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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**

**TELEVISION COMMERCIAL PRODUCTION SERVICES
WALKING SHADOWS PRODUCTIONS, INC.
OFFICE OF INSTITUTIONAL ADVANCEMENT
DISTRICT WIDE**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to execute an agreement with Walking Shadows Productions, Inc. to provide television commercial production services for the District for the period commencing no sooner than October 1, 2015 through September 30, 2016, at a total cost not to exceed \$76,500, with an option to renew for an additional six-month period.

VENDOR: Walking Shadows Productions, Inc.
8770 West Bryn Mawr Avenue
Triangle Plaza - West Tower, Suite 1300
Chicago, Illinois 60631

USER: District Wide

TERM:

The term of the agreement shall commence no sooner than October 1, 2015 and will continue through September 30, 2016 with an option to renew for an additional six-month period.

SCOPE OF SERVICES:

Walking Shadows Productions, Inc. proposes to generate b-roll and production services to create a 30-second TV commercial highlighting City Colleges of Chicago's GED programs, and two 30-second TV commercials highlighting City Colleges of Chicago's ESL programs, one in English and one in Spanish. In addition, Walking Shadows Productions, Inc. proposes to produce footage of the new facilities at Malcolm X College and Olive-Harvey College when they are completed in order to update the college-specific TV commercials that were completed in the summer of 2015.

BENEFIT TO CITY COLLEGES OF CHICAGO:

The Office of Institutional Advancement has reviewed this request for service and has determined that it would be in the best interest of the District to work with Walking Shadows Productions, Inc. to pre-produce, produce and edit GED and ESL (2) TV spot with a running time of :30 each in order to increase awareness of City Colleges of Chicago's adult education programs. In addition the new footage will help City Colleges ensure that its TV commercials showcase its new facilities when they are completed.

VENDOR SELECTION CRITERIA:

Pursuant to Board Report #29816 and #32583, the Board approved the use of the Illinois Public Higher Education Purchasing Cooperative purchasing consortium of which Northeastern Illinois University is a participating school. Pursuant to State Law, the purchase of goods and services from another governmental agency is exempt from the District's competitive bidding requirements.

Northeastern Illinois University published Request for Proposal #2014IA1 on June 13, 2014. A pre-submittal conference was held on June 20, 2014. On July 1, 2014 eight (8) firms submitted proposals to Northeastern Illinois University.

The University evaluated three categories of information: Responsiveness, Responsibility, and Price. Based on the rankings, Walking Shadows Productions, Inc. was the recommended firm.

MBE/WBE COMPLIANCE:

The Office of MBE/WBE Compliance has reviewed the proposed renewal and recommends a continued waiver of the Board Approved Participation Plan due to the nature of the services ("professional production services") and the absence of 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: \$76,500

Charge to: District Wide

Source of Funds: Education Fund

FY16: 540000-00003-0019016-80000- District Office
540000-00003-XX00600-80000- Colleges

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

October 1, 2015 - Office of Institutional Advancement