

32971

**ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
JUNE 2, 2016**

4.03

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

**TEMPORARY AGENCY SERVICES
VARIOUS VENDORS
OFFICE OF FINANCE
OFFICE OF ADMINISTRATIVE AND PROCUREMENT SERVICES**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to execute agreements with the qualified pool per Category A and B below to provide specialized accounting and finance temporary staffing services for the Office of Finance and to provide specialized procurement staffing services for the Office of Administrative and Procurement Services on an as needed basis for the period from July 1, 2016 through June 30, 2019, at a total cost not to exceed \$400,000.

VENDORS: Category A and B

Premier Staffing Source, Inc.
4640 Forbes Blvd., Suite 200A
Lanham, Maryland 20706

Banner Personnel Service, Inc.
53 W. Jackson Blvd., Suite 1219
Chicago, Illinois 60604

LanceSoft, Inc.
13454 Sunrise Valley Dr., Suite 120
Herndon, Virginia 20171

Manpower Group US, Inc.
100 Manpower Place
Milwaukee, Wisconsin 53212

Professional Dynamic Network, Inc.
600 Holiday Plaza Dr., Suite 540

Matteson, Illinois 60443

USER: Office of Finance, Office of Administrative and Procurement Services

TERM:

The term of the agreement shall begin on July 1, 2016 and end on June 30, 2019 with an option to renew for an additional two (2) year period.

SCOPE OF SERVICES:

The vendors shall provide necessary specialized temporary staffing services for various accounting and finance areas and for procurement services, including but not limited to, general and grant accounting, accounts payable, accounts receivable, treasury services, financial aid services and procurement services.

BENEFIT TO CITY COLLEGES OF CHICAGO:

The Office of Finance and the Office of Procurement Services have determined it is in the best interest of the District to enter into contracts with the above mentioned staffing firms to ensure adequate and continuous specialized staffing on an as needed basis.

VENDOR SELECTION CRITERIA:

Specifications were prepared by District Procurement staff and a Request for Sealed Bids was publicly advertised and issued to 39 firms on April 8, 2016. Nine (9) firms submitted proposals on April 25, 2016: 1) Abacus Service Corporation; 2) Accounting Principals, Inc. dba Ajilon Professional Staffing and Parker & Lynch; 3) Addison Group; 4) Banner Personnel Service, Inc.; 5) Premier Staffing Source, Inc.; 6) Professional Dynamic Network, Inc.; 7) Instant Technology dba Instant Alliance; 8) LanceSoft, Inc.; and 9) Manpower Group US, Inc.. The following firms submitted no-bids: Arlington Resources, Inc. and Careers in Nonprofit.

All bids were reviewed and summarized by Procurement staff before being evaluated by Office of Finance and Office of Administrative and Procurement Services management staff for:

- Quality and responsiveness of the bid;
- Specialization and experience level of proposed temporary staffing;
- Proposed fees by type of staff; and
- MBE/WBE Participation in compliance with District requirements

Accounting Principals, Inc. dba Ajilon Professional Staffing and Parker & Lynch was deemed non-responsive for failing to comply with our MBE/WBE plan.

An additional evaluation was performed to determine the most accurate price comparison by selecting the most common job titles listed by all the vendors who submitted bids. Those titles included accounting clerk, staff accountant, senior accountant, purchasing clerk, purchasing

specialist, financial analysis and grant accountant. Based upon the evaluation, the reviewing managers recommended acceptance of the bids from the above listed firms. These firms are able to meet the needs of both the Office of Finance and the Office of Administrative and Procurement Services.

