

# 34681

ADOPTED – BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT NO. 508  
DECEMBER 1, 2022

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

### GRADUATION CEREMONY REGALIA AND PRODUCTS JOSTENS, INC. OFFICE OF ACADEMIC AND STUDENT AFFAIRS 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 Jostens, Inc. for graduation ceremony regalia and products for the period from December 1, 2022 through July 1, 2025, at a total cost not to exceed \$337,830.

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

**USER:** District Wide

#### TERM:

The term of this agreement shall begin on December 1, 2022 and shall end on July 1, 2025 with the option to renew for three (3) additional one-year options.

#### SCOPE OF SERVICES:

Jostens, Inc. will provide graduation ceremony products, regalia and supplies as detailed below on an as needed basis:

Commencement supplies including:

- a. Faculty/Board Rental Regalia - Doctoral, Masters, and Bachelors' regalia (cap, gown, and hood or tam) for faculty, administrators, and board members participating in the commencement ceremony.
- b. Student Regalia
  - i. Allow students the option to purchase cap, gown, and tassel for the commencement ceremony
  - ii. Administration orders minimal additional student regalia for emergencies/back-up
- c. Student cords for students with:
  - i. Honors/Veterans/STAR/STEM/ADED/PIE/SGA
  - ii. Additional cords added as needed
- d. Graduation Stoles by college, each student receives a stole in the color of the college they are graduating from.
- e. Pi Theta Kappa (PTK) stoles for all graduating members of PTK participating in the commencement ceremony
- f. Diploma covers, students participating in commencement receive a diploma cover at the ceremony.

**BENEFIT TO CITY COLLEGES OF CHICAGO:**

The approved vendor will provide all commencement regalia services to the colleges and the students. This allows one location for students and administrators to order regalia, cords, stoles, and diploma covers. The vendor will also provide customer service to our students and staff and a user-friendly ordering and tracking system.

**VENDOR SELECTION CRITERIA:**

Specifications were prepared by District Procurement Services staff and a Request for Proposal #WM2203 was publicly advertised on August 25, 2022 and issued to five (5) companies. Three (3) companies submitted bids by October 5, 2022: 1) Balfour, 2) Jostens, Inc., and 3) Herff Jones, LLC.

All bids were reviewed by a committee consisting of staff from Academic and Student Affairs, Marketing and Communications, and a college Registrar’s Office.

Vendors were evaluated based on the evaluation criteria in the RFP:

1. Qualifications and experience of firm.
2. Demonstrated ability to provide services as outlined in the scope of services and responses to interrogatories.
3. Quality of sample products provided.
4. Fee / Cost Proposal.
5. MBE/WBE compliance.

The committee reviewed all samples and proposals received by the three (3) vendors and based on the evaluation criteria listed above and the overall scores, the committee recommends the acceptance of the bid from Jostens, Inc. to provide graduation ceremony regalia and products for its commencement ceremonies.

**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 services 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 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:** \$337,830

**Charge to:** Office of Academic and Student  
Affairs **Sources of Funds:** Education Fund

**FY23:** 540000-00003-0000141-80000-

**Respectfully submitted,**

**Juan Salgado**  
**Chancellor**

**December 1, 2022– Office of Academic and Student Affairs**