THE CHANCELLOR RECOMMENDS:
that the Board of Trustees authorizes the Chair to formalize the issuance of purchase orders
Jostens, Inc. to provide graduation commencement products, regalia and supplies from October
5, 2017 through June 30, 2020, at a total cost not to exceed $500,000.

VENDORS:  Jostens, Inc.
            3601 Minnesota Drive, Ste. 400
            Minneapolis, MN  55435

USER:  District Wide

TERM:
The term of the agreement shall commence on October 5, 2017 through June 30, 2020 with five
one (1) year renewals.

SCOPE OF SERVICES:
Jostens, Inc. will to provide graduation commencement products, regalia and supplies as
detailed below on an as needed basis:

1. Commencement supplies including:
   a. Faculty/Board Rental Regalia
   b. Student Regalia
      i. The majority of student regalia is ordered/paid for by students – we
         order extras for emergencies/back-up
   c. Student honor/veteran/PTK/STAR cords
   d. Diploma covers
2. Degree & Certificate printing
   a. All students receive one hard copy diploma (degree) or certificate when they
      complete a credit program at CCC
   b. Re-orders are done when students need an additional copy (beyond the first)
      and students are charged.
BENEFIT TO CITY COLLEGES OF CHICAGO:
The Office of Administrative and Procurement Services has determined that it is more feasible and cost effective to utilize the consortium contracted vendors to level the economy of scale.

VENDOR SELECTION CRITERIA:
Pursuant to Board Report #29816 and #32583, the Board approved the use of the Illinois Public Higher Education Consortium (IPHEC). Pursuant to State Law, the purchase of goods and services from another governmental agency is exempt from the District’s competitive bidding requirements.

Jostens. Inc. was awarded to provide graduation commencement products, regalia and supplies as detailed in Bid# IJW004 14-16 as published in the Illinois Procurement Bulletin for Illinois Public Higher Education Consortium (IPHEC).

MBE/WBE COMPLIANCE:
The Office of Contract Compliance has reviewed the proposed purchase and recommends a waiver of the Board Approved Participation Plan due to the nature of the purchase (graduation specific products) 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: $500,000
Charge to: Office of Academic and Student Affairs
Sources of Funds: Education Fund
FY18: 530000-00003-0000142-20000

Respectfully submitted,

Juan Salgado
Chancellor

October 5, 2017 – Office of Administrative and Procurement Services and Office of Academic and Student Affairs