

**32030**

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

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

**RESOLUTION**

**TO ADOPT REVISIONS TO ARTICLE 3 SECTION 3.5 (WORKFORCE ACADEMY AGREEMENTS)  
OF THE CITY COLLEGES OF CHICAGO  
POLICIES AND PROCEDURES FOR MANAGEMENT AND GOVERNMENT  
OFFICE OF THE GENERAL COUNSEL**

**WHEREAS**, the Illinois Public Community College Act, as amended, lists the powers and duties of community college districts in the State of Illinois, and states in 110 ILCS 850/3-30, that:

“The board of any community college district has the powers...that may be requisite or proper for the maintenance, operation and development of any college or colleges under the jurisdiction of the board.”

**WHEREAS**, Section 4.2 of the Board Bylaws of City Colleges of Chicago provides for the amendment of policies and states that:

“The Board may amend or repeal any Bylaw, Policy or Procedure by a vote of a majority of the voting members of the Board then holding office at any regular, special or emergency meeting. “

**WHEREAS**, Article 3 Section 3.5 of the Board Policies and Procedures for Management and Government which governs the operation of the Office of Workforce & Economic Development’s Workforce Academy in securing training agreements with business industries and other partners, has been revised to reflect: 1) the program name change from the Workforce Institute to the Workforce Academy; 2) that the Workforce Academy is now located at the District Office; and 3) changes to the subcontractor payment process (Revisions to Article 3 Section 3.5 are attached as Exhibit A); and

**WHEREAS**, the Officers of the District support the revisions to Article 3 Section 3.5 of the Board Policies and Procedures for Management and Government that are being recommended by the Office of the General Counsel;

**NOW, THEREFORE BE IT RESOLVED**, that the revisions to Board Policies and Procedures for Management and Government be adopted by the Board of Trustees effective October 2, 2013, and posted on the City Colleges of Chicago website.

**October 2, 2013 – Office of the General Counsel**

**EXHIBIT A**  
**REVISIONS TO ARTICLE 3 SECTION 3.5**  
**WORKFORCE ACADEMY AGREEMENTS**

3.5 WORKFORCE ACADEMY AGREEMENTS.

The following policies and procedures shall be used for the operation of the Office of Workforce & Economic Development's Workforce Academy in securing training agreements with the business industries and other partners. These are also the guidelines for the procurement, execution and payment of the trainers/consultants (subcontractors) who are hired to perform the training services for the business partners.

- A. The Workforce Academy will provide a list of the highly skilled categories of trainers needed for which the Department of Administrative and Procurement Services will prepare a Request for Qualifications (RFQ). The Request for Qualifications (RFQ) will be used to compile a list of qualified trainers/consultants. A Public Notice will be advertised for a minimum of 10 business days for interested trainers/consultants to submit qualification proposals to be included on the list of qualified trainers/consultants for the Workforce Academy. The RFQ will include provisions for the following list of qualifications: number of years of experience, certifications, special training, education, etc. It shall also include the following components: (The Workforce Academy will provide a detailed list of qualifications for each category of trainers or training services).
1. Introduction
  2. Intent and Scope of Services (Various project categories)
  3. Consultant requirements (e.g. Number of years in providing training consultant services, resume)
  4. Fee range for categories selected
  5. MBE/WBE Participation
  6. Submittal Information
  7. Evaluation Criteria
  8. Submission Information
- B. An Evaluation Committee of at least three (3) CCC staff members should review the responses to the RFQ. The committee should include at least one member from the Workforce Academy. Evaluation forms, which contain the evaluation criteria including points, must be completed.
- C. The Evaluation Committee will recommend for Board approval a list of highly qualified Trainers/Consultants per training classification. The approved list will be valid for a three-year period. The list may be amended to add new trainers/consultants or new categories or to eliminate trainers/consultants. The RFQ process shall be performed every three years.

The Workforce Academy Trainer/Consultant evaluation process will be utilized to justify the priority of assigning, continuation in or elimination from the list of Board approved trainers/consultants based on the following criteria:

1. A-level trainer-90 percent and higher rating receives first call for training;
2. B-level trainer-gets 80-89 percent on evaluations, receives second call for training;
3. C-level trainer-gets 70-79 percent on evaluations receives last call and only if necessary.

