

**APPROVE ENTERING INTO AN AGREEMENT WITH SYNERGIS MANAGEMENT AND TECHNOLOGY SOLUTIONS FOR E-PROCUREMENT READINESS ASSESSMENT & SUPPLIER SELECTION****THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:**

Approve entering into an agreement with Synergis Management and Technology Solutions Inc. to provide consulting services to the Department of Procurement and Contracts at a cost not to exceed \$250,000. Consultant was selected on a non-competitive bases as a result of work experience in the development of a tailored strategic sourcing program with CPS. A written agreement with consultant is currently being negotiated. No services may be rendered 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 90 days of the date of this Board Report. Information pertinent to this agreement is stated below.

**SPECIFICATION No.: 01-250121**

**CONSULTANT:** Synergis Management and Technology Solutions Inc.  
17W 708 Butterfield Road, #314  
Oakbrook Terrace, IL 60181-4358  
Tel No: (312) 504-9307  
Contact Person: Sunil Hinduja  
Vendor No: 32408

**USER:** Chicago Public Schools  
Department of Procurement and Contracts  
125 S. Clark Street, 10th Floor.  
Chicago, IL 60603  
Contact Person: Benjamin Ho, Director of Technology & Systems Mgmt.  
Tel No: (773) 553-2280

**TERM:** The term of this agreement shall commence the date the agreement is signed and shall end 12 months thereafter.

**EARLY TERMINATION RIGHT:** Thirty days written notice by the Board of Education.

**SCOPE OF SERVICES:** Consultant will provide management consulting to the Department of Procurement and Contracts to prepare for e-procurement supplier selection. E-procurement is the implementation of integrated technology to eliminate transactional inefficiencies by providing schools and departments the ability to electronically order from strategically negotiated contracts. Specifically, consultant will assess CPS readiness to begin e-procurement supplier selection, identify issues that need to be addressed prior to e-procurement supplier selection, identify steps to increase readiness, develop a best practice RFP for an e-procurement solution and advise in the selection of e-procurement vendors.

**DELIVERABLES:** Consultant will provide:

- Develop a best practice request for proposal (RFP) for an e-procurement solution
- recommendations for business process changes
- assessment of the infrastructure technology
- E-procurement supplier selection for Chicago Public Schools Department of Procurement and Contracts
- Facilitation of the project team

**OUTCOMES:** Consultant's services shall result in the selection of an e-procurement vendor, and ensuring that the Board is prepared as an organization to move forward with e-procurement.

**COMPENSATION:** Consultant shall be paid \$250,000. Such fee shall include all professional fees and all actual travel and out of pocket expenses associated with this contract. Billing shall be on a monthly basis. Consultant will be engaged through the completion of the project regardless of the number of hours. CPS will withhold 10% of each increment payment until final deliverables have been approved.

**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 Chief Purchasing Officer to execute all ancillary documents required to administer or effectuate this agreement.

**AFFIRMATIVE ACTION:** The products and services to be delivered by the vendor subject to the provisions of the Revised Remedial Plan for M/WBE Economic participation. Every good faith effort will be made by the vendor to achieve compliance with the applicable goals.

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

**FINANCIAL:** Charge to Department of Procurement and Contracts: \$250,000  
Source of Funds: General Fund (210)  
Budget Classification: 0240-210-000-1631-5410

**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.

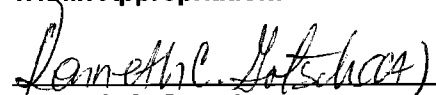
**Ethics –** The Board's Ethics Code adopted September 27, 1995 (95-0927-RU3), as amended from time to time, shall be incorporated into and made a part of the agreement.

**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).

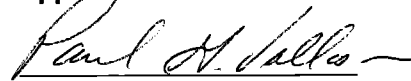
**Approved for Consideration:**

  
Natalye Paquin  
Chief Purchasing Officer

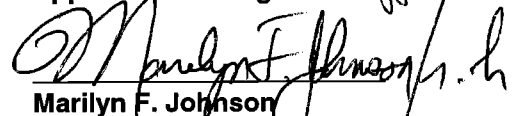
**Within Appropriation:**

  
Kenneth C. Gotsch  
Chief Fiscal Officer

**Approved:**

  
Paul G. Vallas  
Chief Executive Officer

**Approved as to legal form:**

  
Marilyn F. Johnson  
General Counsel