

**32119**  
**ADOPTED – BOARD OF TRUSTEES**  
**COMMUNITY COLLEGE DISTRICT NO. 508**  
**DECEMBER 12, 2013**

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

**PRINTING OF COLLEGE COURSE SCHEDULES AND STUDENT NEWSPAPERS**  
**REGIONAL PUBLISHING CORPORATION**  
**DISTRICT WIDE**  
**OFFICE OF ACADEMIC AFFAIRS**

**THE CHANCELLOR RECOMMENDS:**

that the Board of Trustees authorizes the Chair to execute an agreement with Regional Publishing Corporation to provide the printing of college course schedules and student newspapers, for the District, commencing no sooner than December 12, 2013 and continuing through December 11, 2016, at a total cost not to exceed \$1,500,000 for the contract term.

**VENDOR:** Regional Publishing Corporation  
12243 South Harlem Avenue  
Palos Heights, Illinois 60463

**USER:** District Wide

**TERM:**

The term of the agreement shall commence no sooner than December 12, 2013 and shall continue through December 11, 2016, with an option to renew for an additional two (2) year period.

**SCOPE OF SERVICES:**

Regional Publishing Corporation will print and deliver the following throughout the District:

- Printing of Summer, Fall and Spring credit course schedules for all colleges
- Printing of Summer, Fall and Spring continuing education schedules for all colleges
- Printing of student newspapers for Malcolm X, Truman, Harold Washington and Wright Colleges
- Delivery of schedules to the colleges and mailing service company contracted with CCC

**BENEFIT TO CITY COLLEGES OF CHICAGO:**

The Office of Academic Affairs has reviewed this request for services and has determined that it would be in the best interest of the District to provide these schedules and newspapers to the seven community colleges for distribution District wide. Printed materials including course schedules and student newspapers, are relevant resources and tools for campus

communications. Course schedules in printed format are available to help students succeed by providing them with information on services and resources to support them for each semester through graduation. These printed materials center on providing everything from courses being offered, career development programs, enrichment programs, course descriptions and campus news. Printed copies allow students the flexibility to “grab and carry” materials to reference at any time without the use of any equipment or a computer. Printed materials provide information at a glance that is readily available and improves communication between all groups on campus and District-wide.

**DELIVERABLES:**

Regional Publishing Corporation will deliver finished printed pieces of the college credit schedules, continuing education schedules and the student newspapers when requested. They will also deliver the schedule and newspapers as requested by the colleges and our mailing services partners as needed.

**VENDOR SELECTION CRITERIA:**

Specifications were prepared by District Procurement staff and a Request for Proposal (RFP) #MWJ1311 was publically advertised on September 25, 2013. Thirteen (13) vendors were contacted and a pre-proposal conference was held on October 1, 2013. On October 16, 2013, the following firms responded to the RFP: 1) Regional Publishing Corporation; 2) American Solutions for Business; 3) Park Press; and 4) Palmer Printing, Inc. Three (3) no-bids were received from American Litho, Inc., DDI Printing and Lake County Press.

All proposals were reviewed, evaluated, and ranked by staff which included the Offices of Academic Affairs, Institutional Advancement, Daley, Truman and Harold Washington Colleges, Administrative and Procurement Services and MBE/WBE Contract Compliance.

The evaluation criteria outlined in RFP #MWJ1311 included:

1. Qualifications and experience of the firm
2. Proposer’s plan of action for the execution of the requested services
3. Past experience with similar services for educational institutions or comparable organizations
4. Fees in relation to the Scope of Services
5. M/WBE Compliance plan

Based on the evaluation scoring, staff recommends the acceptance of the proposal from Regional Publishing Corporation based on its experience in producing and executing the printing of the college course schedules and student newspapers.

**MBE/WBE COMPLIANCE:**

The Office of M/WBE Contract Compliance has reviewed the request and has determined that Regional Publishing will be in compliance with the Board Approved Participation Plan based on monthly reporting regarding its utilization of the following firms:

<u>Vendor</u>	<u>MBE or WBE</u>	<u>%</u>	<u>Participation</u>	<u>Certifying Agency</u>
VGI Press 1882 S. Normal, Suite 201 Chicago, IL 60616	MBE	18	Direct	CMSDC
United Bindery Service 1823 W. Carroll Ave. Chicago, IL 60612	MBE	7	Direct	City of Chicago
M & G Graphics, Inc. 3500 W. 38 <sup>th</sup> St. Chicago, IL 60632	WBE	7	Direct	City of Chicago

**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 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:** \$1,500,000

**Total FY14-15:** \$300,000

**Charge to:** Various Departments

**Source of funds:** Education Fund

**FY14:** 540000-0003-xxxxxx-xxxxx

**Respectfully submitted,**

**Cheryl L. Hyman  
Chancellor**

**December 12, 2013 – Office of Academic Affairs**