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**ADOPTED—BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT NO. 508  
MAY 5, 2022**

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

**THE LARKO GROUP— RECRUITMENT SERVICE AGREEMENT  
OFFICE OF HUMAN RESOURCES AND STAFF DEVELOPMENT  
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 agreement, to authorize the execution of an agreement with The Larko Group to provide recruiting services for a period beginning May 5, 2022 through December 31, 2022, for a total cost not exceed \$30,000 for the contract term.

**VENDOR:** The Larko Group  
500 West Madison, Suite 1000  
Chicago, IL 60661

**USER:** District Wide

**TERM:**

The term of the agreement shall commence no sooner than May 5, 2022 and will continue through December 31, 2022.

**SCOPE OF SERVICES:**

The Larko Group will provide search services for City Colleges of Chicago for the recruitment of a new the Assistant Board Liaison. The The Larko Group team will provide the following services:

- Review position profile in consultation with the hiring authority and the Human Resources team;
- Utilize their internal proprietary database and their own resources to identify and cultivate a pool of professional candidates to be presented to City Colleges for consideration;
- Assistance in coordinating all applications, interviews, notifications and potential offers for position.

**BENEFIT TO CITY COLLEGES OF CHICAGO:**

Effective search services will assist City Colleges with identifying a pool of highly qualified and professional candidates to fill the Assistant Board Liaison role.

**VENDOR SELECTION CRITERIA:**

Due to the high degree of professional and technical skill, pursuant to State law, this professional services agreement is exempt from the District’s competitive bidding requirements.

**MBE/WBE COMPLIANCE:**

The Office of Procurement Services has reviewed the proposed agreement and recommends a waiver of the Board Approved Participation Plan due the nature of the services (recruitment 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:** \$30,000

**Charge to:** Office of Human Resources and Staff Development

**Source of Funds:** Education Fund

**FY22:** 530000-00003-0025006-80000

**Respectfully submitted,**

**Juan Salgado,  
Chancellor**

**May 5, 2022 – Office of Human Resources and Staff Development**