

31018

**ADOPTED – BOARD OF TRUSTEES COMMUNITY
COLLEGE DISTRICT NO. 508
JUNE 16, 2011**

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

**ReCAPP SYSTEM LICENSE AND TRAINING
DISTRICT-WIDE**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees approves the issuance of purchase orders to the Altus Group for: 1) the renewal of the software license for the ReCapp system, a computerized log and tracking program that enables the District to catalog, track, as well as update any structural changes made to CCC buildings at a cost of \$55,728; and 2) the training of additional District staff on the ReCAPP System at a cost of \$40,000 for a combined total cost of \$95,728 for a three (3) year period from June 1, 2011 through May 30, 2014.

VENDOR: The Altus Group
Capital Planning
170575 Leslie Street
Newmarket, ON L3Y 8E1 Canada

USER: District Office
Harold Washington College
Kennedy King College
Wilbur Wright College
Malcolm X College
Olive Harvey College
Truman College
Daley College

TERM:
The term of the agreement will commence on June 1, 2011 and end on May 30, 2014.

SCOPE OF SERVICES:
The Altus Group will provide software upgrades, additional licensing, staff training, technical assistance and hosted solution for the Real Estate Capital Asset Priority System, which is used to plan and prioritize the Capital Program for the District.

BENEFIT TO CITY COLLEGES OF CHICAGO:

The District will maintain continuity cataloging facilities data that has proven to be effective in tracking physical modifications, needed repairs and necessary improvement for the District facilities, including data recovery since 2003. The data both current and historical has been instrumental in developing the multi-year capital plans allowing for critical prioritization of available resource within a fiscal year.

DELIVERABLES:

The data input by CCC staff is maintained on a separate server accessible via the internet and comes with redundant infrastructure components including a full disaster recovery plan, on-call technical assistance as well as required software upgrades will be provide for the three year contract period. Training for additional staff as identified by the District will be scheduled as determined by Administrative and Procurement Services.

VENDOR SELECTION CRITERIA:

This request for renewal of licensure for software currently used by the District is exempt from the District’s competitive bidding requirements.

MBE/WBE COMPLIANCE:

The Office of M/WBE Contract Compliance has reviewed the above referenced request and as this purchase involves a license for proprietary software used by the District electronically with no opportunity to subcontract with certified MBE/WBE firms, it is recommending a waiver of direct participation in compliance with the Board Approved Participation Plan.

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: \$95,728

Charge to: Plant Management

Source of Funds: Operation and Maintenance Fund

Software Support	\$30,960 3 Year Fee
Web Hosting Program	\$30,960 3 Year Fee
Training Program	\$ 7,500 5-day training program
Discount	\$ (13,692)
Total Cost	\$55,728
Additional Training Cost – District Wide	\$40,000
3 –Year Total Cost	\$95,728

Unrestricted Fund

FY12:05501-0005031-70000-82980-000000000-530000:\$95,728

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

June 16, 2011 – Office of Administrative and Procurement Services - District -Wide