

34612

**ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
OCTOBER 6, 2022**

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

**PRE-QUALIFICATION – TEMPORARY AGENCY SERVICES
OFFICE OF HUMAN RESOURCES AND STAFF DEVELOPMENT
DISTRICT WIDE
(RENEWAL OPTION)**

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 enter into an agreement with various vendors to provide temporary agency services for the period from November 7, 2022 through November 6, 2024, at a total cost not to exceed \$650,000.

VENDORS:

M & M Staffing Agency, LLC
1020 Park Drive
Flossmoor, IL 60422

Anchor Staffing, Inc.
9730 S. Western Avenue, Suite 834
Evergreen Park, IL 60805

Premier Staffing Source, Inc.
4640 Forbes Boulevard
Lanham, MD 20706

USERS: District Wide

ORIGINAL TERM:

The term of the agreement shall commence on November 7, 2019 and end on November 6, 2022, with an option to renew for an additional two (2) 2-year periods.

1st RENEWAL TERM:

The first renewal option shall commence November 7, 2022 and ended on November 6, 2024 with one (1) additional 2-year renewal period.

SCOPE OF SERVICES:

The vendors shall provide temporary staff for administrative, accounting, financial, legal, managerial, marketing, procurement and professional services. Vendors will refer experienced individuals for temporary projects on an as-needed basis. Temporary projects include, but are not limited to, unexpected administrative projects that require immediate attention and/or specialized projects that require a specific and unique skill set. Referred individuals will have been pre-screened by vendors to ensure they meet the minimum qualifications, education, and experience, and possess the required skills and abilities to perform the assigned tasks.

BENEFIT TO CITY COLLEGES OF CHICAGO:

The Office of Human Resources and Staff Development has determined it would be in the best interest of the District to execute contracts with the above-mentioned staffing firms to ensure adequate and continuous specialized staffing on an as needed basis.

VENDOR SELECTION:

Pursuant to Board Report #33869, specifications were prepared by District Procurement Services staff and a Request for Sealed Bids #MWJ1904 was publicly advertised on July 29, 2019 and issued to seventeen (17) companies. Twelve (12) companies responded on August 20, 2019:

- 1) Anchor Staffing, Inc.;
 - 2) A-Pro Execs;
 - 3) Givendeavors, Inc.;
 - 4) Infojini, Inc.;
 - 5) Inspiren Tech Solutions, LLC;
 - 6) LaSalle Network;
 - 7) ManpowerGroup US, Inc.;
 - 8) M & M Staffing Agency, LLC;
 - 9) Mind Your Manners dba The William Everett Group;
 - 10) Premier Staffing Source, Inc.;
 - 11) Robert Half International, Inc.;
 - and, 12) Zion Cloud Solutions, LLC.
- The vendors listed below provided the following rates:

