

33096
ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
NOVEMBER 3, 2016

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

BASIC MECHANICAL SKILLS TRAINING
JEFFERY BURK
OFFICE OF STRATEGY AND ACADEMIC GOVERNANCE

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to execute a professional services agreement with Jeffery Burk to provide Basic Mechanical Skills training for participants of the Chicago Transit Authority's Second Chance program for the period from November 3, 2016 through January 31, 2018, at a total cost not to exceed \$67,510.

VENDOR: Jeffery Burk
8031 West 91st Street
Hickory Hills, Illinois 60457

TERM:

The term of this agreement shall commence on November 3, 2016 and shall end on January 31, 2018.

SCOPE OF SERVICES:

The scope of services entails delivering basic mechanical skills curriculum to CTA Second Chance employees. The training will provide participants with basic knowledge and skills foundational to any mechanical trade, which will help them pursue entry-level employment in a variety of mechanical fields. This training is part of the executed Intergovernmental Agreement between the Board and the Chicago Transit Authority.

BENEFIT TO CITY COLLEGES:

Mr. Burk has the unique ability and skill to adapt difficult concepts into understandable and comprehensible training modules and has been able to customize the amount of hours spent on each module to meet our needs. Mr. Burk is uniquely qualified for this training. Given that the amount of contact hours for this program were limited by client requirements, Mr. Burk's skill in editing and conflating key learning modules to meet the client's maximum ceiling, is invaluable.

VENDOR SELECTION CRITERIA:

In accordance with the approved sole source/non-compete policy, a Public Notice was posted on the Procurement Services webpage on September 22, 2016. There were no objections received from the posting, therefore the committee reviewed the request and approved the intent to award a professional service agreement to Jeffrey Burk.

Mr. Burk was able to take a very complicated and time-intensive training program in various areas of mechanics and reduce the amount of hours it takes to facilitate the key modules of that program. Mr. Burk has demonstrated his ability to quickly and effectively design a customized training program for participants. As the primary trainer with the Basic Mechanical Skills contract, the cohorts have shown a minimum increase of 59% in comprehension and 54% minimum average growth in participant math skills.

Due to the high degree of professional broadcasting experience and skill required in performing these services, and pursuant to State law, this request for professional services is exempt from the District's competitive bidding requirements.

MBE/WBE COMPLIANCE:

The Office of Contract Compliance has reviewed the proposed agreement and recommends a waiver of the Board Approved Participation Plan due to the nature of the services (skilled professional services).

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: \$67,510

Charge to: Office of Strategy and Academic Governance

Source of Funds: Education Fund

FY17, FY18, FY19: 530000-07020-0210270-60000

Respectfully submitted,

**Cheryl L. Hyman
Chancellor**

November 3, 2016 – Office of Strategy and Academic Governance