

**32272**  
**ADOPTED – BOARD OF TRUSTEES**  
**COMMUNITY COLLEGE DISTRICT NO. 508**  
**MAY 1, 2014**

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

**TEMPORARY AGENCY SERVICES**  
**A-PRO EXECS, LLC**  
**MANPOWER GROUP US, INC.**  
**PREMIER STAFFING SOURCE, INC.**  
**PROFESSIONAL DYNAMIC NETWORK, INC.**  
**RANDSTAD GENERAL PARTNER (US), LLC**  
**DISTRICT WIDE**  
**OFFICE OF ADMINISTRATIVE AND PROCUREMENT SERVICES**

**THE CHANCELLOR RECOMMENDS:**

that the Board of Trustees authorizes the Chair to execute agreements with A-Pro Execs, LLC Manpower Group US, Inc., Premier Staffing Source, Inc., Professional Dynamic Network, Inc. and Randstad General Partner (US), LLC, to provide temporary staffing services for the District on an as needed basis for the period commencing no sooner than May 1, 2014 through June 30, 2017, at a total cost not to exceed \$750,000 annually.

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

                     Manpower Group US, Inc.  
                     227 West Monroe Street, Suite 100  
                     Chicago, Illinois 60606

                     Premier Staffing Source, Inc.  
                     10 South Riverside Plaza, Suite 1800  
                     Chicago, IL 60606

                     Professional Dynamic Network, Inc.  
                     600 Holiday Plaza Drive, Suite 540  
                     Matteson, Illinois 60443

                     Randstad General Partner (US), LLC  
                     1700 East Golf Road, Suite 1115  
                     Schaumburg, Illinois 60173

**USER:**            District Wide

**TERM:**  
The term of the agreement shall commence no sooner than May 1, 2014 and continue through

June 30, 2017, with an option to renew for an additional two (2) year period.

**SCOPE OF SERVICES:**

The vendors shall provide necessary temporary staffing services for various projects, including but not limited to administrative, accounting, legal and human resources. Services are needed to:

- Provide for vendor services critical to maintaining the operations of various departments
- Provide for vendor services critical to maintaining the Office of Academic Affairs for college recruitment and admission functions
- Provide for vendor services to support critical projects assigned to the Offices of Institutional Advancement, Human Resources, Information Technology and Academic Affairs

**BENEFIT TO CITY COLLEGES OF CHICAGO:**

The Office of Administrative and Procurement Services has determined it would be in the best interest of the District to execute contracts with the above mentioned staffing firms to ensure adequate and continuous specialized staffing on an as needed basis.

**VENDOR SELECTION CRITERIA:**

Specifications were prepared by District Procurement Services staff and a Request for Sealed Bids was publicly advertised on March 17, 2014 and issued to forty-seven (47) companies. Ten (10) companies submitted bids on March 27, 2014: 1) Anchor Staffing, Inc., 2) A-Pro Execs, LLC; 3) Manpower Group US, Inc.; 4) Premier Staffing Source, Inc.; 5) Professional Dynamic Network, Inc.; 6) Randstad General Partner (US), LLC; 7) Addison Group; 8) PSI Resources, LLC; 9) Totally Tees, Inc. d/b/a Totally Temps; and, 10) Careers In Nonprofits Inc. and Seville Staffing, LLC. The vendors providing the lowest bids are detailed below:

Description	Days	A-Pro Execs., LLC	Manpower Group US, Inc.	Premier Staffing Source, Inc.	Professional Dynamic Network, Inc.	Randstad General Partner (US), LLC
General Office/Clerical Assistant	Monday-Friday Hourly Rate (up to 40 Hours)	\$11.99	\$12.05	\$14.24	\$15.60	\$17.04
General Office Assistant	Over 40 Hours Hourly Rate	\$17.99	\$20.09	\$21.45	\$25.74	\$25.56
General Office Assistant	Weekend Hourly Rate	\$12.50	\$12.05	\$21.45	\$27.74	\$17.04
Receptionist	Monday-Friday Hourly Rate (up to 40 Hours)	\$11.99	\$11.38	\$14.57	\$18.60	\$18.46
Receptionist	Over 40 Hours Hourly Rate	\$17.99	\$18.08	\$21.94	\$28.60	\$27.69

