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ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
MAY 9, 2019

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

TEMPORARY AGENCY SERVICES
PREMIER STAFFING SOURCE, INC.
MANPOWER GROUP US, INC.
PROFESSIONAL DYNAMIC NETWORK, INC.
OFFICE OF FINANCE
OFFICE OF ADMINISTRATIVE AND PROCUREMENT SERVICES
(RENEWAL OPTION)

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 agreements with Premier Staffing Source, Inc., Manpower Group US, Inc. and Professional Dynamic Network, Inc. to provide specialized accounting and finance temporary staffing services for the Office of Finance and to provide specialized procurement staffing services for the Office of Administrative and Procurement Services, on an as needed basis for the period commencing no sooner than July 1, 2019 through June 30, 2021, at total cost not to exceed \$400,000.

VENDORS: Category A and B

Premier Staffing Source, Inc.
4640 Forbes Blvd., Suite 200A
Lanham, MD 20706

Manpower Group US, Inc.
100 Manpower Place
Milwaukee, WI 53212

Professional Dynamic Network, Inc.
600 Holiday Plaza Dr., Suite 540
Matteson, IL 60443

USER: Office of Finance and Office of Administrative and Procurement Services

ORIGINAL TERM:

The original term of the agreements for these services commenced on July 1, 2016 and ends on June 30, 2019 with an option to renew for an additional two (2) year period.

FINAL TERM:

The term of the agreement shall commence no sooner than July 1, 2019 and will continue through June 30, 2021.

SCOPE OF SERVICES:

The vendors shall provide necessary specialized temporary staffing services for various accounting and finance areas and for procurement services, including but not limited to, general and grant accounting, accounts payable, accounts receivable, treasury services, financial aid services and procurement services.

BENEFIT TO CITY COLLEGES OF CHICAGO:

The Office of Finance and the Office of Administrative and Procurement Services have determined it is in the best interest of the District to enter into contracts with the above mentioned staffing firms to ensure adequate and continuous specialized staffing on an as needed basis.

VENDOR SELECTION CRITERIA:

Pursuant to Board Report #32971, adopted on June 2, 2016, the Board authorized execution of an agreement with the Premier Staffing Source, Inc., Manpower Group US, Inc. and Professional Dynamic Network, Inc. to provide specialized temporary staffing services. Specifications were prepared by District Procurement staff and a Request for Sealed Bids was publicly advertised and issued to thirty-nine (39) firms on April 8, 2016. Nine (9) firms submitted proposals on April 25, 2016: 1) Abacus Service Corporation; 2) Accounting Principals, Inc. dba Ajilon Professional Staffing and Parker & Lynch; 3) Addison Group; 4) Banner Personnel Service, Inc.; 5) Premier Staffing Source, Inc.; 6) Professional Dynamic Network, Inc.; 7) Instant Technology dba Instant Alliance; 8) LanceSoft, Inc.; and 9) Manpower Group US, Inc.. The following firms submitted no-bids: Arlington Resources, Inc. and Careers in Nonprofit.

All bids were reviewed and summarized by staff from the Office of Administrative and Procurement Services before being evaluated by Office of Finance and Office of Administrative and Procurement Services management staff for:

- Quality and responsiveness of the bid;
- Specialization and experience level of proposed temporary staffing;
- Proposed fees by type of staff; and
- MBE/WBE Participation in compliance with District requirements

Accounting Principals, Inc. dba Ajilon Professional Staffing and Parker & Lynch were deemed non-responsive for failing to comply with the District MBE/WBE plan.

An additional evaluation was performed to determine the most accurate price comparison by selecting the most common job titles listed by all the vendors who submitted bids. Those titles included accounting clerk, staff accountant, senior accountant, purchasing clerk, purchasing specialist, financial analysis and grant accountant. Based upon the evaluation, the reviewing managers recommended acceptance of the lowest and second lowest bidder per job title from the listed firms. These firms are able to meet the needs of both the Office of Finance and the Office of Administrative and Procurement Services.

