

**APPROVE THE RENEWAL OF THE EXISTING AGREEMENT WITH OFFICE  
MANAGEMENT ADVISERS (OMA) FOR RECORDS MANAGEMENT SERVICES**

**THE GENERAL COUNSEL REPORTS THE FOLLOWING DECISION:**

Approve the renewal of the existing agreement with Office Management Advisers (OMA) to provide consulting services to the Law Department, the Office of the Board, central office departments and schools at a cost for the renewal period not to exceed \$180,000. A written renewal document is currently being negotiated. No payment shall be made to OMA during the renewal period prior to the execution of the written document. The authority granted herein shall automatically rescind in the event a written renewal document is not executed within 60 days of the date of this Board Report. Information pertinent to this renewal is stated below.

**CONSULTANT:**

Office Management Advisers, John Prette, President  
401 Marie Lane, Schaumburg, IL 60193  
847-985-3222 - Vendor #29775

**USER:**

Law Department  
Susan Izban, Enterprise Records Manager  
125 S. Clark Street, Chicago 60603  
773-553-1679

**ORIGINAL AGREEMENT:** The original agreement (authorized by Board Report No. 98-1115-PR5) was for a term commencing October 9, 1998 and ending November 17, 1999, which agreement was renewed for an additional one year term (authorized by Board Report No. 99-1117-BD1) commencing November 18, 1999 and ending November 17, 2000, and renewed for an additional one year term (authorized by Board Report No. 00-0927-BD1) commencing November 18, 2000 and ending November 17, 2001, and as further renewed for an additional one year term (authorized by Board Report No. 01-0926-BD01) commencing November 18, 2001 and ending November 17, 2002. The original agreement was awarded pursuant to a duly advertised Request for Proposals.

**RENEWAL PERIOD:** By mutual agreement of the parties, this agreement is being renewed for one year commencing November 18, 2002 and ending November 17, 2003.

**SCOPE OF SERVICES:** During the renewal period, OMA will provide the following services: (i) put in place records management standards for electronic records through written papers, educational sessions, and work with OTS and sample applications; (ii) develop classification systems for PC created records; (iii) perform records retention for electronic records both structured and unstructured; and (iv) conduct training sessions.

**DELIVERABLES:** OMA will continue to conduct meetings with appropriate offices and departments to develop policies and procedures and provide records processing training for CPS employees in the central office and schools.

**OUTCOMES:** OMA's services will result in assisting the Board in making the transition to reliance on electronic records to satisfy regulatory compliance and reference retrieval as well as fully establish the records management procedures and use of the software for tracking records.

**COMPENSATION:** Consultant shall be paid during this renewal period as follows: monthly invoices reflecting services rendered, not to exceed the sum of \$180,000.

**AUTHORIZATION:** Authorize the General Counsel to include other relevant terms and conditions in the renewal agreement. Authorize the President and Secretary to execute the renewal document. Authorize the General Counsel to execute all ancillary documents required to administer or effectuate this renewal agreement.

**AFFIRMATIVE ACTION:** M/WBE participation will be evidenced via standard monitoring procedures.

**LSC REVIEW:** Local School Council approval is not applicable to this report.

**FINANCIAL:** Charge to Law Department: \$180,000      Fiscal Year: 2003  
Budget Classification:      0014-210-000-1617-5400 \$180,000

**GENERAL CONDITIONS:**

Inspector General – Each party to the agreement shall acknowledge that, in accordance with 105 ILCS 5/34-13.1, the Inspector General of the Chicago Board of Education has the authority to conduct certain investigations and that the Inspector General shall have access to all information and personnel necessary to conduct those investigations.

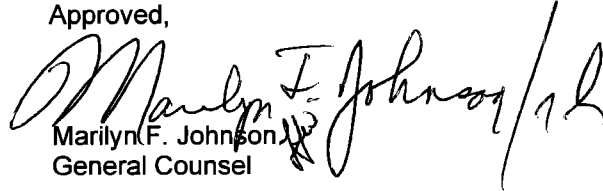
**Conflicts** – The agreement shall not be legally binding on the Board if entered into in violation of the provisions of 105 ILCS 5/34-21.3 which restricts the employment of, or the letting of contracts to, former Board member during the one year period following expiration or other termination of their terms of office.

**Indebtedness** – The Board's Indebtedness Policy adopted July 26, 1995 (95-0726-EX3), as amended from time to time, shall be incorporated into and made a part of the agreement.

**Ethics** – The Board's Ethics Code adopted September 27, 1995 (95-0927-RU3), as amended from time to time, shall be incorporated into and made a part of the agreement.

**Contingent Liability** – The agreement shall contain the clause that any expenditure beyond the current fiscal year is deemed a contingent liability, subject to appropriation in the subsequent fiscal year budget(s).

Approved,



Marilyn F. Johnson  
General Counsel

Within Appropriation:



**Kenneth C. Gotsch**  
Chief Fiscal Officer