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 agreements with each of the vendors listed below for temporary agency services for the period from November 7, 2019 through November 6, 2022, at a total cost not to exceed $650,000 for the term of the agreement. The amendment removes two vendors from the original board report.

VENDORS:

M&M Staffing Agency
1020 Park Drive. #147
Flossmoor, IL 60422

Anchor Staffing, Inc.
9901 S. Western Ave., Suite 203
Chicago, IL 60643

Premier Staffing
4640 Forbes Blvd.
Lanham, MD 20706

USERs: District Wide

TERM:
The term of the agreement shall commence on November 7, 2019 and end on November 6, 2022, with an option to extend for an additional two (2) 2-year periods.

SCOPE OF SERVICES:
The vendors shall provide temporary staff for administrative, accounting, financial, legal, managerial, marketing, procurement and professional services. Vendors will refer experienced individuals for temporary projects on an as-needed basis. Temporary projects include, but are not limited to, unexpected administrative projects that require immediate attention and/or specialized projects that require a specific and unique skill set. Referred individuals will have been pre-screened by vendors to ensure they meet the minimum qualifications, education, and experience, and possess the required skills and abilities to perform the assigned tasks.
BENEFIT TO CITY COLLEGES OF CHICAGO:
The Office of Human Resources and Staff Development has determined it would be in the best interest of the District to execute contracts with the above-mentioned staffing firms to ensure adequate and continuous specialized staffing on an as needed basis.

VENDOR SELECTION:
Specifications were prepared by District Procurement Services staff and a Request for Sealed Bids #MWJ1904 was publicly advertised on July 29, 2019 and issued to seventeen (17) companies. Twelve (12) companies responded on August 20, 2019: 1) Anchor Staffing; 2) A-Pro Execs; 3) Givendeavors, Inc.; 4) Infojini, Inc.; 5) Inspiren Tech Solutions, LLC; 6) LaSalle Network; 7) ManpowerGroup US, Inc.; 8) M & M Staffing Agency, Inc.; 9) Mind Your Manners dba The William Everett Group; 10) Premier Staffing Source, Inc.; 11) Robert Half International, Inc.; and 12) Zion Cloud Solutions, LLC. The vendors listed below provided the following rates:

<table>
<thead>
<tr>
<th>Position</th>
<th>Category A - Administrative Services</th>
<th>Category A - Administrative Services</th>
<th>Category A - Administrative Services</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Monday-Friday Hourly Rate (up to 40 Hours)</td>
<td>Senior</td>
<td>Senior</td>
</tr>
<tr>
<td></td>
<td>$18.00</td>
<td>$23.00</td>
<td>$23.00</td>
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<td>$52.00</td>
<td>$52.00</td>
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<td>$38.27</td>
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</tr>
<tr>
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<td>$18.00/ $18.76</td>
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<td>$34.50</td>
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<td>$23.00/ $23.24</td>
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<td>$25.00</td>
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<td>$78.51</td>
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<tr>
<td>Category B - Accounting &amp; Financial Services</td>
<td>Monday-Friday</td>
<td>Junior</td>
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<td>Hourly Rate (up to 40 hours)</td>
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<td>Hourly Rate</td>
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<td>Senior</td>
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<td>Category C - Legal Services</td>
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<td>Hourly Rate (up to 40 hours)</td>
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<td>Category C - Legal Services</td>
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<td></td>
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<td>$60.30</td>
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<td>Position level</td>
<td>Days</td>
<td>Job Levels</td>
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</tr>
<tr>
<td><strong>Category D - Managerial / Professional Services</strong></td>
<td>Monday-Friday Hourly Rate (up to 40 hours)</td>
<td>Anchor Staffing, Inc. 1020 Park Drive Rosamond, CA 93560</td>
<td>Anchor Staffing, Inc. 991 E. Western Ave. Chicago, IL 60612</td>
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<tr>
<td>Junior</td>
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<td><strong>Category D - Managerial / Professional Services</strong></td>
<td>Over 40 Hours Hourly Rate</td>
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<td>Junior</td>
<td>$32.16</td>
<td>$37.50</td>
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<td><strong>Category D - Managerial / Professional Services</strong></td>
<td>Weekend Hourly Rate</td>
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<td>Junior</td>
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<td>$38.00/ $57.00</td>
<td>$42.50</td>
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</table>

<table>
<thead>
<tr>
<th>Position level</th>
<th>Days</th>
<th>Job Levels</th>
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</thead>
<tbody>
<tr>
<td><strong>Category F - Procurement Services</strong></td>
<td>Monday-Friday Hourly Rate (up to 40 hours)</td>
<td>Anchor Staffing, Inc. 1020 Park Drive Rosamond, CA 93560</td>
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<tr>
<td>Junior</td>
<td>$22.50</td>
<td>$22.78</td>
</tr>
<tr>
<td>Mid-level</td>
<td>$29.00</td>
<td>$26.80</td>
</tr>
<tr>
<td>Senior</td>
<td>$33.00</td>
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<td><strong>Category F - Procurement Services</strong></td>
<td>Over 40 Hours Hourly Rate</td>
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<tr>
<td>Senior</td>
<td>$33.00</td>
<td>$60.30</td>
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</table>
All bids were reviewed and based on the lowest responsive and responsible bidders’ hourly rates. Per board report #33869, adopted on November 7, 2019, staff recommended acceptance of the bids received from five (5) of the highlighted firms listed above. This amendment removes A-Pro Execs and Manpower Group from the approved vendor list, as Manpower Group has not completed all tasks required to allow for execution of their contract and A-Pro Execs has ceased operations.

**MBE/WBE COMPLIANCE:**
The Office of Procurement Services has reviewed the proposed renewal agreements and has determined the vendors are in compliance with the Board Approved Participation Plan:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>MBE Vendor, Certifying Agency</th>
<th>%</th>
<th>WBE Vendor, Certifying Agency</th>
<th>%</th>
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<tbody>
<tr>
<td>Anchor Staffing, Inc.</td>
<td>Anchor Staffing, Inc.</td>
<td>93</td>
<td>AltaStaff LLC</td>
<td>100</td>
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<tr>
<td>9901 S. Western, Suite 203</td>
<td>9901 S. Western, Suite 203</td>
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<td>19 S. LaSalle Suite 800</td>
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<tr>
<td>Chicago, IL 60643</td>
<td>Chicago, Il 60643</td>
<td></td>
<td>Chicago, Ill 60603</td>
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<tr>
<td></td>
<td>City of Chicago</td>
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<td>Cook County</td>
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<tr>
<td>Premier Staffing</td>
<td>Premier Staffing</td>
<td>93</td>
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<tr>
<td>4640 Forbes Blvd. Lanham, MD</td>
<td>4640 Forbes Blvd. Lanham, MD</td>
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<tr>
<td>20706</td>
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<td>State of IL – CMS</td>
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<td>M&amp;M Staffing Agency</td>
<td>Waiver recommendation</td>
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<td>3739 Lismore Street Flossmoor</td>
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<td>3739 Lismore Street Flossmoor</td>
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<tr>
<td>IL 60422</td>
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</tbody>
</table>

**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: $650,000
Charge to: Office of Human Resources and Staff Development, District Wide
Sources of Funds: Education Fund
FY21: 530000-00003-Various

Respectfully submitted,

Juan Salgado
Chancellor

October 1, 2020 – Office of Human Resources