

22737

RECEIVED & PLACED
ON FILE

JUL 12 2001

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
County of Cook and State of IllinoisCONSULTANT & PROFESSIONAL SERVICES -- MONTHLY SUMMARY
PAYMENTS APPROVED BY THE CHANCELLOR
(UP TO \$15,000)

In accordance with District purchasing policies (Appendix 23 of the Board Rules), the following professional consulting services have been approved by the Chancellor.

LOCATION	TYPE OF SERVICE	VENDOR	AMOUNT	FUND CHARGED
Daley College	Educational Consultant services for Title V proposal	Equity Research Corporation 5 Thomas Circle-Northwest Washington, D.C.	\$7,000.00	Educational Fund
Daley College	Technical training and support for Gold Mine 5.0 software	Syscon Inc., 15 Spinning Wheel Drive Suite 218 Hinsdale, IL	\$1,428.00	Educational Fund
Kennedy-King College	Workshop - Business community seeks when evaluating employees	Gwendolyn S. McCurine 555 East 33rd Place Suite 108 Chicago, IL	\$1,500.00	Carl Perkins
Truman College	Interpreter services for special needs students	CAIRS 555 East 33rd Place #108 Chicago, IL	\$10,260.00	Special Population Grant
Truman College	Providing on-campus training and education for faculty and staff on issues of cultural diversity and student success	Raymond Padilla 9723 Boerne Haze Boerne, TX	\$1,155.92	Hispanic Serving Institutions Grant
Washington College	Consultant Services	Ron Biondo 2632 Breckenridge Naperville, IL	\$4,500.00	Program Improvement Grant
Wright College	Consultant Services	Occupational & Environment 635 Harding Road Hinsdale, IL	\$4,000.00	Education to Careers Fund
Wright College	Coordination of Gerontology Program and Nursing Home Administration Program	Norma Ritchey 156 Westward Ho Drive Northlake, IL	\$1,500.00	Special Population Grant

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JUL 12 2001

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
County of Cook and State of IllinoisCONSULTANT & PROFESSIONAL SERVICES -- MONTHLY SUMMARY
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(UP TO \$15,000)

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Wright College	Consultant Services	Occupational & Environment 635 Harding Road Hinsdale, IL	\$4,000.00	Education to Careers Fund
Wright College	Coordination of Gerontology Program and Nursing Home Administration Program	Norma Ritchey 156 Westward Ho Drive Northlake, IL	\$1,500.00	Special Population Grant




PO# 1132820
Department of Business Services
226 West Jackson Blvd., 10th Floor
Chicago, Illinois 60606-6998

RH

VOICE: (312) 553-2590
FAX: (312) 553-2594

TO: Wayne D. Watson
Chancellor

FROM: Kevin Fair 
Director of Business Services

DATE: May 18, 2001

RE: FMS Req. # 153639

Vendor: Equity Research Corporation
5 Thomas Circle-Northwest
Washington, DC 20005

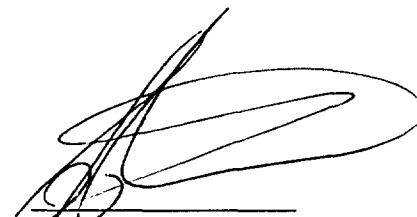
Amount: \$7,000.00
Service: Educational consultant services for Title V proposal for Daley College

Fund: Education Fund

2001 05 18 08:41

Attached is a requisition from Daley College for services from the vendor above as explained in the attached waiver signed by Dr. Mark Warden.

- Attachments: - Requisition excerpt-line zone
-Waiver of competitive procedure requirement for professional services


Wayne Watson
Chancellor

Search Criteria
Requisition Headers

[More]

Number	Preparer	Status	Description	Total []
153639	Uela, Ms.	In Process	Additional	7,000.00

Sourcing Information

Board Report
 Sole Source Vendor? No
 CO obtain quotes? No
 Selected Vendor EQUITY RESEARCH CORP
 Quotation 7000.00
 Vendor 2
 Quotation 2
 Vendor 3
 Quotation 3

PICK HELP

Char Mode: Replace Page 2 Count: *1

Requisition Headers							
Requisition Lines							
More							
Number	Line	Requestor	Item	Rev	Description	Ordered	Delivered ()
153639	1	Warden, M	918.38		CONSULTING	7000	0

Requisition Lines	
Item Description	Additional Consulting Services for TitleV Proposal
Description, cont.	
Vendor Catalog Number	None

Line Type	Goods	Category	0000	Unit	Each	Unit Price	1
Source Type	Suppli	Need-By Date		Reference Number			
Status		Order Number		Deliver-To Location	DA		
Modified No		Description	CONSULTING SERVICES: Education and Training C				
Requisition Distributions							

HELP

Requisition Line
 Number **153639** Line **1** Type **Goods** Unit **Each** Quantity **7000**

Requisition Distributions

More

Distribution	Quantity	GL Date	GL Cancel Date	Charge Account	Budget Account	Reserved
<p>Charge Account Flexfield</p> <p>Fund 00003 UNRESTRICTED - EDUCATION FUND</p> <p>Organization DC00100 PRESIDENT</p> <p>Program G0000002 EXECUTIVE MGMT</p> <p>TSO 9414 CONSULTANT SERVICES</p> <p>Grant Line 0000 Undefined</p> <p>Location 000 Undefined</p>						
Charge Account	UNRESTRICTED ^ EDUCATION -PRESIDENT-EXECUTIVE MGMT-CONSULTA					
Budget Account	UNRESTRICTED ^ EDUCATION -PRESIDENT-EXECUTIVE MGMT-CONSULTA					

CITY COLLEGES OF CHICAGO

WAIVER OF COMPETITIVE PROCEDURE REQUIREMENT

Board rules state that that it is the general policy of the district to use competitive procedures to select professional service consultants. Section 4 of Board Rule – lists situations in which a waiver of the 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.

Type of consultant/services required:

Educational consultant services for Title V proposal for Daley College

Brief description of the need for a professional services consultant:

Equity Research will research and identify funding sources for Title V proposal. They will assist Daley personnel in the development and review of non-technical proposals. Equity Research will identify and meet with institutions to establish collaboration and/or articulation agreements.

Reason that competitive procedures are not appropriate in this situation:


Equity Research provided funding to Daley College for the Bilingual Engineering Program. We have a very good working relationship with them and they are familiar with the college's programs and services.

Basic for selecting the recommended individual or firm:

Equity Research responded to our needs and is available to begin work immediately.

Mark D. Warden
Person Initiating Request

Daley College
College and/or Department

Approved By


President


RH



PO 1134283
Department of Business Services
226 West Jackson Blvd., 10th Floor
Chicago, Illinois 60606-6998

VOICE: (312) 553-2590
FAX: (312) 553-2594

TO: Wayne D. Watson
Chancellor

FROM: Kevin Fair 
Director of Business Services

DATE: June 6, 2001

RE: FMS Req. # 154701

Vendor: Syscon Inc.
15 Spinning Wheel Drive Suite #218
Hinsdale, IL 60521

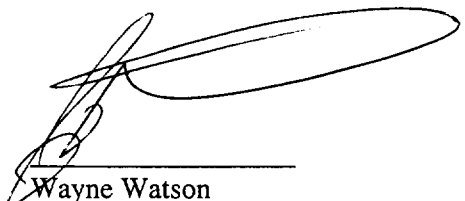
Amount: \$1,428.00
Service: Technical training and support for Gold Mine 5.0 software.

Fund: Education Fund

JUN -8 PM 1:00

Attached is a requisition from Daley College for services from the vendor above as explained in the attached waiver signed by Dr. Mark Warden.

Attachments: - Requisition excerpt-line zone
-Waiver of competitive procedure requirement for professional services



Wayne Watson
Chancellor

req#154701

Search Criteria
Requisition Headers

[More]

Number	Preparer	Status	Description	Total ()
154701	Uela, Ms.	In Process, Re	Syscon, Inc	1,428.00

Sourcing Information

Board Report

Sole Source Vendor? No

CO obtain quotes? No

Selected Vendor SYSCON INC

Quotation 1428.00

Vendor 2

Quotation 2

Vendor 3

Quotation 3

PICK HELP

Char Mode: Replace Page 2

Count: *1

Connected = Telnet



NEWT



LPD

C:\PROGRAM FILE...

Microsoft Word - Docu...



