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**ADOPTED- BOARD OF TRUSTEES COMMUNITY
COLLEGE DISTRICT NO. 508
FEBRUARY 23, 2011**

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

**PROFESSIONAL SERVICES AGREEMENT
EXECUTIVE SEARCH SERVICES
CITY COLLEGES OF CHICAGO**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chairman to enter into 3 professional service agreements for a 1 year period with an option to extend for an additional 1 year with the vendors listed below to provide executive search services on an as needed basis to City Colleges of Chicago at a cost not to exceed \$336,000 for the period from February 24, 2011 through February 23, 2012. Information pertinent to these agreements is stated below:

VENDORS: The Hollins Group, Inc.
225 W. Wacker Drive, Suite 1575
Chicago, IL. 60606

LaSalle Network
200 N. LaSalle, Suite 2400
Chicago, IL. 60601

USER: Office of Human Resources and Staff Development

TERM:

The term of each agreement shall commence on February 24, 2011 and shall end on February 23, 2012. Each agreement shall have an option to extend for an additional one (1) year period.

SCOPE OF SERVICES:

The executive search firm services under this contract will consist of, but are not limited to, soliciting candidates in order to develop a broad and diverse talent pool of qualified senior level executives with:

- a demonstrated record of accomplishments in a results driven organization; and
- a diverse range of experience from academics, educational practitioners, and senior level corporate or private sector management experience

Responsibilities under this contract include:

- Review resumes of each candidate and determine those meeting minimum qualifications within four (4) weeks of notification by City Colleges of Chicago;
- Follow up with interviews to clarify each applicant's experience;
- Rigorously screen candidates' educational and professional background and references;
- Recommend a pool of candidates for further screening by district leadership and the Board of Trustees, as needed;
- Prepare a written summary of candidates with the most promising qualifications;
- Coordinate candidates' participation in interviews;
- Participate in the interviews and final selection process;

- Notify applicants who are not selected; and
- Re-initiate a one-time additional executive search in accordance with the specification set forth above, at no fee to the City Colleges of Chicago, if the successful candidate leaves the employment of the City Colleges of Chicago within one year of placement

BENEFIT TO CITY COLLEGES OF CHICAGO:

Effective executive search services will assist City Colleges of Chicago in identifying a pool of highly qualified and professional senior level executive candidates to fill upper management positions.

VENDOR SELECTION CRITERIA:

Specifications were prepared by District Procurement staff and a Request for Qualification (RFQ) #SJ1101 was publicly advertised on January 24, 2011. Thirty (30) vendors were contacted. Eight (8) firms responded to the RFQ on February 10, 2011: 1) A Personnel Commitment; 2) David Gomez & Associates, Inc.; 3) Diversity Employment & Education Network, LLC (DEEN); 4) Greenwood/Asher & Associates, Inc.; 5) The Hollins Group, Inc.; 6) Isaacson, Miller, Inc.; 7) JuriStaff, Inc.; and 8) LaSalle Network.

All qualifications were reviewed, evaluated and ranked by staff which included the Office of Human Resources and Staff Development, Chancellor’s Office, Procurement Services and MBE/WBE Contract Compliance.

The evaluation criteria outlined in RFQ #SJ1101 included:

- 1) Resources of the firm and its the ability to support and manage the project
- 2) Fee proposal
- 3) Success on previous projects of similar scale as demonstrated by references provided.
- 4) Ability to develop a pool of candidates that reflect diversity in race, gender, ethnicity as well as in professional experience
- 5) Engagement approach and plan
- 6) Commitment of the firm to work with City Colleges’ management and comply with all relevant policies, including MBE/WBE and Ethics

Isaacson, Miller, Inc. located in Boston, MA, has been deemed non-responsive due to non-compliance with our M/WBE Participation Plan and the top three (3) highest ranked responsive firms were selected to provide executive search services as a pool of pre-qualified firms.

The fee to be paid to each vendor upon selection of successful candidate includes a professional service fee not to exceed 28% of the selected candidate’s total first year base salary.

MBE/WBE COMPLIANCE:

The Office of M/WBE Contract Compliance has reviewed the above responses and, The Hollins Group, Inc. and LaSalle Network are in compliance with the Board Approved Participation Plan.

Firm: The Hollins Group

MBE Vendor:	The Hollins Group 225 W. Wacker Drive Suite 1575 Chicago, IL 60606	MSDC certification	Direct Services
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WBE Vendor: Inner-City Supply City certification Office Supplies
8830 S Dobson
Chicago, IL 60649

Firm: LaSalle Network

Utilizes certified firms on other projects for indirect participation

MBE Vendor: GSG City certification Consulting Services
855 W Adams
Chicago, IL 60606

WBE Vendor: Environmental Analysis, Inc. City certification Environmental Analysis
348 N Ashland
Chicago, IL 60607

WBE Vendor: Ahmed & Harvell, Inc. City certification Background Investigation Services
8 S. Michigan Avenue
Suite 2016
Chicago, IL 60603

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 shall not exceed \$336,000

Charge To: Human Resources

Source of Funds: Education Fund

FY11: 00003-0025001-00081-01216-530000: \$112,000

FY12: 00003-0025001-00081-01216-530000: \$224,000

Respectfully submitted,

Cheryl L. Hyman
Chancellor

February 23, 2011 – March 2011 Board Meeting - Office of Human Resources and Staff Development