

34358

ADOPTED

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

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

**1098-T TAX REPORTING SERVICES
EDUCATIONAL COMPUTER SYSTEMS, INC.
OFFICE OF FINANCE
DISTRICT WIDE**

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 execute an agreement with Educational Computer Systems, Inc (ECSI) to provide City Colleges of Chicago with a full-service tax solution for CCC students, to receive their 1098-T tuition statement tax form, for 2021 calendar year for the period commencing no sooner than November 4, 2021 to June 30, 2022, at a total cost not to exceed \$30,000.

VENDOR: Educational Computer Systems, Inc.

100 Global View Drive, Suite 800
Warrendale, PA 15086

USER: District Wide

TERM:

The term of this agreement will begin no sooner than November 4, 2021 and continue through June 30, 2022.

SCOPE OF SERVICES:

ECSI will provide City Colleges of Chicago (CCC) with a full-service tax solution for students to receive their 1098-T tax form and provide 24/7 monitoring and support.

BENEFIT TO CITY COLLEGES OF CHICAGO:

The District requires a third-party tool to provide students a 1098-T tuition statement tax form. ECSI will issue forms electronically and or print and mail to students by January 31, 2022. ECSI will provide CCC with, statement processing services, statement review, electronic statement presentation and online corrections as needed. Students will receive an email notification when the statement is available and have access to their 1098-T form online. ECSI will provide students and staff with a call center support team, student and client web access, and IRS file submission.

ECSI will also provide CCC with SSN and name validation services, which can reduce administrative costs associated with collecting W-9. This validation service can minimize future IRS penalties. In addition, ECSI can validate addresses on file for students to ensure accuracy with mailed 1098-T.

VENDOR SELECTION CRITERIA:

Pursuant to State law, this professional services agreement is exempt from the District's competitive bidding requirements due to the high degree of professional skill necessary for these services.

MBE/WBE COMPLIANCE:

The Office of MBE/WBE Compliance has reviewed the proposed agreement and recommends a waiver of the Board Approved Participation Plan due to the nature of the agreement (“IRS 1098-T tax forms and customer support and monitoring”).

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: \$30,000

Charge to: Office of Finance and Business Enterprises

Source of Funds: Education Fund

FY22: 530000-00003-0010103-80000

Respectfully submitted,

**Juan Salgado
Chancellor**

November 4, 2021 – Office of Finance