

35924
ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
JULY 9, 2026

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

**COLLEGE CREDENTIAL SERVICES
INSTRUCTURE, INC.
OFFICE OF ACADEMIC AFFAIRS
DISTRICTWIDE
(RENEWAL TO BOARD REPORT #35542)**

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 agreement, to exercise a renewal of the agreement with Instructure, Inc. for college credential services the period from July 9, 2026, through June 30, 2027, at a total cost not to exceed \$87,000 for the term of the agreement.

VENDOR: Instructure, Inc
6330 S 3000 E, Suite 700
Salt Lake City, UT 84121

USERS: District Wide

ORIGINAL TERM:

The original term of the agreement commenced in accordance with board report 34851 on July 1, 2020, and ended on June 30, 2024, with an option to renew for five (5) additional one-year periods.

FIRST RENEWAL TERM:

The first renewal commenced in accordance with board report 35106 on July 1, 2023, and ended on June 30, 2024, with an option to renew for four (4) additional one-year periods.

SECOND RENEWAL TERM:

The second renewal commenced in accordance with board report 34010 on July 1, 2024, and ended on June 30, 2025, with an option to renew for three (3) additional one-year periods.

THIRD RENEWAL TERM:

The third renewal commenced in accordance with Board report 35542, on July 1, 2025, and shall end on June 30, 2026, with an option to renew for two (2) additional one-year periods.

FOURTH RENEWAL TERM:

The term of the fourth renewal term shall commence on July 9, 2026, and shall end on June 30, 2027, with the option to renew for one (1) additional one-year period.

SCOPE OF SERVICES:

Instructure, Inc. will provide a streamlined process for order and fulfillment of digital and paper credentials including Diploma (degree), Certificates, GECC Credential, and Historical degrees and

certificates). The services will include but are not limited to:

- Allow students to receive one hard copy and one secure digital diploma, certificate, or GECC Credential when they complete a credit program at CCC.
- Allow students to request and pay for re-prints (beyond the first) directly through the vendor website - Allows current students and alumni to create an account and easily request their credential
- Produce college specific credentials
- Allows real time digital credential issuing and mailing notifications
- Allow CCC to monitor the claim rate of credentials - Verify mailing address and issue direct mailing to students - Hold distribution if student has a financial hold with CCC
- Provide secure storage of unissued credentials
- Access to an Account Executive who will provide support for each college
- Maintain FERPA compliance

BENEFIT TO CITY COLLEGES OF CHICAGO:

Instructure has the ability to print, manage, and distribute paper and digital credentials, including diplomas, advanced and basic certificates, GECC Credential, and historical awards. This gives students the opportunity to request their credential electronically and provides a speedy turnaround time for credential issuance.

VENDOR SELECTION CRITERIA:

Specifications prepared by District Office Procurement staff were publicly advertised on February 6, 2020, as Request for Proposal ("RFP") SN2002. Said RFP was sent to five (5) vendors, and a pre-proposal conference was held on February 12, 2020. Submittals were received from the following vendors: Instructure, Inc., formerly known as Parchment, LLC The evaluation committee reviewed the responses and recommended Parchment LLC as the most responsible and responsive bidder based on the criteria set forth in the RFP that included:

1. Past experience with higher educational institutions/Years of experience/References
2. Operation Plan/Ease of use/Services offered
3. Functional and technical requirements as outlined in the scope of services, including viability of implementation
4. Dedicated support after implementation/Outline of type of support services offered to students and staff
5. Fee/Cost proposal
6. MBE/WBE Compliance

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 services) 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: \$87,000

Charge to: Academic Affairs

Source of Funds: Education Fund

Budget Line: 540000-00003-0000141-80000

Respectfully submitted,

Juan Salgado
Chancellor

July 9, 2026 – Office of Academic Affairs