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ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
AUGUST 1, 2019

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

ACADEMIC CATALOG, PROGRAM SEQUENCING, AND CURRICULUM APPROVAL SYSTEM LEEPFROG TECHNOLOGIES, INC. OFFICE OF ACADEMIC AND STUDENT AFFAIRS DISTRICT WIDE

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorize the Chair to execute an agreement, upon final review of the General Counsel as to the legal form of such agreements, with Leepfrog Technologies, Inc. to provide an academic catalog, program sequencing, and curriculum approval system for the period from August 2, 2019 through August 1, 2024, at a total cost not to exceed \$675,000.

VENDORS: Leepfrog Technologies, Inc.
2451 Oakdale Blvd, Suite 100
Coralville, IA 52241

USERS: District Wide

TERM:

The term of the agreement shall commence on August 2, 2019 and end on August 1, 2024, with an option to renew for an additional five (5) one-year periods.

SCOPE OF SERVICES:

Leepfrog Technologies, Inc. shall provide an online system for City Colleges of Chicago that will:

- Produce an annual academic catalog that reflects the scope and complexity of CCC curriculum across all seven colleges in a user-friendly and compliant format housed on CCC's website
- Integrate with CCC's Student Information System to seamlessly publish updates to everywhere CCC curriculum is displayed
- Display curriculum in sequenced pathways
- Provide customizable and automated curriculum approval workflows that integrate with catalog content

BENEFIT TO CITY COLLEGES OF CHICAGO:

Utilizing a comprehensive catalog, sequencing, and curriculum solution will ensure a better experience for all users of CCC's academic catalog. The academic catalog is the core document that reflects CCC's academic offerings and requirements, allowing students and other

stakeholders to view academic requirements in multiple configuration. It also connects to other relevant information such as the course schedule or labor market opportunities. By integrating with CCC's Student Information System, PeopleSoft Campus Solutions, the system will ensure the accuracy and consistency of how CCC communicates academic information and significantly reduce staff resources currently dedicated to quality control across multiple channels.

VENDOR SELECTION:

Specifications were prepared by District Procurement Services staff and a Request for Proposal #SJ1903 was publicly advertised on May 8, 2019 and issued to seven (7) companies. Two (2) companies submitted bids on June 27, 2019: 1) Digital Architecture, LLC., and 2) Leepfrog Technologies, Inc. Three (3) no-bids were received from Watermark, Elumen, Inc, and Kualii, Inc.

All bids were reviewed by a committee consisting of staff from the Office of Academic and Student Affairs, the Office of Information Technology, Office of Marketing and Communications, and Faculty from Harold Washington College.

Firms were evaluated based on the evaluation criteria in the RFP:

1. Past experience with higher educational institutions or comparable organizations
2. Viability of Implementation
3. Functional and technical requirements as outlined in the scope of services
4. Qualifications of firm and assigned team members
5. Cost/Fees - Provide fees/rates in relation to the scope of services as described in the RFP
6. MBE/WBE Compliance

Digital Architecture, LLC. And Leepfrog Technologies, Inc. were invited for oral presentations and based on the overall score and solution demonstration, staff recommends the acceptance of the bid from Leepfrog Technologies, Inc. to provide the academic catalog, program sequencing, and curriculum approval system.

MBE/WBE COMPLIANCE:

The Office of Procurement Services has reviewed the proposed agreement and recommends a waiver of the Board Approved Participation Plan due to the nature of the agreement (Academic Catalog and Curriculum 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: \$675,000

Charge to: Office of Information Technology

Source of Fund: Capital Fund

FY20: 53/540000-92015-0023003-80000

Respectfully submitted,

Juan Salgado
Chancellor

August 1, 2019 – Office of Academic and Student Affairs