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ADOPTED - BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT NO. 508  
MAY 7, 2009

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

**PROFESSIONAL SERVICE AGREEMENT  
AND MEMBERSHIP FEE  
BRAINSTORM GROUP INC.  
Office of Information Technology  
DISTRICT OFFICE**

**THE CHANCELLOR**

**REPORTS**

that the City Colleges of Chicago (hereinafter referred to as "City Colleges") is in the process of establishing a Business Process Design team composed of six (6) to eight (8) Process Design Liaisons to (1) focus on the City Colleges' business process initiatives thereby resulting in modifications to its administrative methods; delivery processes; technological support and orientation; and governance processes; and (2) facilitate alignment of administrative computer systems with business processes at the District office and colleges; and

that it is necessary to train the Process Design Liaisons in business process modeling, metrics and governance to promote standard practices and procedures, including methodology and other process design management techniques; and

that the City Colleges exercised due diligence in connection with this procurement of professional services, whereby service providers were considered, including, but not limited to, BrainStorm Group Inc., BPTrends and Silber Performance Consulting; and

that OIT staff has received a proposal from the Brainstorm Group Inc. (hereinafter referred to as "BrainStorm") to conceptualize, develop and deliver business process design training for up to ten attendees as follows: at a cost of \$5,050.00 for the course BPM 101: An Introduction to Business Process Management (1 day, on-demand instruction) and at a cost of \$35,400.00 for the following three courses: Process Modeling (3 days, live instruction), Process Metrics (2 days, live instruction), and Process Governance (1day, live instruction) resulting in a total cost of \$40,450.00 for training services including expenses; and

that the above pricing (1) is contingent upon the City Colleges' participation in the BPM Institute, whose parent corporation is BrainStorm, (2) affords the City Colleges with the most favorable pricing offered by BrainStorm for in-house customized training services and (3) provides other benefits, including access to current research; and

that the BPMInstitute promotes professional alliances between business process management professionals across process-centric organizations in various industries and the cost for a one-year corporate membership in the BPMInstitute is \$5,000; and

that BrainStorm provides learning sustainability that meets the City Colleges' travel/lodging cost containment requirements as afforded by (i) an annual conference and live course offerings conducted in Chicago, (ii) eLearning options for key courses, and (iii) quarterly live course offerings in three additional major U.S. cities; and

that BrainStorm course instructors possess credentials that include professional ties to Northwestern University, the University of Chicago and other institutions based in the Chicago area; and

that BrainStorm offers course instruction by experienced business process management practitioners, including senior executives, subject matter experts and established authors in the business process management arena; and

that staff has determined the proposal from BrainStorm is reasonable and acceptable at the total cost of \$45,450.00 (\$40,450 for training services and \$5,000.00 for the annual membership fee) and provides the learning sustainability as the Business Process Design team is created; and

that this procurement of professional services is exempt from the District's competitive bidding requirements; and the Office of M/WBE Contract Compliance has reviewed the above request and, there is no opportunity to subcontract to certified M/WBE vendors, to provide the requested services as described above to the district, is recommending a waiver of compliance with the Board Approved Participation plan.

**THE CHANCELLOR**

**RECOMMENDS** that the Board of Trustees authorizes the chairman to execute a professional services agreement with BrainStorm Group, Inc. for up to ten trainees at a cost not to exceed \$40,450.00 including expenses, and approve the issuance of a purchase order for a year-long corporate membership in the BPMInstitute at a cost of \$5,000.00 as further set forth herein for total not to exceed amount of \$45,450.

**FINANCIAL** \$45,450.00 – FY10 Education Fund – 00003-0000150-00084-01000-00000000-544200

**Respectfully submitted:**

**Wayne D. Watson**  
**Chancellor**

**May 7, 2009 – Office of Information Technology – District Office**