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ADOPTED-BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
APRIL 8, 2021

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

ELECTRONIC PAYMENT CARD SERVICE
U.S. BANK NATIONAL ASSOCIATION
OFFICE OF FINANCE AND BUSINESS ENTERPRISES
(RENEWAL OPTION)
DISTRICT WIDE

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair, upon final approval of the General Counsel as to the legal form of such agreements, to renew a professional services agreement with U.S. Bank National Association to provide electronic payment card services for vendor payments for the period commencing no sooner than July 1, 2021 through June 30, 2022, at no cost to the District.

VENDOR: U.S. Bank National Association
310 Waukegan Avenue
Highwood, IL 60040

USER: District Wide

ORIGINAL TERM:

The original term of the agreement commenced on July 1, 2015 and ended on June 30, 2020 with two (2) options to renew for one-year periods each.

FIRST RENEWAL TERM:

The first renewal term of the agreement commenced on July 1, 2020 and shall end on June 30, 2021 with one (1) remaining option to renew for one-year.

FINAL RENEWAL TERM:

The final renewal term of the agreement shall commence on July 1, 2021 and end on June 30, 2022 with no remaining options to renew.

SCOPE OF SERVICES:

U.S. Bank National Association (U.S. Bank) provides a cost effective, flexible, user friendly and secure electronic payment card services. Such service provides a virtual electronic vendor payment process with robust controls that reduces processing costs, as well as offer generous incentives and rebates based on CCC's vendor spend.

BENEFIT TO CITY COLLEGES OF CHICAGO:

This solution will enable the District to pay vendors electronically via a virtual credit card, eliminating the cost of printing, mailing, and reconciling a check. This credit card payment process is highly secure and

will help prevent and deter potential fraud, as each payment has a unique 2 single use account number that is authorized for the exact payment amount for 30 days and can only be used by the vendor receiving the payment.

VENDOR SELECTION CRITERIA:

Specifications were prepared by District Procurement staff and a Request for Proposal (RFP) #MWJ1408 was publicly advertised on September 9, 2014. Eleven (11) companies were contacted, and a pre-proposal conference was held on September 15, 2014. Six (6) firms responded to the RFP on October 10, 2014: 1) Bank of America, N.A.; 2) Fifth Third Bank; 3) PNC Bank, N.A.; 4) U.S. Bank, N.A.; 5) American Express; and 6) Visa. American Express and Visa were deemed as non-responsive for failing to complying with the submittal requirements.

All proposals were reviewed, evaluated, and ranked by staff which included the Offices of Finance, Human Resources, Harold Washington College, Truman College, Administrative and Procurement Services and MBE/WBE Contract Compliance.

The evaluation criteria outlined in RFP #MWJ1408 included:

1. Qualification and experience of the firm
2. Implementation plan
3. Past experience with similar services for educational institutions
4. Internal controls, regulatory compliance, and security
5. Fees in relation to the scope of services
6. MBE/WBE commitment Oral presentations were held with all proposers.

Based on the highest rankings in responsiveness, qualifications, experience and cost, the committee recommends the acceptance of the proposal from U.S. Bank to provide electronic payment cards services.

MBE/WBE COMPLIANCE:

The Office of Procurement Services has reviewed the proposed agreement with U.S. Bank and recommends a direct participation waiver of the Board Approved Participation Plan, due to the no cost nature of the agreement (payment card services for vendor payments). The Office of Finance will continue to work with vendor to identify opportunities for indirect participation.

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: No Cost

Respectfully submitted,

Juan Salgado
Chancellor

April 8, 2021– Office of Finance and Business Enterprises