

**35759**

**ADOPTED-BOARD OF TRUSTEES  
COMMUNITY COLLEGE DISTRICT NO. 508  
FEBRUARY 5, 2026**

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

**CONSULTANT SERVICES  
SALDEMAR SOLUTIONS, LLC  
THE DEPARTMENT OF FINANCE**

**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 Saldemar Solutions, LLC for Consulting Services for the period from February 5, 2026 and continue for a period of one (1) year after such commencement date for a total cost not to exceed \$60,000.

**VENDOR:** Saldemar Solutions, LLC  
3150 N. Lake Shore Drive  
Chicago, IL 60657

**USER:** Finance Department

**TERM:**

The term of this agreement shall begin on February 5, 2026, and shall continue for a period of one (1) year at such commencement date.

**SCOPE OF SERVICES:**

The scope of the services is to provide support to the accounts payable and procurement areas. Saldemar will assist in developing step by step processes, processing maps and training material for both internal and external stakeholders and subsequently assist with arranging trainings and posting information on SharePoint and web sites in support of the implementation of the e-settlement system. The e-settlement system will allow vendors to upload invoices, automation of invoice payments through direct matching within the system, improving efficiencies and processing times towards reducing the efforts of the AP team manual entry processes.

**BENEFIT TO CITY COLLEGES OF CHICAGO:**

This will allow the office of accounts payable to automate the invoice payment process. The instructional materials will serve as continuous training documents for new employees as well as refresher materials for existing staff. In addition, the materials will support vendors with understanding how to load and review materials and add to the site for payment. The site will serve as a repository for invoices and aid in the reduction of the number of unpaid invoices.

**VENDOR SELECTION CRITERIA:**

In accordance with sole source policy procedures, this service is exempt from the District's competitive bidding process.

**MBE/WBE COMPLIANCE:**

The Office of Procurement Services has reviewed the proposed compliance plan and has determined that the vendor has complied with the Board Approved MBE/WBE Contract Participation Plan with a recommended full waiver of the 7% WBE goal.

<u>Vendor</u>	<u>MBE or WBE</u>	<u>%</u>	<u>Participation</u>	<u>Certifying Agency</u>
Saldemar Solutions, LLC 3150 North Lake Shore Drive, #27F Chicago, IL 60657	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.

**FINANCIAL**

**Total:** \$60,000

**Charge to:** Office of Information Technology

**Sources of Funds:** Capital Funds

**Budget Line:** 530000-92015-0023006-80000

**Respectfully submitted,**

**Juan Salgado  
Chancellor**

**February 5, 2026 – Office of Business and Procurement Services**