

DATA ENTRY SERVICES  
OFFICE OF ACADEMIC AFFAIRS  
DISTRICT OFFICE

THE CHANCELLOR

REPORTS

that there is a need to retain the services of a firm to provide data entry services for four (4) student satisfaction questionnaires as follows:

| QUESTIONNAIRE               | ESTIMATED # OF COMPLETED RESPONSES |
|-----------------------------|------------------------------------|
| Credit Student Survey       | 9,000                              |
| Continuing Education Survey | 6,000                              |
| Value-Added Survey          | 7,000                              |
| Computer Technology Survey  | 5,000                              |

that a Request for Proposal (RFP) was prepared inviting 25 firms to submit a proposal for data entry services including database set-up, questionnaire keying and verification and output of keyed data; and

that 7 responses were received for the requirement as follows: (Underscore indicates recommended firm)

*ABC Data Entry Inc.*

| Proposers                                 | Price              |
|---|--------------------|
| <u>ABC Data Entry Inc., Chicago (MBE)</u> | <u>\$11,100.00</u> |
| Nexus Unlimited, Chicago (MBE)            | \$18,990.00        |
| CompuAction Inc., Chicago (MBE)           | \$21,210.00        |

that the total expenditure is estimated and calculated by multiplying the total estimated number of responses by the unit price proposed; the actual expenditure may vary depending upon the actual number of responses entered; and

*CA*

that ~~two~~ <sup>Four</sup> other proposals were received which were either found to be not qualified or not responsive to the RFP requirements and therefore not considered; and

that the proposals were evaluated by Academic Affairs staff on the basis of vendor qualifications, quality of proposal and price and based on its evaluation, ABC Data Entry Inc, achieved the highest rating and therefore, Academic Affairs recommends ABC Data Entry Inc. to perform the required services; and

that ABC Data Entry Inc. is in compliance with the District M/WBE requirements.

THE CHANCELLOR

RECOMMENDS

that the Board of Trustees approves the issuance of a purchase order in the total amount of \$11,100.00 to ABC Data Entry Inc. , 743 N. LaSalle, Chicago for data entry services in accordance with the RFP dated April 12, 2000.

FINANCIAL

\$11,100.00 – Workforce Preparation Grant

Respectfully submitted:

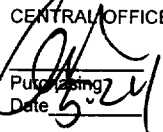
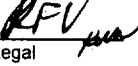
Wayne D. Watson  
Chancellor

June 1, 2000

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COLLEGE REVIEW: \_\_\_\_\_ REQ. NO. \_\_\_\_\_  
 President

CENTRAL OFFICE REVIEWS & DATES SIGNED:

|   |                 |   |              |
|---|-----------------|---|--------------|
|  | Contract Compl. | Legal  | Board Office |
| Purchasing<br>Date _____  | _____           | _____   | _____        |
| Finance   | Admin. Svcs.    | Academic Aff.   | Other        |
| Date _____  | _____           | _____   | _____        |

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OIT Draft FMS Tech Services.doc

DATE: May 24, 2000  
TO: Respicio Vazquez  
CC: Antonio Gutierrez  
Deidra Lewis  
Reyes Gonzalez  
Kevin Fair  
FROM: Gary L. Reis   
RE: Data entry project for Academic Affairs

Academic Affairs staff evaluated the proposals in a two step process as follows:

1. Each vendor proposal was evaluated and scored on the basis of quality of proposal and vendor qualifications. Vendors proposals receiving scores below average were not considered further (A.S.I.A. and Fatma).
2. The vendors proposals receiving above average scores (ABC, CompuAction and Nexus) were considered further and evaluated on the basis of price. The recommendation is being made to award to ABC, the lowest priced qualified vendor.

Summary of Proposals for Spring Survey Data Entry Service  
April, 2000

22020

*Estimated Cost*

| Company                 | Survey                        |   |                                |                     | Total Cost             |
|-------------------------|-------------------------------|---|--------------------------------|---------------------|------------------------|
|                         | How are we doing?<br>(Credit) | How are we doing?<br>(Continuing Education) | Did you get what you came for? | Computer Technology |                        |
| ABC                     | \$4,700                       | \$3,200                                     | \$2,100                        | \$1,100             | \$11,100               |
| A.S.I.A.                | \$3,060                       | \$2,040                                     | \$2,380                        | \$1,700             | \$9,180                |
| CompuAction             | \$7,470                       | \$4,980                                     | \$6,860                        | \$1,900             | \$21,210               |
| Fatma                   | \$7,600                       | \$5,119                                     | \$5,973                        | \$4,266             | \$22,958               |
| Nexus                   | \$7,380                       | \$4,380                                     | \$4,480                        | \$2,750             | \$18,990               |
| Quadrangle <sup>a</sup> | NA                            | NA  | NA                             | NA                  | NA                     |
| Sierra <sup>a</sup>     | \$71,550                      | \$39,600                                    | \$12,600                       | \$7,500             | \$161,000 <sup>b</sup> |

<sup>a</sup> Quadrangle and Sierra did not reponded to the RFP specifications.