Bid #MWJ1604 - Temporary Staffing Services				
CATEGORY A				
Bidders	Job Titles	Monday-Friday up to 40 hours Hourly Rate	Over 40 Hours Hourly Rate	Sat/Sun Hourly Rate
Premier Staffing	Grant Accountant	\$28.70	\$42.37	\$28.70
LanceSoft	Grant Accountant	\$29.75	\$44.63	\$59.51
Professional Dynamic	Grant Accountant	\$31.20	\$46.80	\$36.00
Banner Personnel	Grant Accountant	\$34.27	\$51.40	\$34.27/\$51.40
Instant Technology	Grant Accountant	\$37.00	\$44.63	\$59.51
Manpower Group	Grant Accountant	\$38.00 - \$65.00	\$45.00 - \$97.50	\$38.00 - \$65.00
Abacus Service	Grant Accountant	\$39.76	\$53.68	\$53.68
Accounting Principals	Grant Accountant	\$42.00 - \$48.00	\$63.00 - \$69.50	\$63.00 - \$69.50
Addison Group	Grant Accountant	\$42.92	No bid	No bid
Banner Personnel	Bookstore Clerk	\$14.90	\$22.35	\$14.90/\$22.35
Premier Staffing	Bookstore Clerk	\$16.51	\$24.38	\$16.51
Accounting Principals	Bookstore Clerk	\$17.00 - \$19.00	\$25.00 - \$27.50	\$25.00 - \$27.50
Abacus Service	Bookstore Clerk	\$17.04	\$23.00	\$23.00
Manpower Group	Bookstore Clerk	\$17.13 - \$19.27	\$25.69 - \$28.90	\$17.13 - \$19.27
LanceSoft	Bookstore Clerk	\$20.97	\$31.45	\$41.93
Professional Dynamic	Bookstore Clerk	\$23.00	\$32.00	\$26.00
Instant Technology	Bookstore Clerk	\$25.00	\$25.00	\$25.00

Addison Group	Bookstore Clerk	\$26.05	No Bid	No Bid
Premier Staffing	System Analyst	\$31.75	\$46.88	\$31.75
Banner Personnel	System Analyst	\$37.25	\$55.87	\$37.25 /\$55.87
Manpower Group	System Analyst	\$42.00 - \$72.00	\$63.00 - \$108.00	\$42.00 - \$72.00
LanceSoft	System Analyst	\$45.68	\$68.53	\$91.37
Accounting Principals	System Analyst	\$47.00 - \$50.00	\$70.00 - \$74.50	\$70.00 - \$73.50
Professional Dynamic	System Analyst	\$52.00	\$87.75	\$43.50
Abacus Service	System Analyst	\$53.96	\$72.85	\$72.85
Instant Technology	System Analyst	\$56.00	\$56.00	\$56.00
Addison Group	System Analyst	\$89.39	No Bid	No Bid
Premier Staffing	Budget Analyst	\$29.70	\$43.86	\$29.70
Banner Personnel	Budget Analyst	\$37.25	\$55.87	\$37.25 /\$55.87
LanceSoft	Budget Analyst	\$41.20	\$61.80	\$82.40
Manpower Group	Budget Analyst	\$42.00 - \$72.00	\$63.00 - \$108.00	\$42.00 - \$72.00
Instant Technology	Budget Analyst	\$43.00	\$43.00	\$43.00
Abacus Service	Budget Analyst	\$45.44	\$61.35	\$61.35
Accounting Principals	Budget Analyst	\$47.00 - \$51.00	\$70.00 - \$74.50	\$70.00 - \$74.50
Professional Dynamic	Budget Analyst	\$49.50	\$74.00	\$54.50
Addison Group	Budget Analyst	\$65.75	No Bid	No Bid
Premier Staffing	Financial Analyst	\$31.43	\$46.41	\$31.43
Banner Personnel	Financial Analyst	\$37.25	\$55.87	\$37.25 /\$55.87
Manpower Group	Financial Analyst	\$38.00 - \$65.00	\$45.00 - \$97.50	\$38.00 - \$65.00
LanceSoft	Financial Analyst	\$40.99	\$61.48	\$81.97
Accounting Principals	Financial Analyst	\$42.00 - \$47.00	\$63.00 - \$69.50	\$63.00 - \$69.50
Abacus Service	Financial Analyst	\$45.44	\$61.35	\$61.35
Instant	Financial Analyst	\$51.00	\$51.00	\$51.00

