

**31385**  
**ADOPTED – BOARD OF TRUSTEES COMMUNITY COLLEGE**  
**DISTRICT NO. 508**  
**APRIL 4, 2012**

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

**FINANCIAL AID CONSULTING SERVICES**  
**PROEDUCATION SOLUTIONS, LLC**  
**OFFICE OF FINANCE**  
**DISTRICT-WIDE**

**THE CHANCELLOR RECOMMENDS:**

that the Board of Trustees authorizes the Chair to execute an agreement with ProEducation Solution, LLC, to provide financial aid consulting services for the period from April 15, 2012 through April 14, 2013, at a total cost not to exceed \$75,000.

**VENDOR:** ProEducation Solutions, LLC  
491 Partridge Circle  
Sarasota, Florida 34236

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

**TERM:**

The term of this agreement shall commence on April 15, 2012 and shall end on April 14, 2013 with an option to extend for additional three (3) one (1) year periods, subject to the Board's approval.

**SCOPE OF SERVICES:**

ProEducation, LLC will provide a comprehensive review of the financial aid operations of all seven colleges and the District Office. The scope of services will include, but is not limited to, the following:

- 1) operational review of financial aid and other offices involved in the delivery of financial aid;
- 2) assessment of the utilization of technology;
- 3) assessment of compliance with Federal and State regulations; and

#### 4) staffing analysis

ProEducation Solutions, LLC will also provide a confidential written report detailing any findings, opportunities for improvement, best practices and a recommended action plan.

#### **BENEFIT TO CITY COLLEGES OF CHICAGO:**

The Office of Finance has reviewed this request for services and has determined that it would be in the best interest of the District to work with ProEducation Solutions, LLC to ensure that Financial Aid and related offices are operating effectively and efficiently and in compliance with Federal and State regulations.

#### **VENDOR SELECTION CRITERIA**

Specifications were prepared by District Procurement Staff and a Request for Proposal (RFP) #MWJ1121 was publicly advertised on January 17, 2012. Sixteen (16) companies were contacted. Four (4) companies responded to the RFP on February 6, 2012; 1) ProEducation Solutions, LLC; 2) Global Financial Aid Services; 3) The Kenaly Complement; and, 4) Todd & Associates.

All qualifications were reviewed, evaluated and ranked by staff which included Office of Finance, Academic Affairs, Strategic and Institutional Intelligence, Procurement Services and the Office of M/WBE Contract Compliance.

The evaluation criteria included:

1. Qualifications and experience of the firm and key personnel
2. Proposer's plan of action for the execution of requested services
3. Past experience with similar services for educational institutions
4. Fees in relation to the Scope of Services
5. M/WBE compliance

Based on the evaluation scoring, staff recommends the acceptance of the proposal from ProEducation Solutions, LLC which ranked highest on the evaluation scoring.

#### **MBE/WBE COMPLIANCE:**

The Office of M/WBE Contract Compliance has reviewed the above agreement and, ProEducation Solutions, LLC utilizes a certified MBE firm for direct participation. With minimal opportunity for subcontracting of the specific services to additional firms, a waiver of direct WBE participation is recommended in compliance with the Board Approved Participation Plan.

#### **MBE Vendor:**

Student Funding Group  
106 Allen Road  
Liberty Corner, New Jersey 07938

Direct Participation

NMSDC Certification

**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 an amended by the Board.

**FINANCIAL:**

**Total:** \$75,000

**Charge to:** Office of Finance

**Source of Funds:** Unrestricted Funds- Education Funds

**FY12:** 00003-0010103-80000-00000-0000000-530000: \$75,000

**Respectfully submitted,**

**Cheryl L. Hyman  
Chancellor**

**April 4, 2012 - Office of Finance – District Office**