9:20 AM

Requisition Headers							
Requisition Lines							
More							
Number	Line	Requestor	Item	Rev	Description	Quantity Ordered	Quantity Delivered
154701	1	Hughes, M	961.02		MISCELLANEO	21	0

Requisition Lines	
Item Description	Application Consultant (21 hours @ 68.00 /Hour).
Description, cont.	
Vendor Catalog Number	None

Line Type	Goods	Category	0000	Unit Each	Unit Price	68
Source Type	Suppli	Need-By Date		Reference Number		
Status		Order Number		Deliver-To Location	DA	
Modified	No	Description	MISCELLANEOUS PROFESSIONAL SERVICES:Administ			

Requisition Distributions

HELP

Requisition Line

Number 154701 Line 1 Type Goods Unit Each Quantity 21

Requisition Distributions

More

Distribution	GL Cancel	Reserved
Quantity GL Date	Date Charge Account	Budget Account

Charge Account Flexfield

Fund	00003	UNRESTRICTED - EDUCATION FUND
Organization	DC60200	DEAN OF STUDENT SERVICES
Program	S0000002	STUDENT SERVICES ADMINISTRATION
TSU	9415	PROFESSIONAL/TECHNIC
Grant Line	0000	Undefined
Location	000	Undefined

Charge Account UNRESTRICTED ^ EDUCATION -DEAN OF STUDENT SERVICES-STUDENT

Budget Account UNRESTRICTED ^ EDUCATION -DEAN OF STUDENT SERVICES-STUDENT

PICK HELP

> Char Mode: Replace Page 6

Count: *1

CITY COLLEGES OF CHICAGO

WAIVER OF COMPETITIVE PROCEDURE REQUIREMENT

Board rules state that 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:

Daley College recently purchased Gold Mine 5.0, which is client-tracking software. The software will be modified with the intent of tracking student from the point of inquiry through registration. The student services staff will then use this database as a follow up tool for document notification.

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

The 21 hours of technical support service will be used to initially modify the software and to provided 1½ days of staff training.

3. Reasons that competitive are not appropriate in this situation:

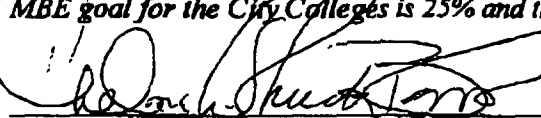
Syscom is the distributor for Gold Mine 5.0.

Is this firm a certified MBE?

Is this firm a certified WBE?

Explain

**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 the City Colleges is 25% and the WBE goal is 7%.*



05/31/01

Person initiating request

Date

General Manager

Date

Chancellor

Date

Handwritten note: "Handwritten - OK, 31 May 01"




PO # 133741
Department of Purchasing
226 West Jackson Blvd., 10th Floor
Chicago, Illinois 60606-6998

RH

VOICE: (312) 553-2590
FAX: (312) 553-2594

TO: Wayne D. Watson
Chancellor

FROM: Kevin Fair 
Director of Business Services

DATE: May 31, 2001

RE: FMS Req. # 155865

Vendor: Gwendolyn S. McCurine
555 E. 33rd Place #108
Chicago, IL 60616


Amount: \$1,500.00
Service: Workshop that will explain what qualities the business community seeks when evaluating employees.

Fund: Carl D. Perkins Vocational & Applied Technology Grant

RECEIVED
JUL 11 PM 3:40

Attached is a requisition from Dawson Technical Institute for services from the vendor above as explained in the attached waiver signed by Dr. Wellington Wilson.

- Attachments:
- Requisition excerpt-line zone
 - Waiver of competitive procedure requirement for professional services
 - Independent Contractor Form


Wayne Watson
Chancellor

req#155865

Search Criteria

Requisition Headers

[More]

Number	Preparer	Status	Description	Total []
155865	Gallagher,	In Process, Re	Workshop se	1,500.00

Sourcing Information

Board Report
 Sole Source Vendor? No
 CO obtain quotes? No
 Selected Vendor MCCURINE, GWENDOLYN S
 Quotation
 Vendor 2
 Quotation 2
 Vendor 3
 Quotation 3

PICK HELP

Requisition Headers							
Requisition Lines							
More							
Number	Line	Requestor	Item	Rev	Description	Ordered	Delivered
155865	1	Robinson	952.90		HUMAN SERVI	1500	0

Requisition Lines	
Item Description	Workshop for students on employment 6-15-01
Description, cont.	RGD1026 GLI 1314
Vendor Catalog Number	None

Line Type	Goods	Category	0000	Unit Each	Unit Price	1
Source Type	Suppli	Need-By Date		Reference Number		
Status		Order Number		Deliver-To Location	DT	
Modified	No	Description	HUMAN SERVICES:Training and Instruction			

Requisition Distributions

HELP

Requisition Line
Number 155865 Line 1 Type Goods Unit Each Quantity 1500

Requisition Distributions
More
Distribution GL Cancel Reserved
Quantity GL Date Date Charge Account Budget Account []

Charge Account Flexfield
Fund 21026 CARL D. PERKINS VOCATIONAL & APPLIED TECHNOLOGY ED
Organization KGD1026 CARL PERKINS VOC & EDC.
Program A0000007 ACADEMIC ADMINISTRATION & PLANNING
TSO 9449 ALL OTHER SERVICES
Grant Line 1314 PROFESSIONAL SERVICES-INSTRUCTIONAL
Location 000 Undefined

Charge Account CARL D. PERKINS VOCATIONA-CARL PERKINS VOC & EDC.-ACADEMIC

Budget Account CARL D. PERKINS VOCATIONA-CARL PERKINS VOC & EDC.-ACADEMIC

PICK HELP

> Char Mode: Replace Page 6

Count: *1

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:

Workshop Presenter

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

Students need the benefit of information provided by individuals who evaluate and hire applicants.

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

This individual has workshops and presenters appropriate for Dawson students.

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

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%.

Michael Jones
Person initiating request

05/22/01
Date

Jack Todd
College President
(If request is from a college)

5/23/01
Date

Vice Chancellor
(If request is from District Office)

Date

RECEIVED FOR PAYMENT
MAY 25 2001
From Dawson Business Office

INDEPENDENT CONTRACTOR INVOICE

DATE 05/22/01

For professional services rendered to: Kennedy-King/Dawson Technical Institute

College and Department

Description of Services: Workshop for students on what the business community
looks for in employees

RECEIVED FOR PAYMENT
MAY 25 2001
From Dawson Business Office

Dates of Service:

From 06/15/01

To 06/15/01

\$50.00 x 30 Units = \$ 1500.00
Rate Balance Due

This is to certify that I am an independent contractor and, therefore, I am responsible for my own Federal Income Tax. As such, I absolve the City Colleges of Chicago from the responsibility of withholding taxes from my remittances.

Social Security No. 377-12-2203

Name (please print) Gwendolyn McCurine

Street Address 555 East 33rd Place, #1008

City & State Chicago, IL Zip Code 60616-4131

Educational Loans in Compliance with Illinois Public Act 85-827

Section 3. No State agency shall contract with an individual for goods or services if that individual is in default, as defined in Section 2 of this Act, on an education loan. Any contract used by any State agency shall include a statement certifying that the individual is not in default on an educational loan as provided in this Section.

I am not in default on the repayment of any educational loan guaranteed by the Illinois State Scholarship Commission under the higher education Student Assistance Law, or any education loan made by an institution of higher education from the proceeds of a loan to the institution by the Illinois Independent Higher Education Loan Authority Act, or any other loan from public funds made for the purpose of financing my attendance at any institution of higher education.

Signed: Gwendolyn McCurine Date: 05/22/01

Approved: [Signature] 5/23/01

PLEASE COMPLETE AND RETURN TO:

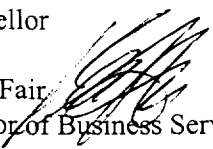


PO# 113 5397
Department of Purchasing
226 West Jackson Blvd., 10th Floor
Chicago, Illinois 60606-6998

RH

VOICE: (312) 553-2590
FAX: (312) 553-2594

TO: Wayne D. Watson
Chancellor

FROM: Kevin Fair 
Director of Business Services

DATE: June 19, 2001

RE: FMS Req. # 154020

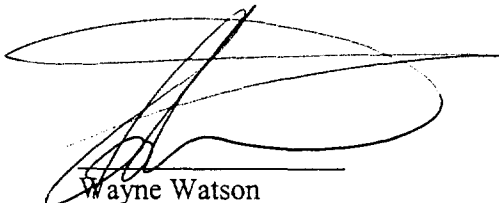
Vendor: CAIRS
555 E. 33rd Place #108
Chicago, IL 60616

Amount: \$10,260.00
Service: Interpreter services for special needs students.

Fund: Special Population Grant

Attached is a requisition from Truman College for services from the vendor above as explained in the attached waiver signed by Dr. Phoebe Helm.

