

26300

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
County of Cook and State of Illinois

ALUMNI DATABASE SERVICES PROPOSAL
OFFICE OF DEVELOPMENT
DISTRICT OFFICE

THE CHANCELLOR

REPORTS

that a Request for Proposal (RFP) was issued in May, 2004 to identify and recommend a firm to complete a database scrubbing project for the District this summer to update the current CCC Alumni database. The project involves merging two databases, deduplicating the merged database, and updating and appending information to it to form a key part of the District's overall development database. The two databases include:

- An alumni database of 145,871 records (including duplicate records), and
- An alumni database of approximately 37,500 records, most of which comprise a subset of the 145,871 record database – some of these records, however, include additional information (from a CCC alumni directory that was published in 1995) that will be included in the new CCC development database; and

that three firms responded to the RFP: ABC Data Entry (MBE), Bernard C. Harris Publishing Co., Inc. (Harris), and Acxiom Corporation; the RFP requested information on the basic database services, as well as the availability of additional services which may be valuable to the overall development effort; and

that a committee including Development, OIT, Finance and M/WBE staff reviewed the respective proposals according to the evaluation criteria in the RFP (qualifications, experience, cost of services, M/WBE compliance, overall responsiveness of the proposal to RFP requirements) and that based on that review, staff recommends acceptance of the proposal from Harris, for a total estimated not-to-exceed cost of \$40,000; and

that Harris has requested a waiver from the District's M/WBE Participation Plan.

THE CHANCELLOR

RECOMMENDS

that the Board of Trustees authorize the Chairman to enter into an agreement with Bernard C. Harris Publishing Co., Inc., Purchase, NY to complete the alumni database services project for the District Office during the period of July 16, 2004 through August 31, 2004, for a total estimated not-to-exceed cost of \$40,000.00.

FINANCIAL

Educational Fund - \$40,000.00

Respectfully submitted,

Wayne D. Watson
Chancellor

July 15, 2004