

31713
ADOPTED - BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
JANUARY 10, 2013

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

TEMPORARY STAFFING SERVICES
VARIOUS VENDORS
(AMENDMENT TO BOARD REPORT 31282)
DISTRICT-WIDE

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes an amendment to the fiscal year fund allocations in Board Report 31282, adopted on January 12, 2012, for temporary staffing services for the period from January 12, 2012 through January 11, 2014. Funds will be re-allocated to increase the FY2013 authorization by \$90,000 to \$150,000 and to increase the FY2014 authorization by \$52,700 to \$82,700. No additional funds are requested.

VENDOR: A-Pro Staffing, LLC
208 South LaSalle, Suite 1450
Chicago, Illinois 60604

Advanced Resources
200 West Jackson Blvd, Suite 1700
Chicago, Illinois 60606

Careers in Nonprofits, Inc.
33 North Dearborn Street, Suite 1610
Chicago, Illinois 60654

USER: District-Wide

TERM:

The term of this agreement commenced on January 12, 2012 and will end on January 11, 2014.

SCOPE OF SERVICES:

The scope of services includes utilizing temporary professionals during the academic year on an as-needed basis that can provide assistance with processing and awarding federal and state financial aid with knowledge of both federal and state financial aid programs at the seven college campuses and District Office. The recommended changes in subsequent fiscal year authorizations are more appropriate to meet the District's needs for temporary financial aid staffing.

BENEFIT TO CITY COLLEGES OF CHICAGO:

The Office of Finance has reviewed this request for services and has determined that it would be in the best interest of the District to work with the above-mentioned staffing firms to provide temporary staffing assistance to ensure students and their families are provided with quality customer service and to ensure the efficient registration of students and other services.

VENDOR SELECTION CRITERIA:

Specifications were prepared by District Procurement Staff and Sealed Bid #MWJ1118 was publicly advertised on October 28, 2011. Twenty (22) companies were contacted. Eight (8) companies responded to Bid #MWJ1118 on November 11, 2011: 1) A-Pro Staffing, LLC; 2) Superior Staff Resources, Inc.; 3) Advanced Resources; 4) Careers In Nonprofits, Inc.; 5) Premier Staffing, Inc.; 6) SNI Companies/Staffing Now; 7) PreCise Staffing Services; and 8) The Kenaly Complement, Inc.

All bids were reviewed by staff from the Office of Finance, the Office of Administrative and Procurement Services and the Office M/WBE Contract Compliance. Superior Staff Resources, Inc., was deemed non-responsive because the firm did not submit in accordance with the bid requirements. The Office of Finance has selected A-Pro Staffing, LLC, Advanced Resources and Careers in Nonprofits, Inc. All three (3) bidders have submitted the lowest responsive and responsible hourly rates.

MBE/WBE COMPLIANCE:

The Office of M/WBE Contract Compliance has reviewed the above agreement request and has determined that the above mentioned vendors are either a certified M/WBE and/or directly contract with a certified MBE in compliance with the Board Approved Participation Plan.

A-Pro Staffing, LLC:

MBE Vendor:

A-Pro Staffing, LLC
208 S. LaSalle St.
Chicago, IL 60604

Direct Participation
93%

City Certification

WBE Vendor:

BPS Staffing, Inc.
134 S. LaSalle, Ste. 1125
Chicago, IL 60602

Direct Participation
7%

City Certification

Advanced Resources:

MBE Vendor:

PreCise Staffing Services
500 N. Michigan Ave, Ste. 430
Chicago, IL 60611

Direct Participation
25%

City Certification

WBE Vendor:

Professional Dynamic Network
20280 Governors Hwy, Suite 106
Olympia Fields, IL 60461

Direct Participation
7%

City Certification

Careers in Nonprofits, Inc.:

MBE Vendor:

Careers for Career in Nonprofits, Inc.
33 N. Dearborn
Chicago, IL 60604

Direct Participation
93%

CMBDC Certification

WBE Vendor:

PreCise Staffing Services
500 N. Michigan Ave., Suite 430
Chicago, IL 60611

Direct Participation
7%

City Certification

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: Re-allocation of funds only. No additional funds requested.

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

January 10, 2013 - Office of Finance – District Office