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**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**

**ELECTRONIC PAYMENT CARD SERVICES
U.S. BANK NATIONAL ASSOCIATION
OFFICE OF FINANCE
DISTRICT WIDE**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to execute a professional services agreement with U.S. Bank National Association to provide electronic payment card services for employee payroll and vendor payments for the period commencing no sooner than July 1, 2015 through June 30, 2020, at no cost to the District.

VENDOR: U.S. Bank National Association
901 Marquette Avenue, Suite 1800
Minneapolis, Minnesota 55402

USER: District Wide

TERM:

The term of the agreement shall commence on July 1, 2015 and continue through June 30, 2020 with an option to renew for two (2) additional one (1) year periods, subject to Board Approval.

SCOPE OF SERVICES:

U.S. Bank will provide a cost effective, flexible, user friendly and secure electronic payment card service for employee payroll and virtual cards. Such services will allow employees to have a fast, safe and convenient method of receiving their payroll funds electronically, and provide a virtual electronic vendor payment process with robust controls that reduces processing costs; as well as offer generous incentives and rebates based on CCC's vendor spend.

VENDOR SELECTION CRITERIA:

Specifications were prepared by District Procurement staff and a Request for Proposal (RFP) #MWJ1408 was publically advertised on September 9, 2014. Eleven (11) companies were contacted and a pre-proposal conference was held on September 15, 2014. Six (6) firms responded to the RFP on October 10, 2014: 1) Bank of America, N.A.; 2) Fifth Third Bank; 3) PNC Bank, N.A.; 4) U.S. Bank, N.A.; 5) American Express; and 6) Visa. American Express and Visa were deemed non-responsive for failing to comply with the submittal requirements.

All proposals were reviewed, evaluated, and ranked by staff which included the Offices of Finance, Human Resources, Harold Washington College, Truman College, Administrative and Procurement Services and MBE/WBE Contract Compliance.

The evaluation criteria outlined in RFP #MWJ1408 included:

1. Qualification and experience of the firm
2. Implementation plan
3. Past experience with similar services for educational institutions
4. Internal controls, regulatory compliance, and security
5. Fees in relation to the scope of services
6. M/WBE commitment

Oral presentations were held with all proposers. Based on the highest rankings in responsiveness, qualifications, experience and cost, the committee recommends the acceptance of the proposal from U.S. Bank to provide electronic payment cards services.

MBE/WBE COMPLIANCE:

The Office of MBE/WBE Contract Compliance has reviewed the proposed agreement referenced above and has determined the firm is in compliance with the Board Approved Participation Plan:

| <u>Vendor</u> | <u>MBE or WBE</u> | <u>%</u> | <u>Participation</u> | <u>Certifying Agency</u> |
|---|-------------------|----------|----------------------|--------------------------|
| US Messenger & Logistics 7790 Quincy St. Willowbrook, IL 60527 | MBE | 25 | Indirect | CMSDC |
| Classical Marketing, LLC 150 N. Martingale, Ste. 800 Schaumburg, IL 60173 | WBE | 7 | Indirect | WBENC |

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: No Cost to the District

Charge to: Office of Finance

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

April 9, 2015 – Office of Finance