

31682
ADOPTED - BOARD OF TRUSTEES COMMUNITY COLLEGE
DISTRICT NO. 508
DECEMBER 7, 2012
BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS

TEMPORARY AGENCY SERVICES
VARIOUS VENDORS
DISTRICT WIDE
(AMENDMENT TO BOARD REPORT 31359)
(RENEWAL OPTION)
(RATIFICATION)
OFFICE OF HUMAN RESOURCES AND STAFF DEVELOPMENT

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees approves an amendment to Board Report 31359 adopted on March 1, 2012, requesting an additional \$325,000 for temporary agency services provided by the vendors listed below for the period from May 1, 2012 through April 30, 2014.

VENDORS: A-Pro Staffing, LLC
 208 South LaSalle, Suite 1450
 Chicago, Illinois 60604

 A Personnel Commitment, Inc.
 223 West Jackson Boulevard, Suite 1220
 Chicago, Illinois 60606

 CBS Personnel Services (d/b/a Staffmark)
 435 Elm Street
 Cincinnati, Ohio 45202

USER: District-Wide

ORIGINAL TERM:

The original term of this agreement began on April 27, 2009 and ended on April 30, 2012.

RENEWAL TERM:

The renewal term of this agreement shall begin on May 1, 2012 and will end on April 30, 2014.

SCOPE OF SERVICES:

The vendors shall provide necessary temporary services for various projects, including, but not limited to, administrative, accounting, legal and human resources functions. The additional funding

is needed to:

- Provide for vendor services critical to maintaining the operations for the Office of Finance.
- Provide for vendor services for the critical functions during the PeopleSoft upgrade which will be occurring in Spring 2013.
- Provide for vendors services critical to maintaining the Office of Academic Affairs for college recruitment and admission functions.
- Provide for vendor services to support critical projects assigned to the Office of Communications.
- Provide for vendor services to support the Office of Human Resources and Staff Development during the Taleo Hiring & Recruitment and Workforce Time & Attendance implementations.

The range of hourly rates for each vendor is as follows:

Vendor	Range of Hourly Rates for Contracted Services
A-Pro Staffing, Inc.	\$12.45 to \$18.60
A Personnel Commitment, Inc.	\$13.92 to \$26.16
CPS Personnel Services (d/b/a Staffmark)	\$15.00/\$21.00 to \$32.00/\$37.50

BENEFIT TO CITY COLLEGES OF CHICAGO:

The Office of Human Resources has determined it would be in the best interest of the District to renew contracts with the above mentioned firms in order to ensure adequate and continuous operations on an as needed basis.

VENDOR SELECTION CRITERIA:

Specifications were prepared by District Procurement staff and a Request for Proposal (RFP) was publicly advertised and issued to 32 firms on November 26, 2008. Eleven (11) firms submitted proposals on December 19, 2008.

All proposals were reviewed, evaluated and ranked by an evaluation committee which included Human Resources (District Office), Malcolm X, Olive-Harvey and Daley College staff. The evaluation criteria outlined in the RFP included:

- Qualifications, experience and past performance on other contracts in terms of size, scope and quality of services
- Qualifications and experience of committed personnel
- Quality and responsiveness of the proposal
- Fees/Cost Proposal
- M/WBE Participation in compliance with District requirements

Based upon the evaluation scoring, the staff recommended the acceptance of the proposals from the above listed firms.

MBE/WBE COMPLIANCE:

The Office of M/WBE Contract Compliance has reviewed the above request for an amendment to the agreements and the above identified vendors, with the continued approval of a waiver of direct MBE participation for A Personnel Commitment, Inc., remain in compliance with the Board Approved Participation Plan.

A Pro Staffing, LLC**MBE Vendor:**

A Pro Staffing, LLC	Direct Participation (prime)	City Certification
208 S. LaSalle	93%	
Chicago, IL 60604		

WBE Vendor:

BPS Staffing, Inc.	Direct Participation (sub)	City Certification
134 N. LaSalle	7%	
Chicago, IL 60610		

A Personnel Commitment, Inc.**WBE Vendor:**

A Personnel Commitment	Direct Participation (prime)	City Certification
223 W. Jackson	100%	
Chicago, IL 60610		

CBS Personnel Services, d/b/a Staffmark**MBE Vendor:**

BPS Staffing, Inc.	Direct Participation (sub)	City Certification
134 N. LaSalle	27%	
Chicago, IL 60610		

WBE Vendor:

A Pro Staffing, LLC	Direct Participation (sub)	City Certification
208 S. LaSalle	7%	
Chicago, IL 60604		

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 2, Section 2.7.4(b) of the Board Bylaws.

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.

Contingent Liability – Pursuant to Section 7-14 of the Illinois Public Community College Act, all agreements authorized herein shall contain a clause that any expenditure beyond the current fiscal year is subject to appropriation in the subsequent fiscal year.

FINANCIAL:

Total FY12 – FY14: \$325,000

Charge to: Various College and Departments

Source of Funds: Education

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

December 7, 2012 – Office of Human Resources and Staff Development