Attachments: - Requisition excerpt-line zone
-Waiver of competitive procedure requirement for professional services


Wayne Watson
Chancellor

req#154020

Requisition Headers		Requisition Lines					
More		---Quantity---					
Number	Line	Requestor	Item	Rev	Description	Ordered	Delivered
154020	1	Parry, Ms	952.85		HUMAN SERVI	10260	0

Requisition Lines	
Item Description	SIGN LANGUAGE INTERPRETERS 7/1/00- 7/31/00
Description, cont.	
Vendor Catalog Number	

Line Type	Goods	Category	0000	Unit	Each	Unit Price	1
Source Type	Suppli	Need-By Date		Reference Number			
Status		Order Number		Deliver-To Location	TR		
Modified	No	Description	HUMAN SERVICES:Support Services				

Requisition Distributions

HELP

Requisition Line

Number 154020 Line 1 Type Goods Unit Each Quantity 10260

Requisition Distributions

More

Distribution	GL Cancel	Reserved				
Quantity	GL Date	Date	Charge Account	Budget Account	:	[]

Charge Account Flexfield

Fund 21060 SPECIAL POPULATION GRANT
Organization TG01060 SPEC. POPULATION GRANT
Program 90000010 COLLEGE CREDIT DIV
TSO 9449 ALL OTHER SERVICES
Grant Line 0020 STAFF DEVELOPMENT/TRAVEL
Location 000 Undefined

Charge Account SPECIAL POPULATION GRANT-SPEC. POPULATION GRANT-COLLEGE CREDIT

Budget Account SPECIAL POPULATION GRANT-SPEC. POPULATION GRANT-COLLEGE CREDIT

PICK HELP

> Char Mode: Replace Page 6 Count: *2

Search Criteria
Requisition Headers

[More]

Number	Preparer	Status	Description	Total []
154020	Engberg, M	In Process, Re	STUDENT SER	10,260.00

Sourcing Information

Board Report [REDACTED]
 Sole Source Vendor? No [REDACTED]
 CO obtain quotes? No [REDACTED]
 Selected Vendor CAIRS [REDACTED]
 Quotation 1 10260.00 [REDACTED]
 Vendor 2 [REDACTED]
 Quotation 2 [REDACTED]
 Vendor 3 [REDACTED]
 Quotation 3 [REDACTED]

PICK HELP

Char Mode: Replace Page 2 Count: *1

Cairs

WAIVER OF COMPETITIVE PROCEDURE REQUIREMENT

Board rules state that it procedures to select pro Rule -- lists situations in requirement is possible. procedures, this waiver: President, the appropriate vice Chancellor, or the Chancellor

Post-it* Fax Note	7671	Date	6-14	# of pages	1
To	Shuler	From	ELLEN		
Co./Dept.	Johnson	Co.	Truman		
Phone #		Phone #	4480		
Fax #	2594	Fax #			

titive Board ive ollege

Type of consultant required:

Interpreter, not consultant.

Brief description of the need for a professional consultant:

The Interpreter is for a Special Needs student with hearing disabilities and sight disabilities.

Reason that competitive procedures are not appropriate in this situation:

This is a highly specialized area that requires specific professional expertise and training. CAIRS has always been the primary source for this service.

Basis for selecting the recommended individual or firm:

CAIRS has always been our source for interpreter services in the special needs area.

Person initiating request:

Bernice Downs / Cynthia Perry

College and Department:

Truman college

Approved by: *Bernice Downs*

Phoebe K. Helm by MKB 6/14/01

Approved By: Dr. Phoebe K. Helm, President Harry S. Truman College

Title: *Assistant dean, math, science & technology*



PO# 1133130
Department of Business Services
226 West Jackson Blvd., 10th Floor
Chicago, Illinois 60606-6998

RH

VOICE: (312) 553-2590
FAX: (312) 553-2594

TO: Wayne D. Watson
Chancellor

FROM: Kevin Fair
Director of Business Services

DATE: May 23, 2001

RE: FMS Req. # 153489

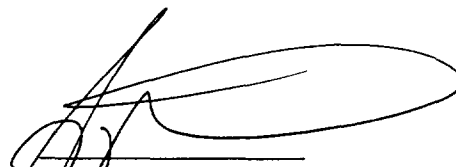
Vendor: Dr. Raymond Padilla
9723 Boerne Haze
Boerne, TX 78006

Amount: \$1,155.92
Service: Providing on-campus training and education for faculty and staff on issues of cultural diversity and student success.

Fund: Hispanic-Serving Institutions Grant

Attached is a requisition from Truman College for services from the vendor above as explained in the attached waiver signed by Dr. Phoebe Helm.

Attachments: - Requisition excerpt-line zone
-Waiver of competitive procedure requirement for professional services



Wayne Watson
Chancellor

req#153489

5/23/01 1:20 PM
153489

Search Criteria

Requisition Headers

[More]

Number	Preparer	Status	Description	Total
153489	Engberg, M	In Process, Re	TITLE U	1,155.92

Sourcing Information

Board Report
 Sole Source Vendor? No
 CO obtain quotes? No
 Selected Vendor PADILLA PHD, RAYMOND U
 Quotation 1155.92
 Vendor 2
 Quotation 2
 Vendor 3
 Quotation 3

HELP

Requisition Headers
 Requisition Lines

More

Number	Line	Requestor	Item	Rev	Description	---Quantity---	
						Ordered	Delivered []
153489	1	Hastings,	918.38		CONSULTING	1	0
153489	2	Hastings,	962.88		MISCELLANEO	1	0

Requisition Lines

Item Description CONSULTING SERVICES HSI GRANT

Description, cont.

Vendor Catalog Number

Line Type Goods Category 0000 Unit Each Unit Price 1000

Source Type Suppli Need-By Date Reference Number

Status Order Number Deliver-To Location TR

Modified No Description CONSULTING SERVICES:Education and Training C

Requisition Distributions

HELP

Requisition Headers							
Requisition Lines							
More							
Number	Line	Requestor	Item	Rev	Description	Quantity Ordered	Quantity Delivered
153489	1	Hastings,	918.38		CONSULTING	1	0
153489	2	Hastings,	962.88		MISCELLANEO	1	0

Requisition Lines	
Item Description	TRAVEL EXPENSES
Description, cont.	
Vendor Catalog Number	

Line Type	Goods	Category	0000	Unit Each	Unit Price	155.92
Source Type	Suppli	Need-By Date		Reference Number		
Status		Order Number		Deliver-To Location	TR	
Modified	No	Description	MISCELLANEOUS SERVICES:Travel, Non-Local			

Requisition Distributions	
---------------------------	--

HELP

Requisition Line

Number 153489 Line 2 Type Goods Unit Each Quantity 1

Requisition Distributions

More

Distribution	GL Cancel	Reserved				
Quantity	GL Date	Date	Charge Account	Budget Account		

Charge Account Flexfield

Fund	21241	STRENGTHENING INSTITUTIONS-HISPANIC SERVING INSTITU
Organization	TG01241	STRENGTHENING INSTITUTIONS
Program	P00000008	COMMUNITY SERV (NONINSTRUCT)
TSO	9415	PROFESSIONAL/TECHNIC
Grant Line	0009	CONSULTANTS
Location	000	Undefined

Charge Account STRENGTHENING INSTITUTIONS-STRENGTHENING INSTITUTIONS-COMMUNI

Budget Account STRENGTHENING INSTITUTIONS-STRENGTHENING INSTITUTIONS-COMMUNI

PICK HELP

> Char Mode: Replace Page 6

Count: *1

Connected = Telnet

Req. # 153489

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 -- lists situations in which a waiver of the 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

Type of consultant required: Consultant for Title V, Hispanic-Serving Institutions grant project.

Brief description of the need for a professional consultant:

To meet the requirements of the Title V HSI grant by providing on-campus training and education for faculty and staff on issues of cultural diversity and student success.

Reason that competitive procedures are not appropriate in this situation:

Professional expertise and recognized expert in the field of student services, student success, Hispanic/Latino student education, based on history of extensive research and publications.

Basis for selecting the recommended individual or firm:

Professional expertise and recognized expert in the field of Hispanic Students' success in higher education.

Person initiating

request: Dr. Janel Hastings, Assistant Dean, Research, & Title V Director

College and

Department: Harry S Truman College, President's Office

Approved by: *Sharon K. Heby*

Title: President

Post-It* Fax Note 7671		Date 5-08	# of pages 1
To Purchasing	From EHEN		
Co./Dept Reg# 153489	Co. Truman		
Phone # 0	Phone # 4480		
Fax # 256.11	E...		

RH



Department of Business Services
226 West Jackson Blvd., 10th Floor
Chicago, Illinois 60606-6998

P.O. 1135611

VOICE: (312) 553-2590
FAX: (312) 553-2594

TO: Wayne D. Watson
Chancellor

FROM: Kevin Fair
Director of Business Services

DATE: June 22, 2001

RE: FMS Req. # 158065

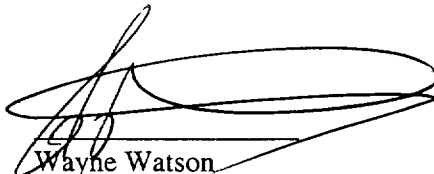
Vendor: Ron Biondo
2632 Breckenridge
Naperville, IL 60565

Amount: \$4,500.00
Service: Consultant Services

Fund: Program Improvement Grant

Attached is a requisition from Harold Washington College for services from the vendor above as explained in the attached waiver signed by Nancy DeSombre.

