

**APPROVE ENTERING INTO AGREEMENTS WITH VARIOUS CONSULTANTS  
FOR TECHNOLOGY TRAINING FOR INSTRUCTIONAL SUPPORT**

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

Approve entering into agreements with the consultants identified below to provide technology training for instructional support for the Department of Instructional Technology (DoIT) at a total aggregate cost not to exceed \$85,000.00. Consultants were selected on a non-competitive basis due to their qualifications, expertise and abilities to provide appropriate services specified in various grant applications. Additionally, consultants were identified as the providers of services in the of the Enhancing Education through Technology (Ed Tech) grant applications for Fiscal Year 2003. Written agreements for Consultants' services are currently being negotiated. No services shall be provided by Consultants and no payments shall be made to Consultants prior to the execution of their written agreements. The authority granted herein shall automatically rescind as to each consultant in the event a written agreement for such consultant is not executed within 60 days of the date of this Board Report. Information pertinent to these agreements is stated below.

**CONSULTANTS:**

1. Margery Kepka  
11 Laughry Lane,  
Margery Kepka  
708-448-4168 phone  
708-254-3882 fax  
Vendor #: 35280
  
2. TechnoWrite, Inc.  
1700 East 56<sup>th</sup> Street, #907, Chicago, Illinois 606xx  
Sharon Johnson  
773-324-7882 phone  
773-324-7884 fax  
Vendor #: 35140
  
3. Tech Temps, Inc.  
2000 Spring Road, Suite 202, Oak Brook, Illinois 60523  
Rick Ryfa, Manager  
630-574-4884 phone  
630-574-1010 fax  
Vendor #: 29992

**USER:**

Department of Instructional Technology  
Medill Technical and Professional Development Center  
1326 West 14<sup>th</sup> Place – Room 104  
Shirley Berry, Director  
553-6260

**TERM:** The term of each agreement shall commence on March 1, 2003 and shall end September 30, 2003

**EARLY TERMINATION RIGHT:** Either party may terminate the agreement upon thirty (30) days prior written notice to the other party.

**SCOPE OF SERVICES:** Consultants will provide instruction for courses and workshops for instructional support applications, the Network Administrator Series, and the Technology Coordinator Series of the Technology Leadership Institute. Instructors must have a Master's Degree and be able to provide recertification credit.

**DELIVERABLES:** Consultants will provide trainers skilled in facilitating courses and workshops for the instructional support applications, the Network Administrator Series, and the Technology Coordinator Series of the Technology Leadership Institute as scheduled on a weekly basis Monday through Thursday, for four (4) hours each class period, for a total of 16 hours per course.

**OUTCOMES:** Consultants' services shall result in:

- Students in the primary grades (kindergarten, 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> ), whose teachers participate in this program, will meet or exceed an identified sub-set of *Illinois Technology Literacy Standards* skills in the context of academic content areas as a foundation for progressive growth towards technology literacy ;
- Students in the 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades, whose teachers participate in this program, will meet or exceed an identified sub-set of *Illinois Technology Literacy Standards* skills in the context of academic content areas as a foundation for progressive growth towards technology literacy.

**COMPENSATION:** Consultants shall be paid their hourly rates of pay based on a specific scope of services specified in their contracts, with monthly payments supported by approved invoices for services, with total compensation per consultant not to exceed the dollar amounts stated below; and the total aggregate compensation not to exceed \$85,000.00

Margery Kepka	\$65 per hour (not to exceed \$10,000)
TechnoWrite, Inc.	\$65 per hour (not to exceed \$25,000)
Tech Temps, Inc.	\$85 per hour (not to exceed \$50,000)

**REIMBURSABLE EXPENSES:** None.

**AUTHORIZATION:** Authorize the General Counsel to include other relevant terms and conditions in the written agreements. Authorize the President and Secretary to execute the agreements. Authorize Chief Education Officer to execute all ancillary documents required to administer or effectuate these agreements.

**AFFIRMATIVE ACTION:** Pursuant to Section 6.2 of the Revised Remedial Plan for Minority and Women Business Enterprise Contract Participation (M/WBE Plan), the Per Contract and Category Goals method for M/WBE participation will be utilized. Aggregated compliance of the vendors in the pool will be reported on a monthly basis. The M/WBE participation goals for this contract include: 35% total MBE, 22% total African American, 10% total Hispanic, 2% total Asian and 5% total WBE. The attached list of vendors has been identified and is scheduled to provide the following M/WBE participation.

**Total MBE 29%**

Total 29% African American:

TechnoWrite, Inc.

**Total 71% WBE:**

Margery Kepka/12%  
Tech Temps, Inc./59%

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

**FINANCIAL:** Charge to Department of Instructional Technology                      Fiscal Year: 2003  
Budget Classification: 2000 – 239 – xxx – 1112 – 5990 (\$85,000.00)  
(0950-239-970-7783-5990)  
Source of Funds: Illinois State Board of Education.  
**Requisition Number:** [#]

**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:

  
Sean P. Murphy  
Chief Purchasing Officer

Within Appropriation:

  
Kenneth C. Gotsch  
Chief Fiscal Officer

Approved as to legal form:

  
Marilyn F. Johnson  
General Counsel

Approved:

  
Arne Duncan  
Chief Executive Officer