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ADOPTED – BOARD OF TRUSTEES COMMUNITY
COLLEGE DISTRICT NO. 508
JANUARY 7, 2010

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS

RESOLUTION

WORKFORCE INSTITUTE PROCESS REDESIGN
AMENDMENTS TO CCC OPERATIONS MANUAL AND BOARD RULES FOR
MANAGEMENT AND GOVERNMENT

WHEREAS, the mission of the Workforce Institute at Harold Washington College is to design, develop, and deliver high quality training programs and services to businesses and the community; and

WHEREAS, the Workforce Institute continually identifies and addresses the ever changing needs of industries, employers, and their workforce; and

WHEREAS, the Workforce Institute anticipates an increased demand for quality training and educational programs for businesses, industry, and government; and

WHEREAS, the prompt, efficient delivery of quality training programs is vitally important to the Institute and its partners in business, government, and the community;

NOW, THEREFORE, BE IT RESOLVED that notwithstanding any provision of the Board Rules for the Management & Government or the Board's Operation Manual, the following procedures shall be authorized for all educational and training agreements initiated by the Workforce Institute:

1. Once a primary training agreement has been secured, subcontractor training agreements up to \$25,000 in a fiscal year with a single vendor may be approved by the College President overseeing the Workforce Institute or the Chancellor without Board approval; and
2. No legal review by the General Counsel is required provided the Workforce Institute uses the contract template approved by the Office of the General Counsel, including all insurance requirements dictated by the Risk Manager; and
3. The Vice Chancellor for Finance in conjunction with the Treasurer and the District Director of Business and Procurement Services shall promulgate rules and procedures for the prompt, expeditious processing and payment of all such agreements; and
4. The Board shall be regularly informed of all executed agreements initiated by the Workforce Institute.

The Workforce Solutions Division
Harold Washington College
Trainer/Consultant
Procurement/Contract/ Payment Processes

The following policies and procedures shall be used for the operation of the Workforce Institute in securing training agreements with the business industries and other partners. These are also the guidelines for the procurement, execution and payment of the subcontractors who are hired to perform the training services for the business partners.

I. Procurement Process:

A. The Workforce Institute will provide a list of the highly skilled categories of trainers needed for which the Department of Business and Procurement Services will prepare a Request for Qualifications (RFQ). The Request for Qualifications (RFQ) will be used to compile a list of qualified trainers/consultants. A Public Notice will be advertised for a minimum of 10 business days for interested consultant/trainer to submit qualification proposals to be included on the list of qualified trainers/consultants for WFI. The RFQ will include provisions for the following list of qualifications: number of years of experience, certifications, special training, education, etc. It shall also include the following components: (WFI will provide a detailed list of qualifications for each category of trainers or training services)

1. Introduction
2. Intent and Scope of Services (Various project categories)
3. Consultant requirements (e.g. Number of years in providing training consultant services, resume)
4. Fee range for categories selected
5. MBE/WBE Participation
6. Submittal Information
7. Evaluation Criteria
8. Submission Information

B. An Evaluation Committee of at least three (3) CCC staff members should review the responses to the RFQ. The committee should include at least one member from the WFI. Evaluation forms, which contain the evaluation criteria including points, must be completed.

C. The Evaluation Committee will recommend for Board approval a list of highly qualified Trainers/Consultants per training classifications. The approved list will be valid for a three-year period. The list may be amended from time to time to add new trainers/consultants or new categories upon approval by the Board or to eliminate trainers/consultants. The RFQ process for the whole list of categories of trainers as maybe amended shall be performed every three years starting from the date of the first RFQ.

D. Adding Trainers to the Prequalification list:

- As trainers/Consultant are requested for training opportunities not listed, a new RFQ will be issued, consultant evaluated and the Board Report amended to add trainers/Consultant to the pre-qualified list.
- The current pre-qualified vendors are not required to resubmit letter of interest. The RFQ will be issued as referenced above.

E. Immediate Training Request:

- A trainer/consultant maybe hired outside of the pre-qualified list when the category of training does not exist within the current approved list and there is an immediate need which must be approved by the President. Then, the RFQ process should be followed to permanently add the new category and the new pool of trainers/consultants.

F. Procurement requirements:

- Written Bid quotes shall be obtained from the pre-qualified list. After bids obtained, bids will be evaluated and the institute will select the most qualified, responsive and lowest bidder.
- MBE/WBE requirements must be met.
- District Procurement staff shall bid any services over \$25,000 for a fiscal year.
- Board approval must be obtained for services over \$25,000 for a fiscal year.
- Requisition and Purchase Order are required upon execution of the contract. POs must include reference to the corresponding Board Report Number.
- Professional Service Agreement (PSA) pre-approved by legal is required.
- PSA amounting to \$25,000 or less requires the signature of President or the Chancellor and the Chairman's signature for over \$25,000.
- All transactions must be entered in the PeopleSoft Finance System.
- Monthly information of agreements and subcontractor activities shall be reported to the Board
- Sales revenue shall be treated on accrual basis.
- Sub-contractor invoices shall be sent directly to the Executive Director of Harold Washington College.

II. Agreement Process

- The President of Harold Washington College may approve and execute the following contracts for the Workforce Institute without legal or procurement review when using the template approved by the Office of the General Counsel :
 1. Training agreements
 2. Memo(s) of agreement;
 3. Sub contractor agreements.
- Sub contractor agreements may be approved only if there is an existing training agreement related to the services for which the sub contractor is being hired for and that such agreement is revenue generating for the Work Force Institute.

- The President of Harold Washington College may approve and execute sub contractor training agreements per vendor for a cumulative amount not to exceed \$25,000 per fiscal year without Board approval.
- The President of Harold Washington College may approve the modification of the contract dates of the sub-contractor agreement which should be consistent with the dates of the corresponding training agreement for which the sub contractor was hired for.
- The President of Harold Washington College may approve modification of the amount of training agreements without a limit, but may only approve modification of the sub-contractor compensation up to \$25,000 per vendor per fiscal year.
- The President of Harold Washington College may approve modification to the Scope of Services of the training agreements and the modification to the corresponding subcontractors' agreement.
- All modification signed or initialed by all parties to the contract.
- The Office of the General Counsel shall provide the Board with a list of executed agreements on a monthly basis.
- The WFI trainer/ consultant evaluation process will be utilized to justify the priority of assigning, continuation or elimination from the list of Board approved trainers/consultant based on the following criteria:
 1. A-level trainer -90 percent and higher rating gets first call for training;
 2. B-level trainer-gets 80-89 percent on evaluations, gets second call for training;
 3. C-level trainer-gets 70-79 percent on evaluations gets last call and only if necessary.

III. Payment Process (AP)

- Payments to sub-contractors must be in accordance with the District's policies and procedures. Payment term is net 30 or the term specifically provided in the subcontract agreement with the following requirements:
 1. Original invoices
 2. Student roster signed by the trainer and the client representative
 3. Copy of the sub-contractor agreement
 4. The HW Business Office stamps the date the invoices was received by Workforce Institute
 5. The HW Business Office will conduct a complete audit of the invoices to verify that all pertinent information and supporting documentation are attached to the voucher payment request(s). The HW Business Office will submit the approved A/P Invoice Log Sheet that must be signed by the Executive Director or designee with invoices and all applicable supporting documentation to the Business Services/AP department
 6. The District Office Business Services AP Account Analyst will process the AP Invoice Log from HW in accordance with its standard operating procedures , including but not limited to the verification that all pertinent information and supporting documentation is attached to the invoices that was submitted

7. Vendor checks are mailed through the US Postal Service within 24 up to 48 hours