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**ADOPTED-BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
DECEMBER 7, 2023**

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

**SYLLABUS MANAGEMENT TOOL
SIMPLE SYSTEMS GROUP, LLC (D/B/A SIMPLE SYLLABUS)
THE OFFICE OF ACADEMIC 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 Simple Syllabus for a syllabus management tool for the period from February 1, 2024 and shall end on June 30, 2027 at a total cost not to exceed \$187,117.

VENDOR: Simple Systems Group, LLC (d/b/a Simple Syllabus)
2502 Rocky Point Drive, Ste 960
Tampa, FL 33607

USER: District Wide

TERM:

The term of this agreement shall begin on February 1, 2024 and shall end on June 30, 2027 with the option to renew for one (1) two (2) year period or two (2) one (1) year periods.

SCOPE OF SERVICES:

The vendor will provide software as a service syllabus management tool. This solution will provide consistent, accessible syllabi for all CCC courses and allow for shared content (such as policies) to be cascaded to each syllabus through a hierarchy. The tool also provides robust archiving and reporting tools to support compliance.

BENEFIT TO CITY COLLEGES OF CHICAGO:

The purchase of a syllabus management tool will streamline the syllabus processes for faculty, students, and staff. By enabling centrally managed content, CCC will be able to ensure that all syllabi include up-to-date, accurate content, including branding, course information, policies, college resources, and so on. We will also be able to ensure syllabi meet the latest accessibility standards for students. College departments and administrators will save significant time by having syllabi automatically archive, guaranteeing compliance with accreditors.

VENDOR SELECTION CRITERIA:

Specifications were prepared by District Academic and Student Affairs Staff in conjunction with Faculty and the Office of Information Technology and a Request for Proposal (RFP) #NC2306 was

publicly advertised in the Chicago Sun-Times and the Procurement website on August 11, 2023. The RFP was emailed to three (3) vendors and a pre-proposal conference was held on August 18, 2023. On September 12, 2023 one (1) firm responded: 1) Simple Systems Group, LLC (d/b/a Simple Syllabus). Proposal was reviewed and evaluated by a selection committee which included the Offices of Academic and Student Affairs and Information Technology, along with Faculty and College Administrators.

MBE/WBE COMPLIANCE:

The Office of Procurement Services has reviewed the proposed compliance plan and recommends a full waiver of the Board Approved MBE/WBE Contract Participation Plan due to the nature of the agreement (online syllabus management tool) 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: \$187,117

Charge to: The Office of Information Technology

FY24: 53/540000-00003/92015-0023006-80000

Respectfully submitted,

**Juan Salgado
Chancellor**

December 7, 2023 – The Office of Academic Affairs