

28326
ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
OCTOBER 3, 2007

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

PROFESSIONAL SERVICES AGREEMENT
Staff Development Program
Office of Human Resources

THE CHANCELLOR

REPORTS

that there is a need to develop a centralized Core Learning Program that will enhance the skills and performance of CCC staff at all levels, eliminate redundancies in instructional delivery, reduce the cost of providing and administering quality staff development programs, and provide a uniform approach to skill development; and

that specifications were prepared by District Procurement staff, publicly advertised on July 30, 2007, a Request for Proposal (RFP) # DT0703 was sent to (25) twenty five firms, and a pre-proposal conference was conducted on August 07, 2007 to develop a centralized Core Learning Program; and

that three (3) firms: Arco Development Services, LLC, Cockerham & Assoc., and Vantage Solutions LLC submitted proposals on August 16, 2007; and

that the submitted proposals were evaluated and qualified by the Office of Human Resources' staff based on the evaluation criteria contained in the RFP; and

that based on the highest rankings, the Office of Human Resources' staff recommends acceptance of the proposal from Arco Development Services, LLC to develop the centralized Core Learning Program in an amount not to exceed \$60,000 for the period, beginning October 15, 2007 through June 30, 2008; and

that District Office staff have reviewed the cost proposal submitted by the responsive and responsible bidder, Arco Development Services, LLC Gary, IN and have determined that this firm meets the scope of service requirements; and

that the Office of M/WBE Contract Compliance has reviewed the above referenced Core Learning Program Services and Arco Development Services, LLC the low bidder has requested a waiver from compliance. The principal of Arco Development Services, LLC, Yolanda Stoffregen is a sole proprietor, and there appears to be no opportunity to subcontract to a certified MBE or WBE firm, therefore, it is recommended that a waiver from compliance with the Board approved Participation Plan be granted.

THE CHANCELLOR

RECOMMENDS that the Board of Trustees authorize the Chairman to enter into an agreement with Arco Development Services, LLC, Gary IN for the development of a centralized Core Learning Program, for the period beginning October 15, 2007 through June 30, 2008, in an amount not to exceed \$60,000.

FINANCIAL \$60,000 – Educational Fund – 00003-0025002-00084-0000000-00000-532100

Respectfully submitted:

**Wayne D. Watson
Chancellor**

October 3, 2007- Human Resources -District Office