

35106
ADOPTED –BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
MAY 3, 2024

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

COLLEGE CREDENTIAL SERVICES
PARCHMENT LLC
THE OFFICE OF ACADEMIC AND STUDENT AFFAIRS
DISTRICT WIDE
(RENEWAL)

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 renew the agreement with Parchment LLC to provide college credential services for the period beginning July 1, 2024, through June 30, 2025, at a total cost not to exceed \$87,000 for the contract term.

VENDOR: Parchment LLC
7001 North Scottsdale Road,
Suite 1050 Scottsdale, AZ 85253

USER: District Wide

ORIGINAL TERM:

The original term commenced on July 1, 2020, and ended June 30, 2023, with an option to renew for five (5) additional one-year periods.

FIRST RENEWAL TERM:

The first renewal in accordance with board report 34851 commenced on July 1, 2023, and shall end on June 30, 2024, with an option to renew for four (4) additional one-year periods.

SECOND RENEWAL TERM:

The second renewal term shall commence on July 1, 2024, and shall end on June 30, 2025, with an option to renew for three (3) additional one-year periods.

SCOPE OF SERVICES:

Parchment LLC will provide a streamlined process for order and fulfillment of digital and paper credentials including Diploma (degree), Certificates, GECC Credential, and Historical degrees and certificates). The services will include but are not limited to:

- Allow students to receive one hard copy and one secure digital diploma, certificate, or GECC Credential when they complete a credit program at CCC.
- Allow students to request and pay for re-prints (beyond the first) directly through the vendor website
- Allows current students and alumni to create an account and easily request their credential
- Produce college specific credentials
- Allows real time digital credential issuing and mailing notifications
- Allow CCC to monitor the claim rate of credentials
- Verify mailing address and issue direct mailing to students
- Hold distribution if student has a financial hold with CCC
- Provide secure storage of unissued credentials
- Access to an Account Executive who will provide support for each college
- Maintain FERPA compliance

BENEFIT TO CITY COLLEGES OF CHICAGO:

Parchment LLC has the ability to print, manage, and distribute paper and digital credentials, including diplomas, advanced and basic certificates, GECC Credential, and historical awards. This gives students the opportunity to request their credential electronically and provides a speedy turnaround time for credential issuance.

Since 2011, CCC has been an existing Parchment Send client. Parchment Send provides Students and Alumni with an online transcript ordering system to order electronic and paper transcripts. Parchment charges a nominal fee of \$3.00 per transcript and the difference is paid to CCC for each transcript ordered by Students or Alumni. This record request fee is paid monthly to CCC, and in FY 2020 totaled approximately \$60,000. Under our new agreement with Parchment LLC, CCC will now be able to apply these record request fees towards the annual subscription fee of \$87,000 to offset the net annual subscription fee paid.

VENDOR SELECTION CRITERIA:

Specifications prepared by District Office Procurement staff were publicly advertised on February 6, 2020, as Request for Proposal (“RFP”) SN2002. Said RFP was sent to five (5) vendors and a preproposal conference was held on February 12, 2020. Submittals were received from the following vendor: Parchment, LLC.

The evaluation committee reviewed the responses and recommended Parchment LLC as the most responsible and responsive bidder based on the criteria set forth in the RFP that included:

1. Past experience with higher educational institutions/Years of experience/References
2. Operation Plan/Ease of use/Services offered
3. Functional and technical requirements as outlined in the scope of services, including viability of implementation

4. Dedicated support after implementation/Outline of type of support services offered to students and staff
5. Fee/Cost proposal
6. MBE/WBE Compliance

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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 (subscription 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: \$87,000

Charge to: The Office of Academic and Student Affairs

Sources of Funds: Education Fund

FY21: 540000-00003-0000141-80000

**Respectfully submitted,
Juan Salgado
Chancellor**

May 2, 2024 – The Office of Academic and Student Affairs