

**APPROVE ENTERING INTO AGREEMENTS WITH VARIOUS TEMPORARY PERSONNEL AGENCIES
FOR TEMPORARY ADMINISTRATIVE, CLERICAL, LEGAL, AND ACCOUNTING SERVICES**

THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:

Approve entering into agreements with the various companies identified below to provide temporary administrative, clerical, legal, and accounting services to all Board Departments as necessary at a cost not to exceed \$1,000,000.00 in the aggregate. Vendors were selected pursuant to a duly advertised Request for Proposal (Specification No. 03-250086). A written agreement for each vendor is currently being negotiated. No payment shall be made to any vendor prior to such vendor's execution of the written agreement. The authority granted herein shall automatically rescind as to each vendor in the event a written agreement is not executed by such vendor within 90 days of the date of this Board Report. Information pertinent to these agreements is stated below.

Specification No: 03-250086

- VENDORS:**
- | | |
|---|---|
| 1. Chicago Staffing Specialist, Inc.
100 N. LaSalle Street, Suite 2005
Chicago, Ill 60602
Contact person: Deborah L. Gudas
(312) 332-0900
Vendor # 27630 | 2. Careers and Employment Services, Ltd
1455 South Michigan Avenue
Chicago, Ill 60603
Contact person: Cynthia Waters
(312) 855-1515
Vendor # 12016 |
| 3. Kelly Services
55 W. Monroe Street, Suite 1900
Chicago, Illinois 60603
Contact person: Denise Dufau
(312) 853-0530
Vendor #39020 | |

USERS: All Departments of the Board of Education of the City of Chicago Public Schools
Department of Procurements and Contracts
125 South Clark Street, 10th floor
Chicago, IL 60603
Contact person: Gilbert Rabin, Commodity Manager
Martha Escareno, Contract Administrator
Tel. No. (773) 553-2297, (773) 553-2284

TERM: The term of each contract shall commence July 25, 2003 and end July 24, 2005. Each Contract shall have three (3) options to renew for periods of one (1) year each.

SCOPE OF SERVICES: Each Firm is identified as the primary, secondary or tertiary source of the 4 groups of temporary services. Each firm will provide, on an as needed basis, qualified individuals to perform a variety of temporary administrative, clerical, legal, and accounting services. In addition, the vendors will also provide post-open enrollment support to the Department of Risk and Benefits, such as answering phones and filing of over 100,000 forms of updated life/health insurance applications.

DELIVERABLES: Each vendor will provide the necessary support staff required by various Departments of the Board.

OUTCOMES: The services of these vendors will provide effective and quality temporary personnel.

STAFFING REQUIREMENTS: Staffing requirements will vary depending on the needs of the various Departments of the Board. Each vendor has been deemed the Primary, Secondary or Tertiary Sources for the 4 Groups of Services detailed below. First preference will be given to ordering these Services from the Primary Source. In the event the Primary Source in each group is not able to provide adequate personnel in the designated time, the Secondary Source may be utilized. If the event the Secondary Source is not able to provide adequate personnel in the designated time, the Tertiary Source may be utilized. The Chief Officer or the designee from each User Department of the Board of Education shall have the right to order services telephonically from each vendor.

COMPENSATION: Vendors shall be paid the flat hourly rates indicated below:

	<u>Primary Source</u> Careers & Employment <u>Hourly Rate</u>	<u>Secondary Source</u> Kelly Services <u>Hourly Rate</u>	<u>Tertiary Source</u> Chicago Staffing Specialist <u>Hourly Rate</u>
Group A			
1. Administrative Assistant	\$12.00	\$16.29	\$16.75
2. Computer/Data Entry Opera	\$10.00	\$11.15	\$12.95
3. Secretary	\$10.00	\$12.02	\$15.95
4. Receptionist/Switchboard	\$ 8.35	\$11.21	\$ 9.95
5. File/Office Clerk	\$ 7.50	\$10.01	\$ 8.95
6. Senior Typist	\$ 8.50	\$14.02	\$13.95
7. Word Processing Operator	\$10.50	\$14.02	\$14.45
	<u>Primary Source</u> Careers & Employment <u>Hourly Rate</u>	<u>Secondary Source</u> Chicago Staffing <u>Hourly Rate</u>	<u>Tertiary Source</u> Kelly Services <u>Hourly Rate</u>
Group B			
8. Accounting Clerk	\$ 9.30	\$13.45	\$24.49
9. Accountant	\$19.00	\$19.00	\$28.90
	<u>Primary Source</u> Careers and Employment <u>Hourly Rate</u>	<u>Secondary Source</u> Chicago Staffing <u>Hourly Rate</u>	<u>Tertiary Source</u> Kelly Services <u>Hourly Rate</u>
Group C			
10. Legal Administrative Assistant	\$12.50	\$17.95	\$24.75
11. Legal Secretary	\$14.00	\$17.95	\$18.69
12. Paralegal	\$11.00	\$19.50	\$27.00
13. Court File Clerk	\$ 7.50	\$13.00	\$21.00
	<u>Primary Source</u> Chicago Staffing <u>Hourly Rate</u>	<u>Secondary Source</u> Careers and Employment <u>Hourly Rate</u>	<u>Tertiary Source</u> Kelly Services <u>Hourly Rate</u>
Group D			
14. Media Specialist	\$18.00	\$17.50	\$24.50
15. Online Specialist	\$18.00	\$22.00	\$30.50

The total compensation shall not exceed \$1,000,000.00 in the aggregate.

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 the Chief Purchasing 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 Woman Business Enterprise Contract Participation (M/BE), 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 20%

Total African American 20%

Careers and Employment Services, Inc.	20%
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Total WBE 20%

Chicago Staffing Specialists	20%
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LSC REVIEW: Local School Council approval is not applicable to this report.

FINANCIAL: Charge to Various Departments
Fiscal Year 2003-2005
Sources of Funds: Various

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.

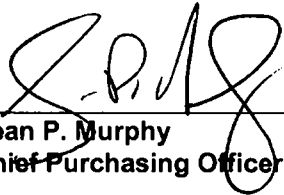
Conflicts – The agreement shall not be legally binding on the Board if entered into in violation of the provisions of 105 ILCS 5/34-21.3 which restricts the employment of, or the letting of contracts to, former Board members during the one year period following expiration or other termination of their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

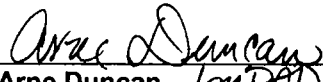
Ethics – The Board's Ethics Code adopted September 27, 1995 (95-0927-RU3), as amended from time to time, shall be incorporated into and made a part of the agreement.

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).

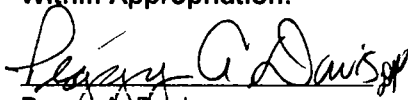
Approved for Consideration:


Sean P. Murphy
Chief Purchasing Officer

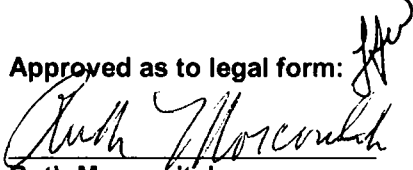
Approved:


Arne Duncan
Chief Executive Officer

Within Appropriation:


Peggy A. Davis
Chief of Staff

Approved as to legal form:


Ruth Moscovitch
General Counsel