

ADOPTED-BOARD OF TRUSTEES COMMUNITY
COLLEGE DISTRICT NO. 508
SEPTEMBER 3, 2009

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

PROFESSIONAL SERVICE AGREEMENT
RAMONA MUNSELL & ASSOCIATES CONSULTING, INC.
MALCOLM X COLLEGE

THE CHANCELLOR

REPORTS

that Malcolm X College seeks to enter into a professional services agreement with Ramona Munsell & Associates Consulting Inc., Bella Vista, AR ("RMA") to provide independent, consultative evaluation support to fulfill the conditions of the Predominantly Black Institutions grant (PBI) with a grant period of October 8, 2008 – September 30, 2010, totaling \$1.2M over a two year period; and

that currently Ramona Munsell & Associates Consulting Inc. has an approved professional service agreement adopted in Board Report # 27230-March 8, 2006 for a five year period beginning September 1, 2005 through August 31, 2010 to develop a multi year grant proposal totaling over \$1.1 M over a five year period for Malcolm X College; and

that the total award was in the amount of \$ 671,378 for the Title IV Student Support Services Grant and that Malcolm X College is satisfied with the success rate and services provided by RMA; and

that RMA's specialized skills and knowledge of the federal regulations and review processes required by the Predominantly Black Institutions granting body will enhance the College's ability to successfully fulfill the reporting and evaluations requirements of the PBI grant awarded to the College. Specifically, RMA will provide technical assistance and evaluation services throughout the grant term (2 years with CCRAA PBI). Services will include the following:

- o *unlimited technical assistance via email and phone on grant management and project implementation issues;*
- o *assistance with interim, annual, and final performance reports;*
- o *assistance with revision requests;*
- o *access to RMA's Guide to EDGAR and Title III Grant Manager's Manual; and*
- o *mid-year (formative) and year-end (summative) evaluation visits.*

that this professional services agreement is exempt from the District's competitive bidding requirements; and

that the Office of M/WBE Contract Compliance has reviewed the professional service agreement and, Ramona Munsell & Associates Consulting, Inc. will be providing review services to the District for a specific grant application, with no opportunity to subcontract to additional firms, is recommending a waiver of direct WBE/ MBE participation in compliance with the Board Approved Participation plan.

THE CHANCELLOR

RECOMMENDS

that the Board of Trustees authorizes the Chairman to approve a professional service agreement with Ramona Munsell & Associates Consulting Inc., Bella Vista, AR. beginning September 3, 2009 through September 30, 2010 in an amount not to exceed \$25,000 to provide unlimited technical assistance on grant management and project implementation issues; assistance with interim, annual, and final performance reports; assistance with revision requests; as well as mid-year and year-end evaluation visits.

FINANCIAL

\$12,500 Year One PBI Grant 21000-3000400-00029-00000-104970930-532100
\$12,500 Year Two PBI Grant 21000-3000400-00029-00000-104970930-532100

Respectfully submitted,

September 3, 2009- Malcolm X College

Deidra J. Lewis
Interim Chancellor