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**ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
JUNE 7, 2018**

**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 BUSINESS ENTERPRISES
(RENEWAL OPTION)
DISTRICT WIDE**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair, upon final approval of the General Counsel of the legal form of such agreements, 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, 2018 through June 30, 2019, at a total annual 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

ORIGINAL TERM:

The original term of the agreement commenced July 1, 2016 through June 30, 2018.

RENEWAL TERM:

The renewal term of the agreement shall commence on July 1, 2018 and continue through June 30, 2019.

SCOPE OF SERVICES:

ChildCare Careers, LLC shall continue to 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 shall provide temporarily 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.

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 was 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
Classroom Teachers: Monday-Friday; up to 40 hours; Hourly Rate	\$27.95
Assistant Teachers: Monday - Friday, up to 40 hours; Hourly Rate	\$23.95
Support Staff: Monday - Friday, up to 40 hours; Hourly Rate	\$19.95
Conversion Fees	
Classroom Teachers	\$2,000.00
Assistant Teachers	\$1,500.00
Support Staff	\$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 proposed renewal and recommends a continued waiver of the Board Approved Participation Plan due to the specialized nature of the services (professional temporary substitute staff for childcare) 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: \$90,000

Charge To: Office of Finance and Business Enterprises

Source of Funds: Grant Fund

FY19: 530000-21000-0016006-60000

Respectfully submitted,

**Juan Salgado
Chancellor**

June 7, 2018 – Office of Finance and Business Enterprises