

**RATIFY AN AGREEMENT WITH  
FOCUS/IT GROUP, LLC FOR CONSULTING SERVICES**

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

Ratify an agreement with FocusIT Group, LLC ("FocusIT" or "Consultant") to provide consulting services for the Office of Technology Services ("OTS"), at a cost not to exceed \$286,000.00. These services were obtained without prior Board approval. Consultant was selected on a non-competitive basis because of its extensive knowledge and expertise in the requirements and implementation of information technology ("IT") business case analyses. A written agreement for Consultant's services is currently being negotiated. No payment shall be made to Consultant prior to the execution of the written agreement. 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 document is stated below.

**CONSULTANT:** FocusIT Group, LLC  
321 Loring Lane  
Peachtree City, Georgia 30269  
Contact: John King  
Telephone No.: 770-631-0683  
Vendor No. 37426

**USER:** Office of Technology Services  
125 South Clark, 3rd Floor  
Chicago, Illinois 60603  
Contact: Elaine L. Williams, Chief Technology Officer  
Telephone No.: (773) 553-1300

**TERM:** This agreement is for a term commencing on December 2, 2002 and ending on March 30, 2003. The agreement shall have two (2) options to renew for periods of one (1) year each, at a cost to be negotiated at the time of renewal.

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

**SCOPE OF SERVICES:** Consultant shall perform the following services:

- Assess OTS business objectives
- Provide recommendations as to the best opportunities to successfully apply information technology to accomplish OTS business objectives
- Create preliminary business cases
- Assess the capabilities of the information technology organizations in place at CPS to meet the business objectives
- Report on the core issues to be resolved in order to provide the most effective support of business objectives
- Provide alternative solutions to addressing the core issues and the implications of each of the alternatives
- Recommend the best course of action to address core issues
- Create project plans for putting approved recommendations in place

**DELIVERABLES:** Consultant shall provide the following deliverables:

- Perform one-hour interviews with key business leaders
- Perform high level analysis of the current cost of information technology, including other CPS users
- Gain an understanding of the key business objectives and processes utilized and planned by CPS

- Determine the best opportunities for applying information technology to support CPS business objectives and processes
- Analyze the existing information technology plans and capabilities versus the requirements of the business objectives and key business processes
- Prepare and deliver mid-term report on preliminary findings concerning best business opportunities and core issues to CPS senior management
- Create preliminary business cases for the best opportunities to most effectively apply information technology to support CPS business objectives and processes
- Analyze and report on the options available to CPS to address core issues in supporting the business and on the general benefits, costs and implications associated with each option

**OUTCOMES:** Consultant's services shall result in the following:

- Analysis of the primary business objectives and initiatives, including best business opportunities for using information technology and key issues in providing the most effective information technology to meet needs
- Analysis of best business opportunities, including recommendations on business initiatives and options available to address the core information technology issues, general benefits, costs, implications and implementation planning associated with each option

**COMPENSATION:** Consultant shall be paid as follows: Upon invoicing, at a cost not to exceed \$286,000.00, including \$26,000.00 for travel and expenses.

**REIMBURSABLE EXPENSES:** Consultant shall be reimbursed for expenses in an amount not to exceed \$26,000.00. The total compensation amount reflected herein is inclusive of all reimbursable expenses.

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

**AFFIRMATIVE ACTION:** Due to insufficient Board Report processing time, an M/WBE review has not been performed. M/WBE commitment will be pursued.

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

**FINANCIAL:** Charge to the Office of Technology Services: \$286,000.00  
Budget Classification: 0220-210-000-1108-5410 \$286,000.00 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:**

**Approved:**

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Sean P. Murphy  
Chief Purchasing Officer

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Arne Duncan  
Chief Executive Officer

**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