

35888
ADOPTED – BOARD OF TRUSTEES COMMUNITY
COLLEGE DISTRICT NO. 508
JUNE 4, 2026
BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
COUNTY OF COOK AND STATE OF ILLINOIS
GRADUATION REGALIA AND PRODUCTS
JOSTENS, INC.
ACADEMIC AFFAIRS
DISTRICT WIDE
(RENEWAL OF BOARD REPORT #35540)

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 a renewal agreement with Jostens, Inc. for graduation ceremony regalia and products for the period from July 1, 2026, through June 30, 2027, at a total cost not to exceed \$112,610.00 for the term of the agreement.

VENDOR: Jostens, Inc.
7760 France Ave S. Ste 400
Minneapolis, MN 55435

USERS: District Wide

ORIGINAL TERM:

In accordance with Board Report 34681, the original term of the agreement commenced on December 1, 2022, and ended on July 1, 2025, with the option to renew for three (3) additional one-year options.

FIRST RENEWAL TERM:

In accordance with Board Report 35540, the term of this agreement commenced on July 2, 2025, and ended on June 30, 2026, with the option to renew for two (2) additional one-year periods.

SECOND RENEWAL TERM:

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

SCOPE OF SERVICES:

Jostens, Inc will provide graduation products, regalia, and supplies detailed below on an as needed basis:

Faculty/Board Rental Regalia – Doctoral, Master’s, and Bachelor's regalia (cap, gown, hood, or tam) for faculty, administrators, and board members participating in the commencement ceremony.

Student Regalia - Allow students the option to purchase cap, gown, and tassel for commencement Administration orders minimal student regalia for emergencies/back-up

Student cords Honors/Veterans/Star/ADED/PIE/SGA

Additional cords as approved by District Office Graduation Stoles by college, each student receives a stole in the color of the college they are graduating from.

Phi Theta Kappa (PTK) stoles for all graduating members of PTK participating in the commencement ceremony.

Diploma covers, student participating in commencement receive a diploma cover at the ceremony.

BENEFIT TO CITY COLLEGES OF CHICAGO:

The approved vendor will provide all commencement regalia services to the colleges and the students. This allows one location for students and administrators to order regalia, cords, stoles, and diploma covers. The vendor will also provide customer service to our students and staff and a user-friendly ordering and tracking system.

VENDOR SELECTION CRITERIA:

Specifications were prepared by District Procurement Services staff and a Request for Proposal #WM2203 was publicly advertised on August 25, 2022, and issued to five (5) companies. Three (3) companies submitted bids by October 5, 2022: 1) Balfour, 2) Jostens, Inc., and 3) Herff Jones, LLC. All bids were reviewed by a committee consisting of staff from Academic and Student Affairs, Marketing and Communications, and a college Registrar's Office.

Vendors were evaluated based on the evaluation criteria in the RFP:

1. Qualifications and experience of firm.
2. Demonstrated ability to provide services as outlined in the scope of services and responses to interrogatories.
3. Quality of sample products provided.
4. Fee / Cost Proposal.
5. MBE/WBE compliance.

The committee reviewed all samples and proposals received by the three (3) vendors and based on the evaluation criteria listed above and the overall scores, the committee recommends the acceptance of the bid from Jostens, Inc. to provide graduation ceremony regalia and products for its commencement ceremonies.

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 (graduation ceremony regalia) 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: \$112,610

Charge to: Office of Academic Affairs

Source of Funds: Education Fund

Budget Line: 540000-00003-0000141-80000

Respectfully submitted,

**Juan Salgado
Chancellor**

June 4, 2026 – Office of Academic Affairs