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**ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
APRIL 7, 2016**

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

**WORKFORCE DIVERSITY SERVICES
ALEXANDER, ROSS & ASSOCIATES, LLC
HISPANIC AMERICAN CONSTRUCTION INDUSTRY ASSOCIATION (HACIA)
OFFICE OF ADMINISTRATIVE AND PROCUREMENT SERVICES
DISTRICT WIDE**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to execute agreements with Alexander, Ross & Associates, LLC and Hispanic American Construction Industry Association (HACIA) to provide workforce diversity services and construction training consulting. The agreements will commence no sooner than the period beginning April 7, 2016 through September 30, 2017, with an option to renew at a total cost not to exceed \$225,000 for each vendor during the initial contract term.

VENDORS: Alexander, Ross & Associates, LLC
4455 South King Drive
Chicago, Illinois 60653

Hispanic American Construction Industry Association (HACIA)
850 West Lake Street
Chicago, Illinois 60661

USER: Administrative & Procurement Services, Community Relations and Academic Affairs

TERM:

The original term of the agreements shall commence no sooner than April 7, 2016 and expire on September 30, 2017, with an option to renew for an additional one (1) year period.

SCOPE OF SERVICES: Alexander, Ross & Associates, LLC, and HACIA in coordination with staff from the Offices of Administrative and Procurement Services, Community Relations and Academic Affairs will be responsible for the following critical tasks upon assignment:

- Recruit union trade candidates to fulfill Community Hiring Plan goals on CCC construction projects such as the Olive-Harvey College Transportation, Distribution and Logistics Center and the Daley College Technical Manufacturing Center Expansion and ensure construction contractors' access to ready and willing candidates.

- Coordinate and communicate with key stakeholders including union officials, construction company superintendents and CCC staff regarding training and hiring of minorities, females and community residents on District construction projects.
- Ensure the preparedness of Dawson Technical Institute (DTI) trainees interested in working on CCC construction projects specifically and area construction projects, generally.
- Conduct site visits to monitor and confirm community hires and MBE/WBE utilization.
- Interview site employees to ensure payment of Illinois Prevailing Wage rates.
- Review current pre-apprentice program at Dawson Technical Institute and recommend process improvement strategy.
- Develop and implement hiring and retention strategy for DTI students and alumni on current or future District and area construction projects with the contractor community and union officials.
- Ensure DTI students and alumni apply to available apprenticeship and internship programs.
- Convene and/or participate in meetings with contractors to elaborate on community hiring goals and trouble shoot any issues as necessary
- Provide a comprehensive review of the current pre-apprentice curriculum at DTI and recommended enhancements for instruction (classroom and on the job) that are in line with the requirements established by the National Apprenticeship Act.
- Conduct a feasibility study and proposed implementation strategy including a draft curriculum that addresses adding MBE/WBE Contractor Training to DTI.

BENEFIT TO CITY COLLEGES OF CHICAGO:

A partnership with these organizations that have a long-held mission of advocating for a diverse construction workforce in union trade positions and minorities in the construction industry will provide CCC an opportunity to leverage the organizations’ successful histories to achieve our community workforce diversity goals and to grow the College to Careers program at Dawson Technical Institute.

Collaboration with Alexander, Ross & Associates, LLC and HACIA will also enable CCC to take advantage of their collective expertise to screen and train individuals in the skilled trades. This will in turn help CCC exceed its goal to create construction employment opportunities for community residents as it reinvests in the communities surrounding its campuses.

DELIVERABLES:

Deliverables include, but are not limited to:

- A database of screened candidates.
- Detailed written reports on recruiting efforts for and placements of union trade candidates to fulfill Community Hiring Plan goals on CCC construction projects.
- A comprehensive written hiring and retention strategy for Dawson Technical Institute (DTI) students to work on current or future District construction projects.
- Written minutes for meetings with key stakeholders including union officials and construction company superintendents regarding training and hiring of minorities, females and community residents on District construction projects.
- A regular count and narrative summary of efforts and achievements in placing DTI students and alumni in apprenticeship and internship programs.

- Site visit reports.
- Signed and audited employee interviews.
- An executive summary and specific recommendations based on a detailed review of current DTI resources and any gaps.
- An executive summary and detailed steps based on the recommendations for enhancements that are in line with the requirements established by the National Apprenticeship Act that would upgrade the current pre-apprentice curriculum for instruction (classroom and on the job).
- An executive summary that includes the structure, course outline and instructor training and recruitment for a trade-specific life skills/compartment training program that will become an integral component of the classroom instruction at DTI.
- Recommendations regarding the elements of specific targeted hiring goals that will provide an internal pipeline for DTI trained apprentices such as (number of required apprentices and economic targets) for the construction projects named above and other construction projects including the JOC program.
- A feasibility study and recommendations regarding adding an MBE/WBE Contractor Training Program to DTI.
- A draft curriculum for an MBE/WBE Contractor Training Program at DTI.

VENDOR SELECTION CRITERIA:

Community Relations and Administrative and Procurement Services researched the marketplace for vendors that would be able to best provide the assistance needed to positively and actively engage the communities surrounding District construction projects for workforce diversity enhancement and to assist in building the College to Careers program at Dawson Technical Institute.

Alexander, Ross & Associates, LLC and HACIA were selected based on the following:

- Organizational missions;
- Unique relationships with area trade unions and contractor community;
- Previous experience with community and contractor engagement surrounding workforce diversity issues;
- The organizations’ proposed execution of services and
- The proposed fees for providing the scope of services.

Due to the high degree of professional and technical skill involved, pursuant to State law, these professional services agreements are exempt from the District’s competitive bidding requirements.

MBE/WBE COMPLIANCE:

The Office of MBE/WBE Contract Compliance has reviewed the request for execution of the referenced agreement and has determined that the Board Approved Participation Plan does not apply due to the specific nature of the services. The agreements in and of themselves will have a direct impact on the growth of the MBE/WBE community at large by providing a ready and willing diverse workforce and industry specific training.

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: \$450,000

Charge to: Administrative Services

Source of Funds: Capital Fund

FY16: 580000 92015 5005031 70000

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

April 7, 2016 - Office of Administrative and Procurement Services