

**APPROVE ENTERING INTO AN AGREEMENT WITH  
THE ADVOCRAT GROUP FOR CONSULTING SERVICES**

**THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:**

Approve entering into an agreement with The Advocrat Group ("Advocrat") to provide consulting services to the Office of Technology Services at a cost not to exceed \$186,775.00. Consultant was selected on a non-competitive basis because of its specific expertise in and solid understanding of disability public policy and educational systems. 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 ninety (90) days of the date of this Board Report. Information pertinent to this agreement is stated below.

**SPECIFICATION NO:** 01-250286

**CONSULTANT:** The Advocrat Group  
3719 Yuma Street, NW  
Washington, DC 20016  
Contact: Curtis Richards  
Telephone No. (202) 966-7659  
Vendor No. 10970

**USER:** Office of Technology Services  
125 South Clark, 3rd Floor  
Chicago, Illinois 60603  
Contacts: Elaine L. Williams, Chief Technology Officer  
Telephone No. (773) 553-1300

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

**EARLY TERMINATION RIGHT:** Either party shall have the right to terminate this Agreement upon sixty (60) days' written notice.

**SCOPE OF SERVICES:** Advocrat will provide a preliminary orientation and outline a plan for the Board to move toward compliance with Section 508 standards of the Technology Related Assistance for Individuals with Disabilities Act of 1988. In addition, Advocrat will provide a variety of specific training, technical assistance and policy development services. An evaluation of ten (10) test sites will be conducted to assess the major electronic and information technology systems. Advocrat shall also conduct a general assessment of CPS' technology policies, procedures and purchasing standards, consult with CPS personnel to determine administrative processes and information technology functions, structures and acquisition plans, and evaluate and assess major electronic and information technology systems, including, Web Presence, both Internet and Intranet, E-mail Systems, Telephone Systems, Fax Systems, Copy Machines, Computer Hardware, Computer Software, and Manuals.

**DELIVERABLES:** Advocrat will

- Conduct four separate overview seminars to introduce CPS administrative and information technology leadership to the concepts of accessible electronic and information technology. These seminars would be limited to 10 participants each, be two hours in length and spread over several days;
- Draft a broad policy directive asserting Chicago Public Schools' commitment to creating an environment that promotes accessible electronic and information technology for students, employees and other stakeholders;

- Draft a model procurement policy to be used to comply with the above mentioned draft Board policy;
- Develop a Strategic Plan for meeting electronic and information accessibility standards;
- Develop a potential job description, and revise existing job descriptions, to use to hire internal expertise in accessible electronic and information technology;
- Conduct six classes for CPS personnel on accessible electronic and information technology standards based on Section 508 regulations. These courses would be limited to 20 participants each and be three hours in length; and,
- Submit a final report with specific information on accessibility levels at each of the sites. This report will offer details about accessibility and outline steps necessary to achieve an environment of accessible electronic and information technology for people with disabilities as well as suggest avenues, and make specific recommendations, for addressing accessibility deficiencies.

**OUTCOMES:** Consultant's services will result in each product group being evaluated against Section 508A standards applicable to specific products within the group of major electronic and information technology systems.

**COMPENSATION:** Consultant shall be paid as follows: A rate of \$125.00 per hour for principal consultant, \$200.00 per hour for technical consultant, and \$10,000 per site for site evaluations (plus travel expenses not to exceed \$40,575.00); the aggregate sum not to exceed \$186,775.00.

**REIMBURSABLE EXPENSES:** Consultant shall be reimbursed for the following expenses: Travel for 30 round trip flights from Washington, D.C. at \$250.00 per trip; Lodging at \$175.00 per night x 123 nights; Car Rental at \$50.00 per day x 66 days; Ground Transportation at \$150 x 14 trips; Per Diem at \$50.00 per day x 123 days. The total reimbursable expenses shall not exceed \$40,575.00.

**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 Technology 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) because the prime is an independent consultant (100% Non-Minority).

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

**FINANCIAL:** Charge to the Office of Technology Services: \$186,775.00  
Budget Classification No.: 0960-210-000-1108-5410 \$186,775.00 Fiscal Year: 2002

**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.

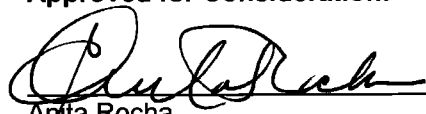
**Conflicts** – The agreement shall not be legally binding on the Board if entered into in violation of the provisions of 105 ILCS 5/34-21.3 which restricts the employment of, or the letting of contracts to, former Board members during the one year period following expiration or other termination of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

  
Anita Rocha  
Acting Chief Purchasing Officer

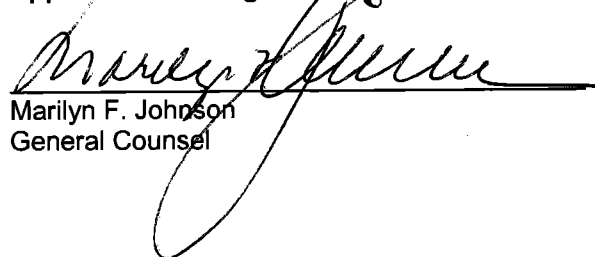
**Approved:**

  
Arne Duncan  
Chief Executive Officer

**Within Appropriation:**

  
Kenneth C. Gotsch  
Chief Fiscal Officer

**Approved as to Legal Form:**

  
Marilyn F. Johnson  
General Counsel