THE CHANCELLOR RECOMMENDS:
that the Board of Trustees authorizes the Chair to: 1) increase the spending authority of the original contract term by $23,550 for a total cost not to exceed $145,950; and 2) exercise the option to renew this agreement for a one year term from March 15, 2015 through March 16, 2016 at a total cost not to exceed $45,000 for the renewal term to conduct the Graduate Employment Follow-up Survey.

VENDOR: The Blackstone Group
360 North Michigan Avenue
Chicago, Illinois 60601

USER: Office of Strategy and Institutional Intelligence

ORIGINAL TERM:
The term of this agreement commenced on March 16, 2012 and continues through March 15, 2015.

RENEWAL TERM:
The renewal term of this agreement shall commence on March 16, 2015 and continue through March 15, 2016.

SCOPE OF SERVICES:
In Board Report #31318 adopted February 2, 2012, approval was given to execute an agreement with The Blackstone Group to conduct the Graduate Follow-up Survey for a period of four (4) years beginning in March 16, 2012 through March 15, 2015 with a one (1) year extension option. The original contract allocated the total contract authority of $122,400 across three (3) years, not four (4) years, at $40,800 per year. After the first three (3) years of the contract, $22,100 remained on the original authority. The increased spending authority of $23,550 allows the Blackstone Group to conduct the survey in the final year of the original contract.
During this renewal term, the Office of Strategy and Institutional Intelligence will be able to continue conducting the Graduate Follow-up Survey with the assistance of the Blackstone Group, which will include the following scope of services and activities:

- Project plan development
- Printing and preparation of approximately 5,300 warming letters (with CCC logo and Chancellor's signature) and envelopes to be sent to CCC for mailing
- Development and administration of a Computer Assisted Telephone Interviewing (CATI) questionnaire
- Development and administration of a web survey
- Development and submission of a data collection and response rate attainment plan
- Submission of weekly response update reports
- Paper survey data entry
- Submission of a technical report detailing student contact results, data files and file submission

**BENEFIT TO CITY COLLEGES OF CHICAGO:**
The Illinois Community College Board (ICCB) mandates that all Illinois community colleges survey fiscal year graduates from targeted career and technical programs annually for the Career and Technical Survey Study. The ICCB requests survey results for specific career and technical programs on a five-year review cycle, and requests a 50-60% response rate for the graduates of those programs. The ICCB collects and aggregates the survey data for community colleges across the state of Illinois and reports on the findings.

Additionally, in order to better understand career and educational outcomes of our students, CCC annually contacts graduates from the previous fiscal year to obtain information about their subsequent labor market outcomes and educational experiences. This project supports the Reinvention effort by generating both qualitative and quantitative feedback regarding student outcomes that are based on statewide and national standards. Results from the survey will be used to support quality improvement initiatives and program reviews. Data retrieved from this project will also be used to help CCC systematically develop metrics and measures that indicate how well CCC is meeting student, community and workforce needs. The Key Performance Indicators (KPI’s) that draw upon data collected through the career and technical program graduates survey process will especially help to ensure that occupational programs remain strong, student focused and responsive to our constituents’ needs.

**VENDOR SELECTION CRITERIA:**
Specifications were prepared by District Procurement staff and publicly advertised on December 8, 2011, as Request for Proposal (RFP) SH1109. Said RFP was sent to 31 firms and a pre-proposal conference was conducted on December 13, 2011. Submittals were received on December 22, 2011 from six (6) vendors: 1) Blackstone Group; 2) Comiskey Research; 3) Consumer & Professional Research (CPR) Inc.; 4) CR Market Survey; 5) Market Dimensions; and 6) National Able Network.
The evaluation committee individually scored each proposal and each Oral Presentation. After combining all evaluation scores, Blackstone Group ranked the highest and is recommended based upon the following criteria:

1. Responsiveness
2. Demonstrated competence in conducting CATI interviews, telephone surveys and web surveys.
3. Experience in survey research and a proven record in the attainment of high response rates with hard-to-reach populations.
4. Experience working with multicultural populations.
5. Fees in relation to the Scope of Services.

**MBE/WBE COMPLIANCE:**

The Office of M/WBE Contract Compliance has reviewed the above renewal agreement and has determined the Blackstone Group is in compliance with the Board Approved Participation Plan:

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**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: $68,500
Charge to: Decision Support
Source of Funds: Education Fund
FY15: 530000-00003-0017002-80000

Respectfully submitted,

Cheryl L. Hyman
Chancellor

February 5, 2015—Office of Strategy and Institutional Intelligence