

**32946**  
ADOPTED – BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT NO. 508  
MAY 5, 2016

**4.03**

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

**PROFESSIONAL TEMPORARY SUBSTITUTE STAFF  
CHILDCARE CAREERS, LLC  
CHILD DEVELOPMENT LABORATORY SCHOOLS  
OFFICE OF FINANCE AND OFFICE OF BUSINESS ENTERPRISE  
DISTRICT WIDE**

**THE CHANCELLOR RECOMMENDS:**

that the Board of Trustees authorizes the Chair to execute a professional services agreement with ChildCare Careers, LLC to provide temporary substitute staff, on an as needed basis, for the Child Development Laboratory Schools, District Wide for the period from July 1, 2016 through June 30, 2018, at a total cost not to exceed \$90,000.

**VENDOR:** ChildCare Careers, LLC  
1700 South El Camino Real, Suite 201  
San Mateo, California 94402

**USERS:** Daley College  
Kennedy-King College  
Malcolm X College  
Olive-Harvey College  
Truman College  
Arturo Velasquez Institute

**TERM:**

The term of the agreement shall commence no sooner than July 1, 2016 and continue through June 30, 2018, with an option to renew for an additional one (1) year period.

**SCOPE OF SERVICES:**

ChildCare Careers, LLC shall provide temporary professionals (classroom teachers, assistant teachers and support staff) to act as substitute staff to temporarily replace permanent staff at the Child Development Laboratory Schools during sick days, vacation, FMLA, trainings and/or any other unforeseeable emergency.

**BENEFIT TO CITY COLLEGES OF CHICAGO:**

ChildCare Careers, LLC will provide staff to temporarily substitute employees during sick days, vacation, FMLA to meet the state requirements and stay in compliance with the Department of Family and Support Services (DFSS).

**DELIVERABLES:**

The District requires that substitutes carry complete personnel folders with them on every assignment containing all of the personnel documents required by DCFS including three written character references, educational transcripts, up-to-date physical exam and TB test, and background check. The District also requires that ChildCare Careers, LLC comply with DFSS licensing requirements for staff to be trained for 15 hours a year and that the substitutes meet all licensing requirements and drug screenings be completed.

**VENDOR SELECTION CRITERIA:**

Specifications were prepared by District Procurement Staff and Sealed Bid #MWJ1602 was publicly advertised on February 12, 2016. Five (5) companies were contacted. One (1) company responded to the Bid on March 1, 2016; Childcare Careers. Three (3) no-bids were received from Delta-T Group Illinois, First Class Care, Inc. and Select Staffing.

ChildCare Careers, LLC hourly rates are listed as follow:

Description	Hourly Rates
<b>Classroom Teachers:</b> Monday-Friday; up to 40 hours; Hourly Rate	\$27.95
<b>Assistant Teachers:</b> Monday - Friday, up to 40 hours; Hourly Rate	\$23.95
<b>Support Staff:</b> Monday - Friday, up to 40 hours; Hourly Rate	\$19.95
<b>Conversion Fees</b>	
<b>Classroom Teachers</b>	\$2,000.00
<b>Assistant Teachers</b>	\$1,500.00
<b>Support Staff</b>	\$750.00

The bid was reviewed by staff from the Offices of Finance and Business Enterprise, Administrative and Procurement Services and Contract Compliance. Staff is recommending that Childcare Careers, LLC be awarded the contract to provide professional temporary substitute staff. Childcare Careers, LLC has extensive experience in providing the required personnel and has agreed to provide professional temporary substitute staff to the Child Development Laboratory Schools.

**MBE/WBE COMPLIANCE:**

The Office of Contract Compliance has reviewed the agreement referenced herein and recommends a waiver of the Board Approved Participation Plan due to the nature of the services (specially licensed substitute childcare staff) 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 II, Section 2.6.4(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:** \$90,000

**Charge To:** Various Colleges

**Source of Funds:** Grant Fund

**FY17:** 538100-21000-0016006-63000

**Respectfully submitted,**

**Cheryl L. Hyman  
Chancellor**

**May 5, 2016 – Office of Finance and Office of Business Enterprise**