<b>Receptionist</b>	<b>Weekend Hourly Rate</b>	\$12.50	\$11.38	\$21.94	\$30.60	\$18.46
<b>Administrative Assistant</b>	<b>Monday-Friday Hourly Rate (up to 40 hours)</b>	\$15.29	\$13.39	\$19.43	\$21.60	\$21.30
<b>Administrative Assistant</b>	<b>Over 40 Hours Hourly Rate</b>	\$22.92	\$22.10	\$29.25	\$39.60	\$31.95
<b>Administrative Assistant</b>	<b>Weekend Hourly Rate</b>	\$16.29	\$13.39	\$29.25	\$41.60	\$21.30
<b>CONVERSION FEES</b>						
<b>General Office Assistant</b>		\$1,000.00	\$0.00 after 520 hrs.; under 520 hrs. price varies	\$0.00 after 350 hrs.; under 350 hrs. 5% of annual salary	\$0.00 after 480 hrs. under 480 hrs. 25% of annual salary	\$0.00 after 701 hrs.; under 701 hrs. price varies
<b>Receptionist</b>		\$1,000.00	\$0.00 after 520 hrs.; under 520 hrs. price varies	\$0.00 after 350 hrs.; under 350 hrs. 5% of annual salary	\$0.00 after 480 hrs. under 480 hrs. 25% of annual salary	\$0.00 after 701 hrs.; under 701 hrs. price varies
<b>Administrative Assistant</b>		\$1,500.00	\$0.00 after 520 hrs.; under 520 hrs. price varies	\$0.00 after 350 hrs.; under 350 hrs. 5% of annual salary	\$0.00 after 480 hrs. under 480 hrs. 25% of annual salary	\$0.00 after 701 hrs.; under 701 hrs. price varies

Anchor Staffing was deemed non-responsive for not submitting in accordance with the submittal requirements. All bids were reviewed and based on the lowest responsive and responsible bidders' hourly rates and staff recommends acceptance of the bids received from the firms listed above.

**MBE/WBE COMPLIANCE:**

The Office of M/WBE Contract Compliance has reviewed the proposed agreements and has determined the vendors are in compliance with the Board Approved Participation Plan as follows:

<b>A PRO STAFFING M/WBE PLAN</b>
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<u>Vendor</u>	<u>MBE or WBE</u>	<u>%</u>	<u>Direct or Indirect</u>	<u>Certifying Agency</u>
A-Pro Execs 206 S. LaSalle Chicago, IL 60606	MBE (PRIME)	93	Direct	Cook County
Premier Staffing 4640 Forbes Blvd. Lanham MD	WBE	7	Direct	State of IL—CMS
<b>PREMIER STAFFING M/WBE PLAN</b>				
<u>Vendor</u>	<u>MBE or WBE</u>	<u>%</u>	<u>Direct or Indirect</u>	<u>Certifying Agency</u>
A-Pro Execs 206 S. LaSalle Chicago, IL 60606	MBE	25	Direct	Cook County
Premier Staffing 4640 Forbes Blvd. Lanham MD	WBE (PRIME)	75	Direct	State of IL—CMS
<b>RANDSTAD GENERAL PARTNER M/WBE PLAN</b>				
<u>Vendor</u>	<u>MBE or WBE</u>	<u>%</u>	<u>Direct or Indirect</u>	<u>Certifying Agency</u>
Rose International, Inc. 100 Tower Drive Burr Ridge, IL 60527	WBE	7	Direct	
Cor-Tech 1355 Remington Road Schaumburg, IL 60159	MBE	25	Direct	GMSDC
<b>MANPOWER GROUP M/WBE PLAN</b>				
Victory Personnel Services 735 N. Water St. Milwaukee, WI	MBE	25	Direct	WICIMSDC
S & F Software Solutions 285 Victor Lane Lake Zurich, IL 60047	WBE	7	Direct	WBDC
<b>PROFESSIONAL DYNAMIC NETWORK M/WBE PLAN</b>				
Professional Dynamic Network 600 Holiday Plaza Drive Matteson, Illinois 60443	MBE	93	Direct	State of IL—CMS
Davis Staffing 21031 Governors Hwy Olympia Fields, IL	WBE	7	Direct	Cook County

#### **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:** \$750,000 annually

**Charge To:** Various College Departments

**Sources of Funds:** Various Funds

**FY14:** 530000-XXXXX-XXXXXXXX-XXXXX

**Respectfully submitted,**

**Cheryl L. Hyman  
Chancellor**

**May 1, 2014 - Office of Administrative & Procurement Services**