Technology				
Professional Dynamic	Financial Analyst	\$51.00	\$78.00	\$57.00
Addison Group	Financial Analyst	\$55.41	No Bid	No Bid
Premier Staffing	Business Analyst	\$31.43	\$46.41	\$31.43
Banner Personnel	Business Analyst	\$37.25	\$55.87	\$37.25 /\$55.87
LanceSoft	Business Analyst	\$46.18	\$69.28	\$92.37
Professional Dynamic	Business Analyst	\$52.00	\$81.00	\$59.00
Manpower	Business Analyst	\$52.00 - \$90.00	\$78.00 - \$135.00	\$52.00 - \$90.00
Accounting Principals	Business Analyst	\$53.00 - \$56.00	\$79.00 - \$83.50	\$79.00 - \$83.50
Abacus Service	Business Analyst	\$56.80	\$76.68	\$76.68
Instant Technology	Business Analyst	\$60.00	\$60.00	\$60.00
Addison Group	Business Analyst	\$61.30	No Bid	No Bid
Banner Personnel	Project Manager	\$34.27	\$51.40	\$34.27/\$51.40
Accounting Principals	Project Manager	\$43.00 - \$46.00	\$63.00 - \$65.50	\$63.00 - \$65.50
Premier Staffing	Project Manager	\$54.61	\$80.63	\$54.61
Professional Dynamic	Project Manager	\$57.00	\$96.00	\$69.00
LanceSoft	Project Manager	\$59.08	\$88.61	\$118.15
Instant Technology	Project Manager	\$65.00	\$65.00	\$65.00
Abacus Service	Project Manager	\$71.00	\$95.85	\$95.85
Manpower Group	Project Manager	\$75.00 - \$120.00	\$112.50 - \$180.00	\$75.00 - \$120.00
Addison Group	Project Manager	No Bid	No Bid	No Bid
Banner Personnel	Grant System Specialist	\$29.80	\$44.70	\$29.80/\$44.70
Professional Dynamic	Grant System Specialist	\$34.50	\$51.75	\$39.50
Premier Staffing	Grant System Specialist	\$36.42	\$53.76	\$36.42
Lancesoft	Grant System Specialist	\$37.84	\$56.76	\$75.68
Abacus Service	Grant System Specialist	\$41.18	\$55.60	\$55.60

	Specialist				
Instant Technology	Grant System Specialist	\$42.00	\$42.00	\$42.00	\$42.00
Accounting Principals	Grant System Specialist	\$60.00 - \$62.00	\$90.00 - \$93.50	\$90.00 - \$93.50	\$90.00 - \$93.50
Manpower Group	Grant System Specialist	\$64.00 - \$98.00	\$96.00 - \$147.00	\$64.00 - \$98.00	\$64.00 - \$98.00
Addison Group	Grant System Specialist	No Bid	No Bid	No Bid	No Bid
Premier Staffing	Staff Assistant	\$20.32	\$30.00	\$20.32	\$20.32
Banner Personnel	Staff Assistant	\$23.84	\$35.76	\$23.84/\$35.76	\$23.84/\$35.76
Professional Dynamic	Staff Assistant	\$25.00	\$36.00	\$29.00	\$29.00
LanceSoft	Staff Assistant	\$27.36	\$41.05	\$54.73	\$54.73
Abacus Service	Staff Assistant	\$28.40	\$38.34	\$38.34	\$38.34
Manpower Group	Staff Assistant	\$28.72 - \$34.46	\$43.08 - \$51.69	\$28.72 - \$34.46	\$28.72 - \$34.46
Accounting Principals	Staff Assistant	\$31.00 - \$34.00	\$46.00 - \$49.50	\$46.00 - \$49.50	\$46.00 - \$49.50
Instant Technology	Staff Assistant	\$35.00	\$35.00	\$35.00	\$35.00
Addison Group	Staff Assistant	\$42.92	No Bid	No Bid	No Bid
Manpower Group	Senior Buyer	\$34.46 - \$37.33	\$51.69 - \$55.95	\$34.46 - \$37.33	\$34.46 - \$37.33
Premier Staffing	Senior Buyer	\$35.56	\$52.50	\$35.56	\$35.56
Banner Personnel	Senior Buyer	\$37.25	\$55.87	\$37.25/\$55.87	\$37.25/\$55.87
Addison Group	Senior Buyer	\$38.45	No Bid	No Bid	No Bid
LanceSoft	Senior Buyer	\$44.83	\$67.25	\$89.67	\$89.67
Accounting Principals	Senior Buyer	\$48.00 - \$55.00	\$72.00 - \$78.00	\$72.00 - \$78.00	\$72.00 - \$78.00
Professional Dynamic	Senior Buyer	\$52.00	\$85.50	\$62.00	\$62.00
Instant Technology	Senior Buyer	\$53.00	\$53.00	\$53.00	\$53.00
Abacus Service	Senior Buyer	\$56.80	\$76.68	\$76.68	\$76.68
Manpower	Buyer	\$28.72 - \$34.46	\$43.08 - \$51.69	\$28.72 - \$34.46	\$28.72 - \$34.46
Premier Staffing	Buyer	\$29.21	\$43.13	\$29.21	\$29.21

