

31073

ADOPTED – BOARD OF TRUSTEES COMMUNITY

COLLEGE DISTRICT NO. 508

JULY 14, 2011

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508

COUNTY OF COOK AND STATE OF ILLINOIS

SAFEKEEPING AND CUSTODIAL SERVICES

HARRIS N.A.

OFFICE OF FINANCE

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chairman to execute an agreement with Harris Bank to serve as the Safekeeping and Custodial Services provider for the City Colleges of Chicago with three (3) additional one year options to renew and a provision for termination for convenience at any time for the period from September 1, 2011 through June 30, 2014, at an annual cost not to exceed \$20,000.

VENDOR: Harris N.A.
111 West Monroe Street
Chicago, IL 60603

USER: Office of Finance
District Office

TERM:

The term of this agreement shall commence on September 1, 2011 and shall end on June 30, 2014 with an option to renew for three (3) one-year periods subject to the Board's approval.

SCOPE OF SERVICES:

The selected firm will serve as the City Colleges of Chicago Safekeeping and Custodial Services provider and responsibilities shall include but not be limited to:

- Holding securities delivered by the City Colleges and/or the Investment Manager in a security depository, in book entry form or in any other manner permitted by law
- Acting on any investment instruction received from an authorized officer of the City Colleges and/or the Investment Manager
- Collecting all purchases, proceeds of sales, maturities, income and other dispositions of securities and holding proceeds for investment or for other disposition as instructed by CCC or its Investment Manager
- Ensuring purchased securities shall not be sold or presented for redemption or payment except upon the instructions of CCC or the Investment Manager

- Ensuring funds not reinvested from the sale, call or maturity of securities shall be held in an interest bearing cash account, preferably a NOW Account. Balances in excess of the FDIC limit, shall be fully collateralized in accordance with City Colleges' Investment Policy
- Providing monthly statements
- Providing on-going support services

BENEFIT TO CITY COLLEGES OF CHICAGO:

The Office of Finance has determined that Harris will ensure that City Colleges securities are safely held and accurately recorded through stringent safety measures and offer comprehensive real-time on-line services that include: cash reporting, security holdings and pledge positions, advices of principal and interest payments, transaction history and upcoming activity.

VENDOR SELECTION CRITERIA:

A Request for Proposal (RFP) was prepared and advertised through the Office of Procurement Services and e-mailed to 16 firms on March 4, 2011. Responses were received from Harris N.A. and PNC Bank.

The evaluation committee reviewed the responses and recommend Harris based on the criteria set forth in the RFP that included:

- Responsiveness of the RFP
- Qualification of the Firm and Project Team
- Demonstrated Safekeeping and Custodian Performance
- Custodian Management and Safekeeping Philosophy
- Proposed Methodology Approach
- Minority and Women Enterprise Participation
- Price/Cost/Fees (Proposed Cost of Services)

MBE/WBE COMPLIANCE:

The Office of M/WBE Contract Compliance has reviewed the above agreement, and Harris Bank, while self performing the project requirements with no ability to further subcontract, does contract with certified MBE and WBE vendors on other projects for indirect participation in compliance with the Board Approved Participation Plan.

MBE Vendor: Universal Information Solutions Indirect Participation CMBDC Certification
 11 S. LaSalle
 Chicago, Illinois 60601

WBE Vendor: SB Services Inc. Indirect Participation WBDC Certification
 888 Belvidere Rd.
 GraysLake, Illinois 60030

GENERAL CONDITIONS:

Inspector General – It shall be the duty of each party to the agreement to cooperate with the Inspector General for City Colleges of Chicago in any investigation conducted pursuant to the Inspector General’s authority under Article II, Section 2.6.4(b) of the Board Rules for Management and Government.

Ethics – It shall be the duty of each party to the agreement to comply with the applicable provisions of the Board’s Ethics policy adopted January 7, 1993, and an amended by the Board.

FINANCIAL;

Total: \$60,000

Charge to: Office of Finance

Source of Funds: Education Fund

Unrestricted Fund

FY12: 00003-0010026-00082-01000-0000000-594230: \$20,000

FY13: 00003-0010026-00082-01000-0000000-594230: \$20,000

FY14: 00003-0010026-00082-01000-0000000-594230: \$20,000

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

July 14, 2011 – Office of Finance