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ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
JUNE 5, 2014

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

**PURCHASE OF ADDRESS AND CONTACT CLEANSING
AND VALIDATION SOFTWARE AND SERVICES
RUNNER TECHNOLOGIES, INC.
OFFICE OF INFORMATION TECHNOLOGY
DISTRICT WIDE**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to execute an agreement with Runner Technologies, Inc. to purchase software and services that will clean-up and validate (ongoing at all system entry points) employee, student, vendor, and other bio-demographic information (e.g., name, address, email, phone, and geocodes) for the period commencing June 15, 2014 through June 14, 2017, at a total cost not to exceed \$195,000.

VENDOR: Runner Technologies, Inc.
6530 West Rogers Circle, Suite 31
Boca Raton, Florida 33487-2753

USER: District Wide

TERM:

The term of this agreement will commence on June 15, 2014 and continue through June 14, 2017, with the option to renew for two (2) additional one (1) year periods.

SCOPE OF SERVICES:

Runner Technologies will provide the following services:

- Assistance with the initial install of the Clean Address application
- Annual license subscription in addition to support and maintenance
- Delivered integration for City Colleges of Chicago - owned PeopleSoft modules
- Consulting services for initial installation and as-needed
- Integration to other 3rd parties (e.g., Salesforce.com)
- Geocoding
- Additional services as-needed
 - International address verification
 - Email append (based on name and residential physical address)
 - Consumer and cell phone append (based on name and residential physical address)

- Deceased/Inmate identification
- Demographic fields (based on public consumer fields available)
- National Change of Address (NCOA) processing using multiple sources – U.S. Postal Service, Credit Card Companies, Banks, Magazine, Insurance, Utilities, etc.)

BENEFIT TO CITY COLLEGES OF CHICAGO:

Names, Addresses, Phone Numbers, and Email Addresses for students, employees, vendors, and other entities of interest reside in many applications and/or systems throughout CCC such as PeopleSoft HR, PeopleSoft Financials, PeopleSoft Campus Solutions (formerly Student Administration), GradesFirst, Taleo (Recruiting), Regent Education (Financial Aid), Blackboard, Workforce Software and Akademos. This information is critical for communication, compliance and regulatory reporting, as well as other documents (e.g., student transcripts, employee W-2, I-9s, Benefits Information, etc.).

Accurate information ensures that communications are received in a timely manner. If this information is inaccurate, there are costs incurred such as postal costs for additional postage or extra time required for manually correcting the information.

This product and service will provide the following benefits:

- Clean-up/standardizing of existing information (Names, Addresses, Phone Numbers, Email Addresses) – Initial and ongoing
- Ongoing real-time validation of information keyed into various CCC and 3rd party systems – assists with data entry as well (e.g., user keys in zip code and city is updated automatically real-time)
- Frequent updates of U.S. Postal Addresses

VENDOR SELECTION CRITERIA:

Pursuant to State law, all contracts for the purchase and delivery of data processing equipment, software and services are exempt from the District’s competitive bidding requirements.

MBE/WBE COMPLIANCE:

The Office of MBE/WBE Compliance has reviewed the proposed agreement and recommends a waiver of the Board Approved Participation Plan due to the nature of the agreement (address cleansing software and services) and the absence of subcontracting opportunities.

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: \$195,000

Charge to: District Office – Office of Information Technology

Source of Funds: Capital Fund

FY14-15: 530000-92015-0023006-80000

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

June 5, 2014 - Office of Information Technology