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ADOPTED-BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
OCTOBER 2, 2014

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

TEMPORARY AGENCY SERVICES
ADDISON GROUP
ACCOUNTING PRINCIPALS
OFFICE OF FINANCE
OFFICE OF PROCUREMENT SERVICES
(AMENDMENT TO BOARD REPORT #31877 ADOPTED JUNE 6, 2013)

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to execute an amendment to the existing agreements with Addison Group and Accounting Principals to provide specialized accounting and finance temporary staffing services for the Office of Finance and with Accounting Principals to provide specialized procurement staffing services for the Office of Procurement Services on an as needed basis for the period from January 1, 2013 through June 30, 2016, at an additional cost of \$150,000 and a total cost not to exceed \$400,000 for the contract term.

VENDORS: Addison Group
 125 South Wacker Drive
 27th Floor
 Chicago, Illinois 60606

 Accounting Principals
 10 South LaSalle Street
 Suite 1310
 Chicago, Illinois 60603

USER: Office of Finance, Office of Procurement Services

TERM:

The term of the agreement began on July 1, 2013 and will continue through June 30, 2016.

SCOPE OF SERVICES:

The vendors shall provide necessary specialized temporary staffing services for various accounting and finance areas and for procurement services, including but not limited to, general and grant accounting, accounts payable, accounts receivable, treasury services, and procurement services.

Vendor	Range of Hourly Rates
Addison Group	\$25.50 - \$55.00
Accounting Principals	\$28.38 - \$59.07

BENEFIT TO CITY COLLEGES OF CHICAGO:

The Office of Finance and the Office of Procurement Services have determined it is 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:

Pursuant to Board Report #31877, the Board authorized execution of agreements with Addison Group and Accounting Principals to provide specialized temporary staffing services for various accounting and finance areas and for procurement services. Specifications were prepared by District Procurement staff and a Request for Sealed Bids was publicly advertised and issued to 34 firms on March 18, 2013. Eight (8) firms submitted proposals on April 3, 2013: 1) Brilliant Financial; 2) Delta-T Group Illinois, Inc.; 3) PSI Resources, LLC.; 4) Addison Group; 5) Careers In Nonprofits; 6) A-Pro Execs, LLC.; 7) Accounting Principals, Inc.; and 8) Excelsior Consulting Services. The following firms submitted no-bids: Randstad US and Financial Aid Services.

All bids were reviewed and summarized by Procurement staff before being evaluated by Office of Finance and Office of Procurement Services management staff for:

- Quality and responsiveness of the proposal;
- Specialization and experience level of proposed temporary staffing;
- Proposed fees by type of staff; and
- M/WBE Participation in compliance with District requirements

An additional evaluation was performed to determine the most accurate price comparison by selecting the most common job titles listed by all the vendors who submitted bids. Those titles included accounting clerk, staff accountant, senior accountant, purchasing clerk, purchasing specialist, financial analysis and grant accountant. Based upon the evaluation, the reviewing managers recommended acceptance of the bids from the above listed firms. These firms are able to meet the needs of both Office of Finance and the Office of Procurement Services.

MBE/WBE COMPLIANCE:

The Office of M/WBE Contract Compliance has reviewed the request to amend the agreements with Addison Group and Accounting Principals and has determined that both vendors are in compliance with the Board Approved Participation Plan with their commitments to use the following M/WBE firms:

ADDISON GROUP

<u>Vendor</u>	<u>MBE or WBE</u>	<u>%</u>	<u>Participation</u>	<u>Certifying Agency</u>
Catalyst Consulting 211 W. Wacker Dr. Chicago, IL 60606	MBE	25	Direct	City of Chicago

Furst Staffing 8430 W. Bryn Mawr Chicago, IL 60631	WBE	7	Direct	Women's Business Development Council
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ACCOUNTING PRINCIPALS

<u>Vendor</u>	<u>MBE or WBE</u>	<u>%</u>	<u>Participation</u>	<u>Certifying Agency</u>
Anchor Staff, Inc. 9901 S. Western, #206 Chicago, IL 60643	MBE	25	Direct	City of Chicago
Alta Staff 19 S. LaSalle St. Chicago, IL 60603	WBE	7	Direct	State of IL CMS

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: \$400,000

Charge to: Office of Finance/Office of Procurement Services

Source of Funds: Education Fund

FY15: 530000-00003-0010051-80000

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

October 2, 2014 – Office of Finance and Office of Procurement Services