

**APPROVE ENTERING INTO A SERVICE AGREEMENT WITH CERIDIAN-COMDATA  
FOR DEBIT CARD SERVICES**

**THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:**

Approve entering into a service agreement with Ceridian-Comdata to provide Debit card services to The Bureau of Payroll Services at a cost not to exceed \$ 21,456. A written agreement for Ceridian-Comdata's services is currently being negotiated. Vendor was selected on a non-competitive basis, based on a comparison of cost, convenience, and flexibility between five debit card companies. A written agreement for these services is currently being negotiated. Vendor shall render no services, and no payment shall be made to vendor prior to the execution of the written agreement. The authority granted herein shall automatically rescind in the event a written agreement is not executed within 60 days of the date of this Board Report. Information pertinent to this agreement is stated below.

**Vendor:**           **Ceridian- Comdata**  
5301 Maryland Way  
Brentwood, TN  
615-370-7100  
#34960  
Carol Ford, Vice President

**USER:**           **School Financial Services-Payroll Services**  
125 S Clark St 14<sup>th</sup> Floor  
Chicago, IL 60603  
Michael Edwards-Deputy CFO  
773-553-2660

**TERM:** The term of this agreement shall commence on the date the agreement is signed and shall end 12 months thereafter. This agreement shall have 2 options for the Board to renew for periods of 12 months each.

**EARLY TERMINATION RIGHT:** The Board may terminate this agreement upon 30 days notice, with or without cause.

**SCOPE OF SERVICES:** Vendor will provide Debit Cards and Banking Services (i.e. Customer Service assistance 24 hours/day 7 days per week to assist employees with any questions regarding the program) to the Bureau of Payroll Services in conjunction with the Departments of School and Community relations, Sports Administration, and Youth Outreach. Departments will distribute Comcheck eCash cards to Employees so they may access their paycheck via Automated Teller Machines and use Point-Of-Sale debit networks. This service will be made available to other employees in the future as requested by other departments or programs.

**COMPENSATION:**     The Board will pay \$0.50 per load each time funds are loaded to a Card. Funds are held in a clearing account at AmSouth Bank, Nashville, TN. Card holding employees will be entitled to one free transaction, after which employees will pay per transaction the fee as listed below:

\$1.25 per Withdrawal  
\$0.50 per Point-Of-Sale  
\$1.00 Balance inquiry at ATM  
\$0.75 Transfer from eCash to Personal Account

The total compensation from the Board under this agreement shall not exceed \$21,456.00.

**AUTHORIZATION:** Authorize the General Counsel to include other relevant terms and conditions in the written agreement. Authorize the President and Secretary to execute the agreement.

**AFFIRMATIVE ACTION:** The M/WBE goals for this contract include: 35% total MBE, 22% total African American, 10% total Hispanic, 2% total Asian and 5% total WBE.

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

**FINANCIAL:** Fiscal Year: 2002-2003

Unit Name/Charge to:	Purchase Order No.	Purchase Order Amount
Payroll	--	
Budget Class - 0230-210-000-1129-5470		\$12,386.00
Sports Administration	422060	\$ 3,380.00
Cradle To Classroom	491306	\$ 4,740.00
Youth Outreach	516024	\$ 950.00
Total:		\$21,456.00

**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 members 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 for Consideration:

  
Sean P. Murphy  
Chief Purchasing Officer

Approved:

  
Arne Duncan  
Chief Executive Officer

Within Appropriation:

  
Kenneth C. Gotsch  
Chief Fiscal Officer

Approved as to legal form:

  
Marilyn F. Johnson  
General Counsel