

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

**Pre-Qualification of Professional Video Production Firms/Consultants
WYCC-TV 20
Kennedy King College**

THE CHANCELLOR

REPORTS

that WYCC-TV 20, a public television station owned by the City Colleges of Chicago requires the services of Professional Video Production Firms/ Consultants on a consistent basis to produce and broadcast programs that combine a global vision with a local focus while bridging racial, ethnic, class and gender divisions; and

that WYCC-TV 20 staff worked with the Department of Procurement Services to issue a Request for Qualifications public notice for independent contractors and freelance consultants in the following categories:

Producer, Associate Producer, Writer, Researcher, Director, Floor Director, Field Camera Operator, Studio Camera Operator, Director of Photography, Lighting Director, Lighting Grips, Teleprompter Operator, Technical Director, Tape Operator, Studio Audio, Field Audio, Camera Shader, Chyron Operator, Set Designer, Grips, Graphic Designers, Make-up Artist, Hair Dresser and Wardrobe Consultants to provide services on an as needed basis; and

that the following firms submitted proposals:

Delisa Lee & Assoc., Chicago, IL;
Cavalcade Communications Group, Inc-Chicago, IL;
StaPhocused Productions, Inc.-Homewood, IL;
Film 'N Video-Chicago, IL;
Juneteenth Production-Chicago, IL;
Wright Brothers-Chicago, IL

that the qualifying proposals were reviewed by staff from Administrative Services, WYCC-TV 20, and Harold Washington College, and that the committee evaluated the proposal based on the defined evaluation criteria listed in the RFQ; and

that based on the submitted responses, the evaluation committee recommends that all six of the respondents be added to the pre-qualified pool of vendors; and

that these firms be pre-qualified initially for three (3) years from date of contract execution with two (2) additional one (1) year extension options; and

that when a project is identified, WYCC-TV 20 will provide a more detailed description to the applicable firms for more detailed scope and pricing of their services to all the firms listed in the category and WYCC-TV20 will select the lowest most responsive bid. The selected firm will submit a proposed plan of action, reimbursable expenses and the negotiated fees for the requested project; and

that these professional service are exempt from the District's competitive bidding; and

that the Office of M/WBE Contract Compliance has reviewed the above firms qualifications and submittals and, Wright Brothers and Juneteenth Productions are certified MBE firms, and Cavalcade Communications is a certified WBE firm, that will be contracting with other certified M/WBE firms in Compliance with the Board Approved Participation plan. Film 'N Video, StaPhocused and Delisa Lee& Assoc. are sole proprietor firms that have requested waivers for direct participation and based on the services provided by these firms, it is recommended the waivers be granted.

THE CHANCELLOR

RECOMMENDS

that the Board of Trustees approves the listed Pre-Qualified Video Production Firms/Consultants that meet the District's evaluation criteria and approves entering into Professional Services agreements with the Pre-Qualified firms in order to respond to solicitations for work for an initial period of three (3) years and a subsequent renewal period of two (2) additional one (1) year extension options. All agreements for Professional Video Production Consultants will be reported monthly to the Board.

Respectfully submitted,

Wayne D. Watson
Chancellor

June 11, 2009 - WYCC-TV 20-Kennedy-King College