D. Adding Trainers to the Prequalification list:

- As trainers/consultants are requested for training opportunities not listed, a new RFQ will be issued, trainers/consultants evaluated and the Board Report amended to add trainers/consultants to the pre-qualified list.
- Current pre-qualified trainers/consultants are not required to resubmit a letter of interest. The RFQ will be issued as referenced above.

E. Immediate Training Request:

- A trainer/consultant may be hired outside of the pre-qualified list when the category of training does not exist within the current approved list and there is an immediate need which must be approved by the Vice Chancellor with authority over the Workforce Academy. Then, the RFQ process should be followed to permanently add the new category and the new pool of trainers/consultants.

F. Procurement requirements:

- Written Bid quotes shall be obtained from the pre-qualified list.
- MBE/WBE requirements must be met.
- District Procurement staff shall bid any services over \$25,000 for a fiscal year.
- Board approval must be obtained for services over \$25,000 for a fiscal year.
- A Requisition and Purchase Order are required upon execution of the contract. POs must include reference to the corresponding Board Report Number.
- Professional Service Agreement (PSA) as pre-approved by the General Counsel is required.
- PSA amounting to \$25,000 or less requires the signature of the Vice Chancellor with authority over the Workforce Academy, or the Vice Chancellor's designee.
- PSA over \$25,000 requires the signature of the Chair of the Board of Trustees.
- All transactions must be entered in the PeopleSoft Finance System.
- Agreements and subcontractor activities shall be reported monthly to the Board.
- Sales revenue shall be treated on an accrual basis.
- Subcontractor invoices shall be sent directly to the Associate Vice Chancellor in charge of the Workforce Academy.

G. Agreement Process

The Vice Chancellor with authority over the Workforce Academy, or the Vice Chancellor's designee, may approve and execute the following contracts for the Workforce Academy without legal or procurement review when using the contract template approved by the Office of the General Counsel:

1. Training agreements
2. Memo(s) of agreement; and
3. Subcontractor agreements

In addition, the Vice Chancellor with authority over the Workforce Academy, or that Vice Chancellor's designee, may:

- Approve and execute subcontractor training agreements per vendor for a cumulative amount not to exceed \$25,000 per fiscal year without Board approval.
- Approve the modification of the term dates of the sub-contractor agreement which should be consistent with the term dates of the corresponding training agreement for which the subcontractor was hired.
- Approve modifications of the amount of training agreements without a limit, but may only approve modification of the sub-contractor compensation up to \$25,000 per vendor per fiscal year.
- Approve modifications to the Scope of Services of the training agreements and the modification to the corresponding subcontractor's agreement.

All modifications to an agreement must be signed or initialed by all parties to the contract.

The Office of the General Counsel shall provide the Board with a list of executed agreements on a monthly basis. The Workforce Academy is responsible for reporting all executed agreements to the Office of the General Counsel.

#### H. Subcontractor Payment Process

Payments to subcontractors must be in accordance with the Board's policies and procedures. Payment term is net 30 or the term specifically provided in the subcontractor agreement pursuant to the following procedure:

1. The Office of Workforce & Economic Development stamps the date the invoices was received by Workforce Academy.
2. The Office of Workforce & Economic Development will conduct a complete audit of the invoices to verify that all pertinent information and supporting documentation is attached to the voucher payment request(s). The Assistant Business Manager will sign the approved Accounts Payable (AP) Invoice Log Sheet.
3. The Office of Workforce & Economic Development will submit AP Invoice Log Sheet along with:
  - a. original invoices;
  - b. student roster signed by the trainer and the client representative; and
  - c. copy of the subcontractor agreement to the Business Services/AP department.
4. The District Office Business Services AP Account Analyst will process the AP Invoice Log from the Office of Workforce & Economic Development in accordance with its standard operating procedures, including but not limited to the verification that all pertinent information and supporting documentation is attached to the invoices that was submitted.
5. Vendor checks are mailed through the US Postal Service within 24 up to 48 hours.