

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

**CIVIL RIGHTS EDUCATION TRAVEL & PROGRAM SERVICES**  
**THE JUSTICE JOURNEY EXPERIENCE**  
**OFFICE OF INSTITUTIONAL ADVANCEMENT**  
**DISTRICT WIDE**

**THE CHANCELLOR RECOMMENDS:**

that the Board of Trustees authorizes the Chair, upon final approval of the General Counsel of the legal form of such agreement, to exercise the agreement with The Justice Journey Experience for civil rights education travel logistics, facilitation, and program services, including post-trip debrief facilitation, assessment/outcomes reporting, learning artifacts, partner stewardship support, and close-out documentation, for the period from December 4, 2025, through May 31, 2026, at a total cost not to exceed \$48,300.

**VENDOR:** The Justice Journey Experience  
25 E Washington Street, Suite #1102  
Chicago, IL 60602

**USERS:** Office of Institutional Advancement

**TERM:** The term of this agreement shall commence on December 4, 2025, through May 31, 2026.

**SCOPE OF SERVICES:**

The Justice Journey Experience will provide turnkey educational travel and program services for the Timuel D. Black Jr. Scholarship & Fellowship Program (TBSF), spanning pre-trip planning, on-trip execution, and post-trip services aligned to TBSF learning outcomes (civil rights history, leadership, civic engagement).

- A. Pre-Trip Planning (8–12 weeks prior)
  - Finalize educational itinerary; align sessions and sites to TBSF learning objectives.
  - Coordinate and secure vendors (lodging block, charter/ground transportation, site/museum admissions, local facilitators/speakers).
  - Provide a risk-management packet (rosters, emergency contact chain, site schedules, ADA considerations, contingencies).
  - Prepare participant materials (packing list, code of conduct, historical context primer, reflection prompts).
  - Coordinate with CCC for required waivers and media permissions.
- B. On-Trip Execution (Program Dates)
  - On-site facilitation (context briefings, moderated dialogues, daily reflection touchpoints).
  - Real-time logistics management and adjustments; daily attendance/roll and incident log.

- Liaison with partner sites/speakers; verify included admissions and services.

#### C. Post-Trip Services (Extended)

- Debrief Facilitation: Within 5–10 business days of return, conduct a 60–90 minute debrief (virtual or in-person) for Fellows and staff.
- Assessment & Outcomes Report: Within 15 business days, provide a concise report including: participant roster/attendance, itinerary actuals vs. plan, qualitative reflection themes/quotes, pre/post reflection summary, and recommendations.
- Learning Artifacts: Deliver a reflection packet (prompts/slides/session notes) and a curated resource list (readings, museums, oral histories). Provide a basic photo log (if available) with captions/attribution and file-naming for CCC archive.
- Showcase Support (optional at CCC request): One planning consultation with an agenda template, run-of-show, talking points, and display templates for a campus/community showcase.
- Partner Stewardship: Supply host site/speaker contact list and thank-you language templates; coordinate acknowledgments if requested.
- Compliance & Close-Out: Provide a complete invoice packet (NTE reconciliation; pass-through documentation), any M/WBE utilization data elements available for reporting, and a brief risk debrief memo (if incidents/near-misses) with mitigation recommendations.

#### D. Deliverables & Timeline

- Itinerary Final (D-10 business days)
- Risk-Management Packet (D-7 business days)
- Debrief Session (within 5–10 business days post-return)
- Outcomes Report + Artifacts (within 15 business days post-return)
- Invoice Packet/Close-Out (within 20 business days post-return)

#### E. Acceptance Criteria

Deliverables received by the dates above; materials consistent with approved itinerary and learning objectives; attendance/roster accuracy  $\geq 98\%$ ; invoice packet reconciles to not-to-exceed amount with documented pass-throughs; Outcomes Report includes findings and actionable recommendations.

### **BENEFIT TO CITY COLLEGES OF CHICAGO:**

For Timuel D Black Jr. Scholarship & Fellowship Program (TBSF), this purchase provides a structured, mission-aligned experiential learning program that advances TBSF's pillars of education, leadership, and civic engagement while centralizing logistics and safety. Post-trip services (debrief, outcomes report and learning artifacts) convert the travel experience into actionable assessment and reporting, strengthen partner stewardship, and create reusable assets for future cohorts. This vendor provides a specialized, integrated civil-rights education travel program with unique facilitation and established relationships with specific sites/speakers. Continuity, safety, and learning-outcomes alignment support a sole-provider model.

**VENDOR SELECTION CRITERIA:**

In accordance with the sole source policy and procedures, this purchase is exempt from the district's competitive bidding process.

**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 (educational travel and program services).

**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:** \$48,300

**Charge to:** Office of Institutional Advancement

**Source of Funds:** Grant Fund

**Budget Line:** 21000--0019010-83000-809372500

**Respectfully submitted,**

**Juan Salgado**

**Chancellor**

**December 4, 2025 – Office of Institutional Advancement**