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ADOPTED - BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
FEBRUARY 21, 2013

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

COMMENCEMENT EVENT PLANNING AND MANAGEMENT SERVICES
TOTAL EVENT RESOURCES, INC.
OFFICE OF INSTITUTIONAL ADVANCEMENT AND
OFFICE OF ACADEMIC AFFAIRS

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to execute an agreement with Total Event Resources, Inc. to manage and support the District-wide commencement exercises for all seven colleges for the period from February 21, 2013 through May 30, 2014, at a total cost not to exceed \$200,000.

VENDOR: Total Event Resources, Inc.
1920 North Thoreau Drive, Suite 105
Schaumburg, Illinois 60173

USER: District Wide

TERM:

The term of the agreement shall commence on February 21, 2013 and shall end on May 30, 2014.

SCOPE OF SERVICES:

Total Event Resources, Inc. will serve as the chief event planner and production manager of all day-of-event logistical details for City Colleges of Chicago (CCC) Commencement including:

- Facilitation of operations and execution of event decisions with the selected venue on behalf of CCC within the parameters set forth by the agreed upon venue contract.
- Providing CCC staff with counsel and coordination of all commencement details and reporting progress to CCC leadership.
- Serving as day-of-production manager/producer for all pre-event activities, commencement ceremonies and post-event activities.
- Planning, reserving, managing, producing and coordinating delivery of all event venue creative elements from staging, lighting, talent and other production needs for pre-event, commencement and post-event activities.
- Coordinating the filming by WYCC and online streaming of commencement ceremonies.

- Working with CCC volunteers to identify and coordinate day-of-event staffing needs and execution.

BENEFIT TO CITY COLLEGES OF CHICAGO:

The Office of Institutional Advancement and the Office of Academic Affairs have reviewed this request for services and have determined that it would be in the best interest of the District to work with Total Event Resources, Inc. to ensure City Colleges of Chicago 2013 Commencement is professionally serviced.

DELIVERABLES:

Total Event Resources, Inc. will deliver a fully developed and executed commencement management plan, which will include pre-event, event and post-event activities.

VENDOR SELECTION CRITERIA:

Specifications were prepared by District Procurement staff and a Request for Proposal (RFP) #MWJ1214 was publically advertised on November 20, 2012. Twenty-five (25) vendors were contacted and a pre-proposal conference was held on December 3, 2012. Four (4) firms responded to the RFP on December 10, 2012: 1) Dori Wilson & Associates, Inc.; 2) LimeGreen Entertainment Group, LLC; 3) Paulette Wolf Events & Entertainment, Inc.; and 4) Total Event Resources. One no-bid was received from Leo Burnett and Arch Worldwide.

All proposals were reviewed, evaluated, and ranked by staff which included Office of Institutional Advancement, Administrative Services and Office of Academic Affairs, Procurement and MBE/WBE Contract Compliance.

The evaluation criteria outlined in RFP #MWJ1214 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 and oral presentations, the staff recommended the acceptance of the proposal from Total Event Resources for its exceptional experience in planning, producing and executing large scale events.

MBE/WBE COMPLIANCE:

The Office of M/WBE Contract Compliance has reviewed the above agreement request and Total Event Resources committed to the following MBE and WBE participation goals to be in compliance with the Board Approved Participation Plan.

MBE Vendor:

MGPG Events, Inc.

Direct Participation

City of Chicago Certification

700 W. Van Buren St., Ste. 100
Chicago, IL 60607

25%

WBE Vendor:

Total Events Resources, Inc. 1920 N. Thoreau Dr., Ste. 105 Schaumburg, IL 60173	Direct Participation 75%	NWBEC 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 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 FY13 – FY14: \$200,000

Charge to: Academic Affairs

Source of funds: Education Fund

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

February 21, 2013 – Office of Institutional Advancement & Academic Affairs