

26775

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

PROFESSIONAL GRAPHIC DESIGN SERVICES
DALEY COLLEGE

THE CHANCELOR

REPORTS

that there is a need to obtain consulting services to publish, edit and design upcoming advertisements and promotional materials for Daley College; this work will include designing a college brochure and a newsletter that will have three issues per year (summer, fall and spring issues), and will also involve interviewing college constituents (administration, faculty, staff and students), copy writing and graphics/artwork; and

that staff prepared a Request for Proposals for these services to review the capabilities of various firms to provide these services; four firms submitted proposals, and based on a review of the proposals in terms of several criteria - experience, references, price, M/WBE compliance - staff recommends acceptance of the proposal from A+ Media, Northbrook, IL for a total not-to-exceed cost of \$20,000, which includes design services for five college brochures and the three newsletters; and

that the Office of M/WBE Contract Compliance has reviewed the above referenced professional services agreement and has determined that A+ Media is in compliance with the Board approved Contract Compliance Participation Plan

THE CHANCELLOR

RECOMENDS

that the Board of Trustees authorizes the Chairman to enter into an agreement with A+ Media to complete the design services for the Daley College brochures and newsletters for the period of June 2, 2005 through June 30, 2006 at a cost not to exceed \$20,000.

FINANCE

Education Fund - \$20,000.00

Respectfully submitted,

Wayne D. Watson
Chancellor

June 9, 2005