

32005
ADOPTED - BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
SEPTEMBER 4, 2013

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

PREQUALIFICATION OF PROFESSIONAL VIDEO PRODUCTION FIRMS/CONSULTANTS
WYCC PBC CHICAGO
KENNEDY-KING COLLEGE

THE CHANCELLOR RECOMMENDS:

that the Board authorizes the Chair to renew the professional service agreement with the Pre-Qualified Video Production Firm that met the District's evaluation criteria per Board Report 29535 adopted June 11, 2009 to provide additional production services to WYCC PBS Chicago enabling the firm/consultant to respond to solicitations for work for the period from September 12, 2013 through September 11, 2014, at a total cost not to exceed \$171,000.

VENDOR: Cavalcade Communications Group Inc., Chicago, IL
 3600 North Lake Shore Drive, Suite 1205
 Chicago, IL 60613

USER: WYCC PBS Chicago – Kennedy King College

ORIGINAL TERM:

The term of this agreement commenced on June 11, 2009 and ended on June 11, 2012.

RENEWAL TERMS:

The first one (1) year extension option provided for in Board Report 29535 and adopted by Board Report 31582 on September 13, 2012 commenced on September 12, 2012 and ends on September 11, 2013. The second and final one (1) year extension option provided for in Board Report 29535 shall commence on September 12, 2013 and shall end on September 11, 2014.

SCOPE OF SERVICES:

In Board Report 29535 adopted June 11, 2009, approval was given to enter into an agreement with Professional Video Production Firm/Consultants for a period of three (3) years beginning June 11, 2009 through June 11, 2012 with two (2) additional one (1) year extension options 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 Designer, Make-up Artist, Hair Dresser and Wardrobe Consultant to provide services on an as-needed basis.

Cavalcade Communications Group, Inc. has agreed to continue to provide its services to the City Colleges of Chicago. WYCC staff recommends acceptance of the second one (1) year extension option to renew their contract for one (1) additional year beginning September 12, 2013 through September 11, 2014.

BENEFIT TO CITY COLLEGES OF CHICAGO:

The vendor(s) listed provide additional production services beyond the scope of what WYCC PBS Chicago 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 PBS Chicago also manages a multitude of CCC audio/visual projects that would be extremely costly to produce solely utilizing external resources. 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:

Pursuant to Board Report Number 29355 and 31582, the Board authorized the execution of agreements with the pre-qualified pool of vendors mentioned above. 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.

MBE/WBE COMPLIANCE:

The Office of M/WBE Compliance has reviewed the above referenced final renewal option and has determined that Cavalcade Communications is in compliance with the Board Approved Participation plan given the following utilization schedule:

MBE Vendor:

Cavalcade Communications Group, Inc. 3600 N. Lake Shore Dr. Chicago, IL 60613	Direct Participation 75%	Cook County
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WBE Vendor:

Spi-TV Media Group 3711 N. Ravenswood Ave. Chicago, IL 60613	Direct Participation 25%	CMSDC
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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 II, Section 2.6.4(b) of the Board Rules for Management and Government.

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 FY14: \$171,000

Charge To: WYCC Production and Creative Services

Sources of Funds: Education Fund/Enterprise Fund

Respectfully submitted,

Cheryl L. Hyman
Chancellor

September 4, 2013 – WYCC PBS Chicago – Kennedy-King College