

# 34137

ADOPTED-BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT NO. 508  
DECEMBER 10, 2020

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

403(B)/457(B) PLAN ADMINISTRATION SERVICES  
TSA CONSULTING GROUP, INC.  
OFFICE OF HUMAN RESOURCES AND STAFF DEVELOPMENT  
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 TSA Consulting Group, Inc. ("TSACG") to provide administrative services for the City Colleges of Chicago ("CCC") 403(b) and 457(b) retirement plans for the period from January 1, 2021 through December 31, 2021 at a total cost not to exceed \$15,000 for administrative costs and employee contributions.

**VENDOR:** TSA Consulting Group, Inc.  
15 Yacht Club Drive NE  
Ft. Walton Beach, FL 32548

**USER:** All Eligible Employees, Retirees, and their dependents

**TERM:**

The term of this agreement shall begin on January 1, 2021 and end on December 31, 2021.

**SCOPE OF SERVICES:**

TSACG provides administrative services, IRS compliance services, and EPARS Subscription and services. These services allow employees to participate in 403(b) and/or 457(b) retirement savings plans with one location of administration. TSACG makes changes to investment providers and contributions in one web site location.

**BENEFIT TO CITY COLLEGES OF CHICAGO:**

Utilizing TSACG will allow CCC to offer multiple investment options to employees for these plans. Currently CCC offers six (6) different investment provider options for 403(b) and four (4) options for 457(b) plans. TSACG will allow employees easy access to make selections.

**VENDOR SELECTION CRITERIA:**

Due to the high degree of professional and technical skill involved, pursuant to State law, this professional services agreement is exempt from the District's competitive bidding requirements.

**MBE/WBE COMPLIANCE:**

The Office of Procurement Services has reviewed the agreement and recommends a waiver of the Board Approved Participation Plan based on the nature of the consultant services provided and limited 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:** \$15,000

**Charge to:** Office of Human Resource and Staff Development

**Source of Funds:** Education Fund

**FY21:** 520000-00003-0025006-80000

**Respectfully Submitted,**

**Juan Salgado  
Chancellor**

**December 10, 2020 – Office of Human Resources and Staff Development**