

**RATIFY AN AGREEMENT WITH
FPT&W, LTD FOR CONSULTING SERVICES**

THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:

Ratify an agreement with FPT&W for consulting services to the Office of Technology Services ("OTS") at a cost not to exceed \$330,000.00. Consultant was selected on a non-competitive basis because of its overall knowledge of program management office functions, resource planning and Oracle. A written agreement for Consultant'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 document is not executed within ninety (90) days of the date of this Board Report. Information pertinent to this agreement is stated below.

SPECIFICATION NO.: 01-250358

CONSULTANT: FPT&W, Ltd.
400 North Michigan
Chicago, Illinois 60611
Contact: Greg Wass, Partner
Telephone No. 312-321-1040
Vendor No. 25651

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

TERM: The term of this agreement shall commence March 15, 2002 and shall end October 31, 2002. This agreement shall have one (1) option to renew for a one year period.

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

SCOPE OF SERVICES: The Consultant shall perform the following services:

1. Program Management Office (PMO) - Assist OTS in building a PMO for the Oracle project. PMO functions include project quality assurance, risk assessment and management, project status reporting strategy, development of the Oracle application project implementation key performance indicators and project change control. The consultant will organize and structure the CPS/Oracle PMO and provide appropriate methodology, analysis and interim resources for successful project completion. Tasks in structuring a PMO will be to assist OTS as follows:
 - reviewing the Statement of Work (SOW) with Oracle—highlighting and analyzing risk issues and best practices per department for the SOW
 - developing PMO policies and procedures
 - selecting and implementing a web-based program management and performance measurement and reporting tool
 - implementing and staffing (if needed) the program office
 - reviewing, commenting and making recommendations for the project governance document
 - developing departmental project integration strategies.
2. Resourcing Plan - Assist OTS and the Office of Management and Budget (OMB) by independently verifying the resource needs to fill staffing gaps that occur during implementation. Day-to-day functions will need to be filled by additional temporary personnel while permanent staff are involved in Oracle development and testing. Consultant will assist OTS and

departments and to further develop the "skills matrix"—a master document listing the number, type and timing of each resource needed during implementation (current and future phases). The skills matrix, used in discussion with OTS and OMB to review the resourcing plans completed by departments. The resulting organization wide resourcing plan will be provided to the PMO, OMB and departments to coordinate staffing, training and transitioning of temporary resources into functions currently staffed by key project personnel.

DELIVERABLES:

1. "Program Management Office" will include the following deliverables: Confirmed business case for the Oracle Project
 - Framework for program governance
 - Project goals, priorities and scope
 - Critical success factors
 - Risk management process and execution
 - Organization chart
 - Program performance monitoring process
 - Management of business risk and change control
 - Project Management Plan
 - Scope/issues management
 - Communication
 - Project management training
 - Status reports including issues and metrics
 - Revised project plans
 - Deliverables package with executive summary
 - Presentation to project sponsors summarizing findings and next steps
 - Measurement process that is followed after program completion
2. "Resourcing Plan" will include the following deliverables:
 - Skills matrix
 - Organization wide resource plan
3. Weekly Status Report
4. Monthly Status Report to the Board

OUTCOMES: Consultant's services will result in the following:

1. Project Management Office – A group of tools, processes and documents that will facilitate effective management and communication of the Oracle Financial and Human Resources project.
2. Resourcing Plan – A detailed inventory of the resources and skills required by the user department project teams to complete the project.

COMPENSATION: Consultant shall be paid as follows: Upon invoicing, not to exceed the sum of \$330,000.00.

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: 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 contract scope is not further divisible".

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

FINANCIAL: Charge to the Chief Executive Office: \$330,000.00
Budget Classification: 0960-210-000-1108-5410 \$330,000.00 FY 02

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.

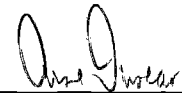
Contingent Liability – The agreement shall contain the clause that any expenditure beyond the current fiscal year is deemed a contingent liability, subject to appropriation in the subsequent fiscal year budget(s).

Approved for Consideration:



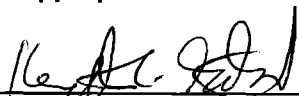
Arlita Rocha
Acting Chief Purchasing Officer

Approved:



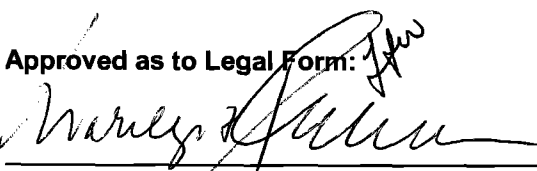
Arne Duncan
Chief Executive Officer

Within Appropriation:



Kenneth C. Gotsch
Chief Fiscal Officer

Approved as to Legal Form:



Marilyn F. Johnson
General Counsel