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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
COOK OF COOK AND STATE OF ILLINOIS**

**TRANSFER EVALUATION SYSTEM (TES)
COLLEGESOURCE
OFFICE OF ACADEMIC AND STUDENT AFFAIRS
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 an agreement with CollegeSource to utilize the Transfer Evaluation System (TES) for a three (3) year period to begin July 16, 2019 through July 15, 2022 at a total cost not to exceed \$145,333.

VENDOR: CollegeSource
Corporate Office
8090 Engineer Road
San Diego, California 92111

USER: District Wide

TERM:

The term of this agreement will commence on July 16, 2019 and end on July 15, 2022.

SCOPE OF SERVICES:

The Transfer Evaluation System (TES) contains a collection of course descriptions in a database from every college across the country. TES provides users with tools to quickly create transfer course articulation rules. CCC consolidated seven individual TES accounts into the District wide TES environment in 2013. Since that time:

- CCC has built over 140,000 course equivalencies for over 2059 universities and colleges using TES. This resource now significantly improves CCC's ability to evaluate the transfer work that is submitted during the admission process.
- The Office of Academic and Student Affairs and the Office of Information Technology developed an automated import function that imports these transfer course rules from TES into the CCC PeopleSoft system. CCC is the only college in the country to have automatically imported TES rules into the ERP system.
- TES shares this data in real time with Transferology (with delivered functionality). Transferology is a consortium web site utilized by hundreds of colleges and accessed by hundreds of thousands of college students to investigate whether their college courses will transfer. TES feeds transfer information that enables CCC to recruit transfer students.

- Over 300 CCC staff across the District have use TES and do so on a regular basis to advise students or add student transfer courses to their CCC record.

BENEFITS TO CITY COLLEGES OF CHICAGO:

1. Advisors have reduced clerical tasks and put more time in a case management approach to advising.
2. The assignment of transfer credits at CCC is standardized to improve course placement and degree completion.
3. Student service has improved. Students receive accurate evaluation of their credit faster than ever before.
4. TES has allowed CCC to develop more military transfer credit rules than any other college in Illinois.
5. The automated import of TES rules has provided a robust collection of transfer rules in PeopleSoft.
6. Degree audits are more accurate because transfer credit is managed properly.

VENDOR SELECTION CRITERIA:

Pursuant to State Law, contracts only procurable from a single source are exempt from the District's competitive bidding requirements. CollegeSource, Inc. is the sole-source provider of the CollegeSource database and TES is the only system of tools built to interface with this database.

The CollegeSource catalog database, has reached more than 137,000 volumes online (containing more than 108 million course description records) and supports a suite of online tools used in researching transferred credits and managing evaluation decisions.

The TES from CollegeSource has the ability to compare any two catalogs (from the same institution) and return all the changes between one edition and the next in great detail, or (from different institutions) return potential equivalencies to the screen within seconds.

MBE/WBE COMPLIANCE:

The Office of Contract Compliance has reviewed the proposed agreement and recommends a waiver of the Board Approved Participation Plan due to the nature of the services (course description database) 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

The charges are based on the enrollment size of the institution and on length of time as a TES customer, with older clients receiving a considerable discount. The charges for TES will be:

College	FY20	FY21	FY22
Olive-Harvey	\$3,593	\$3,701	\$3,812
Harry Truman	\$8,317	\$8,566	\$8,823
Kennedy-King	\$8,317	\$8,566	\$8,823
Malcolm X	\$8,317	\$8,566	\$8,823
Richard Daley	\$8,317	\$8,566	\$8,823
Wilbur Wright	\$8,317	\$8,566	\$8,823
Harold Washington	\$2,743	\$2,828	\$2,913
District Cost/Total:	\$47,921	\$49,359	\$50,840
Increase Amount:	3% increase	3% increase	3% increase

Total: \$145,333

Charge to: Office of Academic and Student Affairs, the Colleges

Sources of funds: Education Fund

FY20: 530000-00003-X061400-30000

Respectfully submitted,

Juan Salgado
Chancellor

May 9, 2019 – Office of Academic and Student Affairs