF COOK
AND STATE OF ILLINOIS

THE CHANCELLOR

REPORTS

that in Board Reports 21400, dated 7-1-1999 and 21848, dated March 2, 2000, the Board authorized the services of a professional consultant to provide assistance to the Office of Human Resources and Staff Development; and

that these services include:

- * Assist HR in preparing Requests for Proposals (RFPs) for health care and insurance services,
- * Assist HR in reviewing responses to any RFPs solicited by the District,
- * Provide advice and guidance on benefit plan contract renewals,
- * Periodical competitive review of the District's benefit plans,
- * Attend meetings with service providers when requested,
- * Prepare a redesign of the District's medical plans,
- * Attend bargaining negotiations as a benefits consultant when required,
- * Research and provide information regarding feasibility and costs of benefit plans,
- * Provide other HR consulting services as required.

that the fee for these services was \$35,000.00 for services beginning February 4, 1999 and terminating January 7, 2000; and that staff recommends approval to utilize Molloy Consulting through FY2001 to provide the needed consulting services; and

that these professional services are exempt from the District's competitive bid requirements.

RECOMMENDS

that the Board of Trustees approves the issuance of an addendum purchase order in the amount of \$35,000.00 to Molloy Consulting Inc., 20 East Jackson Boulevard #1050, Chicago, for the period of July 1, 2000 through June 30, 2001 for provision of the needed HR consulting services.

FINANCIAL

\$35,000.00 -- Educational Fund

Respectfully submitted:

Wayne D. Watson
Chancellor

July 6, 2000

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 2 of the Board Rules, Purchasing Policies and Procedures, lists 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:

Consulting Services relating to health and benefit plans.

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

Assist HR in preparing Requests for Proposals (RFP) for health care and insurance services; assist HR in reviewing responses to any RFPs solicited by the District; provide advice and guidance on benefit plan contract renewals; periodical competitive review of the District's benefit plan; attend meetings with service providers when requested; prepare redesign of the District's medical plans; attend bargaining negotiations as a benefits consultant when required; research and provide information regarding feasibility and costs of benefit plans; and provide other HR consulting services as required.

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

Professional Services are exempt from competitive bidding.

4. Is this firm a certified MBE? _____ certified WBE? XXX

Comments _____

*Note: The district M/WBE Plan requests that procuring departments make every good faith effort to meet the district's MBE and WBE purchasing goals. The MBE goal for City Colleges of Chicago is 25% and the WBE goal is 7%.

Sevelly Schuman
Person initiating request

6-16-00
Date

College President
(If request is from a college)

Date

Maritz Manero
Vice Chancellor
(If request is from District Office)

6/19/00
Date