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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**

**CREDENTIAL PRINTING SERVICES
JOSTENS, INC
OFFICE OF ACADEMIC AND STUDENT AFFAIRS
DISTRICT WIDE**

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees approves the issuance a purchase order to Jostens, Inc to provide college credential printing services from October 1, 2020 through April 30, 2021 at a total cost not to exceed \$60,000.

VENDOR: Jostens, Inc.
7760 France Ave S, Suite 400
Minneapolis, MN 55435

USER: District Wide

TERM:

The term of the purchase shall begin on October 1, 2020 and shall end on April 30, 2021.

SCOPE OF SERVICES:

Jostens, Inc. will provide credential printing services for: Degree, Certificate, and GECC Credential Printing

1. All students receive one hard copy diploma (degree) or certificate when they complete a credit program at CCC.
2. Re-orders are done when students need an additional copy (beyond the first) and students are charged.

BENEFIT TO CITY COLLEGES OF CHICAGO:

Jostens will offer a short-term solution to print services for college credentials (degrees, certificates, and GECC Credential). Specifically, for printing of the previous conferral cycle and any reprints students requested without further delay to students until a new board approved vendor is fully implemented.

VENDOR SELECTION CRITERIA:

The contract being utilized is part of the joint purchasing agreement that has been advertised and awarded in accordance with the procurement procedures of Chicago Public Schools through Specification numbers 16-350019, 16-350032, and 18-350063. Pursuant to State Law, the purchase of goods and services from another governmental agency is exempt from the District’s competitive bidding requirements.

MBE/WBE COMPLIANCE:

The Office of Procurement Services has reviewed the above-referenced purchase for printing services and recommends a wave of the Board Approved Participation Plan due to the nature of the purchase (“credential printing of services”), limited subcontracting opportunities, and Josten’s corporate statement which addresses its supplier diversity program.

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: \$60,000

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