

ADOPTED – BOARD OF TRUSTEES COMMUNITY
COLLEGE DISTRICT NO. 508
JUNE 11, 2009

Board of Trustees of Community College District No. 508
County of Cook and State of Illinois

Professional Services Agreement
Workforce Institute
Dolores Smith
(Ratification)

THE CHANCELLOR

REPORTS

that the Workforce Institute through its **Center for the Professional Development of Non-Profits Organizations** organized a networking event and provided a workshop titled “**Conducting a Training Needs Analysis**” for 35 Human Resources Directors of mid sized Non-Profit Organizations on 04-16-09 (There is no training agreement because the Center for the Professional Development of Non-Profit Organizations is a program of the Workforce Institute); and

that the workshop was conducted as a part of a networking and marketing event to present the new Workforce Institute to training decision makers at mid and large Non-Profit organizations with Dolores Smith as the training professional services provider recommended by the Workforce Institute to conduct the above mentioned event; and

that there is a need to approve an agreement (Professional Services Agreement) with Dolores Smith, to compensate her for the workshop presented to the Directors of Human Resources of Non-Profit Organizations for an amount not to exceed \$150.00; and

that Dolores Smith has passed the Workforce Institute program profile check, interview and quality control process for highly skilled vendors to provide training for Human Resources Directors; and

that in Fiscal year 2009 previous agreements executed with Dolores Smith have exceeded \$10,000 and approval is requested for an additional \$150.00; and

that this request for a high degree of professional training agreement is exempt from District competitive bidding requirements; and

that the Office of M/WBE Contract Compliance has reviewed the above ratification and, since there is no opportunity for certified MBE or WBE subcontractor participation, is recommending approval of the request for a waiver from compliance for this payment, with the Board approved Participation plan.

THE CHANCELLOR

RECOMMENDS

that the Board of Trustees authorizes the College President to ratify the execution of a Professional Services Agreement with Dolores Smith from 04-15-09 to 04-17-09 for conducting conduct a workshop “Conducting a Training Needs Analysis” for a networking event for Non-Profit Organizations for an amount not to exceed \$150.00 00.

FINANCIAL:

\$150.00 – HW Workforce Institute Enterprise Account -532100-07020-2000700-40000-0000

Respectfully submitted:

Wayne D. Watson
Chancellor