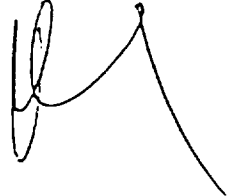
<sup>b</sup> Sierra required an additional cost of \$21,250 for database development and project management.



Office of Planning and Research  
226 W. Jackson Blvd.  
Chicago, IL 60606-6998

Voice (312) 553-2670  
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Memorandum

To: Gary Reis  
cc: Deidra Lewis  
From: Antonio Gutierrez   
Date: May 12, 2000  
Re: Data Entry Service for Spring Surveys

The Office of Academic Affairs recommends ABC as the vendor for the survey data entry project. ABC meets the requirements specified in the RFP and has the most competitive proposal.

Attached you will a summary of the RFP process overview and two tables containing the estimated costs and evaluation summary. Vice Chancellor Lewis instructed me to ask you to prepare a Board report for submission at the next Board meeting.

Please contact me at x2670 if you have any questions or need additional information. Thank you.

# 22020

## Data Entry Services for Spring Surveys RFP Process Overview

The City Colleges of Chicago will be administering four surveys during the last two weeks of the academic year and is subcontracting for data entry services. The job components of the services include:

- 1) Database set-up
- 2) Keying and verifying questionnaires
- 3) Output of keyed data (ASCII format) to diskette

The four surveys to be administered are:

- 1) *How Are We Doing? (Credit Student Satisfaction Survey)*  
A 55 question survey aimed at learning about credit students' level of satisfaction with a range of college services.
- 2) *How Are We Doing? (Continuing Education Student Satisfaction Survey)*  
A 44 question survey designed to learn about continuing education students' level of satisfaction with a range of college services.
- 3) *Did You Get What You Came For? (Value-Added Survey)*  
A 12 question survey aimed at learning more about students' goals and whether these goals are being met by the City Colleges.
- 4) *Computer Technology Survey*  
A 10 question survey designed to learn more students' level of familiarity with computers and their computing needs.

The Office of Academic Affairs sent RFPs to 25 companies, all of which are Minority and Women Business Enterprises.

Seven companies submitted proposals to CCC by April 24<sup>th</sup>. The companies were:

ABC  
A.S.I.A.  
CompuAction  
Fatma  
Nexus  
Quadrangle  
Sierra

Quadrangle and Sierra did not respond according to the RFP specifications and were therefore disqualified.

After carefully reviewing the proposals and judging them in terms of qualifications, quality, and estimated costs, two companies (ABC and CompuAction) were identified as the two top candidates for the project.

Staff members from the Office of Academic Affairs have visited both companies. Both companies, ABC and CompuAction, have the facilities, equipment and track record to perform the job. CCC has utilized the services of both companies in the past.

The Office of Academic Affairs recommends ABC as the vendor for the project. The decision was based on the fact that ABC's proposal was the most competitive and it meets the minority and women business policies of the district.

Proposed costs for the two final candidates:

|             |          |
|-------------|----------|
| ABC         | \$11,100 |
| CompuAction | \$21,210 |

**Summary of Proposals for Spring Survey Data Entry Service  
April, 2000**

*Evaluation*

| Company     | Qualification <sup>a</sup> | Quality <sup>a</sup> | Pricing <sup>b</sup> | Total |
|-------------|----------------------------|----------------------|----------------------|-------|
| ABC         | 4                          | 4                    | 3                    | 11    |
| A.S.I.A.    | 2                          | 2                    | 3                    | 7     |
| CompuAction | 5                          | 5                    | 2                    | 12    |
| Fatma       | 2                          | 2                    | 2                    | 6     |
| Nexus       | 3                          | 3                    | 2                    | 8     |
| Quadrangle  | 2                          | 2                    | NA                   | NA    |
| Sierra      | 3                          | 3                    | 1                    | 7     |

<sup>a</sup> The scoring for Qualification and Quality is on a 5-point scale:  
1) Very Poor, 2) Poor, 3) Average, 4) Good, 5) Very Good.

<sup>b</sup> The scoring for Pricing is on a 3-point scale:  
1) Non-competitive (Over \$25,000)  
2) Competitive (\$15,000 - \$ 25,000)  
3) Very competitive (Less than \$15,000)