Addison Group	Buyer		\$29.84	No Bid	No Bid
Banner Personnel	Buyer		\$34.27	\$51.40	\$34.27/\$51.40
LanceSoft	Buyer		\$35.44	\$53.16	\$70.88
Accounting Principals	Buyer		\$43.00 - \$48.00	\$73.00 - \$79.00	\$73.00 - \$78.00
Instant Technology	Buyer		\$44.00	\$44.00	\$44.00
Professional Dynamic	Buyer		\$45.00	\$67.50	\$50.00
Abacus Service	Buyer		\$49.70	\$67.09	\$67.09
Premier Staffing	Assistant Buyer		\$25.08	\$37.03	\$25.08
Banner Personnel	Assistant Buyer		\$26.82	\$40.23	\$26.82/\$40.23
Manpower Group	Assistant Buyer		\$28.72 - \$34.46	\$43.08 - \$51.69	\$28.72 - \$34.46
Lancesoft	Assistant Buyer		\$30.74	\$46.11	\$61.48
Addison Group	Assistant Buyer		\$31.26	No Bid	No Bid
Accounting Principals	Assistant Buyer		\$35.00 - \$38.00	\$53.00 - \$58.00	\$53.00 - \$78.00
Accounting Principals	Assistant Buyer		\$35.00 - \$38.00	\$53.00 - \$58.00	\$53.00 - \$78.00
Abacus Service	Assistant Buyer		\$35.50	\$47.93	\$47.93
Professional Dynamic	Assistant Buyer		\$37.50	\$56.25	\$42.50
Bid #MWJ1604 - Temporary Staffing Services					
CATEGORY B					
Bidders	Job Titles		Monday-Friday up to 40 hours Hourly Rate	Over 40 Hours Hourly Rate	Sat/Sun Hourly Rate
Manpower Group	Financial Specialty	Aid	\$18.55 - \$22.84	\$27.82 - \$34.26	\$18.55 - \$22.84
LanceSoft	Financial Specialty	Aid	\$20.16	\$40.81	\$40.31
Accounting Principals	Financial Specialty	Aid	\$22.00 - 24.00	\$33.00 - \$36.00	\$33.00 - \$36.00
Premier Staffing	Financial Specialty	Aid	\$27.94	\$41.25	\$27.94

