

**APPROVE ENTERING INTO AN AGREEMENT WITH CITIZENS INFORMATION SERVICE
FOR CONSULTANT SERVICES**

THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:

Approve entering into an agreement with Citizens Information Service of Illinois (CIS) to provide consulting services to the Office of High School Development at a cost not to exceed \$38,402.00. Consultant was selected on a noncompetitive basis due to its previous experience in providing service learning opportunities to CPS high school students. A written agreement for Consultant's services is currently being negotiated. No services shall be provided by Consultant and no payment 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: 00-250885

CONSULTANT: Citizens Information Service of Illinois 332 S. Michigan Avenue Chicago, IL 60604 (312) 939-4636 Contact: George Cole Vendor No: 12008	USER: Office of High School Development 125 S. Clark Street, 9 th Floor Wilfredo Ortiz 773) 553-3540
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TERM: The term of this agreement shall commence on the date the agreement is signed and shall end June 30, 2001.

SCOPE OF SERVICES: Consultant will train, place and supervise up to 1,000 high school students during non-school hours in its Future Voter Internship program. The program is open to all CPS high schools. Students will receive 20 hours of service learning credit for their participation. The program is conducted in conjunction with the League of Women Voters of Chicago. The League of Women Voters of Chicago will assist Consultant with volunteer training workshops and other student activities.

DELIVERABLES: Consultant will provide three, 6 hour training sessions for students that will cover: (1) how volunteer work strengthens our democratic society, (2) the roles and responsibilities of a volunteer in a nonprofit organization, (3) active listening skills and (4) ways to identify and resolve conflicts. The training will be provided through short lecture, discussion, role-plays, handouts and speakers. The training will take place at Curie, Jones and Kelyvn Park high schools. The students will be placed once their training has been completed. Staff personnel at the various agencies will act as mentors and supervisors for the students. The site supervisor's responsibility is to provide information about the agency, review each student's progress and ensure that each student's paperwork is completed. The students may work once a week for 3 months or accumulate hours through all day projects. The program coordinator will provide regular feedback on student progress. There may be volunteer recognition ceremonies at schools where parents, site supervisors, students and program staff acknowledge the students' efforts. Additionally, the program coordinator and site supervisors will write references for students seeking employment or furthering their education.

OUTCOMES: Consultant's services will result in students' (1) Successful completion of 20 hours of community service; (2) Increased sense of civic responsibility; (3) Improved academic and social skills.

COMPENSATION: Consultant shall be paid as follows: a lump sum not to exceed \$38,402 upon the signing of the contract.

REIMBURSABLE EXPENSES: The total compensation amount reflected herein is inclusive of all reimbursable expenses.

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: Vendor agrees to comply with and be bound by the provisions of the Revised Remedial Plan for Minority and Women Business Enterprise Economic Participation (M/WBE).

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

FINANCIAL: Charge to Office of High School Development: \$38,402 Fiscal Year: 2001
Budget Classification: 0470-210-000-1708-5410

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:



Approved:


Natalye Paquin
Chief Purchasing Officer


Paul G. Vallas
Chief Executive Officer

Within Appropriation:


Kenneth C. Gotsch
Chief Fiscal Officer

Approved as to legal form: 

Marilyn F. Johnson
General Counsel