

**AMEND BOARD REPORT 01-1128-PR12  
APPROVE THE RENEWAL OF AN EXISTING AGREEMENT WITH  
HAWTHORN MANAGEMENT CONSULTING, LTD. FOR CONSULTING SERVICES**

**THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:**

Approve the renewal of an existing agreement with Hawthorn Management Consulting, Ltd. ("Hawthorn") to provide consulting services to the Office of Technology Services ("OTS") at a cost not to exceed ~~\$235,200.00~~ \$275,200.00. A written document exercising this renewal is currently being negotiated. No payment shall be made to Consultant during the renewal period prior to the execution of the written document. 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 renewal is stated below.

This amendment is necessary to increase the dollar amount of the Contract by \$40,000.00. Hawthorn shall continue to provide implementation of the Student Scheduling System, the selection of new modules for the SIS and an automated Board Report Workflow process. A written amendment to the Contract is currently being negotiated. No payment for these additional services shall be made prior to the execution of the written amendment. The authority granted in this amended Board Report shall automatically rescind in the event a written amendment is not executed within sixty (60) days of the date of this amended Board Report.

**SPECIFICATION NO.:** 00-250890

**CONSULTANT:** Hawthorn Management Consulting, Ltd.  
2275 Half Day Road, Suite 350  
Bannockburn, Illinois 60015  
Contact: Barbara Jan Massey  
Telephone No. 847-821-2686  
Vendor No. 29840

**USER:** Office of Technology Services  
125 South Clark Street, 3rd Floor  
Chicago, Illinois 60603  
Contacts: Elaine L. Williams, Chief Technology Officer  
Frank Spoto, Manager of Student Information Systems  
Telephone No. 773-553-1300

**ORIGINAL AGREEMENT:** The original Consulting Agreement in the amount of \$244,800.00 (authorized by Board Report 01-0328-PR17 and amended by Board Report 01-0627-PR22) is for a term commencing on March 12, 2001 and ending December 31, 2001. The original agreement was awarded on a non-competitive basis because Hawthorn has provided design interface technology services and program/project management services to the Board and is knowledgeable of the integrated systems installed in the Board's Central Office and local schools. Additionally, Consultant is conversant with the Board's Student Information System ("SIS") and has extensive knowledge and experience in the requirements, implementation and management of reporting repository platforms.

**RENEWAL PERIOD:** By mutual consent of the parties, the term of this agreement is being renewed for a twelve month period commencing January 1, 2002 and ending December 31, 2002.

**EARLY TERMINATION:** The Board has the right to terminate this agreement upon thirty (30) days' written notice.

**SCOPE OF SERVICES:** Hawthorn will continue to provide program and project management to the Office of Technology Services to ensure that all programming efforts are cost effective and meet specified requirements. Hawthorn shall commit time and continue to provide consulting services as follows:

- **Student Information System (SIS)**
  - Assist in the implementation of the High School Scheduling package

- Provide the technical interface between the Office of Technology Services and the Board's end-user community in connection with the documentation of the customer requirements for the new or enhanced SIS.
- Assist with mapping the appropriate platform and architecture for the new or enhanced SIS.
- Provide project management for SIS projects and assist in developing internal project management skills.

Hawthorn shall provide the following services in connection with the High School Scheduling package including:

- **High School Scheduler**
  - Complete the implementation of the high school scheduling system and the deployment to all high schools.
  - Ensure training is completed on all functions of the system for the schedulers in each high school and that support is available through the first 20 days of the 2002-2003 school year.
  - Assist the Manager of SIS in identifying qualified candidates for open positions and with management of new projects.
- **Automation of the Board Report Process Using Workflow**
  - Create Detailed Board Report Process Flow for both School-Based and Central Office Board Reports.
  - Work with the project owner to determine any exceptions to the process that are to be included in the project.
  - Assist in finding a skilled resource to create the workflow application.
  - Ensure the application meets the requirements of the Board Office.

**DELIVERABLES:** Hawthorn will continue to:

- Assist in the implementation of the new high school scheduling module.
- Work with the Office of Technology Services to determine the new platform and architecture for next phase(s) of the new SIS modules.
- Document end-user requirements for the SIS
- Assist in the preparation of the RFP for any new SIS modules
- A completed high school scheduling system
- Quality assurance review of the scheduling implementation
- A detailed Board Report process that includes both the school-based and Central Office Board Report steps.
- Documented approved exceptions to the process that are to be included in the project.
- An implemented automated Board Report process application.

**OUTCOMES:** Consultant's services shall result in the implementation of the Student Scheduling System, the selection of new modules for the SIS and a completed automated Board Report Workflow process. Consultant's services shall result in the implementation and deployment of the High School Scheduling System, the selection of new SIS modules and the automation of the Board Report process.

**COMPENSATION:** Consultant shall be paid as follows: monthly, upon invoicing; based on the hourly rate of \$150.00, not to exceed the sum of ~~\$235,200.00~~ \$275,200.00 for the renewal period.

**AUTHORIZATION:** Authorize the General Counsel to include other relevant terms and conditions in the written renewal agreement. Authorize the President and Secretary to execute the renewal agreement. Authorize the Chief Technology Officer to execute all ancillary documents required to administer or effectuate this renewal 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 waived because the Contract scope is not further divisible.

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

**FINANCIAL:** Charge to the Office of Technology Services:  $\$235,200.00 + \$40,000.00 = \$275,200.00$

Budget Classification:	0960-210-000-7536-5410	\$34,800.00	FY01	PO#128910
	0960-210-000-7536-5410	\$200,400.00	FY02	
	0960-210-000-7536-5410	\$40,000.00	FY03	

**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.

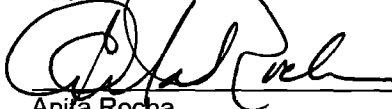
Conflicts – The agreement shall not be legally binding on the Board if entered into in violation of the provisions of 105 ILCS 5/34-21.3 which restricts the employment of, or the letting of contracts to, former Board members during the one year period following expiration or other termination of their 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).

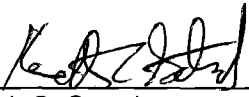
**Approved for Consideration:**

  
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 Anjita Rocha  
 Acting Chief Purchasing Officer

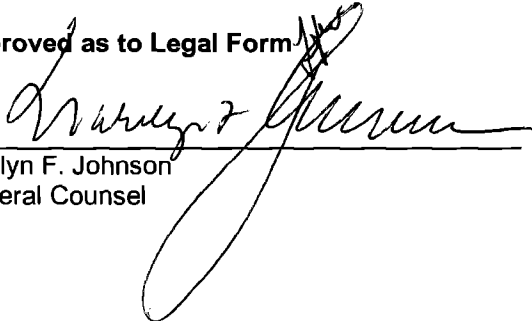
**Approved:**

  
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 Arne Duncan  
 Chief Executive Officer *(by FAD)*

**Within Appropriation:**

  
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 Kenneth C. Gotsch  
 Chief Fiscal Officer

**Approved as to Legal Form:**

  
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 Marilyn F. Johnson  
 General Counsel