

**32613**  
**ADOPTED – BOARD OF TRUSTEES**  
**COMMUNITY COLLEGE DISTRICT NO. 508**  
**APRIL 9, 2015**

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

**SAFEKEEPING AND CUSTODIAL SERVICES**  
**HARRIS N.A.**  
**OFFICE OF FINANCE**  
**(AMENDMENT TO BOARD REPORT #31073 ADOPTED ON JULY 14, 2011)**

**THE CHANCELLOR RECOMMENDS:**

that the Board of Trustees authorizes the Chair to execute an amendment to the existing agreement with Harris N.A. to serve as the Safekeeping and Custodial Services provider for City Colleges of Chicago for the period from July 1, 2015 through June 30, 2016, at a total cost not to exceed \$20,000.

**VENDOR:** Harris N.A.  
111 West Monroe Street  
Chicago, Illinois, 60601

**USER:** District Office

**TERM:**  
The term of the agreement shall commence no sooner than July 1, 2015 and will continue through June 30, 2016.

**SCOPE OF SERVICES:**  
The selected firm will serve as the City Colleges of Chicago Safekeeping and Custodial Services provider and responsibilities will include but not limited to:

- Holding securities delivered by City Colleges of Chicago (CCC) and/or the Investment Manager in a security depository, in book entry form or in any other manner permitted by law
- Acting on any investment instruction received from an authorized officer of CCC and/or the Investment Manager
- Collecting all purchases, proceeds of sales, maturities, income and other dispositions of securities and holding proceeds for investment or for other disposition as instructed by CCC or its Investment Manager
- Ensuring purchased securities shall not be sold or presented for redemption or repayment except upon the instruction of CCC or the Investment Manager

- Ensuring funds not reinvested from the sale, call or maturity of securities shall be held in an interest bearing cash account, preferably a NOW Account. Balances in excess of the FDIC limit, shall be fully collateralized in accordance with CCC's Investment Policy
- Reviewing and evaluating cash flow projections prepared by CCC
- Providing monthly statements
- Providing on-going support services

**BENEFIT TO CITY COLLEGES OF CHICAGO:**

The Office of Finance has determined that Harris N.A will ensure that CCC securities are safely held and accurately recorded through stringent safety measures and offer comprehensive real-time on-line services that include: cash reporting, security holdings and pledge positions, advices of principle and interest payments, transaction history and upcoming activity.

**VENDOR SELECTION CRITERIA:**

A Request for Proposal (RFP) was prepared and advertised through the Office of Procurement Services and e-mailed to 16 firms on March 4, 2011. Responses were received from Harris N.A. and PNC Bank.

The evaluation committee reviewed the responses and recommend Harris N.A. based on the criteria set forth in the RFP including:

- Responsiveness to the RFP
- Qualification of the Firm and Project Team
- Demonstrated Investment Performance
- Portfolio Management Resources and Investment Philosophy
- Proposed Methodology and Approach
- Minority and Women Business Enterprise Participation
- Compliance with All Applicable Laws, Ordinances and Statues
- Price/Cost/Fees (Proposed Cost of Services)

**MBE/WBE COMPLIANCE:**

The Office of MBE/WBE Contract Compliance has reviewed the above referenced renewal and recommends a waiver of the Board Approved Participation due to the size and scope of the 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:** \$20,000

**Charge to:** District Office

**Source of Funds:** Education

**FY15:** 530000-00003-0010026-00082

**Respectfully submitted,**

**Cheryl L. Hyman  
Chancellor**

**April 9, 2015 – Office of Finance**