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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

PRE-QUALIFICATION OF PROFESSIONAL VIDEO PRODUCTION FIRMS/CONSULTANTS
WYCC-TV 20
KENNEDY-KING COLLEGE

THE CHANCELLOR RECOMMENDS:

that the Board authorizes the Chair to renew the list of Prequalified Professional Video Production Firms/Consultants to provide additional production services that meet the District's evaluation criteria established to enable the firms/consultants to respond to solicitations for work by the District for a period of (1) one year at a total cost not to exceed \$175,000.

VENDORS: Delisa Lee & Associates, Chicago, IL
8141 South Champlain
Chicago, Illinois 60619

Calvacade Communications Group Inc., Chicago, IL
3600 North Lake Shore Drive, Suite 1205
Chicago, Illinois 60613

Film 'N Video, Chicago, IL
4640 North Drake Avenue
Chicago, Illinois 60625

Juneteenth Productions, Chicago, IL
1807 West Sunnyside
Suite 2C
Chicago, Illinois 60640

USER: WYCC TV20 – Kennedy-King College

ORIGINAL TERM:

The original term commenced on June 11, 2009 and ended on June 11, 2012.

RENEWAL TERM:

The renewal term shall commence on September 12, 2012 and end on September 11, 2013.

SCOPE OF SERVICES:

In Board Report 29535 adopted June 11, 2009, the Board approved the list of Professional Video Production Firms/Consultants for a period of three (3) years for independent contractors and freelance consultants in the following categories:

Producer, Associate Producer, Writer, Researcher, Director, Floor Director, Field Camera Operator, Studio Camera Operator, Director of Photography, Lighting Director, Lighting Grips, Teleprompter Operator, Technical Director, Tape Operator, Studio Audio, Field Audio, Camera Shader, Chyron Operator, Set Designer, Grips, Graphic Designers, Make-up Artist, Hair Dresser and Wardrobe Consultants to provide services on an as needed basis

BENEFIT TO CITY COLLEGES OF CHICAGO:

The vendors listed provide additional production services beyond the scope of what WYCC-TV is able to offer due to its own limited staffing and expertise in certain areas of broadcast production. In addition to serving its viewership with quality national and local programs, WYCC-TV also handles a multitude of City Colleges of Chicago (CCC) audio/visual projects that would be extremely costly to produce completely externally. These contracts allow for the continued blended services of WYCC and its external production partners listed within, to be available to CCC at more reasonable costs than if all services were performed by an outside facility.

VENDOR SELECTION CRITERIA:

The qualifying proposals were reviewed and evaluated by staff from Administrative Services, WYCC-TV 20, and Harold Washington College based on the defined evaluation criteria listed in the Request for Qualifications (RFQ). Based on the submitted responses, the evaluation committee recommended that all six of the respondents be added to the pre-qualified pool of vendors for three (3) years from date of contract execution with two (2) additional one (1) year extension options.

When a project is identified, WYCC-TV 20 will provide a more detailed description to the applicable firms for more detailed scope and pricing of their services to all the firms listed in the category and WYCC –TV20 will select the lowest most responsive bid. The selected firm will submit a proposed plan of action, reimbursable expenses and the negotiated fees for the requested project.

MBE/WBE COMPLIANCE:

The Office of M/WBE Compliance has reviewed the above firms’ qualifications and submittals and Juneteenth Productions is a certified MBE firm, and Calvacade Communications is a certified WBE firm in compliance with the Board Approved Participation Plan. Film ‘N Video, and Delisa Lee & Associates are sole proprietor firms that have requested waivers for direct participation and based on the services provided by these firms, it is recommended the waivers are granted.

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:

FY13: \$175,000

Source of Funds: Education Fund

Respectfully submitted,

**Cheryl H. Hyman
Chancellor**

September 13, 2012 – WYCC TV20 – Kennedy-King College