

35240
ADOPTED-BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
OCTOBER 3, 2024

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

STUDENT TUITION 1098-T TAX FORM MANAGEMENT
TAB SERVICE COMPANY
THE OFFICE OF FINANCE
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 TAB Service Company for a full-service tax solution for CCC students, to receive their 1098-T tuition statement tax form. For a period beginning October 7, 2024, and ending June 30, 2026, at a total cost not to exceed \$50,000.

VENDOR: TAB Service Company
6846 W. North Ave
Chicago IL, 60707

USER: District Wide

TERM:

The term of this agreement shall begin on October 7, 2024, and shall end on June 30, 2026.

SCOPE OF SERVICES:

TAB Service Company will provide City Colleges of Chicago (CCC) with a full-service tax solution for students to receive their 1098-T tax form and provide 24/7 monitoring and support.

BENEFIT TO CITY COLLEGES OF CHICAGO:

The District requires a third-party tool to provide students a 1098-T tuition statement tax form. TAB Service Company will issue forms electronically and or print and mail to students by January 31, 2025, and January 31, 2026. TAB Service Company will provide CCC with statement processing services, statement review, electronic statement presentation and online corrections as needed. Students will receive an email notification when the statement is available and have access to their 1098-T form online. TAB Service Company will provide students and staff with a customer support team, student and client web access, and IRS file and correction submissions.

TAB Service Company will also provide validation services which minimize future IRS penalties. In addition, TAB Service Company can validate addresses on file for students to ensure accuracy with mailed 1098-T.

VENDOR SELECTION CRITERIA:

Specifications were prepared by the District Office Procurement Staff along with the District Office and were publicly advertised May 6, 2024, as sealed bid #WM2402. The Bid was posted via our Bonfire portal and the College received two submissions (Tab Service Company and Educational Computer Systems, inc.). All bids were reviewed by staff and all vendors submitted information in accordance with the bid requirements. Staff recommends acceptance of the bid received to award Tab Services Inc.

ESCI Corp	Unit Price	Total Price
1098-T printing services (USPS Postage rate included)	\$ 1.14	\$10,260.00
Electronic 1098-T Forms Processing Services	\$ 0.60	\$5,400.00
Support Services	\$ 0.00	\$-
Web Access	\$ 0.00	\$-
IRS File Submission	\$ 0.00	\$-
Software for Validations	\$ 0.40	\$7,200.00
Correction Files (Submissions to IRS)	\$ 0.00	\$-
	TOTAL	\$22,860.00
TAB Service Corporation	Unit Price	Total Price
1098-T printing services (USPS Postage rate included)	\$ 1.45	\$13,050.00
Electronic 1098-T Forms Processing Services	\$ 0.38	\$3,420.00
Support Services	\$ 0.15	\$2,700.00
Web Access (Yearly Fee)	\$ 800.00	\$800.00
IRS File Submission	\$ 0.00	\$-
Software for Validations (Yearly Fee)	\$ 250.00	\$250.00
Correction Files (Submissions to IRS)	\$ 0.00	\$-
	TOTAL	\$20,220.00

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 1098-T tax forms processing services) and limited 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: \$50,000

Charge to: Office of Finance and Business Enterprises

Source of Funds: Education Fund

Budget Line: 530000-00003-0010103-80000

Respectfully submitted,

Juan Salgado
Chancellor

October 3, 2024 – The Office of Finance