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**ADOPTED – BOARD OF TRUSTEES COMMUNITY
COLLEGE DISTRICT NO. 508
OCTOBER 6, 2011**

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

**PROFESSIONAL SERVICES AGREEMENT
DIRECTOR OF EVALUATION FOR W.K. KELLOGG FOUNDATION GRANT
“PROJECT HOPE AND HEALING: RETHINKING RACE”
RICARDO MILLETT & ASSOCIATES
WYCC TV-20**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chairman to execute a professional services agreement with Ricardo Millett & Associates to provide evaluation planning for WYCC’s project “Hope and Healing: Rethinking Race” through a W.K. Kellogg Foundation Grant, for the period from October 6, 2011 through June 1, 2012 at a total cost not to exceed \$40,000.00.

VENDOR: Ricardo Millett & Associates
4922-C South Cornell Ave
Chicago, IL 60615

USER: WYCC-TV20 – Kennedy King College

TERM:

The term of this agreement shall commence on October 6, 2011 and shall end on June 1, 2012.

SCOPE OF SERVICES:

Working as a team member of the proposed Advisory Evaluation Group during the evaluation planning and specification phase, Ricardo Millett & Associates will provide the following services:

- (1) Narrow the scope, focus and related evaluation formative, summative question;
- (2) Determine appropriate time-lines for program implementation (airing of documentary segments) and sequencing of the evaluation data collection activities;
- (3) Identify, select and recruit community representative/organizations as active program implementation partners (and data collection respondents/sources);
- (4) Planning and designing appropriate (within budget and time resources) focus group sessions;
- (5) Planning and executing appropriate ‘communications strategies’ (including tailored videos for policy makers, school administrators, food markets and farmer organization);

- (6) Working with the Advisory to document and assess the efficacy of the program implementation activities; and
- (7) Designing the questionnaires, and interview protocols to assess the impact of the documentaries, collecting and analyzing the data from:
 - Town Hall Meetings
 - 'Core Community Partnership Reference Group'
 - Focus Groups
- (8) Analysis and writing report on findings (Learning and Results)

BENEFIT TO CITY COLLEGES OF CHICAGO:

The W.K. Kellogg Foundation encourages some level of evaluation for all grants that it awards. This may include both formative and summative evaluations. Evaluation lends critical insight into the results achieved, provides important lessons for improvements, and informs which projects or models were effective and might be disseminated, expanded, and/or replicated.

VENDOR SELECTION CRITERIA:

Pursuant to State law, this request for professional services is exempt from the District's competitive bidding procedures. WYCC interviewed the following firms with grant evaluation experience based upon the requirements of the Grant Award: 1) ITMESA, LLC; 2) Judah Viola; 3) Rockman, et. al, Inc.; 4) Learning Gauge, Inc.; and 5) Ricardo Millett and Associates. The WYCC staff evaluated the firms based upon formal training, prior grant evaluation experience, philosophical and methodological orientation for the project as well as past references. Based upon the evaluation criteria, the WYCC staff determined that Ricardo Millett & Associates was the most qualified firm to provide grant evaluation for this project.

M/WBE COMPLIANCE:

The Office of M/WBE Contract Compliance has reviewed the above request. Ricardo Millett & Associates is a sole proprietor in the process of applying for MBE certification through the Chicago Minority Business Development Council, one of our recognized certifying agencies, and performs all duties associated with the grant application, with no further subcontracting opportunities. Therefore, the Office of M/WBE Contract Compliance recommends accepting the MBE participation and waiving the direct WBE participation in compliance with our Board Approved Participation Plan.

<p>MBE Vendor: Ricardo Millet & Associates 4922-C South Cornell Ave Chicago, IL 60615</p>	<p>Direct Participation Grant review and Evaluation</p>	<p>CMBDC</p>
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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: \$40,000

Charge to: WYCC

Sources of Funds: W.K. Kellogg Grant

Restricted Fund

FY12: 21000-8075017-40000-00000-705571080-530000: \$40,000

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

October 6, 2011 – WYCC-TV20 – Kennedy-King College