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ADOPTED-BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
OCTOBER 1, 2020

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

COLLEGE CREDENTIAL SERVICES
PARCHMENT LLC
OFFICE OF ACADEMIC AND STUDENT AFFAIRS
DISTRICT WIDE
(AMENDMENT TO BOARD REPORT #34010, ADOPTED JULY 2, 2020)

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 amend the agreement with Parchment LLC to provide college credential services for the period beginning July 1, 2020 through June 30, 2023 with an additional \$211,000 in authority, at a total cost not to exceed \$261,000 for the contract term.

VENDOR: Parchment LLC
7001 North Scottsdale Road, Suite 1050
Scottsdale, AZ 85253

USER: District Wide

TERM:

The term of the purchase shall begin on July 1, 2020 and shall end on June 30, 2023 with an option to renew for five (5) additional one-year periods.

SCOPE OF SERVICES:

Parchment LLC will provide a streamlined process for order and fulfillment of digital and paper credentials including: Diploma (degree), Certificates, GECC Credential, and Historical degrees and certificates). The services will include but are not limited to:

- Allow students to receive one hard copy and one secure digital diploma, certificate, or GECC Credential when they complete a credit program at CCC.
- Allow students to request and pay for re-prints (beyond the first) directly through the vendor website
- Allows current students and alumni to create an account and easily request their credential
- Produce college specific credentials
- Allows real time digital credential issuing and mailing notifications
- Allow CCC to monitor the claim rate of credentials

- Verify mailing address and issue direct mailing to students
- Hold distribution if student has a financial hold with CCC
- Provide secure storage of unissued credentials
- Access to an Account Executive who will provide support for each college
- Maintain FERPA compliance

BENEFIT TO CITY COLLEGES OF CHICAGO:

Parchment LLC has the ability to print, manage, and distribute paper and digital credentials, including: diplomas, advanced and basic certificates, GECC Credential, and historical awards. This gives students the opportunity to request their credential electronically and provides a speedy turnaround time for credential issuance.

Parchment provides Students and Alumni an online transcript ordering system to order electronic and paper transcripts. Parchment retains a nominal fee of \$3.00 per transcript from orders placed by Students or Alumni. The remaining surplus of each order is paid monthly to CCC. In FY2020, this surplus totaled approximately \$70,000. Under the new agreement with Parchment LLC, CCC will now be able to apply these record request fees towards the annual subscription fee of \$87,000 to offset the net annual subscription fee paid.

VENDOR SELECTION CRITERIA:

Specifications prepared by District Office Procurement staff were publicly advertised on February 6, 2020 as Request for Proposal (“RFP”) SN2002. Said RFP was sent to five (5) vendors and a preproposal conference was held on February 12, 2020. Submittals were received from the following vendor: Parchment, LLC.

The evaluation committee reviewed the responses and recommends Parchment LLC as the most responsible and responsive bidder based on the criteria set forth in the RFP that included:

1. Past experience with higher educational institutions/Years of experience/References
2. Operation Plan/Ease of use/Services offered
3. Functional and technical requirements as outlined in the scope of services, including viability of implementation
4. Dedicated support after implementation/Outline of type of support services offered to students and staff
5. Fee/Cost proposal
6. MBE/WBE Compliance

MBE/WBE COMPLIANCE:

The Office of Procurement Services has reviewed the proposed agreement and has found the Vendor to be in compliance with the Board Approved Participation Plan:

Vendor	MBE or WBE	%	Participation	Certifying Agency
Montenegro 25 E. Main Street, Suite 205 Roselle, IL 60172	MBE	<1%	Direct	Cook County
IntraEdge 5660 W. Chandler Blvd. Chandler, AZ 85226	MBE	45%	Indirect	NMSDC
Link Tech 9505 Hillwood Drive, Suite 150 Las Vegas, NV 89134	WBE	10.6%	Indirect	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: \$261,000

Charge to: Office of Academic and Student Affairs

Sources of Funds: Education Fund

FY21: 540000-00003-0000141-80000

Respectfully submitted,

**Juan Salgado
Chancellor**

October 1, 2020 – Office of Academic and Student Affairs