

31897
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

PROFESSIONAL VIDEO PRODUCTION FIRMS/CONSULTANTS
CAVALCADE COMMUNICATIONS GROUP, INC.
(AMENDMENT TO BOARD REPORT 31582 ADOPTED ON SEPTEMBER 13, 2012)
WYCC PBS CHICAGO
KENNEDY-KING COLLEGE

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to execute an amendment to the agreement with Cavalcade Communications Group, Inc. to provide production services by increasing the cost by an additional \$115,000 to cover the remaining services to WYCC to complete its production year.

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

USER: WYCC PBS Chicago – Kennedy King College

TERM:

The term of this agreement commenced on September 12, 2012 and will end on September 11, 2013.

SCOPE OF SERVICES:

Cavalcade Communications Group Inc. will disburse payments to independent contractors and freelance consultants for services on behalf of WYCC. Following a review and forecast of the production schedule for the remainder of fiscal year 2013, the additional amount of \$115,000 to Cavalcade Communications Group, Inc. will be used to cover both budgeted and unbudgeted WYCC productions including producing a series of cooking shorts featuring Washburne Culinary Institute students and for finishing FY2013 budgeted productions for “The Professors”, “In The Loop” and “Musicology.”

WYCC staff recommends acceptance of the option to amend Cavalcade Communications Group Inc.’s existing contract increasing its FY13 allocation from \$155,000.00 to \$270,000.00 to provide payment for services to be rendered by independent contractors and freelance consultants to complete the productions listed above.

BENEFIT TO CITY COLLEGES OF CHICAGO:

Cavalcade Communications Group, Inc. provides additional production services beyond the scope of what WYCC-TV 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-TV also handles a multitude of CCC audio/visual projects that would be extremely costly to produce completely externally. This contract allows for the continued blended services of WYCC and its external production partners, and to be available to CCC at more reasonable costs than if all production functions were performed by an outside facility.

VENDOR SELECTION CRITERIA:

Pursuant to Board Report No. 31582 adopted September 11, 2012, the Board approved the option to extend the agreement with Cavalcade Communications. As previously reported, 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.

When a project is identified, WYCC-TV 20 will provide a more detailed description to the applicable firms for more detailed scope and pricing of their services to all the firms listed in the category and WYCC –TV20 will select the lowest most responsive bid. The selected firm will submit a proposed plan of action, reimbursable expenses and the negotiated fees for the requested project.

MBE/WBE COMPLIANCE:

The Office of M/WBE Compliance has reviewed the above referenced amendment and recommends a waiver of the MBE goals because Cavalcade Communications is a certified WBE. The firm was part of a pre-qualified pool of firms that included both MBE and WBE firms and compliance was determined based on the entirety of the pool. Additionally, Cavalcade Communications has made significant good faith efforts to secure indirect MBE participation for the current term, to no avail.

Upon re-bid of the pool, each firm will be required to submit proposed MBE and WBE participation plans and specific M/WBE plans by assignment in order to be considered in compliance with the Board Approved Participation Plan.

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 FY13 – FY14: \$115,000

Charge To: WYCC

Source of Funds: Unrestricted Fund

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

June 6, 2013 – WYCC PBS Chicago – Kennedy-King College