- Attachments:
- Requisition excerpt-line zone
 - Waiver of competitive procedure requirement for professional services
 - Independent Contract Form and Proposal Letter



Wayne Watson
Chancellor

Requisition Headers

Requisition Lines

More

Number	Line	Requestor	Item	Rev	Description	---Quantity---	
						Ordered	Delivered
158065	1	Hearns, M	918.38		CONSULTING	3	0

Requisition Lines

Item Description Consulting Services June, July, August 2001
 Description, cont. Design and develop an Assoc.in Applied Science
 Vendor Catalog Number degree program

Line Type Goods Category 0000 Unit Each Unit Price 1500
 Source Type Suppli Need-By Date Reference Number
 Status Order Number Deliver-To Location HW
 Modified No Description CONSULTING SERVICES:Education and Training C
 Requisition Distributions

HELP

Char Mode: Replace Page 3

Count: *1

Connected = Telnet

Start | NE... | LPD | We... | Inb... | C:... | Mic...

12:07 PM

HAROLD WASHINGTON COLLEGE

30 EAST LAKE STREET • CHICAGO, ILLINOIS 60601 • (312) 553-5901

Nancy C. DeSombre
President

May 23, 2001

Dr. Wayne Watson
Chancellor
City Colleges of Chicago
226 W. Jackson
Chicago, Illinois 60601

Dear Wayne,

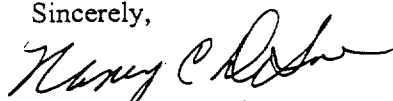
As you know the college is working with Juri Jones, Assistant Commissioner of the Department of Environment/Natural Resources on a proposal to increase the current Advanced Certificate in Ornamental Horticulture to offer an Associate of Applied Science Degree pending ICCB approval. In order to meet the guidelines set forth by ICCB, we have to determine consumer interest and need for this proposed program.

Greenery of the city of Chicago is a major priority of our own Mayor Daley. We are also interested in offering the availability of such a program to high school students and Chicago Park District Employees. While observing the strict guidelines of the City Colleges of Chicago, we have worked with a Horticulture Advisory Committee to identify the need for this program. We have also advertised the need for a consultant to work with this committee and to assist the college along with industry experts to help research, develop and create curricula.

One of the advisory committee members, Mr. Ron Biondo, has removed himself from the advisory committee and applied for the consulting position. He meets all of the requirements for this consulting opportunity and I am recommending Mr. Biondo as the consultant for this project. Therefore, I am requesting your approval to hire him for this important appointment.

The length of time for this contract begins in June and ends in August of 2001.

Sincerely,



Nancy C. DeSombre

Approved: Dr. Wayne Watson



ONE OF THE CITY COLLEGES OF CHICAGO

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, 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:

Design and develop an Associate in Applied Science degree program for Horticulture. Create the overall curriculum and course syllabi for Horticulture Technology classes. Conduct in-service training workshops for instructors and Horticulture Advisory Board members.

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

A consultant is needed with the appropriate expertise and years of experience of working in education and with community colleges. Prior knowledge of curriculum development in ornamental horticulture and industry experience in floriculture, interior & exterior landscaping, identification of plants, insect and disease control, lawn and turf management, and plant propagation and plant breeding.

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

Mr. Ron Biondo has over fifteen years experience in curriculum development, evaluation and training with the Chicago Public Schools and Illinois Community Colleges. Mr. Biondo assisted both Illinois Valley Community College and John Wood Community College in starting horticulture programs. He has written three major publications: *Introduction to Plant and Soil Science*; *Introduction to Landscape Design, Construction, and Maintenance*; and *Floriculture: From Production to Floral Design*.

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

Comments: Mr. Ron Biondo was the only applicant to express an interest in this consulting opportunity. Advertisements and postings were placed in several industry publications and several institutions of higher education.

* 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 WBE goal is 7%.

Ron Heam
Person Initiating Request

5-23-01
Date

[Signature]
College President (if requested from college)

5/23/01
Date

Vice Chancellor (if requested from District Office)

Date

Request for Proposal

Harold Washington College (HWC), one of the City Colleges of Chicago located in downtown Chicago, is seeking a consultation to design and develop a curriculum for a Horticulture Program. This consultant will work cooperatively with staff of Harold Washington College and its Board in designing and developing this two-year Associate in Applied Science degree curriculum.

The successful candidate will create the overall curriculum (course listing) and course syllabi for horticulture technology classes that incorporate workplace readiness skills and innovative hands-on experiences in class as well as workplace field experiences.

The successful candidate must have curriculum development experience in ornamental horticulture and industry experience in floriculture, interior & exterior landscaping, identification of plants, insect and disease control, lawn and turf management, and plant propagation and plant breeding. A demonstrated history of providing instruction in these areas is a plus.

This is a 4-month project beginning May through August of 2001. Interested candidates should forward a cover letter, copy of their resume, and samples of relevant work product.



APR 27 1991

March 12, 2001

Mr. Ronald Hearn
Harold Washington College
30 East Lake Street
Chicago, IL 60601

Dear Mr. Hearn,

Please consider me for the position of Consultant for the Horticulture Associates Degree Program at Harold Washington College. This letter and the accompanying resume summarize my experiences and skills that qualify me for the position.

My technical horticulture background is strong. I earned a B.S. Degree in Ornamental Horticulture from the University of Illinois. Following graduation, I gained experience in the landscaping industry. In addition, I held positions through college that gave me urban forestry and garden center management experiences. I returned to the University of Illinois and received a Master's Degree in Education in order to teach horticulture.

I have nine years of experience as a classroom instructor. My teaching experience at the Chicago High School for Agricultural Sciences (CHSAS) is especially noteworthy. I was hired in 1985 as a member of the charter staff. As a member of the initial staff I was involved in the curriculum development at this innovative school. I spent six years at CHSAS and learned a great deal about the Chicago Public School System and diverse cultures serviced.

I have held the position of Field Advisor in Agricultural Education for nearly ten years. My responsibilities include giving advice to teachers and administrators on programs pre-K through 16. I have had the opportunity to work with many community colleges. In fact, in the last year I have assisted both Illinois Valley Community College and John Wood Community College in starting horticulture programs.

In terms of curriculum design, I was the key person in the development of the Illinois Core Curriculum in Horticulture. I prepared the outline of lessons, wrote a number of lessons, and helped to coordinate the efforts of the other authors. This curriculum on CD-ROM is regarded as the top curriculum in the nation. In addition to the curriculum developments, I have co-authored three textbooks used at the high school and collegiate levels.

As a long time resident of the Chicago area, I am excited that Harold Washington College is seeking to re-establish the Horticulture program. It is needed. I am confident that I can help with the program design, particularly since I have been involved as a member of the advisory committee. Serving as a member of the committee has made me aware of the goals and objectives of the college.

Respectfully,



Ron Biondo

RONALD J. BIONDO-----

2632 Breckenridge Lane
Naperville, IL 60565

630 305-9409 (H)
708 579-6055 (W)

PROFESSIONAL OBJECTIVE-----

To attain a challenging position whereby I can apply my administrative and technical skills in both Ornamental Horticulture and education.

PROFESSIONAL HISTORY -----

1991 -- Present

Field Advisor

Facilitating Coordination in Agricultural Education,
Illinois State Board of Education
Countryside, IL

- ◆ Contribute to short and long-range goal setting for agricultural/horticultural education in Illinois.
- ◆ Advise administrators and instructors on matters pertaining to agricultural/horticultural curriculum development and program improvement, primarily in the northeastern fifth of Illinois.
- ◆ Coordinate, promote, and present in-service programs for agricultural/horticultural and science teachers of all levels.
- ◆ Managed pilot project introducing FFA components to instruction in sixteen Chicago area schools.
- ◆ Serve as associate superintendent for the National Floriculture and Nursery/Landscape Career Development Events and as an official for the Illinois Horticulture Career Development Event.
- ◆ Education representative on the AgTech at Teeple Barn Agriculture Education Center board of directors.
- ◆ Serve as a member of the Green Industry Apprenticeship Program executive committee.

1994 -- Present

Writer and Workshop Presenter

Interstate Publishers, Inc. and the Center for Agricultural, Environmental
Research and Technology
Danville, IL

- ◆ Co-author of 3 textbooks for high school, community college, and university students.
- ◆ Developed outline and helped coordinate the development of the Illinois Core Curriculum in Horticulture distributed on CD-ROM.
- ◆ Conducted extensive one to two day, hands-on, Horticulture and plant science workshops for teachers in ten states.
- ◆ Advise Interstate Publishers, Inc. on publishing needs of agricultural/horticultural programs.

1985 -- 1991

Master Teacher

Chicago High School for Agricultural Sciences
Chicago, IL

- ◆ Served as 12-teacher Agriculture department head from 1989-1991.
- ◆ As a member of the charter staff, developed the curriculum and set the goals for the new school.
- ◆ Coordinated FFA activities as head advisor for the 487 member chapter.
- ◆ Taught classes including Agriculture Careers and Leadership, Horticulture Science, Greenhouse Management, Landscape Design and Construction, and the Cooperative Education.
- ◆ Coached Horticulture teams that won State Championships in 1989 and 1990. Teams took 8th in the 1989 National Floriculture Contest and 2nd in the 1990 National Nursery/Landscape Contest.

1983 -- 1985

Horticulture Instructor
Will County Area Career Center
Romeoville, IL

- ◆ Taught horticulture classes using school's three-hole golf course, floral shop, and greenhouse.
- ◆ Chartered and advised the FFA chapter that earned State and National Gold honors.

