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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**

**TRAINING IN EQUITY-FOCUSED CONTINUOUS IMPROVEMENT
WESTED
OFFICE OF INSTITUTIONAL ADVANCEMENT - CHIEF OF STRATEGY AND STAFF
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 authorize the execution of an agreement with WestEd to provide training in equity-focused continuous improvement for the period beginning April 29, 2021 through June 30, 2022, at a total cost not to exceed \$75,000.

VENDOR: WestEd
730 Harrison Street
San Francisco, CA 94107

USER: District Wide

TERM:

The term of this agreement shall begin on April 29, 2021 and shall end on June 30, 2022, with options to renew for three (3) additional one (1) year terms.

SCOPE OF SERVICES:

WestEd will serve as a partner to provide training and technical assistance in the field of equity-focused continuous improvement to help City Colleges and its seven member colleges develop the infrastructure, strategies, and tools to achieve unprecedented and equitable student outcomes, with a particular focus on accelerating its progress in closing equity gaps in student outcomes.

The technical assistance partner will provide critical capacity building to two cohorts of 15-20 "Equity Champions" each drawn from across the system; support those Champions with follow-on coaching and technical assistance, including advising on the design of a rapid prototype design process for equity solutions and student continuous improvement bootcamp; and prepare City Colleges to build on early success and further institutionalize its use of equity-focused continuous improvement.

BENEFIT TO CITY COLLEGES OF CHICAGO:

This initiative will train a diverse group of individuals from across the City Colleges community in a shared practice of continuous improvement, in conjunction with an innovative program to design and launch rapidly prototyped equity solutions. WestEd will support the initiative by providing ongoing expertise, co-designing and leading training in collaboration with City Colleges staff and building the capacity of City Colleges and its member colleges to practice continuous improvement and harness it

as a tool to improve the outcomes of its students. This work builds on City Colleges' new Strategic Framework, strategic plans, and equity plans, which identify both "excellence" – including a culture of continuous improvement – and equity as key levers to achieve City Colleges' vision.

VENDOR SELECTION CRITERIA:

Specifications were prepared by the District Office Procurement staff were publicly advertised on January 20, 2021 as Request for Proposals (RFP) #SH2101. The RFP was sent to eight (8) companies and a pre-proposal conference was held on January 27, 2021. The proposals were due on February 16, 2021 and the following vendor responded: (1) WestEd.

Each committee member independently reviewed and rated the proposal based upon the following criteria outlined in the RFP, which included:

1. Relevant Experience
2. Proposed Implementation Plan and Assessment of Challenges and Solutions
3. Client Portfolio
4. Minority/Women Business Enterprise Plan.
5. Cost.

Procurement collected each evaluator's ratings and comments and calculated the average score for the proposal. During a consensus meeting, the Evaluation Committee members discussed the proposed services offered by WestEd. Based on the evaluations, the evaluation team recommends proceeding with WestEd. WestEd has been in business over fifty years. WestEd demonstrated experience with large and small projects and has a background in higher education. WestEd proposed realistic workshop formats with a good time frame and an engaging and interactive learning model. Finally, WestEd's proposal demonstrated a diverse client list and flexibility in models of service across its portfolio.

MBE/WBE COMPLIANCE:

The Office of Procurement Services has reviewed the proposed agreement and recommends a waiver of the Board Approved Participation Plan due to the nature of services.

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: \$75,000

Charge to: Office of Institutional Advancement - Chief of Strategy and Staff

Sources of Funds: Grant Fund – Equity Champions

FY21: 530000-21000-0019010-80000

Respectfully submitted,

**Juan Salgado
Chancellor**

April 8, 2021 – Office of Institutional Advancement - Chief of Strategy and Staff