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**ADOPTED – BOARD OF TRUSTEES COMMUNITY
COLLEGE DISTRICT NO. 508
JULY 14, 2011**

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

**ELECTRONIC TRANSCRIPT DELIVERY SERVICES
OFFICE OF CLIENT SERVICES AND STUDENT ENGAGEMENT
ALL COLLEGES**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chairman to execute a five (5) year agreement with Parchment Inc. to serve as the vendor for a secured paper and electronic transcript, web-based transcript delivery ordering system. The City Colleges of Chicago (CCC) will have an option to renew for an additional three (3) years and a provision for termination for convenience at any time for the period from July 7, 2011 through July 6, 2016, at a total cost not to exceed \$20,000.

VENDOR: Parchment Inc.
6263 N. Scottsdale Road
Suite 170
Scottsdale, AZ 85250

USER: City Colleges of Chicago- Registrar's Office, Students and Alumni

TERM:

The original term of this agreement will commence on July 7, 2011 and shall end on July 6, 2016.

SCOPE OF SERVICES:

Parchment Inc. will serve as City Colleges of Chicago's outsource transcript delivery system, both paper and online. Responsibilities will include but are not limited to:

- Enabling current and previously enrolled students to request a copy of their academic transcript
- Ensuring FERPA compliance
- Enabling students to identify their intended recipient, select choices among several options as provided by the school, and make credit card payment
- Providing monthly reports to determine how many transcripts have been ordered and who are the recipients

- Branding of transcripts with the City Colleges of Chicago logo
- Access to an Account Manager who will provide support for each college

BENEFITS TO CITY COLLEGES OF CHICAGO:

Students and alumni will have the opportunity to request their transcript online and have it delivered electronically via a secure online system or through a traditional paper based method.

VENDOR SELECTION CRITERIA:

Specifications prepared by District Office Procurement staff were publicly advertised on March 23, 2011 as Request for Proposal (“RFP”) DT 1105. Said RFP was sent to five (5) vendors and a pre-proposal conference was held on March 30, 2011. Submittals were received from the following two (2) vendors: Parchment and SCRIBE-SAFE International. SCRIBE-SAFE International was deemed non-responsive for non-compliance with the MBE/WBE participation plan.

The evaluation committee reviewed the responses and recommends Parchment Inc. as the most responsible and responsive bidder based on the criteria set forth in the RFP that included:

1. Qualifications and Experience of the firm
2. Proposer’s plan of action for the execution of the requested services.
3. Past experience with similar services for educational institutions
4. Internal controls and security throughout process; as well as reporting capabilities
5. M/WBE Participation Plan

MBE/WBE COMPLIANCE:

The Office of M/WBE Contract Compliance has reviewed the above referenced agreement and Parchment subcontracting with Blackwell Consulting, a certified MBE, and VIVA USA, a certified WBE, is in compliance with the Board Approved Participation Plan.

MBE Vendor: Blackwell Consulting City Certification
 100 S. Wacker Dr.
 Chicago, Illinois 60607

WBE Vendor: VIVA USA City Certification
 3301 Algonquin Rd.
 Rolling Meadows, Illinois 60008

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 as amended by the Board.

FINANCIAL:

Total: \$20,000.

Charge to: Office of Client Services and Student Engagement

Source of Funds: Education Fund

FY12: 00003-0000108-00029-01000-0000000-538100: \$20,000

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

July 14, 2011 - Client Services and Student Engagement-District Office