1982 -- 1983

Horticulture Instructor
Northwest Suburban High School District 214
Mt. Prospect, IL

- ◆ Team taught horticulture classes with emphasis on greenhouse management, landscaping, and floral design.
- ◆ Advised 70-member FFA chapter that won State and National Gold awards.

1979-1980

Horticulturist
Des Plaines Park District
Des Plaines, IL

- ◆ Drew landscape plans for park development.
- ◆ Maintained the park district greenhouse and floral beds throughout the city.
- ◆ Supervised landscape construction and maintenance crews.

1978 -1979

Landscape Designer
J. B. Design, Inc.
Wheaton, IL

- ◆ Served as landscape designer for the design build landscape company.

ACADEMIC CREDENTIALS -----

Ed. M. Degree in Agricultural Education
University of Illinois

B. S. Degree in Ornamental Horticulture
University of Illinois

MAJOR PUBLICATIONS -----

Introduction to Plant and Soil Science & accompanying manuals, Interstate Publishers, Inc., (1997)
Introduction to Landscape Design, Construction, and Maintenance, Interstate Publishers, Inc., (1998)
Floriculture: From Production to Floral Design, Interstate Publishers, Inc., (2000)

HONORS -----

Illinois Association of Vocational Agriculture Teachers Outstanding Young Member Award
National Vocational Agriculture Teachers Association Ideas Unlimited Award
Honorary Chapter FFA Degree
Honorary State FFA Degree
Honorary American FFA Degree
Illinois Leadership Council for Agricultural Education Special Excellence Award

INDEPENDENT CONTRACTOR INVOICE

No. 4089

DATE May 17, 2001

For professional services rendered to: Harold Washington College / Career Programs
College and Department

Description of Services: The consultant will design and develop a curriculum
for the HWC Horticulture Program. The consultant will also work
cooperatively with HWC staff and its Board in designing and developing
the two-year Associate in Applied Science degree curriculum.

Dates of Service:

From June 2001 To August 2001

\$1,500.00/mo. x 3 months = \$ 4,500.00
Rate Units Balance Due

This is to certify that I am an independent contractor and, therefore, I am responsible for my own Federal Income Tax. As such, I absolve the City Colleges of Chicago from the responsibility of withholding taxes from my remittances.

Social Security No. 360-52-0730

Name (please print) Ron Biondo

Street Address 2632 Breckenridge Lane

City & State Naperville, IL Zip Code 60565

Educational Loans in Compliance with Illinois Public Act 85-827

Section 3. No State agency shall contract with an individual for goods or services if that individual is in default, as defined in Section 2 of this Act, on an education loan. Any contract used by any State agency shall include a statement certifying that the individual is not in default on an educational loan as provided in this Section.

I am not in default on the repayment of any educational loan guaranteed by the Illinois State Scholarship Commission under the higher education Student Assistance Law, or any education loan made by an institution of higher education from the proceeds of a loan to the institution by the Illinois Independent Higher Education Loan Authority Act, or any other loan from public funds made for the purpose of financing my attendance at any institution of higher education.

Signed: Ron Biondo Date: May 21, 2001

Approved:
Ron Biondo
M. [Signature]

White - Original

Canary - Harold Washington Acct's Payable

Pink - Department

INVOICE

May 18, 2001

For consultant services in the design and development of the Horticulture Associate Degree Program at Harold Washington College

The rate for services is \$1,500 per month for three months; June, July, and August 2001. Total amount \$4,500.

Please remit to:

Ron Biondo
2632 Breckenridge Lane
Naperville, IL 60565

Telephone: 630 305-9409

Social Security Number: 360-52-0730

Let's Get Together!!!

Consulting Opportunity for: Harold Washington College

Consultant – Horticulture Associate Degree Program at Harold Washington College

Description

Harold Washington College (HWC) is one of the leading educational institutions in the city of Chicago, recognized for its accessibility, quality instruction, student-friendly services and innovative technology. We are currently looking for a Consultant to help our Horticulture Advisory Board design and develop an Associate in Applied Science degree program.

The HWC Horticulture Advisory Board consists of members from the Chicago Botanic Garden, Greencorps Chicago, (FACR) Facilitating Coordination in Agricultural Education, Chicago Park District, Garfield Park Conservatory Alliance, and the Chicago Public Schools.

The successful candidate will create the overall curriculum (course listing) and course syllabi for horticulture technology classes that incorporate workplace readiness skills and innovative hands-on experiences in class as well as workplace field experiences.

The successful candidate must have curriculum development experience in ornamental horticulture and industry experience in floriculture, interior & exterior landscaping, identification of plants, insect and disease control, lawn and turf management, and plant propagation and plant breeding. A demonstrated history of providing instruction in these areas is a plus.

This is a 4-month project beginning May through August of 2001. Interested candidates should forward a cover letter, copy of their resume, and samples of relevant work product to:

Ron Hearn
HAROLD WASHINGTON COLLEGE
30 East Lake Street
Chicago, IL 60601
Fax: (312) 553-5964
Or e-mail to: rhearns@ccc.edu



*Facilitating Coordination
in Agricultural Education*

Ron Biondo
FCAE Field Advisor
6438 Joliet Road
Countryside, IL 60525-4642
phone (708) 579-6055
fax (708) 579-6056
rbiondo@agriculturaleducation.org

May 18, 2001

Mr. Ronald D. Hearn, Dean
Harold Washington College
30 East Lake Street
Chicago, IL 60601

Dear Ron,

Please accept this communication as my resignation from the HWC Horticulture
Advisory Board.

Thank you,

A handwritten signature in black ink, appearing to read 'Ron Biondo'. The signature is fluid and cursive, with the first name 'Ron' being more prominent than the last name 'Biondo'.

Ron Biondo

RH



Department of Business Services
226 West Jackson Blvd., 10th Floor
Chicago, Illinois 60606-6998

P.O. 1135610

VOICE: (312) 553-2590
FAX: (312) 553-2594

TO: Wayne D. Watson
Chancellor

FROM: Kevin Fair
Director of Business Services

DATE: June 22, 2001

RE: FMS Req. # 152742

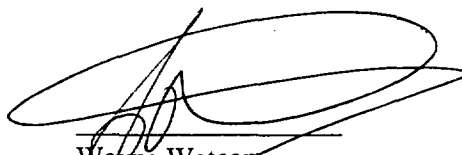
Vendor: Occupational & Environment
635 Harding Rd
Hinsdale, IL 60521

Amount: \$4,000.00
Service: Consultant Services

Fund: Education to Careers Fund

Attached is a requisition from Wright College for services from the vendor above as explained in the attached waiver signed by Dr. Chuck Guengerich.

Attachments: - Requisition excerpt-line zone
-Waiver of competitive procedure requirement for professional services



Wayne Watson
Chancellor

Req#152742

Requisition Headers

Requisition Lines

More

Number	Line	Requestor	Iten	Rev	Description	Quantity		I
						Ordered	Deliverd	
152742	1	Salinas,	918.38		CONSULTING	1	0	

Requisition Lines

Item Description CONTRACTUAL SERVICES
 Description, cont.
 Vendor Catalog Number None

Line Type Goods Category 0000 Unit Each Unit Price 4000
 Source Type Suppli Need-By Date Reference Number
 Status Order Number Deliver-To Location WR
 Modified No Description CONSULTING SERVICES:Education and Training C
 Requisition Distributions

HELP

Char Mode: Replace Page 3

Count: *1

Connected = Telnet

Start | NE... | LPD | We... | Inb... | C... | Mic...

System tray icons and time: 11:45 AM

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:**
A specialist in the area of environmental consulting and program development.

2. **Brief description of the need for a professional services consultant:**
Program development is required to design activities and workshops for use in the Environmental Technology Program.

3. **Reason that competitive procedures are not appropriate in this situation:**
Ms. Brandy has unique qualifications to meet our need. She is an environmental professional with varied experiences and a strong knowledge of environmental geology.

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

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%.

Victoria Cooper, PhD
Person initiating request

6/18/01
Date

[Signature]
College President
(If request is from a college)

6/21/2001
Date

Vice Chancellor
(If request is from District Office)

Date




P0 1133754
Department of Business Services
226 West Jackson Blvd., 10th Floor
Chicago, Illinois 60606-6998

BH

VOICE: (312) 553-2590
FAX: (312) 553-2594

TO: Wayne D. Watson
Chancellor

FROM: Kevin Fair 
Director of Business Services

DATE: May 25, 2001

RE: FMS Req. # 153784

Vendor: Norma Ritchey
156 Westward Ho Drive
Northlake, IL 60164

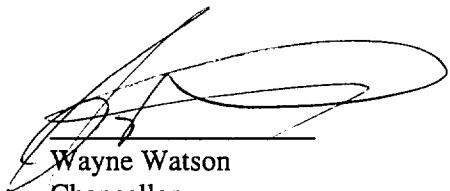
Amount: \$1,500.00
Service: Coordination of Gerontology Program and Nursing Home Administration Program.

