

APPROVE PAYMENT TO THE QUALITY INN FOR TEMPORARY HOUSING AND MEALS FOR THE VISITING TEACHERS (J-1) PROGRAM

THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:

Approve payment to the Quality Inn to provide temporary housing and meals for up to 48 Visiting Teachers (J-1) at a cost not to exceed \$84,956.10. No written agreement is necessary for this matter. Information pertinent to this matter is stated below:

Specification No.: 02-250139

PROVIDER:	Quality Inn One South Halsted Chicago, Illinois 60661 Contact Person: Donna R. Draia 312-491-3270 Vendor # 23589	USER:	Office of Language and Cultural Educati 125 S. Clark Street, 11 th Floor Contact Person: Manuel J. Medina 773-553-1933
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ACTIVITY DATES: Temporary housing for the visiting teachers starting August 4, 2002, and ending August 24, 2002.

ACTIVITY DESCRIPTION: The Quality Inn will provide accommodations to the visiting teachers, as well as provide catering during the three-week intensive orientation and training component for Visiting Teachers (J-1) Program and presenters.

PAYMENT:

<u>Item</u>	<u>Unit Cost</u>	<u>Duration</u>	<u>No. of Teachers</u>	<u>Cost</u>
Housing	\$67.79 per night	20 nights	48	\$65,078.40
Catering Services				\$19,877.70
TOTAL				\$84,956.10

AFFIRMATIVE ACTION: Pursuant to Section 3.7 of the Revised Remedial Plan for Minority and Women Business Enterprise Contract Participation (M/WBE Plan) this contract is exempt from review because this is a unique transaction (accommodations for 3 week training).


LSC REVIEW: Not applicable.

FINANCIAL: Charge to Office of Language and Cultural Education: \$84,956.10
Budget Classification: 0930-210-000-1055-5500
Source of Funds: FY02 General Funds


Approved for Consideration:


Arlita Rocha
Acting Chief Purchasing Officer

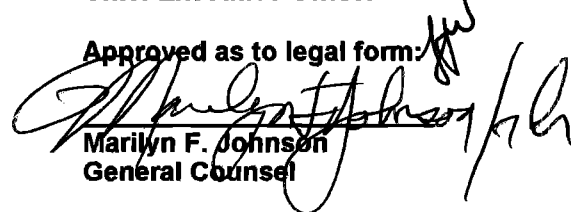
Approved:


Arne Duncan
Chief Executive Officer

Within Appropriation:


Kenneth C. Gotsch
Chief Fiscal Officer

Approved as to legal form:


Marilyn F. Johnson
General Counsel