

**AUTHORIZE PAYMENT TO VARIOUS VENDORS FOR
MEETING FACILITIES SERVICES**

THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:

Authorize payment to the various vendors listed below to provide meeting facilities services to the Department of Professional Development at an aggregate cost not to exceed \$340,000. Vendors were selected pursuant to a duly advertised Solicitation for Prices (Specification No. 02-250174). No written master agreements are required for this matter however, individual rental agreements may be required by each vendor for each scheduled event. Information pertinent to this matter is stated below.

Specification No.: 02-250174

VENDORS:

- 1. Congress Plaza Hotel and Convention Centre**
520 S. Michigan Avenue
Chicago, IL 60605
Contact Person: Daniel Kowmacki
Tel. 312-427-3800x5082
Fax 312-427-7264
Vendor No.: 36570
- 2. Northwestern University, Kellogg School of Management**
340 E. Superior Street
Suite M240
Chicago, IL 60611
Contact Person: Armish H. Thakker
Tel. 312-503-6100
Fax 312-503-6101
Vendor No.: 27151
- 3. Summit Executive Center**
205 N. Michigan Avenue, 10th Floor
Chicago, IL 60601
Contact Person: Louise Silberman
Tel. 312-938-2000
Fax 312-861-0324
Vendor No.: Pending
- 4. The University of Chicago Gleacher Center**
450 N. Cityfront Plaza Drive
Chicago, IL 60611
Contact Person: Ann Marie Roehl
Tel. 312-464-8783
Fax 312-464-8683
Vendor No.: 33681

USER: Office of Professional Development
125 S. Clark Street
12th Floor,
Contact: Ms. Katherine Martinez
773/553-2735

TERM: The term of this authorization shall be in effect for a one year period, commencing December 1, 2002 through November 30, 2003 with two options to renew for a period of 12 months each.

SERVICES: Vendors shall provide meeting facilities, catering services and equipment rental as required by the Office of Professional Development. Professional Development activities that require the use of facility services include: New Reading Specialist training (85 people @ 9 days), Existing Reading Specialist training (114 people @ 12 meetings), Combined Reading Specialist training (199 people @ 2days), School Teams Achieving Results for Students (STARS) Program (150 schools w/4 teachers plus principals @ 6 days of training), Area Instructional Officer training (24 people @ 20 sessions), and other Teacher Academy programs.

DELIVERABLES: Each vendor will provide the necessary meeting facilities including catering services and the use of presentation equipment at its facility. Vendor shall provide a designated contact person to coordinate and guarantee all service arrangements.

OUTCOME: These vendors shall provide quality meeting facilities.

COMPENSATION: Vendors shall be paid the rates as evidenced in each Vendor's Price Solicitation on file in the Department of Procurement and Contracts. The total compensation for the one year period shall not exceed \$340,000 in the aggregate.

AUTHORIZATION: Authorize the Chief Education Officer to execute the individual rental agreements that may be required for each event.


AFFIRMATIVE ACTION: Due to the fact that this matter is for rental of facilities, this matter is exempt from Minority and Women Business Enterprises review, pursuant to Section 3.7 of the Board's M/WBE Plan.

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


FINANCIAL: Office of Professional Development
0300-242-348-7862-5480 FY03 - \$340,000

Source of Funds: Title I - Fund 242

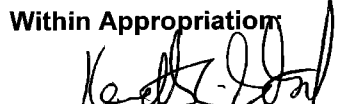
Approved for Consideration:


Anita Rocha
Acting Chief Purchasing Officer

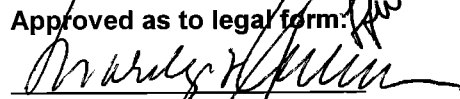
Approved:


Arne Duncan
Chief Executive Officer

Within Appropriation:


Kenneth C. Gotsch
Chief Fiscal Officer

Approved as to legal form:


Marilyn F. Johnson
General Counsel