Fund: Special Population Grant

REQUISITION
MAY 31 11 38 AM '01

Attached is a requisition from Wright College for services from the vendor above as explained in the attached waiver signed by Dr. Charles Guengerich.

- Attachments:
- Requisition excerpt-line zone
 - Waiver of competitive procedure requirement for professional services
 - Independent Contractor Form
 - Proposal


Wayne Watson
Chancellor

Search Criteria
Requisition Headers

[More]

Number	Preparer	Status	Description	Total []
153784	Laatsch, M	In Process, Re	NORMA RITCH	1,500.00

Sourcing Information

Board Report
Sole Source Vendor? No
CO obtain quotes? No
Selected Vendor RITCHEY, NORMA
Quotation 1 1500.00
Vendor 2
Quotation 2
Vendor 3
Quotation 3

Requisition Headers
 Requisition Lines

More

Number	Line	Requestor	Item	Rev	Description	---Quantity---	
						Ordered	Delivered []
153784	1	Laatsch,	918.85		CONSULTING	1	0

Requisition Lines

Item Description CLINICAL SITE COORDINATOR FOR GERONTOLOGY PROGRAM
 Description, cont. ANNUAL
 Vendor Catalog Number None

Line Type Goods Category 0000 Unit Each Unit Price 1500
 Source Type Suppli Need-By Date Reference Number
 Status Order Number Deliver-To Location WA
 Modified No Description CONSULTING SERVICES:Personnel/Employment Con
 Requisition Distributions

HELP

Requisition Line

Number 153784 Line 1 Type Goods Unit Each Quantity 1

Requisition Distributions

More

Distribution	Quantity	GL Date	GL Cancel Date	Charge Account	Budget Account	Reserved
						[]

Charge Account Flexfield

Fund 21060 SPECIAL POPULATION GRANT
 Organization WG91060 SPEC. POPULATION GRANT
 Program 90000010 COLLEGE CREDIT DIV
 TSO 9414 CONSULTANT SERVICES
 Grant Line 0038 CONSUMABLE SUPPLIES/MATERIALS
 Location 000 Undefined

Charge Account SPECIAL POPULATION GRANT-SPEC. POPULATION GRANT-COLLEGE CRE

Budget Account SPECIAL POPULATION GRANT-SPEC. POPULATION GRANT-COLLEGE CRE

PICK HELP

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Count: *1

Connected - Teinet

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:**
COORDINATION OF GERONTOLOGY PROGRAM AND NURSING HOME ADMINISTRATOR PROGRAM

- 2. **Brief description of the need for a professional services consultant:**
PRACTICUM SITES NEED TO BE CONTRACTED FOR THE SUMMER 2001 TERM AS WE ARE OFFERING TWO PRACTICUMS DURING THE SUMMER TERM. BOTH GERONTOLOGY AND NURSING HOME ADMINISTRATION REQUIRE MARKETING.

- 3. **Reason that competitive procedures are not appropriate in this situation:**
MS. RITCHEY HOLDS AN MA IN HUMAN SERVICES AND HAS ELEVEN YEARS OF EXPERIENCE WITH VARIOUS COMMUNITY SERVICES AGENCIES SERVING AGING POPULATIONS. SHE ALSO TEACHES PART-TIME FOR WRIGHT IN THE SOCIAL SCIENCES DEPT.

- 4. **Is this firm a certified MBE ? _____ certified WBE? _____**

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%.

CYNTHIA CORDES / Cynthia Cordes / 4/30/01
Person initiating request Date

[Signature] / 5/25/2001
College President Date
(If request is from a college)

Vice Chancellor Date
(If request is from District Office)

DATE April 30, 2001

For professional services rendered to: Wright College / Gerontology Program
College and Department

Description of Services: See paragraph on back.

Dates of Service:

From May 1 To June 30, 2001

\$1500 Rate x Units = \$ Balance Due

This is to certify that I am an independent contractor and, therefore, I am responsible for my own Federal Income Tax. As such, I absolve the City Colleges of Chicago from the responsibility of withholding taxes from my remittances.

Social Security No. 326-34-0681
Name (please print) Norma Ritchey
Street Address 156 Westward Ho Drive
City & State Northlake, IL Zip Code 60164

Educational Loans in Compliance with Illinois Public Act 85-827

Section 3. No State agency shall contract with an individual for goods or services if that individual is in default, as defined in Section 2 of this Act, on an education loan. Any contract used by any State agency shall include a statement certifying that the individual is not in default on an educational loan as provided in this Section.

I am not in default on the repayment of any educational loan guaranteed by the Illinois State Scholarship Commission under the higher education Student Assistance Law, or any education loan made by an institution of higher education from the proceeds of a loan to the institution by the Illinois Independent Higher Education Loan Authority Act, or any other loan from public funds made for the purpose of financing my attendance at any institution of higher education.

Signed: Norma Ritchey Date: 4/30/01

Approved:

Ms. Richey will work this summer as a special contractor on a part-time basis to coordinate the gerontology program practicums and to better market the nursing home administrator program.

At present, Wright College is without coordination in gerontology and approximately forty-seven students are nearing completion of the course requirements for the programs. Without support, the college will not be able to offer the practicum this summer and, hence, the students will not be able to complete the program.

Ms Richey's qualifications include an MA in Human Services (interdisciplinary sociology/psychology/social work from Concordia College) and 11 years of experience with various community services agencies serving aging populations. She also teaches part-time for Wright College in the department of social and behavioral sciences.

*Cynthia Cordes
Dean of Instruction
April 30, 2001*




PC# 1133129
Department of Business Services
226 West Jackson Blvd., 10th Floor
Chicago, Illinois 60606-6998

KT1

VOICE: (312) 553-2590
FAX: (312) 553-2594

TO: Wayne D. Watson
Chancellor

FROM: Kevin Fair 
Director of Business Services

DATE: May 23, 2001

RE: FMS Req. # 153376

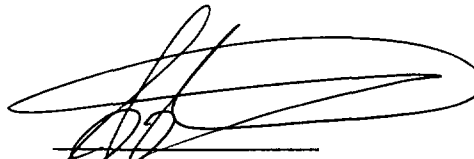
Vendor: Susan Maurer
7905 N. Kilbourn
Skokie, IL 60076

Amount: \$2,500.00
Service: Development of Arts & Humanities CD-ROM for classroom construction and activities.

Fund: Special Population Grant

Attached is a requisition from Wright College for services from the vendor above as explained in the attached waiver signed by Dr. Charles Guengerich.

Attachments: - Requisition excerpt-line zone
-Waiver of competitive procedure requirement for professional services


Wayne Watson
Chancellor

req#153376
JUN 25 PM 1:26

Search Criteria

Requisition Headers

[More]

Number	Preparer	Status	Description	Total []
153376	Baschleben	In Process, Re		2,500.00

Sourcing Information

Board Report
 Sole Source Vendor? Yes
 Vendor Name MAURER, SUSAN M

Description

Creation Date 30-APR-01 Document Type Purchase Reserved Yes

Requisition Lines

Requisition Distributions

Requisition Headers

Requisition Lines

More

Number	Line	Requestor	Item	Rev	Description	---Quantity---	
						Ordered	Delivered []
153376	1	Baschlebe	918.04		CONSULTING	2500	0

Requisition Lines

Item Description Development of Humanities CD Roms
 Description, cont.
 Vendor Catalog Number None

Line Type Goods Category 0000 Unit Each Unit Price 1
 Source Type Suppli Need-By Date Reference Number
 Status Order Number Deliver-To Location WA
 Modified No Description CONSULTING SERVICES:Accounting/Auditing/Budg
 Requisition Distributions

HELP

Requisition Line

Number 153376 Line 1 Type Goods Unit Each Quantity 2500

Requisition Distributions

More

Distribution	Quantity	GL Date	GL Cancel Date	Charge Account	Budget Account	Reserved
						[]

Charge Account Flexfield

Fund 21060 SPECIAL POPULATION GRANT
 Organization WG91060 SPEC. POPULATION GRANT
 Program 90000010 COLLEGE CREDIT DIV
 TSO 9414 CONSULTANT SERVICES
 Grant Line 0030 CONSUMABLE SUPPLIES/MATERIALS
 Location 000 Undefined

Charge Account SPECIAL POPULATION GRANT-SPEC. POPULATION GRANT-COLLEGE CRE

Budget Account SPECIAL POPULATION GRANT-SPEC. POPULATION GRANT-COLLEGE CRE

PICK HELP

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Count: *1

Connected - Telnet

Req-153376

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:

Humanities and Arts Content Consultant

2. Brief description of the need for a professional services consultant: A consultant is needed to create computer supplements for classroom instruction and activities. This project will help students develop their abilities to analyze and evaluate art and to sharpen their own responses to art. With that general aim, this project proposes specific objectives, namely, to enhance critical thinking skills, to expand students' active participation in the construction of knowledge, and to build students' proficiency and confidence in the use of technology and the evaluation of art.

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

This consultant must have a Wright College background, have computer knowledge and be familiar with Humanities and Art classes taught at Wright. Susan Maurer meets all of the above requirements.

