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

4.15

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

**DESIGN AND PRINTING OF MONTHLY MEMBER PROGRAM GUIDES
A+ MEDIA
(RENEWAL OPTION)
WYCC-TV-KENNEDY-KING COLLEGE**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to renew the agreement with A+ Media, Inc. for writing, designing, printing, mailing, and creating an electronic version of the WYCC-TV20 monthly member program guide for the period from July 1, 2016 through June 30, 2017 at a total cost not to exceed \$105,000.

VENDOR: A+ MEDIA
910 Skokie Boulevard, Suite 208
Northbrook, Illinois 60062

USER: WYCC

ORIGINAL TERM:

The original term of this agreement began on July 1, 2013 and ends on June 30, 2016.

RENEWAL TERM:

The term of the agreement shall commence no sooner than July 1, 2016 and will continue through June 30, 2017 .

SCOPE OF SERVICES:

A+ Media has agreed to continue to provide writing, designing, printing and mailing of the WYCC monthly member program guide services to the City Colleges of Chicago at the reduced rate of \$105,000 per year. A+ Media will also create a monthly electronic version of the member magazine and a strategy to implement roll out and distribution to members.

BENEFIT TO CITY COLLEGES OF CHICAGO:

The monthly member magazine is a benefit promised to current and new members as a "thank you" for contributing at a particular financial levels to WYCC-TV20. The guide is also used as an

outreach vehicle for City College of Chicago and assists students and viewers by highlighting particular broadcast programs with content that would support selected coursework.

VENDOR SELECTION CRITERIA:

Pursuant to Board Report # 31686, the Board authorized an agreement with A+ Media to provide the monthly member guides. A Request for Proposal (RFP) was prepared and publicly advertised and thirty-one (31) firms were notified. The following proposals were received from three (3) firms: 1) 2Big Division; 2) Walsh; and 3) A+ Media, Inc.

The submitted proposals were evaluated by the Offices of Academic Affairs, Development and WYCC staff based on the following evaluation criteria:

- Demonstration of firm’s knowledge and experience in services to educational institutions
- Firm’s prior performance in providing design and print services
- Past experience with similar services and proven track record
- Firm’s commitment to green environment, such as recycled paper, financial stability
- Total cost

Based upon the highest ranking score, the staff recommends acceptance of the proposal from A+ Media, Inc. to provide writing, designing, printing and mailing of the WYCC monthly member program guide services.

MBE/WBE COMPLIANCE:

The Office of Contract Compliance has reviewed the proposed renewal and has determined the Vendor is in compliance with the Board Approved Participation Plan:

<u>Vendor</u>	<u>MBE or WBE</u>	<u>%</u>	<u>Participation</u>	<u>Certifying Agency</u>
A+ MEDIA 910 Skokie Boulevard, Suite 208 Northbrook, IL 60062	MBE	63	Direct	CMSDC
M & G Graphics 3500 West 38 th Street Chicago, IL 60632	WBE	37	Indirect	City of Chicago

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: \$105,000

Charge to: WYCC

Source of Funds: Auxiliary (Enterprise)

FY17: 07003 8075002 69010 00000

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

June 2, 2016 – WYCC-TV-Kennedy-King College