Banner Personnel	Financial Specialty	Aid	\$29.80	\$44.70	\$29.80/\$44.70
Professional Dynamic	Financial Specialty	Aid	\$37.50	\$56.25	\$42.00
Instant Technology	Financial Specialty	Aid	\$38.00	\$38.00	\$38.00
Abacus Service	Financial Specialty	Aid	\$45.44	\$61.35	\$61.35
Addison Group	Financial Specialty	Aid	NO BID	NO BID	NO BID
Premier Staffing	Financial Advisor	Aid	\$21.27	\$31.41	\$21.27
Manpower Group	Financial Advisor	Aid	\$22.84 - \$28.55	\$34.26 - \$42.82	\$22.84 - \$28.55
LanceSoft	Financial Advisor	Aid	\$24.00	\$48.61	\$48.00
Accounting Principals	Financial Advisor	Aid	\$28.00 - \$30.00	\$42.00 - \$45.00	\$42.00 - \$45.00
Banner Personnel	Financial Advisor	Aid	\$29.80	\$44.70	\$29.80/\$44.70
Professional Dynamic	Financial Advisor	Aid	\$32.45	\$48.67	\$39.00
Instant Technology	Financial Advisor	Aid	\$38.00	\$38.00	\$38.00
Abacus Service	Financial Advisor	Aid	\$49.70	\$67.10	\$67.10
Addison Group	Financial Advisor	Aid	NO BID	NO BID	NO BID
LanceSoft	Financial Analyst	Aid	\$20.64	\$41.80	\$41.28
Manpower Group	Financial Analyst	Aid	\$22.84 - \$28.55	\$34.26 - \$42.82	\$22.84 - \$28.55
Banner Personnel	Financial Analyst	Aid	\$29.80	\$44.70	\$29.80/\$44.70
Premier Staffing	Financial Analyst	Aid	\$31.75	\$46.88	\$31.75
Instant Technology	Financial Analyst	Aid	\$35.00	\$35.00	\$35.00
Accounting Principals	Financial Analyst	Aid	\$37.00 - \$39.00	\$55.00 - \$58.00	\$55.00 - \$57.00
Abacus Service	Financial Analyst	Aid	\$51.12	\$69.00	\$69.00

Professional Dynamic	Financial Analyst	Aid	\$51.92	\$77.88	\$56.92
Addison Group	Financial Analyst	Aid	NO BID	NO BID	NO BID
Manpower Group	Financial Processor	Aid	\$18.55 - \$22.84	\$27.82 - \$34.26	\$18.55 - \$22.84
Premier Staffing	Financial Processor	Aid	\$19.56	\$28.88	\$19.56
LanceSoft	Financial Processor	Aid	\$21.24	\$43.00	\$42.47
Banner Personnel	Financial Processor	Aid	\$23.84	\$35.76	\$23.84/\$35.76
Professional Dynamic	Financial Processor	Aid	\$24.00	\$36.00	\$29.00
Accounting Principals	Financial Processor	Aid	\$30.00 - \$33.00	\$45.00 - \$48.00	\$45.00 - \$48.00
Instant Technology	Financial Processor	Aid	\$31.00	\$31.00	\$31.00
Abacus Service	Financial Processor	Aid	\$34.08	\$46.00	\$46.00
Addison Group	Financial Processor	Aid	NO BID	NO BID	NO BID
Manpower Group	Scholarship Coordinator		\$18.55 - \$22.84	\$27.82 - \$34.26	\$18.55 - \$22.84
Banner Personnel	Scholarship Coordinator		\$23.84	\$35.76	\$23.84/\$35.76
LanceSoft	Scholarship Coordinator		\$24.62	\$49.86	\$49.25
Professional Dynamic	Scholarship Coordinator		\$29.56	\$44.34	\$34.56
Premier Staffing	Scholarship Coordinator		\$29.85	\$44.06	\$29.85
Accounting Principals	Scholarship Coordinator		\$30.00 - \$33.00	\$45.00 - \$48.00	\$45.00 - \$48.00
Abacus Service	Scholarship Coordinator		\$35.50	\$47.93	\$47.93
Instant Technology	Scholarship Coordinator		\$38.00	\$38.00	\$38.00
Addison Group	Scholarship Coordinator		NO BID	NO BID	NO BID

