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ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
OCTOBER 1, 2015

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

ELECTRONIC STUDENT REFUND AND ATM SERVICES
HIGHER ONE, INC.
OFFICE OF FINANCE
DISTRICT WIDE

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to execute a professional services agreement with Higher One, Inc. to provide refund management disbursement services to students, which includes a stored value card and ATM services, for a five (5) year period from November 1, 2015 through October 31, 2020, at a total cost not to exceed \$500,000.

VENDOR: Higher One, Inc.
115 Munson Street
New Haven, Connecticut 06511

USER: District Wide

TERM:

The term of the agreement shall commence on or about November 1, 2015 and end on or about October 31, 2020, with an option to renew for an additional two (2) one (1) year periods.

SCOPE OF SERVICES:

The services to be provided by Higher One, Inc. under this contract include providing students with electronic refund processing options, book advances, and ATMs services. Also delivering flexible, user friendly, cost effective federal work study payments, with strong security, antifraud, and reconciliation features compliant with all Department Of Education “DOE” requirements for stored-value and prepaid debit cards, and all state and federal privacy regulations. The services will offered will provide additional features for students, help CCC accelerate the refund process and create a seamless program that will provide convenient ways for students to have access to their funds electronically, via direct deposit, pre-paid cards, or other means.

BENEFIT TO CITY COLLEGES OF CHICAGO:

Utilizing Higher One, Inc. will provide students with electronic refund processing options, allowing students to receive their financial aid refund faster, safer, while providing process efficiencies to City Colleges of Chicago.

The service would allow students the option to receive a prepaid stored value card for refunds, book advances, and federal work study payroll, which can be used charge-free at ATMs throughout

the Chicagoland area, instead of paying fees to cash checks. This single service method can evolve into a comprehensive collection of products that can streamline CCC's processes and aim to promote, facilitate and achieve student success. In addition, the Allpoint network would be available for use in lieu of installing ATMs on the campus. This gives students' access to more than 43,000 fee-free ATMs nationwide.

VENDOR SELECTION CRITERIA:

Specifications were prepared by District Procurement staff and a Request for Proposal (RFP) #MWJ1505 was publically advertised on June 5, 2015 and issued to seventeen (17) companies. Five (5) companies responded to the RFP on July 7, 2015: 1) Blackboard, Inc., 2) Higher One, Inc.; 3) Nelnet Business Solutions, Inc.; 4) Touchnet Information Systems, Inc.; and 5) Tuition Management Systems. Citi Bank submitted a no-bid in response to this RFP.

All proposals were reviewed, evaluated, and ranked by staff which included Olive-Harvey and Kennedy-King Colleges, the Offices of Academic Affairs, Finance and Administrative and Procurement Services and MBE/WBE Contract Compliance.

The evaluation criteria outlined in RFP #MWJ1505 included:

- 1) Qualifications of firm
- 2) Proposer's implementation plan for the execution of the requested services
- 3) Past experience with higher educational institutions or comparable organizations
- 4) Fees in relation to the scope of services
- 5) M/WBE Compliance

Oral presentations were conducted with the short-listed firms: Blackboard, Inc., Higher One and Tuition Management Systems. Based on the highest composite written proposal and oral presentation scores, qualifications and experience, staff recommends the acceptance of the proposal from Higher One, Inc. to provide refund management disbursement services. Having served over 1,900 colleges and universities, 13.2m students, Higher One, Inc. has significant qualifications and experience working with comparable institutions. Higher One, Inc.'s proposal to implement the Allpoint network in lieu of installing ATMs, will give students access to more than 43,000 fee-free ATMs nationwide. Finally, Higher One, Inc.'s proposed implementation plan is a highly interactive portal to meet both students' and CCC's staff's needs.

MBE/WBE COMPLIANCE:

The Office of MBE/WBE Contract Compliance has reviewed the proposed agreement and recommends a waiver of the Board Approved Participation Plan due to the nature of the services (electronic funds processing) and the absence of further 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: \$500,000 (\$100,000 in FY16)

Charge To: District Wide

Source of Funds: Education Fund

FY16: 53000-00003-0010026-80000

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

October 1, 2015 - Office of Finance