Bid #MWJ1604 - Temporary Staffing Services				
CATEGORY A				
Bidders	Job Titles	Monday-Friday up to 40 hours Hourly Rate	Over 40 Hours Hourly Rate	Sat/Sun Hourly Rate
Premier Staffing	Grant Accountant	\$28.70	\$42.37	\$28.70
Professional Dynamic	Grant Accountant	\$31.20	\$46.80	\$36.00
Manpower Group	Grant Accountant	\$38.00 - \$65.00	\$45.00 - \$97.50	\$38.00 - \$65.00
Premier Staffing	Bookstore Clerk	\$16.51	\$24.38	\$16.51
Manpower Group	Bookstore Clerk	\$17.13 - \$19.27	\$25.69 - \$28.90	\$17.13 - \$19.27
Professional Dynamic	Bookstore Clerk	\$23.00	\$32.00	\$26.00
Premier Staffing	System Analyst	\$31.75	\$46.88	\$31.75
Manpower Group	System Analyst	\$42.00 - \$72.00	\$63.00 - \$108.00	\$42.00 - \$72.00
Professional Dynamic	System Analyst	\$52.00	\$87.75	\$43.50
Premier Staffing	Budget Analyst	\$29.70	\$43.86	\$29.70
Manpower Group	Budget Analyst	\$42.00 - \$72.00	\$63.00 - \$108.00	\$42.00 - \$72.00
Professional Dynamic	Budget Analyst	\$49.50	\$74.00	\$54.50
Premier Staffing	Financial Analyst	\$31.43	\$46.41	\$31.43
Manpower Group	Financial Analyst	\$38.00 - \$65.00	\$45.00 - \$97.50	\$38.00 - \$65.00
Professional Dynamic	Financial Analyst	\$51.00	\$78.00	\$57.00
Premier Staffing	Business Analyst	\$31.43	\$46.41	\$31.43

Professional Dynamic	Business Analyst	\$52.00	\$81.00	\$59.00
Manpower	Business Analyst	\$52.00 - \$90.00	\$78.00 - \$135.00	\$52.00 - \$90.00
Premier Staffing	Project Manager	\$54.61	\$80.63	\$54.61
Professional Dynamic	Project Manager	\$57.00	\$96.00	\$69.00
Manpower Group	Project Manager	\$75.00 - \$120.00	\$112.50 - \$180.00	\$75.00 - \$120.00
Professional Dynamic	Grant System Specialist	\$34.50	\$51.75	\$39.50
Premier Staffing	Grant System Specialist	\$36.42	\$53.76	\$36.42
Manpower Group	Grant System Specialist	\$64.00 - \$98.00	\$96.00 - \$147.00	\$64.00 - \$98.00
Premier Staffing	Staff Assistant	\$20.32	\$30.00	\$20.32
Professional Dynamic	Staff Assistant	\$25.00	\$36.00	\$29.00
Manpower Group	Staff Assistant	\$28.72 - \$34.46	\$43.08 - \$51.69	\$28.72 - \$34.46
Manpower Group	Senior Buyer	\$34.46 - \$37.33	\$51.69 - \$55.95	\$34.46 - \$37.33
Premier Staffing	Senior Buyer	\$35.56	\$52.50	\$35.56
Professional Dynamic	Senior Buyer	\$52.00	\$85.50	\$62.00
Manpower	Buyer	\$28.72 - \$34.46	\$43.08 - \$51.69	\$28.72 - \$34.46
Premier Staffing	Buyer	\$29.21	\$43.13	\$29.21
Professional Dynamic	Buyer	\$45.00	\$67.50	\$50.00

