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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

STRATEGIC RESEARCH AND ANALYTICS CONSULTING THE HANOVER RESEARCH COUNCIL
ACADEMIC AND STUDENT AFFAIRS
DISTRICT WIDE
THE OFFICE OF INSTITUTIONAL ADVANCEMENT - INSTITUTIONAL RESOURCE DEVELOPMENT
(AMENDMENT TO BOARD REPORT #34641)

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 The Hanover Research for comprehensive research services to advise the ongoing student experience enhancements, enrollment management initiatives, and various continuous improvement efforts district-wide was approved under Board report 34641 in the amount of \$160,500. The requested amendment will update the agreement with Hanover Research to include a subscription to their full grants portal services, at the cost not to exceed \$49,500 a year, and will be in place October 3, 2024 for the remainder of the current contract term at a total cost not to exceed \$210,000.00. The current contract period will run from November 7, 2022, through November 6, 2025,

VENDOR: The Hanover Research
4401 Wilson Blvd, 9th Floor,
Arlington VA 22203

USER: The Office of Institutional Advancement - Institutional Resource Development

ORIGINAL TERM:

Pursuant to board report 34641, the term of this agreement began on November 7, 2022 and shall end on November 6, 2025

SCOPE OF SERVICES:

The Institutional Resource Development department is requesting an amendment to the current Board approved contract with Hanover Research. The current services under the Decision Support/OSX agreement are limited to planning tools, development webinars, and public posts within the grants portal. This service is designed to complement the Research Portal. The requested amendment will update the agreement with Hanover Research to include a subscription to their full grants portal services. The addition of this unique grants subscription service will significantly enhance our department's research and grant management capabilities. The full subscription would

extend beyond the current level of access, offering enhanced funding research, specialized training, and comprehensive proposal development support.

Hanover Research will provide comprehensive research services to help advise ongoing district-wide planning efforts. Research services in pursuit of these institutional goals may include, but are not limited to: custom research reports; survey design, administration and analysis; interviews with industry/issue experts; secondary research; data analysis; expert panels; and benchmarking (product/service comparison, key performance and efficiency metrics). During the term of the contract City Colleges of Chicago (CCC) is specifically seeking external expertise to continue augmenting internal capabilities that will inform existing and emerging strategies related to student prospects, marketing, branding efforts, student experience, retention, persistence, institutional climate perceptions, national benchmarking, and other areas of need. CCC contracted Hanover Research services beginning in October of 2019 and also provide research services to support various critical planning efforts and continuity planning in response to the COVID-19 pandemic. The district seeks to renew this contract in support of ongoing planning and continuous planning efforts critical to CCC's institutional health.

Additional Services a. Enhancing Funding Research: A full subscription would provide advanced funding research capabilities, including customized searches tailored to specific areas of support. b. Review and Editing Services: The new services would offer expert review and editing from a team with extensive experience with targeted funding agencies, improving the competitiveness of proposals. c. Content Development Support: Access to assistance with content development for sections where expertise may be lacking or limited would be provided. d. Principal Investigator training: Customizable training for Principal Investigators (PIs) would be available, benefiting pre- and post-award staff. II. Service Integration a. The new services would integrate seamlessly with the existing system, broadening the scope of support and resources available. The additional services aim to expand funding research options, support proposal development, build staff skills, increase staff capacity and expertise, and enhance the competitive nature of applications and proposals.

BENEFIT TO CITY COLLEGES OF CHICAGO:

Hanover Research will provide CCC with highly customized analytics and quantitative research to support internal continuous improvement needs such as enrollment management and student 2 experience enhancements. Their range of expertise spans across multiple different areas that align with CCC's current strategic needs. Hanover has access to proprietary qualitative and quantitative instruments that CCC will be able to leverage to gain external insights related to brand image, brand reputation, prospect pool, emerging employer needs, non-returning students, applicants who do not enroll and more at all seven colleges. In addition to highly customized services and products, their professional service includes access to subject matter experts and content professionals, an online library of previously commissioned studies, and proprietary dashboards that our internal staff district-wide can avail themselves at no additional charge. This will position CCC to access a suite of highly customized products, tools and high touch research services that can be structured to meet our unique needs. The fixed rate structure allows us to change, alter or otherwise revise projects on the fly without incurring any additional cost or penalties as the dynamic nature of our institutional needs and priorities emerge over the course of the service agreement terms. Detailed benefits of the research services offered by Hanover are listed below: Expert Industry Panels

Hanover Research is structured to provide research expertise through a team of researchers, survey experts, analysts, statisticians, and grant professionals to support the entire higher education decision spectrum. Their model also includes the use of expert panels and consumer panels to augment research projects. Client panels are a common trend in market research that CCC can leverage to provide insights into district-wide marketing, branding and advertising operations. Panels can also be used to support competitive analysis regarding perceptions of CCC colleges, advertising campaigns, website usability, and brand messaging. Benchmarking Hanover deploys over 1 million surveys annually with a dedicated education solutions team partnering with postsecondary institutions and other education providers. Hanover can quickly deploy proprietary survey instruments to CCC stakeholders (prospects, applications, students, alumni, employers, community organizations etc.) in addition to similar stakeholder groups nationwide. In addition to providing insights on internal areas of performance outcomes, use of nationally distributed research instruments will continue to provide CCC with valuable benchmarking insights to help the district and colleges evaluate their comparative weaknesses and strengths against those of national higher education peers. This information can be used to identify best practices and gaps from various stakeholder perspectives that will ultimately shape the prioritization of improvement opportunities. Benchmarking tools also include dashboards with national benchmarking metrics such as completion and retention) that leverages federal Integrated Postsecondary Education Data System (IPEDS) outcomes data. Performance Monitoring Over Time Renewal of this agreement supports a long-term relationship model that allows Hanover to measure and deliver critical performance outcomes over time. The deployment of annual or routinely 3 scheduled survey instruments that have been customized to suit CCC's unique needs since our original agreement began in 2019, can be administered multiple times over the term of the contract renewal to measure progress over time. There is also an opportunity to measure prospect, applicant, and student behaviors and preferences over time. Survey Incentives The current contract includes the cost of survey incentives for research projects that necessitate additional survey response attainment strategies when conducting research on hard-to-reach populations such as students who have discontinued their postsecondary education. Fixed Cost Model Hanover's fixed cost model provides flexibility and efficiency that allows CCC to leverage an unlimited number of successive research projects over the period of the contract term. CCC will not incur any additional costs for survey incentives or expert panels deemed critical to the design of any standard or customized research project.

VENDOR SELECTION CRITERIA:

The purchase of software, pursuant to the State law is exempt from the District's competitive bidding requirements. The exemption allows for the purchase of materials without competition if the materials are Copyrighted or Patented and only available from the Copyright/Patent holder.

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 service) 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: \$210,000.00

Charge to: Office of Institutional Advancement

Source of Funds: Education Fund

Budget Line: 530000-00003-0019020-80000

**Respectfully submitted,
Juan Salgado
Chancellor**

October 3, 2024 – The Office of Institutional Advancement - Institutional Resource Development