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

EMERGENCY MASS NOTIFICATION SYSTEM
ALERT MEDIA, INC.
THE OFFICE OF INFORMATION TECHNOLOGY
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 Alert Media, Inc for a districtwide emergency mass notification system commencing no sooner than January 1, 2025 and continuing for three (3) years after such commencement date at a total cost not to exceed $213,000.

VENDOR: Alert Media, Inc.
401 S 1st Street, Suite 1400
Austin, TX 78704

USER: District Wide

TERM:
The term of this agreement shall begin no sooner than January 1, 2025, and continue for three (3) years after such commencement with the option to renew for one (1) additional two (2) year period.

SCOPE OF SERVICES:
Alert Media, Inc. will provide a cloud-based Software-as-a-Service (SaaS) emergency notification system, that allows designated CCC administrators in the Offices of Safety and Security and Communications to send out emergency notifications for emergency events and other mass communications as needed via email, voice calls, and text messages. The system has an integration with CCC student information and HR systems.

BENEFIT TO CITY COLLEGES OF CHICAGO:
This system enables authorized personnel to quickly and reliably send mass emergency notifications to targeted students and staff, on multiple devices, informing them of important events they should be aware of to keep them safe and secure.

VENDOR SELECTION CRITERIA:
Specifications were prepared by District Procurement staff and Request for Proposals (MWJ2402) was advertised and released July 31, 2024. Two (2) companies responded on September 4, 2024: Alert Media, Inc. and Anonymous Alerts, LLC.

The proposals were reviewed, evaluated and ranked by staff which included the Offices of Information Technology, Safety and Security, Marketing and Communications and Malcolm X College. The proposals were evaluated based on the following criteria:

1. Past experience with higher educational institutions or comparable organizations
2. Functional and technical requirements as outlined in the scope of services
3. Qualifications of firm and assigned team members
4. Price
5. MBE//WBE compliance

All proposals were reviewed and evaluated. The committee invited the highest ranked proposer, Alert Media, for an oral presentation and demonstration of their system. Based on the composite scoring, staff recommend the acceptance of Alert Media's proposal to provide an emergency mass notification system to the District.

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 (emergency notification system).

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: $213,000
Charge to: The Office of Information Technology
Sources of Funds: Capital Fund, Education Fund
Budget Lines: 53/540000-92015-0023008-80000
53/540000-00003-0023008-80000

Respectfully submitted,

Juan Salgado
Chancellor

December 5, 2024 – The Office of Information Technology