

35247
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

PRE-QUALIFICATION – TEMPORARY AGENCY SERVICES
THE OFFICE OF HUMAN RESOURCES AND STAFF DEVELOPMENT
DISTRICT WIDE
(RENEWAL OPTION)

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 enter into an agreement with various vendors to provide temporary agency services for the period from November 7, 2024, through November 6, 2026, at a total cost not to exceed \$650,000.

VENDORS:

M & M Staffing Agency, LLC
1020 Park Drive
Flossmoor, IL 60422

Anchor Staffing, Inc.
9730 S. Western Avenue, Suite 834
Evergreen Park, IL 60805

Premier Staffing Source, Inc.
4640 Forbes Boulevard
Lanham, MD 20706

USER: District Wide

ORIGINAL TERM:

In accordance with board report 33869, the original term of the agreement commenced on November 7, 2019, and ended on November 6, 2022, with an option to renew for an additional two (2) 2-year periods.

1st REWEWAL TERM:

In accordance with board report 34612, the first renewal option commenced on November 7, 2022, and ended on November 6, 2024, with one (1) additional 2-year renewal period.

FINAL RENEWAL TERM:

The term of the agreement shall commence on November 7, 2024, and end on November 6, 2026, with no additional options to renew.

SCOPE OF SERVICES:

The vendors shall provide temporary staff for administrative, accounting, financial, legal, managerial, marketing, procurement, and professional services. Vendors will refer experienced individuals for

temporary projects on an as-needed basis. Temporary projects include, but are not limited to, unexpected administrative projects that require immediate attention and/or specialized projects that require a specific and unique skill set. Referred individuals will have been pre-screened by vendors to ensure they meet the minimum qualifications, education, and experience, and possess the required skills and abilities to perform the assigned tasks.

BENEFIT TO CITY COLLEGES OF CHICAGO:

The Office of Human Resources and Staff Development has determined it would be in the best interest of the District to execute contracts with the above-mentioned staffing firms to ensure adequate and continuous specialized staffing on an as needed basis.

VENDOR SELECTION CRITERIA:

Pursuant to Board Report #33869, specifications were prepared by District Procurement Services staff and a Request for Sealed Bids #MWJ1904 was publicly advertised on July 29, 2019, and issued to seventeen (17) companies. Twelve (12) companies responded on August 20, 2019:

- 1) Anchor Staffing, Inc.;
- 2) A-Pro Execs;
- 3) Givendeavors, Inc.;
- 4) Infojini, Inc.;
- 5) Inspiren Tech Solutions, LLC;
- 6) LaSalle Network;
- 7) ManpowerGroup US, Inc.;
- 8) M & M Staffing Agency, LLC;
- 9) Mind Your Manners dba The William Everett Group;
- 10) Premier Staffing Source, Inc.;
- 11) Robert Half International, Inc.;
- and 12) Zion Cloud Solutions, LLC.

All bids were reviewed and based on the overall lowest responsive and responsible bidders’ hourly rates, staff recommended that M & M Staffing Agency, Anchor Staffing, Inc., A-Pro- Execs, Manpower Group US, Inc., and Premier Staffing Source to provide Temporary Agency Services.

Pursuant to the Amended Board Report #34075, dated October 1, 2020, the Board approved the amendment to remove A-Pro Execs because they have ceased operations and Manpower Group due to their non-responsiveness to complete required tasks to allow the execution of their contract. Therefore, for the 1st renewal and now the final renewal option, staff recommend that M & M Staffing Agency, Anchor Staffing, Inc., and Premier Staffing Source continue to provide Temporary Agency Services to the district.

			No rate increase	No rate increase	2024 Renewal - Hourly Rates Renewal Rates
Position level	Days	Job Levels	M & M Staffing Agency, Inc.	Premier Staffing Source, Inc.	Anchor Staffing, Inc.
					NEW RATES
Category A - Administrative Services	Monday-Friday Hourly Rate (up to 40 Hours)	Junior	\$18.00	\$21.60	\$24.70
		Mid-level	\$21.00	\$31.39	\$28.29
		Senior	\$23.00	\$45.56	\$34.68
Category A - Administrative Services	Over 40 Hours Hourly Rate	Junior	\$27.00	\$32.40	\$37.05
		Mid-level	\$31.50	\$47.08	\$42.44

