

31037

**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**

**FOREST INCENTIVES
WYCC-TV20**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees approves the issuance of a purchase order to Forest Incentives, Inc. to provide select premium items to satisfy viewers who respond to WYCC-TV20 pledge drives for the period from June 9, 2011 through June 30, 2011, for a total amount not to exceed \$4,000.

VENDOR: Forest Incentives, Inc.
230 Fairhill Street
Willow Grove, PA 19090

USER: WYCC-TV20-Kennedy King College

TERM:

The term of this agreement shall commence on June 9, 2011 and shall end on June 30, 2011.

SCOPE OF SERVICES:

Forest Incentives will provide WYCC with premiums for the pledge programs that WYCC airs. Forest Incentives offers exclusive pricing on various deliverables to support those items being used only for pledge purposes. There has been an increase in the number of pledge events in FY11 which has resulted in a corresponding increase in the amount WYCC needs to spend on premiums. This increased need use will push the total amount spent with Forest Incentives beyond the limit that can be spent without Board approval. Excluding this request, WYCC-TV20 has expended \$9,853 with Forest Incentives this fiscal year.

BENEFIT TO CITY COLLEGES OF CHICAGO:

Utilizing Forest Incentives to provide premiums for WYCC pledge events will assist in increasing the revenue stream from PBS pledge drives into the WYCC enterprise fund.

DELIVERABLES:

Various DVDs, CDs, Books and other media depending on the pledge offer presented by the individual programs aired during the pledge event by WYCC.

VENDOR SELECTION CRITERIA:

Pursuant to State law, this request for pledge distribution services is only available from a single source through PBS Broadcasting and is therefore exempt from the District's competitive bidding requirements.

MBE/WBE COMPLIANCE:

The Office of M/WBE Contract Compliance has reviewed the above request and, Forest Incentives is a supplier of specific items utilized by the all PBS stations nation-wide, that ships directly to the subscriber, with no apparent opportunity for subcontracting to local certified firms, is requesting 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: \$4,000

Charge to: WYCC- Membership

Sources of Funds: WYCC New Projects

Restricted Fund

FY11: 07003-8075002-00029-00000-0000000-54100: \$4,000

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

June 16, 2011 – WYCC-TV20- Kennedy King College