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**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**

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

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to execute an agreement with ProEducation Solutions, LLC, to provide financial aid consulting services in support of the Regent Education software implementation for financial aid software for the period from October 1, 2012 through October 31, 2013, at a total cost not to exceed \$140,000.

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

USER: District Office

ORIGINAL TERM:

The term of the agreement will commence on October 1, 2012 and end on October 31, 2013.

SCOPE OF SERVICES:

ProEducation Solutions, LLC will provide comprehensive consulting services in support of the Regent Education software implementation for financial aid processing. This scope of services will include, but is not limited to, the following:

1. Implementation support of the recommendations provided by ProEducation Solutions, LLC based on their previously authorized consulting review of financial aid operations at all seven City Colleges of Chicago and the District Office;
2. Consulting assistance with system design to ensure compliance with applicable federal regulations, optimal service to students, and efficient business process re-engineering;
3. Assistance with regression testing and the preparation of test cases for user acceptance testing;
4. Assistance with integrating Regent Education software with federal financial aid processing platforms, including: Common Origination and Disbursement (COD); National Student Loan Data System (NSLDS); Student Aid Internet Gateway (SAIG); and Central Processing System (CPS); and,
5. Staffing augmentation related to the implementation, including, but not limited to, providing

back-filling of vacancies created by the project, and providing financial aid processing services through outsourcing as a contingency plan for the project.

Service Description	Price
Project Phase I: Consulting support with implementation planning and process re-engineering to ensure compliance with applicable regulations as well as optimal service to students	\$46,000.00
Project Phase II: Consulting and technical support with system regression testing and the preparation of test cases; testing of the data exchanged between Regent Education software and federal and state financial aid databases	\$24,000.00
Contingency Planning: Staffing support and remote processing services to help mitigate any unforeseen obstacles in the Regent Education implementation to ensure that students are not negatively impacted by the transition to the new financial aid software	\$70,000.00
Total	\$140,000.00

BENEFIT TO CITY COLLEGES OF CHICAGO:

The services provided by ProEducation Solutions, LLC will assist City Colleges of Chicago in implementing Regent Education’s financial aid processing software in a way that is compliant with the federal regulations that govern Title IV programs. ProEducation Solutions, LLC is a highly regarded consulting firm that specializes in financial aid operations and is qualified to ensure that decisions made during the Regent Education implementation will result in compliance with federal regulations, standardized and automated financial aid processes, a system that operates efficiently and compliantly, and optimal service to City Colleges of Chicago’s financial aid students. The support provided by ProEducation Solutions, LLC in the Regent Education implementation will ensure the compliant and timely delivery of an estimated \$150,000,000 in financial aid revenue per year; \$300,000,000 over a two year period.

VENDOR SELECTION CRITERIA:

Pursuant to State law, contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part are exempt from the District’s competitive bidding requirements. ProEducation Solutions, LLC was selected to assist with the Regent Education software implementation because they are uniquely qualified due to their in-depth understanding of the financial aid operations at the City Colleges of Chicago. During the month of June 2012, ProEducation Solutions, LLC completed a comprehensive review of financial aid operations at all seven (7) City Colleges of Chicago and the District Office. The final report of this review, including in-depth recommendations to improve both compliance and service to students, will be delivered by August 31, 2012.

Based upon ProEducation Solutions, LLC’s in-depth knowledge of our financial aid operations and financial aid consulting experience with numerous institutions across the country, it is uniquely situated to assist us in implementing best practices in financial aid as well as move us toward complete regulatory compliance in a manner that aligns with City Colleges of Chicago’s current operations and its goals for Reinvention.

MBE/WBE COMPLIANCE:

The Office of M/WBE Contract Compliance has reviewed the above agreement and has determined that 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:

Student Funding Group 106 Allen Road Liberty Corner, New Jersey 07938	Direct Participation 33%	NMSDC Certification
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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 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: \$140,000

Charge To: Office of Finance

Source of Funds: Capital Fund

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

September 13, 2012– Office of Finance – District Office