		Senior	\$34.50	\$68.34	\$52.02
Category A - Administrative Services	Saturday / Sunday	Junior	\$18.00/\$27.00	\$32.40	\$37.05
		Mid-level	\$21.00/\$31.50	\$47.08	\$42.44
		Senior	\$23.00/\$34.50	\$68.34	\$52.02
Category B - Accounting & Financial Services	Monday-Friday Hourly Rate (up to 40 Hours)	Junior	\$18.00	\$32.40	\$26.46
		Mid-level	\$22.80	\$52.76	\$32.45
		Senior	\$32.40	\$60.75	\$40.35
Category B - Accounting & Financial Services	Over 40 Hours Hourly Rate	Junior	\$27.00	\$48.60	\$39.69
		Mid-level	\$34.20	\$79.14	\$48.68
		Senior	\$48.60	\$91.13	\$60.53
Category B - Accounting & Financial Services	Saturday / Sunday	Junior	\$18.00/\$27.00	\$48.60	\$39.69
		Mid-level	\$22.80/\$34.20	\$79.14	\$48.68
		Senior	\$32.40/\$48.60	\$91.13	\$60.53
Category C - Legal Services	Monday-Friday Hourly Rate (up to 40 hours)	Junior	\$19.00	\$27.34	\$28.60
		Mid-level	\$22.00	\$40.42	\$35.15
		Senior	\$25.00	\$51.86	\$47.06
Category C - Legal Services	Over 40 Hours Hourly Rate	Junior	\$28.50	\$41.01	\$42.90
		Mid-level	\$33.00	\$60.63	\$52.73
		Senior	\$37.50	\$77.80	\$70.59
Category C - Legal Services	Weekend Hourly Rate	Junior	\$19.00/\$28.50	\$41.01	\$42.90
		Mid-level	\$22.00/\$33.00	\$60.63	\$52.73
		Senior	\$25.00/\$37.50	\$77.80	\$70.59
Category D - Managerial / Professional Services	Monday-Friday Hourly Rate (up to 40 hours)	Junior	\$25.00	\$62.32	\$29.38
		Mid-level	\$34.90	\$81.49	\$36.92
		Senior	\$38.00	\$95.00	\$46.44

Category D - Managerial / Professional Services	Over 40 Hours Hourly Rate	Junior	\$37.50	\$93.47	\$44.07
		Mid-level	\$52.35	\$122.24	\$55.38
		Senior	\$57.00	\$142.50	\$69.66
Category D - Managerial / Professional Services	Weekend Hourly Rate	Junior	\$25.00/\$37.50	\$93.47	\$44.07
		Mid-level	\$34.90/\$52.35	\$122.24	\$55.38
		Senior	\$38.00/\$57.00	\$142.50	\$69.66
Category E - Marketing Services	Monday-Friday Hourly Rate (up to 40 hours)	Junior	\$18.00	\$37.24	\$29.33
		Mid-level	\$24.00	\$56.48	\$37.65
		Senior	\$31.25	\$73.37	\$43.58
Category E - Marketing Services	Over 40 Hours Hourly Rate	Junior	\$27.00	\$55.86	\$44.00
		Mid-level	\$36.00	\$84.72	\$56.48
		Senior	\$46.88	\$110.05	\$65.37
Category E - Marketing Services	Weekend Hourly Rate	Junior	\$18.00/\$27.00	\$55.86	\$44.00
		Mid-level	\$24.00/\$36.00	\$84.72	\$56.48
		Senior	\$31.25/\$46.88	\$110.05	\$65.37
Category F - Procurement Services	Monday-Friday Hourly Rate (up to 40 hours)	Junior	\$22.50	\$39.51	\$30.68
		Mid-level	\$29.00	\$54.62	\$36.50
		Senior	\$33.00	\$62.34	\$45.97
Category F - Procurement Services	Over 40 Hours Hourly Rate	Junior	\$33.75	\$59.27	\$46.02
		Mid-level	\$43.50	\$81.92	\$54.75
		Senior	\$49.50	\$93.50	\$68.96
Category F - Procurement Services	Weekend Hourly Rate	Junior	\$22.50/\$33.75	\$59.27	\$46.02
		Mid-level	\$29.00/\$43.50	\$81.92	\$54.75
		Senior	\$33.00/\$49.50	\$93.50	\$68.96

MBE/WBE COMPLIANCE:

The Office of Procurement Services has reviewed the proposed compliance plans and determined that Anchor Staffing, Inc. and Premier Staffing Source, Inc. has complied with the Board Approved MBE/WBE Contract Participation Plan and recommends a full 7% waiver of the WBE goal for M & M Staffing Agency, LLC due to limited subcontracting opportunities.

Anchor Staffing, Inc.

<u>Vendor</u>	<u>MBE or WBE</u>	<u>%</u>	<u>Participation</u>	<u>Certifying Agency</u>
Anchor Staffing, Inc. 9730 S Western Ave., Ste. 834 Evergreen Park, IL 60805	MBE	93	Direct	NMSDC
AltaStaff, LLC 53 W Jackson Blvd., Ste. 661 Chicago, IL 60604	WBE	7	Direct	Cook County

Premier Staffing Source, Inc.

<u>Vendor</u>	<u>MBE or WBE</u>	<u>%</u>	<u>Participation</u>	<u>Certifying Agency</u>
Premier Staffing Source, Inc. 4640 Forbes Blvd., Ste. 200A Lanham, MD 20706	MBE	93	Direct	State of IL - CEI
AltaStaff, LLC 53 W Jackson Blvd., Ste. 661 Chicago, IL 60604	WBE	7	Direct	Cook County

M & M Staffing Agency, LLC

<u>Vendor</u>	<u>MBE or WBE</u>	<u>%</u>	<u>Participation</u>	<u>Certifying Agency</u>
M & M Staffing Agency, LLC 1020 Park Drive Flossmoor, IL 60422	MBE	100	Direct	Cook County

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.

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.

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FINANCIAL

Total: \$650,000

Charge to: Office of Human Resources and Staff Development

Sources of Funds: Education Fund

Budget Line: 530000-00003-various-80000

Respectfully submitted,

**Juan Salgado
Chancellor**

October 3, 2024 – The Office of Human Resources