

**APPROVE ENTERING INTO AN AGREEMENT WITH HERFF JONES, INC., FOR
CAPS AND GOWNS FOR THE SUMMER BRIDGE AND WINTER-TERM GRADUATIONS**

THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:

Approve entering into an agreement with Herff Jones, Inc. to provide caps and gowns for the Summer Bridge and Winter-Term graduations to the Office of Schools and Regions at a cost not to exceed \$53,437.50 per year. Herff Jones, Inc. was selected pursuant to a duly advertised bid solicitation (Specification #02-250005). A written agreement is available for signature. No caps and gowns shall be provided by Herff Jones, Inc. and no payment shall be made to Herff Jones, Inc. 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 60 days of the date of this Board Report. Information pertinent to this agreement is stated below.

SPECIFICATION #: 02-250005

VENDOR: **Herff Jones, Inc.**
1000 N. Market
Champaign, IL 61820
773.445.0353/800.637.1124
Thomas McNamara/Susan Caldwell
Vendor #: 17837

USER: **Office of Schools and Regions**
125 South Clark
William McGowan
Tel. #: 553.2150

TERM: The term of this agreement shall commence on August 1, 2002 and shall end July 30, 2005. This agreement shall have 1 option to renew for a period of two years at a cost not to exceed \$54,375.50 per year.

EARLY TERMINATION RIGHT: The Board may terminate this agreement upon 30 days written notice to Herff Jones, Inc.

GOODS: The Office of Schools and Regions shall order caps, gowns, and tassels from vendor which will be provided at the unit prices specified in the written agreement; total cost not to exceed \$54,375.00 per year for the 3-year term.

AFFIRMATIVE ACTION: The M/WBE goals for this contract include: 26% total MBE, 16% total African American, 7.5% 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 Office of Schools and Regions \$53,437.50 Fiscal Year: 2003
Budget Classification: 0953-210-944-2056-5320 Source of Funds: General Education 210

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.

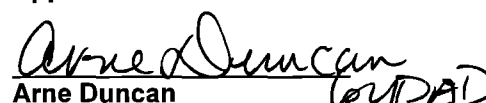
Ethics – The Board's Ethics Code adopted September 27, 1995 (95-0927-RU3), as amended from time to time, shall be incorporated into and made a part of the agreement.

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).

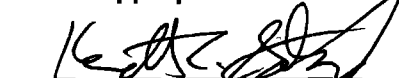
Approved for Consideration:


Anita Rocha
Acting Chief Purchasing Officer

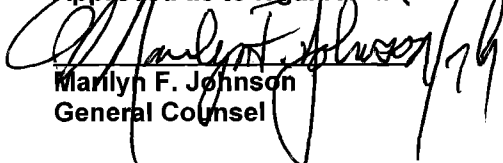
Approved:


Arne Duncan
Chief Executive Officer

Within Appropriation:


Kenneth C. Gotsch
Chief Fiscal Officer

Approved as to legal form:


Marilyn F. Johnson
General Counsel