	Days	Job Levels	Anchor Staffing, Inc.	A-Pro Execs, LLC	Premier Staffing Source, Inc.	GIVEndeavors	Infojini, Inc.	Inspiren Tech Solutions, LLC	LaSalle Staffing, Inc. dba LaSalle Network	Manpower Group US, Inc. dba ManpowerGroup	M & M Staffing Agency, Inc.	Mind Your Manners dba The William Everett Group	Robert Half International, Inc.	Zion Cloud Solutions, LLC
CATEGORIES					NEW RATES									
Category A - Administrative Services	Monday -Friday Hourly Rate (up to 40 Hours)	Junior	\$18.76	\$20.65	\$23.75	NO BID	\$28.00	\$38.27	\$22.00	\$20.85	\$18.00	NO BID	\$25.25	\$23.00
		Mid-level	\$24.12	29.07	\$27.20		\$40.00	\$44.64	\$25.00	\$23.63	\$21.00		\$33.50	\$33.00
		Senior	\$29.48	\$35.95	\$33.35		\$52.00	\$52.34	\$28.00	\$26.41	\$23.00		\$42.00	\$39.00
Category A - Administrative Services	Over 40 Hours Hourly Rate	Junior	\$28.14	\$30.98	\$35.63		\$42.00	\$57.40	\$33.00	\$31.28	\$27.00		\$37.88	\$25.00
		Mid-level	\$36.18	\$43.61	\$40.80		\$60.00	\$66.96	\$37.50	\$35.49	\$31.50		\$50.25	\$35.00
		Senior	\$44.22	\$53.93	\$50.03		\$78.00	\$78.51	\$42.00	\$39.62	\$34.50		\$63.00	\$41.00
Category A - Administrative Services	Saturday / Sunday	Junior	\$28.14	\$22.95	\$35.63		\$42.00	\$57.40	\$33.00	\$20.85	\$18.00 / \$27.00		\$25.25	\$25.00
		Mid-level	\$36.18	\$30.60	\$40.80		\$60.00	\$66.96	\$37.50	\$23.63	\$21.00 / \$31.50		\$33.50	\$35.00
		Senior	\$44.22	\$37.48	\$50.03		\$78.00	\$78.51	\$42.00	\$26.41	\$23.00 / \$34.50		\$42.00	\$41.00
Category B - Accounting & Financial Services	Monday -Friday Hourly Rate (up to 40 Hours)	Junior	\$21.44	\$24.48	\$25.44	NO BID	\$40.00	\$56.34	\$35.00	\$46.00	\$18.00	NO BID	\$33.50	\$36.00
		Mid-level	\$24.12	\$32.13	\$31.20		\$50.00	\$68.24	\$48.00	\$67.00	\$22.80		\$45.00	\$48.00
		Senior	\$30.82	\$39.78	\$38.80		\$58.00	\$89.94	\$63.00	\$88.00	\$32.40		\$65.00	\$58.00

