31506

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508

COOK OF COOK AND STATE OF ILLINOIS

TRANSFER EVALUATION SYSTEM
COLLEGESOURCE
OFFICE OF STRATEGY AND INSTITUTIONAL INTELLIGENCE
DISTRICT WIDE

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to execute an agreement with CollegeSource to serve as the sole source vendor for District-wide use of the Transfer Evaluation System, for a five (5) year period from July 16, 2012 through July 15, 2013, with three (3) one year options to renew, at a total cost not to exceed $40,527 for the original contract term.

VENDOR: CollegeSource
                8090 Engineer Road
                San Diego, California 92111

USER: City Colleges of Chicago-Student Service Offices

ORIGINAL TERM:
The original term of this agreement will commence on July 16, 2012 and shall end on July 16, 2013 with three (3) additional options to renew at one year each.

SCOPE OF SERVICES:
The first-ever national course description database is contained in the Transfer Evaluation System, (TES) giving users instant access to course descriptions from every college across the country. TES is an enhancement to the College Source tool that will allow users to evaluate different course descriptions in a hosted work environment. The features of TES are:

- Create a custom report containing course descriptions from multiple institutions and multiple academic years. The report will contain all course description detail including course title, course code and number of credits.

- Build your own equivalency database. Compare student course descriptions with possible matches at your own school.

- Institutional Profiles show each institution's national and programmatic accreditation, calendar and unit type, basic contact data, highest degree offered, Carnegie class, and more.

- Course Finder takes users to the exact course description they need in just a few clicks. Over 41 million courses descriptions from more than 4,000 institutions are stored in TES. This includes data from catalogs going back to 1993. In addition, powerful search tools automatically return possible matches from the user's own institution catalog. The on-screen results can be printed, emailed, routed for evaluation, or used to create an equivalency.

- Complete Catalogs in PDF format allow access to information beyond the course description, including program data, policy statements, faculty listings, and more.

- Evaluation Tracker records the decisions made by faculty and staff in regard to the appropriate transfer of each course. Each action and note is logged by the system for later retrieval, providing an unprecedented level of accountability and process analysis.

- Equivalency Manager is a robust tool for creating, updating, and retrieving simple and complex equivalencies. Equivalencies can also be collected in groups for uses like statewide initiatives, general education packages, or program-to-program articulations.

- Customizable Reports allow users to save commonly used lists of courses and equivalents for distribution among the staff, faculty, or general public.

- Monthly Webinars to enhance use of the tools within TES.

BENEFIT TO CITY COLLEGES OF CHICAGO:

The process of evaluating transfer courses and recording the decisions in the student information system is changing per the recommendation of the Student Support Services Task Force in 2011. Using the TES system is part of an overall plan to improve the business process involved in evaluating transfer courses at City Colleges of Chicago:

1. Advisors will reduce clerical tasks and put more time in on a case management approach to advising.

2. Standardizing the assignment of transfer credit at CCC will improve and prepare to interface transfer work in the degree audit tool.

3. Student service will improve. As the use of the joint evaluation environment matures, the time it takes to evaluate incoming courses will decrease.

4. TES functionality will provide new virtual advising features that display the course equivalencies on the CCC website.

VENDOR SELECTION CRITERIA:

Pursuant to State law, goods that are economically procurable from only one source are exempt from the District's competitive bidding requirements. CollegeSource® is the only comprehensive collection of college catalogs worldwide. No other institution or company has a database that is comparable to the more than fifty thousand catalogs and forty two million course descriptions contained in the CollegeSource® holdings. Built on this unique database, the Transfer Evaluation System (TES®) from CollegeSource is also unique. TES® is alone in its ability to compare any two catalogs (from the same institution) and return all the changes between one edition and the next in great detail or (from different institutions) return potential equivalencies to the screen within seconds. CollegeSource, Inc. is the sole-source provider of the CollegeSource® database and TES® is the only system of tools built to interface with this database.

MBE/WBE COMPLIANCE:

The Office of M/WBE Contract Compliance has reviewed the Transfer Evaluation System and because CollegeSource, the sole provider of the comprehensive collection of college catalogs, has no opportunity to subcontract the services, a waiver from MBE/WBE direct participation is granted 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 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.

FINANCIAL:
Total: $40,527

FY13: 92015-0017004-10000-01246-580000: $40,527

COLLEGE	ANNUAL PAYMENT	NOTES
DALEY	$7,034	New User
HAROLD WASHINGTON	$2,319	TES User since 2008 grandfathered under old fee schedules
KENNEDY-KING	$7,034	New User
MALCOLM X	$7,034	College Source User since 2010
OLIVE-HARVEY	$3,038	TES User since 2011 grandfathered under old fee schedules
TRUMAN	$7,034	New User
WILBUR WRIGHT	$7,034	College Source User since 2010
TOTAL DISTRICT WIDE	$40,527	Total Cost is 20% below the cost if the colleges were charged individually

Respectfully submitted,

Cheryl L. Hyman
Chancellor

July 12, 2012 – Office of Strategy and Institutional Intelligence-District Office