Premier Staffing	Assistant Buyer	\$25.08	\$37.03	\$25.08
Manpower Group	Assistant Buyer	\$28.72 - \$34.46	\$43.08 - \$51.69	\$28.72 - \$34.46
Professional Dynamic	Assistant Buyer	\$37.50	\$56.25	\$42.50
Bid #MWJ1604 - Temporary Staffing Services				
CATEGORY B				
Bidders	Job Titles	Monday-Friday up to 40 hours Hourly Rate	Over 40 Hours Hourly Rate	Sat/Sun Hourly Rate
Manpower Group	Financial Aid Specialty	\$18.55 - \$22.84	\$27.82 - \$34.26	\$18.55 - \$22.84
Premier Staffing	Financial Aid Specialty	\$27.94	\$41.25	\$27.94
Professional Dynamic	Financial Aid Specialty	\$37.50	\$56.25	\$42.00
Premier Staffing	Financial Aid Advisor	\$21.27	\$31.41	\$21.27
Manpower Group	Financial Aid Advisor	\$22.84 - \$28.55	\$34.26 - \$42.82	\$22.84 - \$28.55
Professional Dynamic	Financial Aid Advisor	\$32.45	\$48.67	\$39.00
Manpower Group	Financial Aid Analyst	\$22.84 - \$28.55	\$34.26 - \$42.82	\$22.84 - \$28.55
Premier Staffing	Financial Aid Analyst	\$31.75	\$46.88	\$31.75
Professional Dynamic	Financial Aid Analyst	\$51.92	\$77.88	\$56.92
Manpower Group	Financial Aid Processor	\$18.55 - \$22.84	\$27.82 - \$34.26	\$18.55 - \$22.84
Premier Staffing	Financial Aid Processor	\$19.56	\$28.88	\$19.56
Professional Dynamic	Financial Aid Processor	\$24.00	\$36.00	\$29.00

Manpower Group	Scholarship Coordinator	\$18.55 - \$22.84	\$27.82 - \$34.26	\$18.55 - \$22.84
Professional Dynamic	Scholarship Coordinator	\$29.56	\$44.34	\$34.56
Premier Staffing	Scholarship Coordinator	\$29.85	\$44.06	\$29.85
Manpower Group	Financial Aid Officer	\$22.84 - \$28.55	\$34.26 - \$42.82	\$22.84 - \$28.55
Professional Dynamic	Financial Aid Officer	\$37.50	\$56.25	\$42.50
Premier Staffing	Financial Aid Officer	\$39.06	\$57.66	\$39.06
Manpower Group	Financial Aid System Specialist	\$22.84 - \$28.55	\$34.26 - \$42.82	\$22.84 - \$28.55
Premier Staffing	Financial Aid System Specialist	\$36.39	\$53.72	\$36.39
Professional Dynamic	Financial Aid System Specialist	\$40.00	\$60.00	\$45.00

MBE/WBE COMPLIANCE:

The Office of Contract Compliance has reviewed the proposed agreements and has determined the vendors are compliance with the Board Approved Participation Plan:

Premier Staffing Source, Inc.

Vendor	MBE or WBE	%	Participation	Certifying Agency
A-Pro Staffing, 208 S. LaSalle Blvd. Chicago, IL 60604	MBE	25	Direct	City of Chicago
Premier Staffing Source, Inc. 4640 Forbes Blvd, Suite 200A Lanham, MD 20706	WBE	75	Direct	CMS

Professional Dynamic Network, Inc.

Vendor	MBE or WBE	%	Participation	Certifying Agency
Professional Dynamic Network, Inc. 600 Holiday Plaza, Suite 540 Matteson, IL 60443	MBE	93	Direct	Cook County

Davis Staffing 21031 Governor's Highway Olympia Fields, IL 60461	WBE	7	Direct	WBENC
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Manpower Group

Vendor	MBE or WBE	%	Participation	Certifying Agency
LanceSoft Inc. 13454 Sunrise Valley Dr., Suite 120 Herndon, Virginia 20171	MBE	25	Direct	CMSDC
Viva USA, Inc. 3601 Algonguin Road Rolling Meadows, IL 60008	WBE	7	Direct	WBENC

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: \$400,000

Charge to: Office of Finance and Office of Administrative and Procurement Services

Source of Funds: Education Fund

FY20: 530000-00003-0010051-80000

Respectfully submitted,

**Juan Salgado
Chancellor**

May 9, 2019 – Office of Finance and Office of Administrative and Procurement Services