Category B - Accounting & Financial Services	Over 40 Hours Hourly Rate	Junior	\$32.16	\$36.72	\$38.16		\$60.00	\$84.51	\$52.50	\$69.00	\$27.00		\$50.25	\$38.00
		Mid-level	\$36.18	\$48.20	\$46.80		\$75.00	\$102.36	\$72.00	\$100.50	\$34.20		\$67.50	\$50.00
		Senior	\$46.23	\$59.67	\$58.20		\$87.00	\$134.91	\$94.50	\$132.00	\$48.60		\$97.50	\$61.00
Category B - Accounting & Financial Services	Saturday / Sunday	Junior	\$32.16	\$26.77	\$38.16		\$60.00	\$84.51	\$52.50	\$46.00	\$18.00 /\$27.00		\$50.25	\$38.00
		Mid-level	\$3.18	\$33.66	\$46.80		\$75.00	\$102.36	\$72.00	\$67.00	\$22.80 /\$34.20		\$67.50	\$50.00
		Senior	\$46.23	\$42.00	\$58.20		\$87.00	\$134.91	\$94.50	\$88.00	\$32.40 /\$48.60		\$97.50	\$61.00
Category C - Legal Services	Monday-Friday Hourly Rate (up to 40 hours)	Junior	\$21.44	\$28.30	\$27.50	NO BID	\$40.00	\$63.86	NO BID	\$22.24	\$19.00	NO BID	\$55.00	\$38.00
		Mid-level	\$26.80	\$32.89	\$33.80		\$48.00	\$95.46		\$25.02	\$22.00		\$75.00	\$45.00
		Senior	\$40.20	\$39.78	\$45.25		\$55.00	\$134.62		\$27.80	\$25.00		\$150.00	\$55.00
Category C - Legal Services	Over 40 Hours Hourly Rate	Junior	\$32.16	\$42.45	\$41.25		\$60.00	\$97.29		\$33.36	\$28.50		\$82.50	\$40.00
		Mid-level	\$40.20	\$49.34	\$50.70		\$70.00	\$143.19		\$37.53	\$33.00		\$112.50	\$47.00
		Senior	\$60.30	\$59.67	\$67.88		\$82.50	\$201.93		\$41.70	\$37.50		\$225.00	\$57.00
Category C - Legal Services	Weekend Hourly Rate	Junior	\$32.16	\$30.60	\$41.25		\$60.00	\$97.29		\$22.24	\$19.00 /\$28.50		\$82.50	\$40.00
		Mid-level	\$40.20	\$35.19	\$50.70		\$70.00	\$143.19		\$25.02	\$22.00 /\$33.00		\$112.50	\$47.00
		Senior	\$60.30	\$42.50	\$67.88		\$82.50	\$201.93		\$27.80	\$25.00 /\$37.50		\$225.00	\$57.00
Category D - Managerial / Professional Services	Monday-Friday Hourly Rate (up to 40 hours)	Junior	\$21.44	\$28.30	\$28.25	\$100.00	\$55.00	\$92.86	\$70.00	\$34.70	\$25.00	\$85.00	\$50.00	\$38.00
		Mid-level	\$26.80	\$32.89	\$35.50	\$125.00	\$75.00	\$119.68	\$87.00	\$37.53	\$34.90	\$100.00	\$70.00	\$46.50
		Senior	\$33.50	\$39.78	\$44.65	\$150.00	\$94.00	\$152.98	\$102.00	\$50.40	\$38.00	\$125.00	\$125.00	\$54.00
Category D - Managerial / Professional Services	Over 40 Hours Hourly Rate	Junior	\$32.16	\$42.45	\$42.38	\$100.00	\$82.50	\$139.29	\$105.00	\$52.13	\$37.50	\$85.00	\$75.00	\$40.00
		Mid-level	\$40.20	\$49.34	\$53.25	\$125.00	\$112.50	\$179.52	\$130.50	\$56.26	\$52.35	\$100.00	\$105.00	\$49.00
		Senior	\$50.25	\$56.67	\$66.98	\$150.00	\$141.00	\$229.47	\$153.00	\$75.60	\$57.00	\$125.00	\$187.50	\$56.00
Category D - Managerial / Professional Services	Weekend Hourly Rate	Junior	\$32.16	\$30.60	\$42.38	\$100.00	\$82.50	\$139.29	\$105.00	\$34.75	\$25.00 /\$37.50	\$85.00	\$75.00	\$40.00
		Mid-level	\$40.20	\$35.19	\$53.25	\$125.00	\$112.50	\$179.52	\$130.50	\$37.53	\$34.90 /\$52.35	\$100.00	\$105.00	\$49.00
		Senior	\$50.25	\$42.50	\$66.98	\$150.00	\$141.00	\$229.47	\$153.00	\$50.40	\$38.00 /\$57.00	\$125.00	\$187.50	\$56.00
Category E - Marketing Services	Monday-Friday Hourly Rate (up to 40 hours)	Junior	\$21.44	\$28.30	\$28.20	NO BID	\$42.00	\$62.76	\$35.00	\$26.41	\$18.00	\$85.00	\$45.00	\$29.00
		Mid-level	\$29.48	\$32.89	\$36.20		\$55.00	\$82.64	\$48.00	\$29.19	\$24.00	\$100.00	\$75.00	\$38.00
		Senior	\$34.84	\$39.78	\$41.90		\$74.00	\$129.16	\$65.00	\$33.36	\$31.25	\$115.00	\$100.00	\$48.00
Category E - Marketing Services	Over 40 Hours Hourly Rate	Junior	\$32.16	\$42.45	\$42.30		\$63.00	\$94.14	\$52.50	\$39.62	\$27.00	\$85.00	\$67.50	\$31.00
		Mid-level	\$44.22	\$49.34	\$54.30		\$82.50	\$123.96	\$72.00	\$43.79	\$36.00	\$100.00	\$112.50	\$40.00
		Senior	\$52.26	\$56.67	\$62.85		\$111.00	\$193.74	\$97.50	\$50.04	\$46.88	\$115.00	\$150.00	\$51.00

