

32797
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

PROFESSIONAL VIDEO PRODUCTION SERVICES
CAVALCADE COMMUNICATIONS GROUP, INC.
OFFICE OF BUSINESS ENTERPRISES
WYCC

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to execute an agreement with Cavalcade Communications Group, Inc. to provide additional production services to WYCC PBS Chicago for the period from October 2, 2015 through June 30, 2016, at a total cost not to exceed \$192,515.

VENDOR: Cavalcade Communications Group, Inc.
3600 North Lake Shore Drive, Suite #1205
Chicago, Illinois 60613

USER: WYCC

TERM:

The term of the agreement shall commence no sooner than October 2, 2015 and will continue through June 30, 2016.

SCOPE OF SERVICES:

Cavalcade Communications Group, Inc. (Cavalcade) will provide the following freelance production personnel services for additional local productions at WYCC for a term beginning October 2, 2015 through June 30, 2016:

Producer, Associate Producer Writer, Researcher, Director, Floor Director, Field Camera Operator, Director of Photography, Lighting Director, Lighting Grips, Teleprompter, Technical Director, Taper Operator, Studio Audio (A1), Field Audio (A2), Camera Shader, Chyron Operator, Set Designer, Grips, Graphic Designers, Maker-up Artist, Hair dresser, Wardrobe Consultants.

Cavalcade not only provides additional production personnel services necessary to supplement WYCC's staff in the execution of local programming productions when needed, but also assumes other local production projects as assigned by WYCC.

BENEFIT TO CITY COLLEGES OF CHICAGO:

Cavalcade will provide production services beyond what WYCC PBS Chicago is able to offer due to its own limited staffing and expertise in certain areas of broadcast production. City Colleges of Chicago (CCC) students working as interns at WYCC will have an opportunity to observe and review several professional production areas that do not exist on the WYCC organization chart. In addition to serving its viewership with quality national and local programs, WYCC PBS Chicago also manages a multitude of locally produced audio/visual projects that would otherwise be extremely costly to produce completely externally. This professional services agreement allows for the continued blended services of WYCC and its external production partners to be available to CCC at more reasonable costs than it if all endeavors were executed solely by an external production facility.

VENDOR SELECTION CRITERIA:

Pursuant to the criteria in Request for Proposal (RFP) #MWJ1407, a Letter of Interest was distributed to: 1) Big Shoulders Digital Video Productions; 2) Cavalcade Communications Group, Inc.; and 3) Juneteenth Productions on August 20, 2015. Juneteenth Productions and Big Shoulders Digital Video Productions declined to bid as they both have commitments that would not allow them to support the efforts defined in the Letter of interest.

Therefore, the sole respondent was reviewed. Based on pricing and a comparison from the previous letter of interest obtained in January 2015, it is recommended that Cavalcade Communications Group, Inc. be selected to provide the requested production services detailed below.

Productions/Fees	Pricing Quote
36 in studio episodes of weekly :30 minute public affairs show	\$109,800
8 in studio episodes of monthly :30 minute talk show hosted by Chicago Bar Association	\$25,600
Two-day, five camera switched feed remote at UIC Pavilion for 2016 CCC Commencement	\$21,000
Margin percentage for processing freelance personnel invoices and W-9 documents	15%

Positions	Cavalcade Communications Group, Inc.
Director	\$500-\$600
Field Camera Operator	\$300-\$400
Studio Audio Engineer	\$450
Chyron Operator	\$350
Researcher	\$350
Director of Photography	\$400-\$500
Hair and Makeup Artist	\$300-\$400

MBE/WBE COMPLIANCE:

The Office of M/WBE Contract Compliance has reviewed the list of pre-approved vendors and has secured a commitment from WYCC to report quarterly on the utilization of the MBE/WBE firms as a percentage of total expenditures with all firms within the pool. This will ensure overall compliance with the Board Approved Participation Plan. The recommended vendor for this assignment is a certified WBE firm with Cook County.

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: \$192,515

Charge to: WYCC

Source of Funds: Education Fund

FY16: 536300-00003-8075017-69010

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

October 1, 2015 - Office of Business Enterprises