

35854
ADOPTED-BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
MAY 7, 2026

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

ACCOMMODATIONS MANAGEMENT SOFTWARE
SYMPPLICITY, LLC
THE OFFICE OF ACADEMIC AFFAIRS
DISTRICT WIDE
(RENEWAL OF BOARD REPORT #34791)

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 Symplicity, LLC for Accommodations Management Software for the period from June 1, 2026, through May 31, 2028, at a total cost not to exceed \$107,000 for the term of the agreement.

VENDOR: Symplicity, LLC
3003 Washington Blvd, STE 900
Arlington, VA 2220

USERS: District wide

TERM:

ORIGINAL TERM:

In accordance with board report 34791, the original term of this agreement commenced on June 1, 2023, and will continue through May 31, 2026, with the option to renew for one (1) two (2) year period.

FINAL RENEWAL TERM:

The renewal term of this agreement shall commence on June 1, 2026, and continue through May 31, 2028, with no additional options to renew.

SCOPE OF SERVICES:

Symplicity, LLC will provide a disability accommodations software called Accommodate, which will create a centralized location for the ACCESS Centers, faculty, and students to effectively manage accommodations. The software will enhance processes and procures in the ACCESS center by providing the following functionalities:

- Complete an intake
- Request accommodations
- Retrieve the Letter of Accommodation
- Schedule meetings and services, i.e., sign language interpreting, notetaking, testing, etc.

- Focused outreach messaging
- Faculty outreach
- Loan equipment
- Manage text conversion (Braille, alternate formats)
- Reporting tools
- Case management

BENEFIT TO CITY COLLEGES OF CHICAGO:

A robust, centralized accommodations management software will provide a strategic enhancement to the ACCESS Center processes and infrastructure by streamlining workflows and providing students and faculty with more access to information relating to accommodations. Creating more efficient and centralized processes will improve student linkage to services and retention of students with disabilities. In addition, having data on disability demographics, service usage, accommodation types, etc. will support CCC in resource allocation and decision making for accessibility and equity.

VENDOR SELECTION CRITERIA:

Specifications were prepared by District Procurement Staff in conjunction with the Office of Student Accessibility Services and a Request for Proposal (RFP) #NC2301 was publicly advertised in the Chicago Sun-Times and the Procurement website on January 20, 2023. The RFP was emailed to six (6) vendors, and a pre-proposal conference was held on January 25, 2023. On February 21, 2023, two (2) firms responded: 1) Servio Consulting LLC; and 2) Symplicity Corporation. One (1) firm submitted a no-bid: Accessible Information Management, LLC. Proposals were reviewed, evaluated, and ranked by a selection committee which included the Offices of Wellness Center, Office of Information Technology, Educational Quality and Access Centers.

The evaluation criteria included:

- Professional Qualifications, Experience, and past performance with similar services for higher educational institutions or comparable organizations entities.
- Demonstrated ability to provide services as outlined in the scope of services and responses to interrogatories.
- Quality of implementation strategy
 - Quality of functionality, requirements, and specifications.
- Cost Proposal.
- M/WBE Compliance. Then the members of the evaluation committee were responsible for evaluating the oral presentation.

Each committee member independently reviewed and rated the oral presentation based on the following criteria. • System Functionality • Implementation Strategy • Training Strategy • Conversion Strategy Based on the evaluation scoring of both written proposal and Oral presentation, the committee recommends the acceptance of the proposal from Symplicity Corporation to provide disability accommodations software to City Colleges of Chicago.

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 (proprietary software applications) 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: \$107,000

Charge to: The Office of Academic Affairs-Accessibility Services

Source of Funds: Education Fund

Budget Line: 530000-00003-0000145-80000-0000000

Respectfully submitted,

Juan Salgado

Chancellor

May 7, 2026 – Office of Academic Affairs – Accessibility Services