

**APPROVE THE RENEWAL OF THE EXISTING AGREEMENT WITH OFFICE
MANAGEMENT ADVISERS (OMA) FOR RECORDS MANAGEMENT SERVICES**

THE BOARD OFFICE REPORTS THE FOLLOWING DECISION:

Approve the renewal of the existing agreement with Office Management Advisers (OMA) to provide consulting services to the Office of the Board, central office departments and schools at a cost for the renewal period not to exceed \$200,000. A written renewal document is currently being negotiated. No payment shall be made to OMA during the renewal period prior to the execution of the written document. The authority granted herein shall automatically rescind in the event a written renewal document is not executed within 60 days of the date of this Board Report. Information pertinent to this option is stated below.

CONSULTANT:

Office Management Advisers, John Prette, President
401 Marie Lane, Schaumburg, IL 60193
847-985-3222 - Vendor #29775

USER:

Office of the Board
Sharon M. Revello, Board Secretary
125 S. Clark Street, Chicago 60603

ORIGINAL AGREEMENT: The original agreement, awarded pursuant to a duly advertised Request For Proposal, (authorized by BR# 98-1115-PR5) was for a term commencing 10/9/98 and ending 11/17/99, which agreement was renewed for an additional one year term (authorized by BR# 99-1117-BD1) commencing 11/18/99 and ending 11/17/00, and as further renewed for an additional one year term (authorized by BR# 00-0927-BD1) commencing 11/18/00 and ending 11/17/01.

RENEWAL PERIOD: This agreement is being renewed for one year commencing 11/18/01 and ending 11/17/02.

SCOPE OF SERVICES: During the renewal period OMA will provide the following services: develop records management test criteria for long-term storage and retrieval of electronic records; develop the policies and procedures to ensure the protection, ability to retrieve and authenticity of electronic records; relate electronic records to the paper records and assign retentions; establish the links between paper records, imaging, and electronic records to create a forward-thinking, best practices integration of records management solutions.

DELIVERABLES: OMA will continue to conduct meetings with appropriate offices and departments to develop policies and procedures; provide records processing training for CPS employees in the central office and schools; implement imaging applications where they fit and make cost-effective good sense in a digitized environment.

OUTCOMES: OMA's services will result in assisting the Board of Education in making the transition to reliance on electronic records to satisfy regulatory compliance and reference retrieval. Electronic records policies will be presented to the Board for approval.

COMPENSATION: Consultant shall be paid during this renewal period as follows: monthly invoices to reflect actual hours, not to exceed the sum of \$200,000.

AUTHORIZATION: Authorize the General Counsel to include other relevant terms and conditions in the renewal agreement. Authorize the President and Secretary to execute the renewal document. Authorize the Secretary to execute all ancillary documents required to administer or effectuate this renewal agreement.

AFFIRMATIVE ACTION: M/WBE participation will be evidenced via standard monitoring procedures.

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

FINANCIAL: Charge to Office of the Board: \$200,000 Fiscal Year: 2002
Budget Classification: 0010-210-000-1071-5400 \$200,000

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 member 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).

Within Appropriation:


Kenneth C. Gotsch
Chief Fiscal Officer

Approved as to legal form:


Marilyn F. Johnson
General Counsel