

31877
ADOPTED - BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
JUNE 6, 2013

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

TEMPORARY AGENCY SERVICES
VARIOUS VENDORS
OFFICE OF FINANCE
OFFICE OF PROCUREMENT SERVICES

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to execute agreements with Addison Group and Accounting Principals to provide specialized accounting and finance temporary staffing services for the Office of Finance and with Accounting Principals to provide specialized procurement staffing services for the Office of Procurement Services on an as needed basis for the period from July 1, 2013 through June 30, 2016, at a total cost not to exceed \$250,000.

VENDORS: Addison Group
125 South Wacker Drive
27th Floor
Chicago, Illinois 60606

Accounting Principals
10 South LaSalle Street
Suite 1310
Chicago, Illinois 60603

USER: Office of Finance, Office of Procurement Services

TERM:

The term of the agreement shall begin on July 1, 2013 and end on June 30, 2016.

SCOPE OF SERVICES:

The vendors shall provide necessary specialized temporary staffing services for various accounting and finance areas and for procurement services, including but not limited to, general and grant accounting, accounts payable, accounts receivable, treasury services, and procurement services.

| Vendor | Range of Hourly Rates |
|-----------------------|------------------------------|
| Addison Group | \$25.50 - \$55.00 |
| Accounting Principals | \$28.38 - \$59.07 |

BENEFIT TO CITY COLLEGES OF CHICAGO:

The Office of Finance and the Office of Procurement Services have determined it is in the best interest of the District to enter into contracts with the above mentioned staffing firms to ensure adequate and continuous specialized staffing on an as needed basis.

VENDOR SELECTION CRITERIA:

Specifications were prepared by District Procurement staff and a Request for Sealed Bids was publicly advertised and issued to 34 firms on March 18, 2013. Eight (8) firms submitted proposals on April 3, 2013: 1) Brilliant Financial; 2) Delta-T Group Illinois, Inc.; 3) PSI Resources, LLC.; 4) Addison Group; 5) Careers In Nonprofits; 6) A-Pro Execs, LLC.; 7) Accounting Principals, Inc.; and 8) Excelsior Consulting Services. The following firms submitted no-bids: Randstad US and Financial Aid Services.

All bids were reviewed and summarized by Procurement staff before being evaluated by Office of Finance and Office of Procurement Services management staff for:

- Quality and responsiveness of the proposal;
- Specialization and experience level of proposed temporary staffing;
- Proposed fees by type of staff; and
- M/WBE Participation in compliance with District requirements

An additional evaluation was performed to determine the most accurate price comparison by selecting the most common job titles listed by all the vendors who submitted bids. Those titles included accounting clerk, staff accountant, senior accountant, purchasing clerk, purchasing specialist, financial analysis and grant accountant. Based upon the evaluation, the reviewing managers recommended acceptance of the bids from the above listed firms. These firms are able to meet the needs of both Office of Finance and the Office of Procurement Services.

MBE/WBE COMPLIANCE:

The Office of M/WBE Contract Compliance has reviewed the request to execute agreements with Addison Group and Accounting Principals and has determined that both vendors are in compliance with the Board Approved Participation Plan with their commitments to use the following M/WBE firms:

ADDISON GROUP**MBE Vendors:**

| | | |
|---------------------|----------------------|-----------------|
| Catalyst Consulting | Direct Participation | City of Chicago |
| 211 W. Wacker Dr. | 25% | |
| Chicago, IL 60606 | | |

WBE Vendor:

| | | |
|-------------------|----------------------|--------------------------------------|
| Furst Staffing | Direct Participation | Women's Business Development Council |
| 8430 W. Bryn Mawr | 7% | |
| Chicago, IL 60631 | | |

ACCOUNTING PRINCIPALS

MBE Vendor:

| | | |
|-----------------------|----------------------|-----------------|
| Anchor Staff, Inc. | Direct Participation | City of Chicago |
| 9901 S. Western, #206 | 25% | |
| Chicago, IL 60643 | | |

WBE Vendor:

| | | |
|-------------------|----------------------|-----------------------------|
| Alta Staff | Direct Participation | Central Management Services |
| 19 S. LaSalle St. | 7% | |
| Chicago, IL 60603 | | |

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 FY14 – FY16: \$250,000

Charge to: Office of Finance/Office of Procurement Services

Source of Funds: Education Fund

Respectfully submitted,

Cheryl L. Hyman
Chancellor

June 6, 2013 – Office of Finance and Office of Procurement Services