

35794
ADOPTED-BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
MARCH 5, 2026

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

APPLICANT TRACKING SYSTEM
THE OFFICE OF HUMAN RESOURCES
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 Cornerstone OnDemand, Inc., for the Applicant Tracking System for the period to begin no earlier than May 1, 2026, through April 30, 2031 (5 - year period), at a total cost not to exceed \$482,709 for the term of the agreement.

VENDOR: Cornerstone OnDemand, Inc.
1601 Cloverfield Blvd. Suite 600
South Santa Monica, CA 90404

USERS: District wide

ORIGINAL TERM: The term of these agreements shall commence no earlier than May 1, 2026, through April 30, 2031 (5 - year period).

SCOPE OF SERVICES:

Cornerstone shall provide comprehensive implementation, configuration, and integration services for an Applicant Tracking System (ATS) that aligns with the organization's recruitment workflows. This includes system setup, customization of requisitions, approvals, user roles, career pages, and integrations with HR platforms. Services will support end-to-end recruitment activities such as job requisition creation, multi-channel job posting, candidate intake, resume parsing, interview scheduling, workflow automation, and offer/onboarding communications. The system will enable collaboration among recruiters and hiring managers through centralized communication, structured evaluations, and configurable hiring workflows, while supporting integrations with external job boards, virtual interview tools, and third-party onboarding modules.

The ATS will include robust reporting and analytics, compliance and data security features, and scalable integration capabilities. Standard and custom reports will support metrics such as time-to-hire, source of hire, pipeline activity, with export options in multiple formats. The vendor will ensure compliance with applicable regulations, provide role-based access, audit trails, and secure data management. Ongoing services include user training, dedicated support and account management, system maintenance, regular updates, and service level commitments for uptime and issue resolution to ensure long-term system performance and reliability.

BENEFIT TO CITY COLLEGES OF CHICAGO:

Cornerstone will provide the District with a streamlined electronic hiring and recruitment

process that will attract a wider range of applicants, decrease the hiring turn-around time, and provide better communication tools between recruiters and candidates. The system will also provide automated key performance indicators demonstrating progress in candidate sourcing, offer acceptance, average time to fill, and onboarding process. New portals will be available for each college to attract targeted applicants and allow each college to better manage their hired applicants.

VENDOR SELECTION CRITERIA:

Specifications prepared by District Office Procurement staff and the RFP were advertised on October 8th, 2025, in the Chicago SunTimes, posted on City Colleges of Chicago’s (CCC) Procurement site and emailed to multiple companies via Bonfire. A Preproposal Meeting was held on October 23, 2025, at 3:00 pm. Proposals were due on November 21, 2025, at noon. CCC received proposals from four (4) potential suppliers: ADP, Inc., Cornerstone OnDemand, Inc., LanceSoft, Inc. and PageUp People Limited.

The submissions were reviewed and evaluated by the Evaluation Committee. Based on the review of the submissions for responsiveness, price, service, etc. The Evaluation Committee recommends the acceptance of the proposal from Cornerstone OnDemand, Inc.

Service	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Annual Subscription Fees (SaaS)	\$87,358.00	\$91,725.90	\$96,312.20	\$101,127.81	\$106,184.19	\$482,708.10

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>
Cornerstone OnDemand, Inc. 1601 Cloverfield Blvd., Suite 600 South Santa Monica, CA 90404	MBE	100	Direct	NMSDC

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: \$ 482,709

Charge to: Office of Information Technology/ Office of Human Resources

Source of Funds: Capital Fund/Education

Budget Line: 53/540000-92015-0023006-80000

53/540000-00003-0023006-80000
53/540000-00003-0025001-80000

Respectfully submitted,

**Juan Salgado
Chancellor**

MARCH 5, 2026 - DISTRICT OFFICE OF HUMAN RESOURCES