Category E - Marketing Services	Weekend Hourly Rate	Junior	\$32.16	\$30.60	\$42.30		\$63.00	\$94.14	\$52.50	\$26.41	\$18.00 /\$27.00	\$85.00	\$67.50	\$31.00
		Mid-level	\$44.22	\$35.19	\$54.30		\$82.50	\$123.96	\$72.00	\$29.19	\$24.00 /\$36.00	\$100.00	\$112.50	\$40.00
		Senior	\$52.26	\$42.50	\$62.85		\$111.00	\$193.74	\$97.50	\$33.36	\$31.25 /\$46.88	\$115.00	\$150.00	\$51.00
Category F - Procurement Services	Monday-Friday Hourly Rate (up to 40 hours)	Junior	\$22.78	\$28.30	\$29.50	NO BID	\$45.00	\$58.92	\$35.00	\$30.58	\$22.50	NO BID	\$40.00	\$29.00
		Mid-level	\$26.80	\$32.89	\$35.10		\$60.00	\$79.34	\$48.00	\$33.36	\$29.00		\$60.00	\$38.00
		Senior	\$40.20	\$39.78	\$44.20		\$75.00	\$106.98	\$65.00	\$36.14	\$33.00		\$85.00	\$49.00
Category F - Procurement Services	Over 40 Hours Hourly Rate	Junior	\$34.10	\$42.45	\$44.25		\$67.50	\$88.38	\$52.50	\$45.87	\$33.75		\$60.00	\$31.00
		Mid-level	\$40.20	\$49.34	\$52.65		\$90.00	\$119.01	\$72.00	\$50.04	\$43.50		\$90.00	\$40.00
		Senior	\$60.30	\$56.67	\$66.30		\$112.50	\$160.47	\$97.50	\$54.21	\$49.50		\$127.50	\$41.00
Category F - Procurement Services	Weekend Hourly Rate	Junior	\$34.17	\$35.19	\$44.25		\$67.50	\$88.38	\$52.50	\$30.58	\$22.50 /\$33.75		\$60.00	\$31.00
		Mid-level	\$40.20	\$35.19	\$52.65		\$90.00	\$119.01	\$72.00	\$33.36	\$29.00 /\$43.50		\$90.00	\$40.00
		Senior	\$60.30	\$42.50	\$66.30		\$112.50	\$160.47	\$97.50	\$36.14	\$33.00 /\$49.50		\$127.50	\$51.00

All bids were reviewed and based on the overall lowest responsive and responsible bidders' hourly rates, staff recommended that M & M Staffing Agency, Anchor Staffing, Inc., A-Pro-Execs, Manpower Group US, Inc., and Premier Staffing Source to provide Temporary Agency Services.

Pursuant to the Amended Board Report #34075, dated October 1, 2020, the Board approved the amendment to remove A-Pro Execs because they've ceased operations and Manpower Group due to their non-responsiveness to complete required tasks to allow the execution of their contract. Therefore for this 1st renewal option, staff recommends that M & M Staffing Agency, Anchor Staffing, Inc. and Premier Staffing Source continue to provide Temporary Agency Services to the district.

MBE/WBE COMPLIANCE:

The Office of Procurement Services has reviewed the proposed renewal agreements and has determined the vendors are in compliance with the Board Approved Participation Plan:

Vendor	MBE Vendor, Certifying Agency	%	WBE Vendor, Certifying Agency	%
Anchor Staffing, Inc. 9901 S. Western, Suite 203 Chicago, IL 60643	Anchor Staffing, Inc. 9730 S. Western, Suite 834 Evergreen Park, IL 60804 CMSDC	93	AltaStaff, LLC 19 S. LaSalle Suite 800 Chicago, IL 60603 Chicago Transit Authority	7
Premier Staffing 4640 Forbes Blvd. Lanham, MD 20706	Premier Staffing 4640 Forbes Blvd., Suite 200A Lanham, MD 20706 State of IL – CMS	93	AltaStaff, LLC 19 S. LaSalle Suite 800 Chicago, IL 60603 Chicago Transit Authority	7

M&M Staffing Agency 3739 Lismore Street Flossmoor, IL 60422	Waiver recommendation	M&M Staffing Agency 3739 Lismore Street Flossmoor, IL 60422 Cook County	100
---	-----------------------	---	-----

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: \$650,000

Charge to: Office of Human Resources and Staff Development, District Wide

Sources of Funds: Education Fund

FY23: 530000-00003-various

Respectfully submitted,

**Juan Salgado
Chancellor**

October 6, 2022 – Office of Human Resources