

ADOPTED – BOARD OF TRUSTEES COMMUNITY  
COLLEGE DISTRICT NO. 508  
NOVEMBER 2, 2009

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

Pre-Qualification of Training and Consulting Services-Workforce Institute  
Harold Washington College

**REPORTS**

**THE CHANCELLOR**

that the Workforce Institute at Harold Washington College, requires the services of Professional Trainers and Consultants on a consistent basis to provide training & consulting services; and

that the Workforce Institute at Harold Washington College worked with the Department of Business and Procurement Services to issue a Request for Qualifications (RFQ) NU0903, public notice for trainers and consultants to provide services on an as needed basis for Training Services in the following categories: Leadership & Management; Workplace Safety & OSHA; Basic Skill (Reading, Writing); IT & Computer Applications (MS Excel & MS Project); Construction; Transportation, Distribution and Logistics; Process Improvement; Languages; Manufacturing; Banking & Financial; Hospitality; Healthcare; Sales & Marketing; Professional Development; Green Technology; Nonprofit; Industrial Maintenance; for Consulting Services in the following categories: Training Project Management; Development; Field IT support; Instructional & Curriculum Design; Grant Writing; Graphic Design; Marketing; Client System Design; Implementation; and

that forty-four (44) vendors submitted qualifying proposals with qualifications, experience, staff, licensing and references and;

that the forty-four (44) vendor submittals were reviewed by staff from the Work Force Institute, Harold Washington College, Dawson Technical, Truman College and Academic Affairs; and

that the evaluation committee is recommending that the 40 vendors with an average score of 300 and above be included on the pre-qualified vendors list which is attached to the report; and

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

that as training projects are identified, the Workforce Institute at Harold Washington College will provide a detailed scope of services to the firms listed in their area of expertise to receive detailed pricing, including any reimbursable expenses; and

that the Workforce Institute at Harold Washington College will evaluate and select the lowest responsive bidder for the specified project ; and

that the Office of M/WBE Contract Compliance has reviewed the submittals referenced above for the Workforce Institute and, while there are certified M/WBE consultants identified as specific trainers, that the Participation Plan will be reviewed per project for compliance with the Board Approved Participation Plan.

**THE CHANCELLOR**

**RECOMMENDS**

that the Board of Trustees approves the list of firms and authorizes these firms 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.

Respectfully submitted,

Deidra J. Lewis  
Interim Chancellor

**FINANCIAL**

Not to exceed \$890,000 530000

