

**31578**  
**ADOPTED - BOARD OF TRUSTEES COMMUNITY**  
**COLLEGE DISTRICT NO. 508**  
**SEPTEMBER 13, 2012**

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

**DISTRICT-WIDE STUDENT FINANCIAL AID SOLUTION**  
**REGENT EDUCATION, INC.**  
**OFFICE OF INFORMATION TECHNOLOGY**  
**DISTRICT OFFICE**

**THE CHANCELLOR RECOMMENDS:**

that the Board of Trustees authorizes the Chair to execute software subscription licensing and professional service agreements with Regent Education, Inc. to provide a stand-alone financial aid processing solution that will integrate with the existing PeopleSoft Enterprise Resource Planning (ERP) system for the period from October 1, 2012 or upon Board execution through September 30, 2015, at a total cost not to exceed \$1,975,000.

**VENDOR:** Regent Education, Inc. (Regent)  
112 West Church Street  
Frederick, Maryland 21701

**USER:** District-wide

**TERM:**

The terms of the agreements will commence on October 1, 2012 or upon Board execution and end on September 30, 2015 with an option to renew for two (2) additional six (6) month periods.

**SCOPE OF SERVICES:**

During the initial phase of this engagement, Regent will provide implementation services which include:

- 1) Analysis/Design – Development of an Implementation Design Document and Project Plan
- 2) Configuration – Configuration of the Regent 8 application to work with and enhance City Colleges of Chicago’s existing People Soft Campus Solutions 8.0 ERP system
- 3) Testing/Training - Testing for compliance and conduct end user training
- 4) Deployment – Deployment of the solution and ensure successful transition and user adoption of the solution

Following completion of the implementation services, Regent will provide subscription licensing for a two (2) year period for CCC to access the Regent 8 Subscription tool to achieve financial aid compliance with Department of Education (“DOE”) requirements and administration of financial aid for up to 100,000 students and other end-users. The subscription licensing cost is approximately

\$1,600,000 or \$8.00 per student over the two (2) year period. This application is responsible for generating approximately \$150,000,000 in financial aid revenue per year.

**BENEFIT TO CITY COLLEGES OF CHICAGO:**

CCC will realize the following benefits from the implementation of Regent 8:

- Provide the District with the capacity to ensure continuity of financial aid administration and processing that satisfies all federal compliance requirements, by empowering financial aid to be a front line strategic initiative, rather than a back office administration function.
- Equip CCC with the means to build District-wide standardized processes for achieving a high quality uniform student experience.
- Facilitate the District’s ability to respond more rapidly to financial aid regulatory requirements and organizational needs, and manage the update process for all DOE reporting modifications, in a fashion that is transparent.
- The application would be updated off hours to ensure maximum up time, which will also eliminate the need for CCC staff to support the software release update process multiple times each year.
- Deployment of Regent 8 will allow the optimization of CCC’s manpower model and automation of the entire financial aid management process.
- Deployment of Regent 8 will empower the financial aid offices to focus on direct service to students, rather than issue resolution and back office processing.

**DELIVERABLES:**

Regent will provide CCC with access to the Regent 8 Software as a Service (SaaS) subscription and implementation services, including, but not limited to, complimentary project management and Title IV compliance review resources, necessary to process financial aid for 100,000 students and other end users as follows:

Name	Product/Service Description	Term	# of End Users	Price	Amount
Regent 8	Annual Regent 8 Subscription	2 years	100,000	\$800,000	\$1,600,000
	Regent 8 Implementation Services			\$375,000	\$375,000
	Senior Executive Project Manager-Complimentary			\$0	\$0
	Training			\$0	\$0
				<b>Total Fees</b>	<b>\$1,975,000</b>

**VENDOR SELECTION CRITERIA:**

Regent is the sole provider of outsourced financial aid SaaS offerings necessary to maintain compliance with federal financial aid regulatory requirements, while interfacing with the remainder of the CCC PeopleSoft campus solution system. Pursuant to State law, purchases that are economically procurable from a sole source are exempt from the District’s competitive bidding requirements.

**MBE/WBE COMPLIANCE:**

The Office of M/WBE Contract Compliance has reviewed the above agreement request and Regent Education, Inc. is the sole owner and manufacturer of a proprietary financial aid processing solution. There are no certified MBE or WBE subcontracting opportunities, and M/WBE Compliance recommends granting a waiver to be 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.

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: FY13 – FY16: \$1,975,000**

**Source of Funds – Capital Fund**

**Respectfully submitted,**

**Cheryl L. Hyman  
Chancellor**

**September 13, 2012 - Office of Information Technology – District Office**