

**32207**  
**ADOPTED – BOARD OF TRUSTEES**  
**COMMUNITY COLLEGE DISTRICT NO. 508**  
**MARCH 6, 2014**

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

**PROFESSIONAL TEMPORARY SUBSTITUTE STAFF**  
**CHILDCARE CAREERS, LLC**  
**CHILD DEVELOPMENT LABORATORY SCHOOLS**  
**DISTRICT WIDE**  
**OFFICE OF ACADEMIC AFFAIRS**

**THE CHANCELLOR RECOMMENDS:**

that the Board of Trustees authorizes the Chair to execute a professional services agreement with ChildCare Careers, LLC to provide temporary substitute staff, on an as needed basis, for the Child Development Laboratory Schools, District Wide for the period from March 6, 2014 through June 30, 2016, at a total cost not to exceed \$90,000.

**VENDOR:** ChildCare Careers, LLC  
1700 South El Camino Real, Suite 201  
San Mateo, California 94402

**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 no sooner than March 6, 2014 and continue through June 30, 2016, with an option to renew for an additional two (2) one (1) year periods.

**SCOPE OF SERVICES:**

ChildCare Careers, 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 and/or any other unforeseeable emergency.

**BENEFIT TO CITY COLLEGES OF CHICAGO:**

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

Description	Hourly Rates
<b>Classroom Teachers:</b> Monday-Friday; up to 40 hours; Hourly Rate	\$23.95 and \$25.95
<b>Assistant Teachers:</b> Monday - Friday, up to 40 hours; Hourly Rate	\$17.95 and \$18. 95
<b>Support Staff:</b> Monday - Friday, up to 40 hours; Hourly Rate	\$13.95 and \$14.95
<b>Conversion Fees</b>	
<b>Classroom Teachers</b>	\$2,000 and \$2,500
<b>Assistant Teachers</b>	\$1,250 and \$1,500
<b>Support Staff</b>	\$500 and \$750

**VENDOR SELECTION CRITERIA:**

Pursuant to Board Report 31845, adopted on May 2, 2013, the Board authorized execution of an agreement with A-Pro Execs, LLC to provide professional temporary substitute staff (classroom teachers, assistant teachers and support staff) to the Child Development Laboratory Centers in accordance with Sealed Bid #MWJ1303.

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.

It has been determined that A-Pro Execs, LLC contract requires termination due to its failure in providing professional teaching personnel in accordance with Department of Family and Support Services (DFSS) regulations. A-Pro Execs, LLC has not been able to provide teachers with a Type 04

Certification and a pool of substitutes to meet the needs for all five Child Development Laboratory Centers.

Therefore, it is recommended that Childcare Careers, LLC be awarded the contract to provide professional temporary substitute staff. Childcare Careers, LLC has extensive experience in providing the required personnel and has agreed to provide professional temporary substitute staff to the Child Development Laboratory Centers.

**MBE/WBE COMPLIANCE:**

The Office of M/WBE Compliance has reviewed the proposed agreement and recommends a waiver of the Board Approved Plan due to the nature of the services and the lack 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 II, Section 2.6.4(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:** \$90,000

**Charge To:** Various Colleges

**Source of Funds:** Restricted and Education Funds

**FY14:** 532100-07504-0016006-00063

**Respectfully submitted,**

**Cheryl L. Hyman  
Chancellor**

**March 6, 2014 – Office of Academic Affairs/Business Enterprise**