

**32619**  
**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**

**PROFESSIONAL PRODUCTION SERVICES**  
**COOK COUNTY FOREST PRESERVE DISTRICT DOCUMENTARY**  
**JUNETEENTH PRODUCTIONS**  
**OFFICE OF BUSINESS ENTERPRISES**

**THE CHANCELLOR RECOMMENDS:**

that the Board of Trustees authorizes the Chair to execute an agreement with Juneteenth Productions to provide professional production services, funded by a grant received from the Cook County Forest Preserve District, in executing WYCC's agreement with the Cook County Forest Preserve District to produce a sixty (60) minute documentary on the Cook County Forest Preserve District in recognition of its centennial celebration for the period commencing no sooner than April 9, 2015 through October 31, 2015, at a total cost not to exceed \$140,000.

**VENDOR:** Juneteenth Productions  
935 West Chestnut Street  
Suite 410  
Chicago, Illinois 60642

**USER:** WYCC

**TERM:**

The term of the agreement shall commence no sooner than April 9, 2015 and will continue through October 31, 2015.

**SCOPE OF SERVICES:**

The scope of services to be provided by Juneteenth Productions will include researching, shooting, and editing a sixty (60) minute documentary that: (1) captures the rich history, educational value, health benefits and recreational pleasure that the Cook County Forest Preserve District provides; (2) celebrates the visionary success of one of the largest and oldest forest preserve system in the United States; and (3) highlights several events and activities planned for the Cook County Forest Preserve District's centennial celebration.

Specific documentary project services include:

1. Management and oversight of the documentary production process
2. Development of documentary program structure
3. Content research and script writing

4. Securing rights and releases for the licensing of video and other media used in the production of the documentary
5. Coordinate and shoot interview and supporting documentary visuals
6. Support development of ancillary kiosk media and work with WYCC personnel, as assigned, to assist in the delivery of media for kiosk and curriculum content
7. Identify, secure and coordinate name talent for host and narration
8. Work with WYCC editor, as assigned, to complete documentary
9. Work under the direction of WYCC management and provide timely progress reports
10. Producer services will include, but are not limited to, identification and securing of professional services for: graphic design and delivery, original music composition, sounds design and sweetening, visual rights and royalties, research materials, travel expenses, film/video transfer, transcription services, location expenses (if any), hard drives, aerial and or specialty photography, script writer, videographer (approximately 50 days), production support staff. Program editor will be provided by WYCC
11. Produce a program meeting the standards of WYCC PBS Chicago

**BENEFIT TO CITY COLLEGES OF CHICAGO:**

In accordance with CCC goals, WYCC is committed to introducing CCC students and station viewers to new and informative broadcast experiences. During the spring, summer, and fall semesters of 2015, between 12-16 CCC students will have the opportunity to experience hands-on, practical documentary filmmaking through WYCC's internship program. Further, the documentary will be available to support educational opportunities for CCC students through classroom use. Various disciplines will be covered in the documentary including biology, conservation, environmental science, social studies, government, and health. The documentary will also be broadcast on WYCC to educate viewers on local history with national importance. Finally, the documentary will also provide the additional benefit of informing and exposing traditionally underserved audiences --African-Americans, Latinos, Native Americans, and Asian-Americans -- whom infrequently engage or take advantage of the Cook County Forest Preserve District and all it has to offer.

**VENDOR SELECTION CRITERIA:**

Pursuant to State law, this request for professional services involves a high degree of professional skill and is therefore exempt from the District's competitive bidding requirements. WYCC interviewed the following firms with production experience: 1) Juneteenth Productions; 2) Unlimited Bliss; 3) Ernet Consulting; 4) Caesar Salad Productions; and 5) New Film Productions.

The WYCC staff evaluated the firms based upon the following criteria:

1. Experience in producing video documentaries
2. Extent to which the proposed and action plan meet WYCC requirements
3. Creative and innovative ideas for film and multimedia applications
4. Details of a proposed work plan with realistic implementation deadlines
5. Transparency and efficiency of plans and reporting requirements.

Based upon the evaluation criteria, the WYCC staff determined that Juneteenth Productions was the most qualified firm to provide production services for this project.

**MBE/WBE COMPLIANCE:**

The Office of MBE/WBE Compliance has reviewed the proposed agreement and has determined the vendor is in compliance with the Board Approved Plan for MBE Participation. Concurrently, the Office of MBE/WBE Compliance recommends a waiver of the Board Approved WBE goal of 7% due to the nature of the services ("professional production services") and the absence of subcontracting opportunities.

<u>Vendor</u>	<u>MBE or WBE</u>	<u>%</u>	<u>Participation</u>	<u>Certifying Agency</u>
Juneteenth Productions 935 W. Chestnut St. Chicago, IL 60642	MBE (Prime)	100	Direct	CMS—State of IL

**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:** \$140,000

**Charge to:** WYCC

**Source of Funds:** Restricted (Grants) Fund WYCC

**FY15:** 539400-21000-8075017-69010

**Respectfully submitted,**

**Cheryl L. Hyman  
Chancellor**

**April 9, 2015 – Office of Business Enterprises**