

34356
ADOPTED
BOARD OF TRUSTEES - COMMUNITY COLLEGE DISTRICT NO. 508
NOVEMBER 4, 2021

COUNTY OF COOK AND STATE OF ILLINOIS

PROFESSIONAL TEMPORARY SUBSTITUTE STAFF
CHILDCARE CAREERS, LLC
CHILD DEVELOPMENT LABORATORY SCHOOLS
DISTRICT WIDE
OFFICE OF FINANCE AND BUSINESS ENTERPRISE

THE CHANCELLOR RECOMMENDS:

that the Board of Trustees authorizes the Chair to execute a professional services agreement with ChildCare Careers, LLC to provide temporary substitute staff, on an as needed basis, for the Child Development Laboratory Schools, District Wide for the period from November 4, 2021 through November 3, 2024, at a total cost not to exceed \$150,000.

VENDOR: ChildCare Careers, LLC
2000 Sierra Point Pkwy, Suite #702
Brisbane, California 94005

USERS: Daley College
Kennedy-King College
Malcolm X College
Olive-Harvey College
Truman College

TERM:
The term of the agreement shall commence no sooner than November 4, 2021 and continue through November 3, 2024, with an option to renew for an additional two (2) year period.

SCOPE OF SERVICES:
ChildCare Careers, LLC shall provide temporary professionals (classroom teachers, assistant teachers and support staff) to act as substitute staff to temporarily replace permanent staff at the Child Development Laboratory Schools during sick days, vacation, FMLA, trainings and/or any other unforeseeable emergency.

BENEFIT TO CITY COLLEGES OF CHICAGO:
ChildCare Careers, LLC will provide staff to temporarily substitute employees during sick days, vacation, FMLA to meet the state requirements and stay in compliance with the Department of Family and Support Services (DFSS).

DELIVERABLES:
The District requires that substitutes carry complete personnel folders with them on every assignment containing all of the personnel documents required by DCFS including three written character references, educational transcripts, up-to-date physical exam and TB test, and background

check. The District also requires that ChildCare Careers, LLC comply with DFSS licensing requirements for staff to be trained for 15 hours a year and that the substitutes meet all licensing requirements. Additionally, the pool of potential substitutes must meet a drug screening requirement. Childcare Careers will maintain a pool of five (5) substitutes that are drug screened. The cost of the drug screening requirement will be invoiced to City Colleges of Chicago.

VENDOR SELECTION CRITERIA:

Specifications was prepared by District Procurement Staff and Bid #MWJ2106-RB2 was publicly advertised on August 8, 2021. Four (4) companies were contacted. One (1) company responded to the Bid on September 8, 2021; Childcare Careers.

ChildCare Careers, LLC hourly rates are listed as follow:

Description	Hourly Rates
Classroom Teachers: Monday-Friday; up to 40 hours; Hourly Rate	\$38.95
Assistant Teachers: Monday - Friday, up to 40 hours; Hourly Rate	\$34.95
Support Staff: Monday - Friday, up to 40 hours; Hourly Rate	\$32.95
Special Note: CCC will provide a maximum compensation of two hours' time for prospective substitutes which are drug screened.	
Conversion Fees	
Classroom Teachers	\$4,000.00
Assistant Teachers	\$3,000.00
Support Staff	\$2,500.00

The bid was reviewed by staff from the Offices of Finance and Business Enterprise, Procurement Services and Contract Compliance. Staff is recommending that Childcare Careers, LLC be awarded the contract to provide professional temporary substitute staff. Childcare Careers, LLC has extensive experience in providing the required personnel and has agreed to provide professional temporary substitute staff to the Child Development Laboratory Schools.

MBE/WBE COMPLIANCE:

The Office of Procurement Services has reviewed the agreement referenced herein and recommends a waiver of the Board Approved Participation Plan due to the nature of the services (specially licensed substitute childcare staff) and the absence of subcontracting opportunities.

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 II, Section 2.6.4(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: \$150,000

Charge To: Office of Finance and Business Enterprises

Source of Funds: Auxiliary

FY22: 530000-07504-0016006-60000

Respectfully submitted,

**Juan Salgado
Chancellor**

November 4, 2021 – Office of Finance and Business Enterprise