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

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

PUBLIC PASSENGER CHAUFFEUR DRIVER TRAINING SERVICES
NOVA DRIVING SCHOOL
OLIVE-HARVEY COLLEGE
(RENEWAL OPTION)

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to exercise the option to renew the agreement with Nova Driving School to provide a road instructional driver training course for the Public Passenger Chauffeur Training Institute at Olive-Harvey College for the period from October 8, 2014 through October 9, 2016 at an annual cost not to exceed \$345,000, and a total cost not to exceed \$690,000 for the contract term.

VENDOR: Nova Driving School
3323 West Armitage
Chicago, Illinois 60647

USER: Olive-Harvey College

ORIGINAL TERM:

The term of the agreement commenced on October 7, 2011 and will continue through October 7, 2014, with an option to renew for an additional two (2) year period.

RENEWAL TERM:

The renewal term of this agreement shall commence on October 8, 2014 and continue through October 9, 2016.

SCOPE OF SERVICES:

Nova Driving School will provide two hours of on-the-road training to all newly licensed public chauffeurs and veteran chauffeurs who are required by the City of Chicago Department of Business Affairs and Consumer Protection to take this training. City Colleges of Chicago will provide and maintain the necessary insurance coverage. Nova Driving School will provide the following services:

1. A minimum of five cars which meet state requirements for such vehicles and approved by the Department of Business Affairs and Consumer Protection, vehicle inspectors.

2. The driving school will follow a specific driving route which will be developed by Olive-Harvey College. This route will be monitored periodically and may be altered at the discretion of the College.
3. Driving range training will be conducted Monday through Friday, between the hours of 9:00 am and 4:00 pm, with the last two-hour training session beginning no later than three o'clock. Training will not be conducted on Saturday or Sunday.
4. Participant registration must take place at Olive-Harvey College. At the end of the training students must return to the college with documentation of successful completion in order to receive a certificate.
5. Nova Driving School will invoice Olive-Harvey College by the last day of each month for the number of participants who have been served during that month.
6. Olive-Harvey College will pay for the number of participants who have successfully completed the training. Payment will be made to the driving school within sixty days of the date of receiving the invoice.

BENEFIT TO CITY COLLEGES OF CHICAGO:

As part of the requirements by the City of Chicago Department of Business Affairs and Consumer Protection, all new drivers must satisfy a minimum of 3 years driving experience in the United States. In order to insure drivers with less than 3 years of experience can fulfill this requirement, each driver must complete an 8 hour Defensive Driving course and a 2 hour Range Driving course at Olive-Harvey College.

VENDOR SELECTION CRITERIA:

Pursuant to Board Report #31139, the Board authorized an agreement with Nova Driving School. Specifications were prepared by District Procurement Staff and a Request for Proposal (RFP) #MWJ1109 was publicly advertised on July 1, 2011. Ten (10) companies were contacted and a pre-proposal meeting was held on July 11, 2011. Three (3) companies responded to the RFP on July 19, 2011: 1) American Defensive Driving School; 2) Illinois Driving School, Inc.; and 3) Nova Driving School.

Proposals were evaluated and ranked by staff which included Olive-Harvey College, Office of Business Enterprises, Office of Risk Management, Procurement Services and Office of MBE/WBE Contract Compliance in accordance with the RFP evaluation criteria which included:

- Qualifications and experience of firm that includes past experience with similar services for governmental and higher education institutions
- Qualifications and experience of committed personnel
- Proposer's ability to meet the scope of services
- Cost of Services
- M/WBE compliance

Illinois Driving School was deemed non-responsive for non-compliance with the M/WBE requirements. The committee reviewed the next highest ranking vendor Nova Driving School and based on the proposal and pricing, the evaluation team recommended Nova Driving School to provide the 2 hour road instructional driver training course.

MBE/WBE COMPLIANCE:

The Office of MBE/WBE Compliance has reviewed the renewal agreement and has determined the firm is in compliance with the Board Approved MBE/WBE Plan. Currently, the Office of MBE/WBE Compliance is recommending a waiver of the 7% WBE goal based on its review of the Prime vendor’s due diligence in its efforts to secure WBE participation.

<u>Vendor</u>	<u>MBE or WBE</u>	<u>%</u>	<u>Direct or Indirect</u>	<u>Certifying Agency</u>
Nova Driving School 3323 W. Armitage Chicago, IL 60647	MBE (PRIME)	100	Direct	CMSDC

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:

All expenses incurred by this activity are covered by student tuition and fees.

Total: \$230,000

Charge to: Olive-Harvey College

Source of Funds: Educational Fund

FY15: 530000-00003-5021910-10000

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

October 2, 2014 – Olive-Harvey College