

APPROVE ENTERING INTO AN AGREEMENT WITH MANPOWER, INC., FOR TEMPORARY WORK ASSISTANCE SERVICES

THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:

Approve entering into an agreement with Manpower, Inc., for temporary work assistance services for the Office of Academic Enhancement related to student assignment processes at a cost not to exceed \$200,000. Vendor was selected on a competitive basis pursuant to Board Rule 7-2 and approved by CPOR# 11-0610-CPOR-1452. A written agreement for these services is currently being negotiated. No services may be ordered or received 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 90 days of the date of this Board Report. Information pertinent to this agreement is stated below.

Contract Administrator : Walls, Miss Opal Lynette / 773-553-2648
CPOR Number : 11-0610-CPOR-1452

VENDOR:

- 1) Vendor # 76716
MANPOWER, INC
227 WEST MONROE, STE 160
CHICAGO, IL 60606
Jeremy Mahan
312-781-9032

312-504-8431

USER INFORMATION :

Project
Manager: 10885 - Citywide - Academic Enhancement

125 S Clark St - 4th Floor

Chicago, IL 60603

Schwab, Mr. David L

773-553-2060

TERM:

The term of this agreement shall commence on September 19, 2011 or the date the agreement is signed, *whichever is later*, and shall end September 18, 2012. This agreement shall have one option to renew, for a period of one year.

EARLY TERMINATION RIGHT:

The Board shall have the right to terminate this agreement with 30 days written notice.

SCOPE OF SERVICES:

- I. Description of services to be provided by Vendor:
 - a. Vendor's personnel will provide application and customer service work assistance for the intake of

applications for magnet, magnet cluster, and open enrollment schools; selective enrollment elementary and high schools; International Baccalaureate programs; and all related projects of the student assignment team of the Office of Academic Enhancement (OAE) in the Central Office. The services will include data entry, application verification, and customer service.

II. Task:

- a. Services will begin September 2011 with training of lead temps on overall process. On an as-needed and ongoing basis, temporary work assistance will be brought into OAE to handle the influx of applications (approximately 50,000 applications from Oct. 1 - Dec. 16.)
- b. Temporary staff will be under supervision of the Board's project manager and all tasks relating to the project will be completed on an as-needed basis.
- c. Services will also include:
 - i. Application verification and handling of all mail and online applications.
 - ii. Use of FileMaker, Excel, and other data software.
 - iii. Phone/in-person customer service.

DELIVERABLES:

- 1. Applications handled by temporary staff provided by Vendor will be processed with no more than a 2% error rate, as measured by OAE at termination of project.
- 2. All processes handled by temporary staff provided by Vendor will meet deadlines set forth by OAE.
- 3. OAE project managers will review/rate customer service provided by Vendor at termination of project.
- 4. No more than 20% of temporary staff provided by Vendor that begin working on the project will be required by OAE to be replaced prematurely.

OUTCOMES:

These services will result in satisfactory and timely management of all OAE-related student assignment processes for the 2012-2013 school year.

COMPENSATION:

Vendor shall be paid in accordance with the pricing terms set forth in the agreement; total not to exceed the sum of \$200,000.

REIMBURSABLE EXPENSES:

None.

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 Officer of Academic Enhancement to execute all ancillary documents required to administer or effectuate this agreement.

AFFIRMATIVE ACTION:

The MBE/WBE goals for this agreement include: 25% total MBE and 5% total WBE participation. However, the Waiver Review Committee recommends that a waiver of the goals required by the Remedial Program for Minority and Women Owned Business Enterprise Participation in Goods and Services Contracts, be granted because the scope of the contract is not further divisible.

LSC REVIEW:

Local School Council approval is not applicable to this report.

FINANCIAL:

Charge to Office of Academic Enhancement: \$200,000
 Fiscal Year: 2012
 Source of Funds: Gen Ed, Fund 115
 Requisition Number: TBD

10880-115-54125-223012-000112-2012

\$116,339.00

10880-115-54125-233011-000163-2012

\$83,661.00

CFDA#: Not Applicable

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.

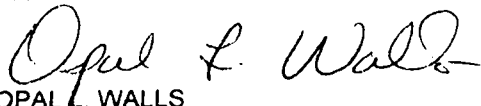
Conflicts - The agreement shall not be legally binding on the Board if entered into in violation of the provisions of 105 ILCS 5/34-21.3 which restricts the employment of, or the letting of contracts to, former Board members during the one year period following expiration or other termination of their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

Indebtedness - The Board's Indebtedness Policy adopted June 26, 1996 (96-0626-PO3), as amended from time to time, shall be incorporated into and made a part of the agreement.

Ethics - The Board's Ethics Code adopted May 25, 2011 (11-0525-PO2), 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:



OPAL L. WALLS
Chief Purchasing Officer

Approved:



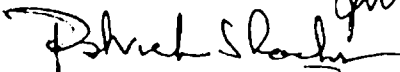
JEAN-CLAUDE BRIZARD
Chief Executive Officer

Within Appropriation:



MELANIE A. SHAKER
Interim Chief Financial Officer

Approved as to Legal Form:



PATRICK J. ROCKS
General Counsel