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

FINANCIAL ANALYSIS SERVICES
DISTRICT WIDE

THE CHANCELLOR

REPORTS

that there is a need to retain the services of a firm to conduct two (2) financial analyses as follows:

- 1) Analyze the status of Public Building Commission of Chicago (PBC) funds held for CCC, assist in obtaining reimbursement for capital related expenditures and assist in the determining budgetary allocation and accounting requirements for PBC funds;
- 2) Analyze the District financial status for FY 2000 and 2001, review internal and external reports made on operating budget and recommend improvements to the operating budget and financial condition.

that proposals were obtained from Pandolfi, Topolski, Weiss & Co., LTD, Chicago, to perform the analyses at a total price not to exceed \$15,000.00 for each analysis, plus out-of-pocket expenses not to exceed \$1,500 ; and

that this firm is recommended on the basis of previous successful engagements for fixed asset inventory, and audit preparation services and EXTENDING QUALITY SERVICE STATE AND LOCAL GOVERNMENTAL ENTITIES.

that this 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 an amount not to exceed \$30,000 to Pandolfi, Topolski, Weiss & Co., LTD., 400 N. Michigan, Chicago to provide financial analysis services.

FINANCIAL

\$15,000 - Educational Fund
\$15,000 - PBC Fund (???)

Respectfully submitted:

Wayne D. Watson
Wayne D. Watson
Chancellor

June 1, 2000

COLLEGE REVIEW: _____ REQ. NO. _____
President

DISTRICT OFFICE REVIEWS & DATES SIGNED:

<i>[Signature]</i>	Contract Compel.	Legal	Board Office
Date: 5-23-00			
<i>[Signature]</i>	Admin. Sacs.	Academic Ave.	Other
Date: 5-23-00			

DO-Fixed Asset .wad

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: Auditing and Financial Advisory Service.
- 2. Brief description of the need for a professional services consultant: The District has a need to audit our fund totals at the PBCC and to analyze internal and external accounting reports on fund balances.
- 3. Reason that competitive procedures are not appropriate in this situation: The vendor has strong expertise in these areas plus the District has an urgent need to have this analysis done in preparation for the FY 2000 annual audit.

4. Is this firm a certified MBE ? NO certified WBE? NO

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%.

Person initiating request Date

College President Date
(If request is from a college)

Carlton M. Lee 5/23/00
Vice Chancellor Date
(If request is from District Office)

revised February 11, 1999