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

Comments Susan is a female consultant.

***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 WBE goal is 7%.**

Thomas Bauhs *Bauhs*
Person initiating request

5.15.2001
Date

C. Jones
College President
(If request is from a college)

5/15/2001
Date

Vice Chancellor
(If request is from District Office)

Date




PO# 1133128
Department of Business Services
226 West Jackson Blvd., 10th Floor
Chicago, Illinois 60606-6998

RH

VOICE: (312) 553-2590
FAX: (312) 553-2594

TO: Wayne D. Watson
Chancellor

FROM: Kevin Fair 
Director of Business Services

DATE: May 23, 2001

RE: FMS Req. # 153660

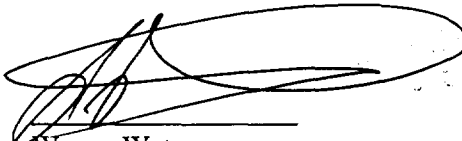
Vendor: Pawel Trzyna
4815 W. Warwick St.
Chicago, IL 60641

Amount: \$3000.00
Service: HTML editor and graphic design for upgrade of Wright College web site.

Fund: Education Fund

Attached is a requisition from Wright College for services from the vendor above as explained in the attached waiver signed by Dr. Charles Guengerich.

Attachments: - Requisition excerpt-line zone
-Waiver of competitive procedure requirement for professional services


Wayne Watson
Chancellor

RECEIVED
MAY 23 PM 1:28

req#153360

Search Criteria
Requisition Headers

[More]

Number	Preparer	Status	Description	Total []
153660	Tovar, Ms.	In Process, Re	html editor	3,000.00

Sourcing Information

Board Report [REDACTED]

Sole Source Vendor? No [REDACTED]

CO obtain quotes? No [REDACTED]

Selected Vendor TRZYNA, PAWEL [REDACTED]

Quotation 3000.00 [REDACTED]

Vendor 2 [REDACTED]

Quotation 2 [REDACTED]

Vendor 3 [REDACTED]

Quotation 3 [REDACTED]

PICK HELP

Char Mode: Replace Page 2 Count: *1

Requisition Headers

Requisition Lines

More

Number	Line	Requestor	Item	Rev	Description	Ordered	Delivered
153660	1	Tovar, Ms	918.83		CONSULTING	3000	0

Requisition Lines

Item Description HTML Editor / Graphics Design for services
 Description, cont. rendered April 1, 2001 - June 30, 2001
 Vendor Catalog Number None

Line Type Goods Category 0000 Unit Each Unit Price 1
 Source Type Suppli Need-By Date Reference Number
 Status Order Number Deliver-To Location WA
 Modified No Description CONSULTING SERVICES:Organizational Developme
 Requisition Distributions

HELP

Requisition Line

Number 153660 Line 1 Type Goods Unit Each Quantity 3000

Requisition Distributions

More

Distribution	Quantity	GL Date	GL Cancel Date	Charge Account	Budget Account	Reserved
						[]

Charge Account Flexfield

Fund 00003 UNRESTRICTED - EDUCATION FUND
 Organization WH00113 NCA
 Program 60000002 EXECUTIVE MGMT
 TSD 9414 CONSULTANT SERVICES
 Grant Line 0000 Undefined
 Location 000 Undefined

Charge Account UNRESTRICTED ^ EDUCATION -NCA-EXECUTIVE MGMT-CONSULTANT SER

Budget Account UNRESTRICTED ^ EDUCATION -NCA-EXECUTIVE MGMT-CONSULTANT SER

PICK HELP

> Char Mode: Replace Page 6

Count: *1

Connected = Telnet

Paul

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:

HTML Editor / Graphics Design

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

A consultant is needed because the Wright College Web site needs refinement and enhancement.

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

This consultant must have a background with html and graphics design. Experience in customized database programming (including Web based access), and web site desing and development.

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

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 WBE goal is 7%.**

Thomas Bauhs

Person initiating request

5/10/01

Date

George

College President
(If request is from a college)

5/10/2001

Date

Vice Chancellor
(If request is from District Office)

Date



POT# 1132755
Department of Purchasing
226 West Jackson Blvd., 10th Floor
Chicago, Illinois 60606-6998

RH

VOICE: (312) 553-2590
FAX: (312) 553-2594

TO: Wayne D. Watson
Chancellor

FROM: Kevin Fair
Director of Business Services

DATE: May 22, 2001

RE: FMS Req. # 155426

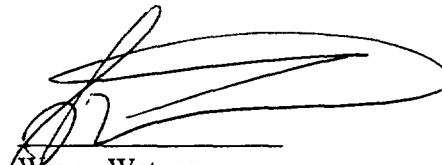
Vendor: Veronica Psetizki
560 W. 43rd St. Apt. #151
New York, New York 10036

Amount: \$14,000.00
Service: Production of "Nuestros Ninos" shows and maintenance of
"Nuestros Ninos" web site.

Fund: Education Fund

Attached is a requisition from WYCC-TV for services from the vendor above as explained in the attached waiver signed by William Alvelo.

Attachments: - Requisition excerpt-line zone
-Waiver of competitive procedure requirement for professional services
-Proposal



Wayne Watson
Chancellor

req#155426

Search Criteria
 Requisition Headers

[More]

Number	Preparer	Status	Description	Total []
155426	Connolly,	In Process		14,000.00

Sourcing Information

Board Report
 Sole Source Vendor? Yes
 Vendor Name PSETIZKI, VERONICA

Description

Creation Date 22-MAY-01 Document Type Purchase Reserved No

Requisition Lines
 Requisition Distributions

PICK HELP

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Connected = Telnet

Requisition Headers							
Requisition Lines							
More							
Number	Line	Requestor	Item	Rev	Description	Ordered	Delivered
155426	1	Sambolin,	915.78		COMMUNICATI	14000	0

Requisition Lines	
Item Description	Producing of "Nuestros Ninos" from 3-24 to 4-30
Description, cont.	and updating the web page
Vendor Catalog Number	

Line Type	Goods	Category	0000	Unit	Each	Unit Price	1
Source Type	Suppli	Need-By Date		Reference Number			
Status		Order Number		Deliver-To Location	CO-WYCC 20		
Modified No		Description	COMMUNICATIONS AND MEDIA RELATED SERVICES:Te				
Requisition Distributions							

HELP

Requisition Line

Number 155426 Line 1 Type Goods Unit Each Quantity 14000

Requisition Distributions

More

Distribution	Quantity	GL Date	GL Cancel Date	Charge Account	Budget Account	Reserved
						[]

Charge Account Flexfield

Fund 00003 UNRESTRICTED - EDUCATION FUND
 Organization C005017 WYCC - TV Production
 Program A0000009 ACADEMIC PERS DEVELOPMENT
 TSO 9415 PROFESSIONAL/TECHNIC
 Grant Line 0000 Undefined
 Location 000 Undefined

Charge Account UNRESTRICTED ^ EDUCATION -WYCC ^ TV Production-ACADEMIC PER

Budget Account UNRESTRICTED ^ EDUCATION -WYCC ^ TV Production-ACADEMIC PER

PICK HELP

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Count: *1

Connected - Telnet

CITY COLLEGES OF CHICAGO

WAIVER OF COMPETITIVE PROCEDURE REQUIREMENT

Board rules state that 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:

Veronica Psetizki - \$14,000.00

There is a need for a Spanish speaking producer for "Nuestros Ninos."

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

The producer must be able to perform multiple tasks including; designing the format of the show, choosing the topics to discuss, writing the questions for all interviews, writing the scripts and promos; and conducting all other facets of production.

3. Reasons that competitive are not appropriate in this situation:

Veronica Psetizki has produced many episodes of "Nuestros Ninos" and based on her high quality of production, she is the most qualified person to produce "Nuestros Ninos."

Is this firm a certified MBE?

Is this firm a certified WBE?

Explain

*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 the City Colleges is 25% and the WBE goal is 7%.

Kevin Connolly

Person initiating request

William Alendo

General Manager

Chancellor

5-18-01

Date

5/10/01

Date

Date

Veronica Psetizki
Description of duties

As the producer of the show Nuestros Niños I am in charge of the whole show. That includes designing the format of the show from beginning to end, propose and choose topics, book guests, write the questions for all the segments and interviews, write scripts and promos, contact freelancers in other cities and coordinate all facets of production. I also fill the content for the web page and keep it updated.




POT# 1133735
Department of Purchasing
226 West Jackson Blvd., 10th Floor
Chicago, Illinois 60606-6998

RH

VOICE: (312) 553-2590
FAX: (312) 553-2594

TO: Wayne D. Watson
Chancellor

FROM: Kevin Fair 
Director of Business Services

DATE: May 30, 2001

RE: FMS Req. # 154663

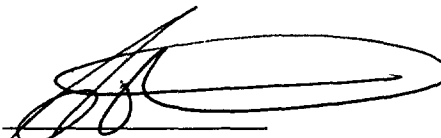
Vendor: Detri V. Lively
124 W. Polk St. #501
Chicago, IL 60605

Amount: \$10,450.00
Service: Develop campaign, implementation strategies, and material for College Excel image.

