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**ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
APRIL 4, 2019**

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

**FINANCIAL AID SERVICES
PROEDUCATION SOLUTIONS, LLC
OFFICE OF ACADEMIC AND STUDENT AFFAIRS
(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 exercise the option to renew the agreement with ProEducation Solutions, LLC to provide optimal District Wide Financial Aid Services. ProEducation Solutions will provide electronic financial aid forms and document submission in addition to completing federally-required verification of Free Application for Federal Student Aid (FAFSA) data for the period from May 3, 2019 through May 1, 2020 with three (3) one-year options to renew remaining, at a cost not to exceed \$540,000.

VENDOR: ProEducation Solutions, LLC
491 Partridge Circle
Sarasota, Florida 34236

USERS: District Wide

ORIGINAL TERM:

The original term of the agreement commenced on May 3, 2018 and will continue through May 2, 2019 with four (4) one-year options to renew.

FIRST RENEWAL TERM:

The renewal term of the agreement shall commence on May 3, 2019 and will continue through May 2, 2020 with three (3) remaining one-year options to renew.

SCOPE OF SERVICES:

ProEducation Services (ProEd) will provide the following services:

1. ProDoc Esign Services – ProEd will make all CCC financial aid forms electronic, so that students may complete and electronically sign documents, when required. Documents will be securely stored on ProEd’s server, but documents will be fully accessible to authorized CCC staff. Students will also be able to scan and submit other documents, when required
2. Federal Verification – ProEd will perform verification of FAFSA data, as required by federal regulations, for students selected.

BENEFIT TO CITY COLLEGES OF CHICAGO:

By partnering with ProEd, CCC will achieve the following:

- Provide an electronic means for students to complete, electronically sign, and submit required financial aid forms and supporting documents.
- Reduce the need for students to stand in long lines at the financial aid office to submit documents.
- By outsourcing verification work, financial aid staff will be able to provide other important financial aid services to students, such as financial literacy advising, personalized student loan counseling, and satisfactory academic progress advising.

VENDOR SELECTION CRITERIA:

Specifications were prepared by District Procurement staff and a Request for Proposal (RFP) #SL1604 was publicly advertised on June 21, 2016. The RFP was sent directly to (8) eight financial aid service vendors: 1. ACS Education Services; 2. Global Financial Aid Services; 3. Financial Aid Services, Inc.; 4. Inceptia; 5. The Kenaly Complement; 6. EdFinancial Services, Inc.; 7. Campus Logic, Inc.; 8. ProEducations Solutions, LLC. A pre-proposal meeting was conducted on June 29, 2016, and the following five firms responded to the RFP by July 18, 2016, 1. ProEducation Solutions, LLC; 2. EdFinancial Services, Inc.; 3. Financial Aid Services, Inc.; 4. Campus Logic, Inc; 5. Kentucky Higher Education Assistance Authority (KHEAA).

All qualifications were reviewed, evaluated and ranked by staff which included Financial Aid, The Office of Finance, and the Office of Academic and Student Affairs. Office of Information Technology staff also reviewed proposals as advisors and attended presentations to ensure that technology requirements were well understood.

The proposal were reviewed in accordance with the evaluation criteria included in the RFP as noted below:

- Firms' experience with similar higher education clients
- Methodology/Implementation plan and technical approach
- Reporting tools
- Cost/Fees in relation to the Scope of Services
- Minority and Women Business Enterprise participation

Based on the overall scoring, Pro Education is recommended for award as the highest ranking firm based on their experience, staff resources of over 2,500 currently practicing and retired financial aid professionals assigned to specific teams, experience with audits and program reviews, experience in verification processing in PeopleSoft Campus Solutions 9 and their experience with 100 large public and private colleges nationwide.

MBE/WBE COMPLIANCE:

The Office of Contract Compliance has reviewed the proposed agreement and has determined the vendor is in compliance with the Board Approved Participation Plan with a recommended waiver of the WBE goal due to the absence of subcontracting opportunities.

<u>Vendor</u>	<u>MBE or WBE</u>	<u>%</u>	<u>Direct or Indirect</u>	<u>Certifying Agency</u>
ProEducation Solutions, LLC 491 Partridge Circle Sarasota, FL 34236	MBE	100	Direct	National Supplier Development Council

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 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: \$540,000

Charge to: Office of Academic and Student Affairs

Source of Funds: Education Fund

FY19: 530000-00003-0017103-80000

Respectfully submitted,

**Juan Salgado
Chancellor**

April 4, 2019 – Office of Academic and Student Affairs