

35287
ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
NOVEMBER 7, 2024

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

ELECTRONIC PAYMENT CARD SERVICE
U.S. BANK NATIONAL ASSOCIATION
THE OFFICE OF TREASURER
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 U.S. Bank National Association, to provide electronic payment and travel card services for vendor and merchant payments for the period commencing no sooner than November 7, 2024 through December 31, 2027 in an amount not to exceed \$50,000.

VENDOR: U.S. Bank National Association
3080 Wingfoot Dr.
Marvin, NC 28173

USER: District Wide

TERM:

The term of the agreement shall commence on or about November 7, 2024, and continue through December 31, 2027.

SCOPE OF SERVICES:

US Bank will provide three (3) primary card products Corporate (Travel) Card, One Card Central Travel Services (CTS), Event Card and Virtual Card AP Solutions a cost effective, flexible, user friendly and secure electronic payment cards. Such service provides a virtual electronic vendor payment and travel card processes with robust controls that reduces processing costs; as well as offer generous incentives and rebates based on CCC's vendor spend.

BENEFIT TO CITY COLLEGES OF CHICAGO:

This solution will enable the City Colleges of Chicago to pay vendors electronically, via a virtual

credit card, eliminating the cost of printing, mailing and reconciling a check. For travel related expenditures this will also provide a card program that is flexible enough to allow for travel card cash access to be loaded with a declining balance, which can be turned on and off as needed. These virtual credit card payment processes are highly secure and will help prevent and deter potential fraud since each payment program has a unique single use account number that is authorized for the exact payment or preloaded request amount. The Virtual Card AP Solutions is for 30 days before expiring and can only be used by the vendor receiving the payment.

VENDOR SELECTION CRITERIA:

The vendor being utilized, is part of our participation in various purchasing consortiums to leverage the aggregate purchasing power of the community colleges in Illinois. Pursuant to Board Report #29816 and #32583, the Board approved the use of the OMNIA purchasing consortium. U.S Bank National Association were awarded in accordance with the procurement procedures as detailed in RFP # AE2016-2-UCOPBCS and approved under OMNIA purchasing consortium Contracts # UCOP-319.

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 (electronic payment card) 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 II, Section 2.7.4(b) of the Board Rules for Management and Government.

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: \$50,000

Charge To: Office of Treasurer

Source of Funds: Education Fund

Budget Line: 594000-00003-0010026-80000

Respectfully submitted,

**Juan Salgado
Chancellor**

November 7, 2024 – Office of Finance