Fund: Technical Preparation Transition Grant

Attached is a requisition from District Office/Academic Affairs for services from the vendor above as explained in the attached waiver signed by Vice Chancellor of Academic Affairs, Deidra Lewis.

- Attachments:
- Requisition excerpt-line zone
 - Waiver of competitive procedure requirement for professional services
 - Independent Contractor Form
 - Proposal


Wayne Watson
Chancellor

req#154663

Search Criteria
 Requisition Headers

[More]

Number	Preparer	Status	Description	Total []
154663	Roby, Ms.	In Process, Re	Detri U. Li	10,450.00

Sourcing Information

Board Report
 Sole Source Vendor? No
 CO obtain quotes? No
 Selected Vendor LIVELY, DETRI U
 Quotation
 Vendor 2
 Quotation 2
 Vendor 3
 Quotation 3

PICK HELP

Requisition Headers							
Requisition Lines							
More							
Number	Line	Requestor	Item	Rev	Description	Ordered	Delivered
154663	1	Roby, Ms.	918.76		CONSULTING	10450	0

Item Description		Requisition Lines					
Description, cont.		Designing Promotional Campaign for College					
Vendor Catalog Number		None					

Line Type	Goods	Category	0000	Unit	Each	Unit Price	1
Source Type	Suppli	Need-By Date		Reference Number			
Status		Order Number		Deliver-To Location	CO		
Modified	No	Description	CONSULTING SERVICES:Marketing Consulting				
Requisition Distributions							

HELP

Requisition Line

Number 154663 Line 1 Type Goods Unit Each Quantity 10450

Requisition Distributions

More

Distribution	Quantity	GL Date	GL Cancel Date	Charge Account	Budget Account	Reserved
						[]

Charge Account Flexfield

Fund 21240 TECHNICAL PREPARATION TRANSITION GRANT
 Organization CG01240 TECHNICAL PREPARATION TRAN
 Program 90000010 COLLEGE CREDIT DIV
 TSO 9414 CONSULTANT SERVICES
 Grant Line 0319 OTHER PROFESSIONAL/TECHNICAL SUCS
 Location 000 Undefined

Charge Account TECHNICAL PREPARATION TRA-TECHNICAL PREPARATION TRAN-COLLEGE

Budget Account TECHNICAL PREPARATION TRA-TECHNICAL PREPARATION TRAN-COLLEGE

PICK HELP

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CITY COLLEGES OF CHICAGO

WAIVER OF COMPETITIVE PROCEDURE REQUIREMENT

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1. Type of consultant/services required:

Develop campaign and implementation strategies and material for College Excel. This will include brochures, logos, and graphic design and technical writing.

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

Develop a coherent College Excel image for the district. Currently each college have small marketing plan or none at all with limited resources. Detri & Associates will develop a professional College Excel image marketing and promotion plan for aggressive recruiting and student retention. The plan will also be flexible to meet the needs of individual campus programs and course sequences.

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

Detri & Associates have extensive experience in educational marketing and past relationship with CCC District Office and its campuses in developing graphic designs for marketing programs. This firm was recommended by Yvonne Davila, Director of Marketing and Public relations.

4. Is this firm an MBE? X WBE?

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



Person initiating request

College and/or Department



Approved by

Title



INDEPENDENT CONTRACTOR FORM

DATE: 5/25/01

To Whom it May Concern:

This is to certify that I am an independent contractor and, therefore, I am responsible for my own Federal Income Tax. As such, I absolve the City Colleges of Chicago from the responsibility of withholding taxes from my remittances.

Social Security No. 352-58-6128

Signed: Detri V. Lively

Name (Please Print) DETRI V. LIVELY

Street Address 124 WEST POLK ST. #501

City & State CHICAGO, ILL. Zip Code 60605

Educational Loans in Compliance with Illinois Public Act 85-827

Section 3. No State agency shall contract with an individual for goods or services if that individual is in default, as defined in Section 2 of this Act, on an education loan. Any contract used by State agency shall include a statement certifying that the individual is not in default on an educational loan as provided in this Section.

I am not in default on the repayment of any educational loan guaranteed by the Illinois State Scholarship Commission under the higher education Student Assistance Law, or any education loan made by an institution of higher education from the proceeds of a loan to the institution by the Illinois independent Higher Education Loan Authority Act, or any other loan from public funds made for the purpose of financing my attendance at any institution of higher education.

Signed: Detri V. Lively Date: 5/25/01

PLEASE COMPLETE AND RETURN TO:
City Colleges of Chicago
Director - Accounts Payable
225 West Jackson Blvd.
Chicago, IL 60606-6998

REVISED 03/07/88



A Proposal for the College Excel Educational Program

May 10, 2001

City Colleges of Chicago
Chicago, IL



INTRODUCTION AND BACKGROUND

The City Colleges of Chicago and the Chicago Public Schools have created an effective and creative program that gives high school students valuable college experience prior to completing high school. Its competitive enrollment roster proves that it's a program that has benefited students citywide. Det-Graphics, a graphics and design firm of consultants, is proposing the opportunity to help this program build on its proven successes. Simply put we would like to assist in making a good program better. By enhancing the look and marketing approach of the existing College Excel program Det-Graphics will create more energy, excitement and participation amongst those who matter most – counselors, principals and students. As graphic and design consultants Det-Graphics will assist in helping the College Excel program meet its bottom line which is growing and maximizing enrollment at each of its participating colleges. At the end of this proposed relationship between College Excel and Det-Graphics our goal is prove by increased enrollment the benefits of bringing in professional design consultants.

SCOPE OF THE WORK

- a) Det-Graphics will meet with the College Excel executive staff regarding their predetermined advertising material for 2001. Det-Graphics will execute and deliver the remaining 2001 projects such as brochures, leaflets and posters.
- b) Det-Graphics will evaluate and recommend a creative strategy for targeting and reaching counselors, teachers and students for year 2002. The strategy will explicitly aim at increasing student enrollment at all the participating colleges.
- c) The proposed 2002 strategy will include developing a special College Excel web site that will outline all of the program's highlights. The web site will also link directly to the City Colleges of Chicago web site bringing more traffic and attention to other CCC programs. Other advertising components in the proposed 2002 plan includes brochures, posters, leaflets, award programs and radio advertisement.
- d) To ensure the final quality of all advertising material Det-Graphics will manage print production of participating printing vendors.



TECHNICAL EXPERIENCE

Det-Graphics is a computer graphics company specializing in design and the production of both Macintosh and PC presentations. Since the company started over 10 years ago it's provided creative consulting work and presentation design for companies such as Arthur Anderson, LaSalle Partners, Morgan Stanley Dean Witter, McDonald's Corporation and Kraft Foods.

Our expertise is in being a small strategically located firm with the ability to provide fast, high-quality work at competitive prices. Det-Graphics, located in the South Loop, specializes in print presentation, screen show presentation and advertising design of all promotional and collateral materials such as ads, brochures, invitations, leaflets and leave-behinds.

OUR STAFF

Creative Director

Detri Lively has over 17 years of experience in graphic design and holds a BA in Design from Iowa State University. He has supervised and managed staff at several Fortune 500 companies and started this firm in 1989.

Web Master

Amar Brisco is our creative master of contemporary design. He specializes in 3D animation and web page design. He holds a BA in Graphic Design from Columbia College. He's proficient in both PC and Macintosh platforms and all current design software programs such as PowerPoint, Illustrator, PhotoShop, Indesign, Dreamweaver and Flash.

Copywriter

Debbie Lively is both a copywriter and journalist. She holds a BA in Writing from Columbia College and has over 10 years of writing experience. She has worked as a marketing and promotions writer for Frankel & Company, one the nation's top ranking promotions houses and also as a staff writer for the Chicago Tribune.



SCHEDULE

- A) Det-Graphics will meet with College Excel administrators once a month to update and discuss pending projects.
- B) A timetable will be discussed and developed for each component piece.
- C) At least two weeks will be requested to create, execute and print various projects. This timetable is contingent on the complexity of the project.
- D) Create and deliver the pending brochure for 2001 to Deborah Easley, College Excel Program Supervisor by Aug. 1, 2001.
- E) With sufficient time Det-Graphics will provide two (2) color proof reviews allowing College Excel administrators to make corrections, changes and updates.

PROJECT BUDGET

An approximate budget of \$22,000 is needed to carryout the proposed projects for 2001 and 2002. The fees will be allocated as such:

1. Det-Graphics – approximately \$12,000 for technical, design and consulting fees for the combined 2001 and 2002 projects.
2. Printing Vendor – approximately \$8,000 for printing cost for year 2001.
3. Advertising – approximate \$2,000 for trinket promotional gadgets such as buttons, pens and pencils.

COST OF WORK

- A) Det-Graphics will provide three (3) quotes from printing vendors showing the lowest and highest printing proposals.
- B) Depending on the technicality of the proposed 2002 plan, a photographer may be required. In the event that a photographer's services are required his fees will need to be factored into the budget.