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ADOPTED - BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
MAY 2, 2013

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

PROFESSIONAL TEMPORARY SUBSTITUTE STAFF
CHILD DEVELOPMENT LABORATORY SCHOOLS
A-PRO EXECS, LLC
OFFICE OF ACADEMIC AFFAIRS AND OFFICE OF BUSINESS ENTERPRISE
DISTRICT WIDE

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to execute a professional services agreement with A-Pro Execs, LLC to provide temporary substitute staff, on an as needed basis, for the Child Development Laboratory Schools-District Wide for the period from July 1, 2013 through June 30, 2016, at a total cost not to exceed \$90,000.

VENDOR: A-Pro Execs, LLC
208 South Lasalle Street, Suite 1450
Chicago, Illinois 60604

USERS: Daley College
Kennedy-King College
Malcolm X College
Olive-Harvey College
Truman College
Arturo Velasquez Institute

TERM:

The term of the agreement shall commence on July 1, 2013 and end on June 30, 2016, with an option to renew for an additional two (2) one (1) year periods.

SCOPE OF SERVICES:

A-Pro Execs, LLC shall provide temporary professionals (classroom teachers, assistant teachers and support staff) to act as substitute staff to temporarily replace permanent staff at the Child Development Laboratory Schools during sick days, vacation, FMLA, trainings or any other unforeseeable emergency.

BENEFIT TO CITY COLLEGES OF CHICAGO:

A-Pro Execs, LLC will provide staff to temporarily substitute employees during sick days, vacation, FMLA to meet the state requirements and stay in compliance with the Department of Family and Support Services (DFSS).

DELIVERABLES:

The District requires that the substitutes carry complete personnel folders with them on every assignment containing all of the personnel documents required by DFSS including three written character references, educational transcripts, up-to-date physical exam and Tuberculosis (TB) test, and background check. The District also requires that the A-Pro Execs, LLC comply with DFSS licensing requirements for staff to be trained for 15 hours a year and that the substitutes meet all licensing requirements. A-Pro Execs, LLC hourly rates are listed as follows:

Description	Hourly Rates
Classroom Teachers: Monday-Friday; up to 40 hours; Hourly Rate	\$28.00
Assistant Teachers: Monday - Friday, up to 40 hours; Hourly Rate	\$19.60
Support Staff: Monday - Friday, up to 40 hours; Hourly Rate	\$19.60
Conversion Fees	
Classroom Teachers	\$4,000 – 8% of \$50,000
Assistant Teachers	\$2,800 – 8% of \$35,000
Support Staff	\$2,400 – 8% of \$30,000

VENDOR SELECTION CRITERIA:

Specifications were prepared by District Procurement Staff and Sealed Bid #MWJ1303 was publicly advertised on March 11, 2013. Twenty (20) companies were contacted. Two (2) companies responded to the Bid on March 25, 2013: 1) Childcare Careers, LLC and 2) A-Pro Execs, LLC. Two (2) no-bids were received from Careers In Nonprofits and A Personnel Commitment.

The bids were reviewed by staff from the Office of Academic Affairs/Business Enterprise and Administrative and Procurement Services. Based on this review, the low bidder, Childcare Careers, LLC was deemed non-responsive because the firm was not in compliance with the District’s M/WBE Compliance Plan. Therefore, The Office of Academic Affairs/Business Enterprise recommends A-Pro Execs, LLC to provide temporary substitute staff as the most responsive and responsible bidder.

MBE/WBE COMPLIANCE:

The Office of M/WBE Contract Compliance has reviewed the above agreement request and A-Pro Execs, LLC. is in compliance with the Board Approved Participation Plan.

MBE Vendor:

A-Pro Execs, LLC
208 S. LaSalle St.
Ste. 1450
Chicago, IL 60604

Direct Participation
93%

City Certification

WBE Vendor:

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

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 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 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 – FY16: \$90,000

Charge to: Various Colleges

Source of Funds: Restricted and Education Funds

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

May 2, 2013 – Office of Academic Affairs and Office of Business Enterprise