

# 33209

ADOPTED – BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT NO. 508  
May 4, 2017

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

### ADDRESS AND CONTACT CLEANSING AND VALIDATION SOFTWARE AND SERVICES RUNNER TECHNOLOGIES, INC. OFFICE OF INFORMATION TECHNOLOGY (RENEWAL AND AMENDMENT OF BOARD REPORT #32311, ADOPTED JUNE 5, 2014) DISTRICT WIDE

#### THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to: 1) amend the agreement with Runner Technologies to reflect a change in renewal date from June 15, 2017 to June 30, 2017 and 2) execute a one (1) year renewal with Runner Technologies, Inc. to purchase software and services that will clean-up and validate (ongoing at all system entry points) employee, student, vendor, and other bio-demographic information (e.g., name, address, email, phone, and geocodes) period commencing July 1, 2017 through June 30, 2018, at a total cost not to exceed \$51,000.

**VENDOR:** Runner Technologies, Inc.  
6530 West Rogers Circle, Suite 31  
Boca Raton, Florida 33487-2753

**USER:** District Wide

#### ORIGINAL TERM:

The term of this agreement commenced on June 15, 2014 and continues through June 14, 2017, with the option to renew for two (2) additional one (1) year periods.

#### AMENDED TERM:

The term of this agreement commenced on June 15, 2014 and shall continue through June 30, 2017 with the option to renew for two (2) additional one (1) year periods.

#### RENEWAL TERM:

The term of this renewal shall commence July 1, 2017 and continue through June 30, 2018, with the option to renew for one (1) additional one (1) year period.

#### SCOPE OF SERVICES:

Runner Technologies will provide the following services:

- Assistance with the initial install of the Clean Address application
- Annual license subscription in addition to support and maintenance
- Delivered integration for City Colleges of Chicago - owned PeopleSoft modules
- Consulting services for initial installation and as-needed

- Integration to other third parties (e.g., Salesforce.com)
- Geocoding
- Additional services as-needed
  - o International address verification
  - o Email append (based on name and residential physical address)
  - o Consumer and cell phone append (based on name and residential physical address)
  - o Deceased/Inmate identification
  - o Demographic fields (based on public consumer fields available)
  - o National Change of Address (NCOA) processing using multiple sources – U.S. Postal Service, Credit Card Companies, Banks, Magazine, Insurance, Utilities, etc.)

**BENEFIT TO CITY COLLEGES OF CHICAGO:**

Names, Addresses, Phone Numbers, and Email Addresses for students, employees, vendors, and other entities of interest reside in many applications and/or systems throughout CCC such as PeopleSoft HR, PeopleSoft Financials, and PeopleSoft Campus Solutions (formerly Student Administration). This information is critical for communication, compliance and regulatory reporting, as well as other documents (e.g., student transcripts, employee W-2, I-9s, Benefits Information, etc.).

Accurate information ensures that communications are received in a timely manner. If this information is inaccurate, there are costs incurred such as postal costs for additional postage or extra time required for manually correcting the information.

This product and service will provide the following benefits:

- Clean-up/standardizing of existing information (Names, Addresses, Phone Numbers, Email Addresses) – Initial and ongoing
- Ongoing real-time validation of information keyed into various CCC and 3rd party systems – assists with data entry as well (e.g., user keys in zip code and city is updated automatically real-time)
- Frequent updates of U.S. Postal Addresses

**VENDOR SELECTION CRITERIA:**

These services qualify as professional services under State law since they require a high degree of professional skill and are therefore exempt from the rules requiring the selection of a vendor pursuant to a competitive process.

**MBE/WBE COMPLIANCE:**

The Office of Contract Compliance has reviewed the proposed agreement and recommends a continued waiver of the Board Approved Participation Plan due to the nature of the agreement (address cleaning software and services) 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 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:** \$51,000

**Charge to:** Office of Information Technology

**Source of Funds:** Education Fund

**FY18:** 540000-00003-0023006-80000

**Respectfully submitted,**

**Juan Salgado  
Chancellor**

**May 4, 2017 - Office of Information Technology**