

**29019**  
**ADOPTED - BOARD OF TRUSTEES**  
**COMMUNITY COLLEGE DISTRICT NO. 508**  
**OCTOBER 2, 2008**

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

**ACT WorkKeys System**  
**Richard J. Daley College**

**REPORTS**

**THE CHANCELLOR**

that there is a need to obtain a license to become and value added reseller of the ACT WorkKeys Products through the District Office ACT Workforce Development Center; and

that WorkKeys System measures, communicates and improves the common skills required in the workplace. It allows these skills to be quantitatively assessed in individuals in actual jobs. ACT guarantees that the WorkKeys assessment and job profiling systems are EEOC compliant and legally defensible; and

that Richard J. Daley College started to administer WorkKeys Assessments in 2003 and has proctored over 5,000 tests to-date. Richard J. Daley College has been a PTP Partner with ACT WorkKeys and ICCB to ensure that all Illinois paraprofessionals (Teachers' Assistants) have the opportunity to access the test preparation course. In addition to the test preparation, Richard J. Daley College is an official licensed WorkKeys Testing site based on an annual licensing fee; and

that the products and services available at Daley College's ACT WorkKeys Center can also be extended to another location at no additional cost, that there is an ACT Workforce Development Center already located at the District Office, that the range of services extended through the WorkKeys Center will augment and support the products and services already offered through the Workforce Development Center.; and

that the Board has previous approved purchases to ACT in Board Report # 28852 adopted July 16, 2008 and this additional purchase in the amount of \$2,500 will exceed \$10,000 and requires Board approval per the District's policy and procedures ; and

that the purchase and contracts for the use, purchase delivery , movement or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software and services are exempt from the District competitive bidding procedures; and

that the Office of M/WBE Contract Compliance has reviewed the above referenced ACT WorkKeys System and since there are no certified MBE or WBE vendors capable of providing this type of assessment and job profiling services and since they are using MBE and WBE vendors to provide indirect services outside of this project, it is recommended that they be deemed in compliance with the Board approved Participation Plan.

**RECOMMENDS**

**THE CHANCELLOR**

that the Board of Trustees approve the issuance of a purchase order in the amount of \$2,500 to ACT WorkKeys for the renewal license for July 1, 2008 – June 30, 2009.

**FINANCIAL:**

\$1500 – ACT Enterprise Account- 540000-07009-6020100-40000

\$1000 - BP Amoco Grant 21000-0000118-30000-00000-5024601-539000

Respectfully Submitted:

Wayne D. Watson  
Chancellor

October 2, 2008- Academic Affairs- District Office