

**APPROVE ENTERING INTO AN AGREEMENT WITH
SOLBOURNE INCORPORATED FOR CONSULTING SERVICES**

THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:

Approve entering into an agreement with Solbourne Incorporated ("Solbourne") for consulting services to the Office of Technology Services ("OTS") to provide change management, project communications and business policy and procedure documentation for the Oracle implementation project at a cost not to exceed \$720,000.00 for a two year period. A written agreement for Solbourne's services is currently being negotiated. 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.: 01-250305

CONSULTANT: Solbourne Incorporated
1790 38th Street, Suite 300
Boulder, Colorado 80301
Contact: Regina Wood
Telephone No. 770-753-6330
Vendor No.: 32239

USER: Office of Technology Services
125 South Clark Street, 3rd Floor
Chicago, Illinois 60603
Contacts: Elaine L. Williams, Chief Technology Officer
Stephanie J. Hunter, Deputy CTO – Applications Development
Telephone No. 773-553-1300

TERM: The term of this agreement shall commence on December 1, 2001 and shall end November 30, 2003. This agreement shall have one (1) option to renew for a period of two (2) years. Additional costs will be determined at the time of renewal and based on corrective actions identified by the Consultant.

EARLY TERMINATION: The Board shall have the right to terminate the agreement upon thirty (30) days written notice.

SCOPE OF SERVICES: Solbourne will provide the following services related to the Oracle implementation:

- Development and delivery of a Change Readiness Assessment
- Development of Change Management and Communication Workplan and strategy for the Board's Oracle implementation
- Management of the Change Management and Communications Workplan and strategy activities throughout the project timeline
- Development, documentation and rollout of business policies, procedures and processes that support the Board's implementation of the Oracle HRMS application, focusing on Payroll, required as a result of business process reengineering.

DELIVERABLES: Solbourne will provide the following deliverables to the Board related to the Oracle HRMS and Payroll implementation:

Communications:

- Develop communication vehicle(s) to disseminate critical project information, such as an Oracle newsletter, project intranet site, focus groups, town hall meetings, etc.

- Develop and disseminate messages aimed at building organizational awareness, understanding, acceptance and commitment to process changes required as a result of the Oracle implementation.
- Effective, timely and consistent dissemination of critical project-related information to the Board's Oracle end-user community
- Communicate new technology and redesigned business processes resulting from the Oracle implementation
- Assist in communication of project goals, deliverables, expectations, etc. to the Oracle end-user community

Training:

- Communicate, document, facilitate and train the Board's end-users on changes in the business practices, policies and procedures at CPS, as a result of the Oracle implementation

Organizational Impact/Alignment:

- Coordinate all efforts required to establish effective policies, procedures and processes that will result from the Oracle HRMS implementation
- Document and communicate new policies, procedures and processes throughout the Board, as it relates to the Oracle implementation
- Identify and document changes to departmental roles and responsibilities
- Ensure appropriate organizational sponsorship for changes related to Oracle
- Prepare the Board to do business "differently" as a result of the Oracle implementation

Project Management:

- Tasks accomplished, weekly activities
- New policies, procedures, processes and roles and responsibilities
- Status and detail document of "action plan" to resolve issues discovered during assessment (one-time)
- Status of all changes/modifications, problems/issues/recommendations
- Total hours worked per resource/task

OUTCOMES: Solbourne will provide the Board with a comprehensive change management and communications structure that will ensure the timely and effective communication and distribution of critical key elements of the Oracle implementation project. They will develop standards, protocol and a communication structure for use not only by the Oracle project, but one that can be used as a framework for future Board projects. They will ensure that information relating to the Oracle project is delivered to the Board's end-user community in a precise, timely and effective manner throughout the implementation. Change management and communication will be a critical success factor, as it ensures that the Board is adequately prepared for the impact that the new Oracle ERP system will have on the organization and its business operations.

COMPENSATION: Consultant shall be paid monthly upon invoicing. Total cost shall not exceed the sum of \$720,000.00 for a two (2) year period.

REIMBURSABLE EXPENSES: The total compensation amount reflected herein is inclusive of all reimbursable expenses, including reasonable travel 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. Authorize the Chief Technology Officer to execute all ancillary documents required to administer or effectuate this agreement.

AFFIRMATIVE ACTION: The M/WBE goals for this contract include:

35% total MBE, 22% total African American, 10% total Hispanic, 2% total Asian and 5% total WBE.

However, the Waiver Review Committee recommends that a *full* waiver of the participation goals for this contract as required by the Revised Remedial Plan for Minority and Women Business Enterprise Contract Participation (M/WBE Plan) be granted because the vendor demonstrated reasonable good faith efforts.

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

FINANCIAL: Charge to the Office of Technology Services: \$720,000.00
Budget Classifications: 0960-210-000-1111-5410 \$360,000.00 Fiscal Year: 2002
0960-210-000-1111-5410 \$360,000.00 Fiscal Year: 2003

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:



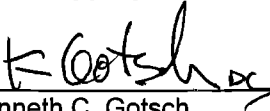
Anita Rocha
Acting Chief Purchasing Officer

Approved:



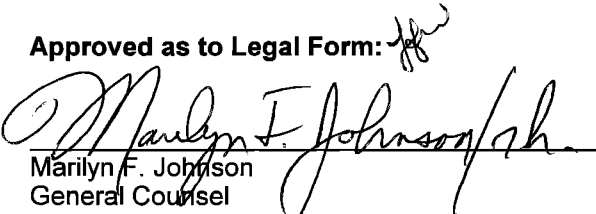
Arne Duncan
Chief Executive Officer *(by PAI)*

Within Appropriation:



Kenneth C. Gotsch
Chief Fiscal Officer

Approved as to Legal Form:



Marilyn F. Johnson
General Counsel