Manpower Group	Financial Officer	Aid	\$22.84 - \$28.55	\$34.26 - \$42.82	\$22.84 - \$28.55
LanceSoft	Financial Officer	Aid	\$25.31	\$51.26	\$50.63
Accounting Principals	Financial Officer	Aid	\$29.00 - \$31.00	\$43.00 - \$46.00	\$43.00 - \$46.00
Banner Personnel	Financial Officer	Aid	\$34.27	\$51.40	\$34.27/\$51.40
Professional Dynamic	Financial Officer	Aid	\$37.50	\$56.25	\$42.50
Premier Staffing	Financial Officer	Aid	\$39.06	\$57.66	\$39.06
Abacus Service	Financial Officer	Aid	\$42.60	\$57.50	\$57.50
Instant Technology	Financial Officer	Aid	\$43.00	\$43.00	\$43.00
Addison Group	Financial Officer	Aid	NO BID	NO BID	NO BID
LanceSoft	Financial System Specialist	Aid	\$21.98	\$44.51	\$43.96
Manpower Group	Financial System Specialist	Aid	\$22.84 - \$28.55	\$34.26 - \$42.82	\$22.84 - \$28.55
Banner Personnel	Financial System Specialist	Aid	\$29.80	\$44.70	\$29.80/\$44.70
Permier Staffing	Financial System Specialist	Aid	\$36.39	\$53.72	\$36.39
Accounting Principals	Financial System Specialist	Aid	\$39.00 - \$42.00	\$59.00 - \$63.00	\$59.00 - \$63.00
Professional Dynamic	Financial System Specialist	Aid	\$40.00	\$60.00	\$45.00
Instant Technology	Financial System Specialist	Aid	\$42.00	\$42.00	\$42.00
Abacus Service	Financial System Specialist	Aid	\$56.80	\$76.68	\$76.68
Addison Group	Financial System Specialist	Aid	NO BID	NO BID	NO BID

MBE/WBE COMPLIANCE:

The Office of Contract Compliance has reviewed the proposed agreements and has determined the vendors are in compliance with the Board Approved Participation Plan:

LanceSoft:

Vendor	MBE or WBE	%	Participation	Certifying Agency
LanceSoft 13454 Sunrise Valley Drive, Suite 120 Herndon, Virginia 20171	MBE	100	Direct	NMSDC

Banner Personnel:

Vendor	MBE or WBE	%	Participation	Certifying Agency
Banner Personnel 53 West Jackson Chicago, IL 60604	WBE	100	Direct	City of Chicago

Manpower Group US, Inc.:

Vendor	MBE or WBE	%	Participation	Certifying Agency
Victory Personnel Services, Inc. 735 North Water Street Milwaukee, WI 53202	MBE	25	Direct	NMSDC
VIVA USA, Inc. 3601 Algonquin Road Rolling Meadows, IL 60008	WBE	7	Direct	WBDC

Premier Staffing:

Vendor	MBE or WBE	%	Participation	Certifying Agency
Premier Staffing Source, Inc. 4640 Forbes Blvd Lanham, MD 20706	WBE	75	Direct	State of IL—CMS
A Pro EXECS, LLC 208 S. LaSalle Street Chicago, IL 60604	MBE	25	Direct	City of Chicago

Professional Dynamic Network

Vendor	MBE or WBE	%	Participation	Certifying Agency
Professional Dynamic Network, Inc. 600 Holiday Plaza Drive Matteson, IL 60443	MBE	93	Direct	Cook County
Davis Staffing 21031 Governor's Highway Olympia Fields, IL 60461	WBE	7	Direct	WBDC

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 FY17 – FY19: \$400,000

Charge to: Office of Finance/Office of Administrative and Procurement Services

Source of Funds: Education Fund

FY17: 530000-00003-0010051-80000

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

June 2, 2016 – Office of Finance and Office of Administrative and Procurement Services