36041
ADOPTED – BOARD OF TRUSTEES
COMMUNITY COLLEGE DISTRICT NO. 508
NOVEMBER 5, 2026

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

WRITESEA PLATFORM
CARAHSOFT TECHNOLOGY CORP.
OFFICE OF STUDENT EXPERIENCE, OSX
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 an agreement with Carahsoft Technology Corp. For Writesea Platform for the period commencing no sooner than November 5, 2026, and continuing for two (2) years after such commencement date at a total cost not to exceed $44,990 for the term of the agreement.

VENDOR: Carahsoft Technology Corp.
11493 Sunset Hills Road
Suite 100
Reston, Virginia 20190

USERS: District Wide

TERM:
The term of this agreement shall commence no sooner than November 5, 2026, and continue for two (2) years after such commencement date.

SCOPE OF SERVICES:
Carahsoft shall provide, through Writesea, student licenses for the career readiness platform, which include access to AI-powered career writing tools to support students with resumes, cover letters, mock interviews, salary negotiation preparation, and more, platform maintenance, technical support, software updates, and implementation assistance. Additional student licenses may be purchased as needed in accordance with the terms of the agreement.

BENEFIT TO CITY COLLEGES OF CHICAGO:
This platform expands equitable access to AI-powered career development resources that support City College of Chicago students in creating high-quality professional materials such as resumes, cover letters, and more. The WriteSea platform strengthens career readiness, enhances student preparedness for internships and employment, and supports City Colleges of Chicago's commitment to improving workforce outcomes and economic mobility for all students.

VENDOR SELECTION CRITERIA:
In Board Report #29816 and #32583, the Board approved the participation in the use of Educational and Institutional Cooperative (E & I). Carahsoft Technology Corp. was awarded contract #E100063-

2021MA in accordance with the procurement procedures as detailed in RFP # 683525, Cloud Solutions and Services Distributor. Pursuant to State law, contracts for goods and services procured from another governmental entity are exempt from the District's competitive bidding requirements.

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 (software licenses) 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: $44,990
Charge to: Office of Student Experience
Source of Funds: Education Fund
Budget Line: 530000-00003-0000142-80000

Respectfully submitted,

Juan Salgado
Chancellor

November 5, 2026 – Office of Student Experience, Career Development