

34791
ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
MAY 4, 2023

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

ACCOMMODATIONS MANAGEMENT SOFTWARE
SYMPPLICITY CORPORATION
THE 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 Symplicity Corporation for Accommodations Management Software the period from June 1, 2023 through May 31, 2026, at a total cost not to exceed \$184,221.

VENDOR: Symplicity Corporation
3003 Washington Blvd
STE 900
Arlington, VA 22201

USER: District-wide

TERM:

The term of this agreement shall begin on from June 1, 2023 through May 31, 2026 with the option to renew for one (1) two (2) year period.

SCOPE OF SERVICES:

Symplicity Corporation will provide a disability accommodations software called Accommodate, which will create a centralized location for the ACCESS Centers, faculty, and students to effectively manage accommodations. The software will enhance processes and procures in the ACCESS center by providing the following functionalities:

- Complete an intake
- Request accommodations
- Retrieve the Letter of Accommodation
- Schedule meetings and services, i.e. sign language interpreting, notetaking, testing, etc.
- Focused outreach messaging
- Faculty outreach
- Loan equipment
- Manage text conversion (Braille, alternate formats)
- Reporting tools
- Case management

BENEFIT TO CITY COLLEGES OF CHICAGO:

A robust, centralized accommodations management software will provide a strategic enhancement to the ACCESS Center processes and infrastructure by streamlining workflows and providing students and faculty with more access to information relating to accommodations. Creating more efficient and centralized processes will improve student linkage to services and retention of students with disabilities. In addition, having data on disability demographics, service usage, accommodation types, etc. will support CCC in resource allocation and decision making for accessibility and equity.

VENDOR SELECTION CRITERIA:

Specifications were prepared by District Procurement Staff in conjunction with the Office of Student Accessibility Services and a Request for Proposal (RFP) #NC2301 was publicly advertised in the Chicago Sun-Times and the Procurement website on January 20, 2023. The RFP was emailed to six (6) vendors and a pre-proposal conference was held on January 25, 2023. On February 21, 2023 two (2) firms responded: 1) Servio Consulting LLC; and 2) Symplicity Corporation. One (1) firm submitted a no-bid: Accessible Information Management, LLC.

Proposals were reviewed, evaluated and ranked by a selection committee which included the Offices of Wellness Center, Office of Information Technology, Educational Quality and Access Centers.

The evaluation criteria included:

- Professional Qualifications, Experience and past performance with similar services for higher educational institutions or comparable organizations entities.
- Demonstrated ability to provide services as outlined in the scope of services and responses to interrogatories.
- Quality of implementation strategy.
- Quality of functionality, requirements and specifications.
- Cost Proposal.
- M/WBE Compliance.

Then the members of the evaluations committee were responsible for evaluating the oral presentation. Each committee member independently reviewed and rated the oral presentation based on the following criteria.

- System Functionality
- Implementation Strategy
- Training Strategy
- Conversion Strategy

Based on the evaluation scoring of both written proposal and Oral presentation, the committee recommends the acceptance of the proposal from Symplicity Corporation to provide disability accommodations software to City Colleges of Chicago.

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 (proprietary software applications) 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: \$184,221

Charge to: Office of Information Technology/Academic and Student

Affairs Sources of Funds: Capital/Education Fund

FY24: 53/54000-92015-0023004-800000

53/540000-00003-0023003-80000

Respectfully submitted,

**Juan Salgado
Chancellor**

May 4th, 2023 – The Office of Academic and Student Affairs