

**RATIFY AN AGREEMENT WITH HETTINGER & ASSOCIATES, INC.
FOR CONSULTING SERVICES**

THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:

Ratify an agreement with Hettinger & Associates, Inc. to provide consulting services to the Department of Libraries and Information Services at a cost not to exceed \$91,132.00. These services were obtained without prior Board approval. Consultant has already received payment in the amount of \$24,975.00. Consultant was selected on a non-competitive basis because of its extensive experience with multiple Library Automation software and knowledge of the Board's Libraries. Hettinger & Associates has been a Consultant with the Board for the past 6 years. A written agreement for Consultant's services is currently being negotiated. No additional payment for services shall be made to Consultant 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.

Specification No: 03-250278

CONSULTANT: Hettinger & Associates, Inc.
5743 N. Richmond
Chicago, IL 60657
Phone: (773) 989-4045
Vendor #: 12299
Contact Person: Peggy Hettinger

USER: Department of Libraries and Information Services
Medill Professional Training Center
1326 W. 14th Place, Room 216
Contact Person: Kathy Ryan
Phone: (773) 553-6210

TERM: The term of this agreement shall commence on October 1, 2003, and shall end September 30, 2004. This agreement shall have 3 options to renew for periods of 12 months each.

EARLY TERMINATION RIGHT: The Board shall have the option to terminate the agreement upon 30 days notice.

SCOPE OF SERVICES: Hettinger & Associates, Inc. will provide applications to support the Department of Libraries and Information Services and the Board. The consultant will provide retrospective library conversion, database conversion, and loading collections as well as auxiliary training support for the department's automated library systems. The consultant will assist library staff members in establishing and expanding Internet Access in school libraries.

DELIVERABLES: Hettinger & Associates, Inc. will provide the following written reports (by email or regular mail):

Weekly School Site Visit Schedule
Weekly Summary of School Site Visits
Librarian Training Recommendations by School
Training Documents (as needed or requested by Director)
Report to Principal of School Site Evaluation & Recommendations
School Library Evaluation Form (Library Automation Grants)
School Library Technical Support Helpline Contact Notes
Computer and Automation Support and Maintenance Reports for Medill Professional Library (as required by Director)
Other Reports, Evaluations, Recommendations and Documents (as required by Director)

OUTCOMES: Consultant's services will result in the following:

Operational Outcomes for 300+ CPS Schools:

Continued steady growth in number of High School and Elementary Schools at CPS with online library catalogs and automation systems;

School libraries currently needing technical support to install, support and maintain their library automation systems will become or remain functional;

All CPS school librarians and local tech coordinators will have access to expert assistance in library; computerization and automation otherwise unavailable to them except through costly vendor maintenance contracts; and

School Library Technical Support Helpline will be available to take requests for assistance and schedule response.

Instructional Outcomes for 300+ CPS Schools:

Students will have additional time for teacher librarian assistance in library when automated circulation is functional;

Students will have improved access to literature, information and other materials to support research, information need and self-selected reading;

Teachers will have improved access to literature, information and materials to support instruction across the curriculum;

Teacher librarians will be better equipped to circulate and track their library holdings by student, by subject and overall;

School library will benefit from improved collection development and collaboration by using automation as a tool; and

School library will reduce loss of materials by providing better tracking of materials through use of automation.

COMPENSATION: Consultant shall be paid as follows: hourly rate of \$75.00 not to exceed the sum of \$91,132.00 of which \$24,975.00 has already been paid.

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. Authorize the Chief Education Officer to execute all ancillary documents required to administer or effectuate this agreement.

AFFIRMATIVE ACTION: This contract is in full compliance with the goals required by the Revised Remedial Plan for Minority and Women Business Enterprise Contract Participation (M/WBE Plan) because the prime is an independent consultant (100% WBE).

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

FINANCIAL: Charge to Department of Libraries and Information Services: \$91,132.00 FY: 2004
Budget Classification: 0951-239-821-1671-5410 Source of Funds: Title II
(\$24,975.00 has already been paid, which leaves a balance of \$66,157.00).

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.

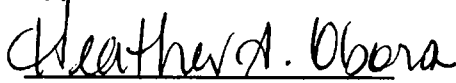
Conflicts – The agreement shall not be legally binding on the Board if entered into in violation of the provisions of 105 ILCS 5/34-21.3 which restricts the employment of, or the letting of contracts to, former Board members during the one year period following expiration or other termination of their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

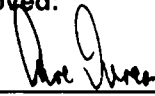
Contingent Liability – The agreement shall contain the clause that any expenditure beyond the current fiscal year is deemed a contingent liability, subject to appropriation in the subsequent fiscal year budget(s).

Approved for Consideration:



HEATHER A. OBORA
Chief Purchasing Officer

Approved:



ARNE DUNCAN
Chief Executive Officer

Within Appropriation:



JOHN MAIORCA
Chief Financial Officer



RUTH MOSCOVITCH
General Counsel