

**APPROVE ENTERING INTO AN AGREEMENT WITH TAX ASSISTANCE PROGRAM (TAP)
FOR CONSULTING SERVICES**

THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:

Approve entering into an agreement with the Tax Assistance Program to provide consulting services to the Office of High School Programs at a cost not to exceed \$125,000. Consultant was selected on a competitive basis pursuant to Board Rule 5-4.1. 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 agreement is not executed within 90 days of the date of this Board Report. Information pertinent to this agreement is stated below.

CONSULTANT: Tax Assistance Program
233 South Wacker Drive
Chicago, IL 60606
Bob Burke, Founder
312-466-0771
Vendor # 15016

USER: Office of High School Programs
125 South Clark Street, 9th Floor
Chicago, IL 60603
Donald R. Pittman
773-553-3540

TERM: The term of this agreement shall commence on March 24, 2005, and shall end June 30, 2005.

EARLY TERMINATION RIGHT: The Board shall have the right to terminate this agreement with 30 days written notice.

SCOPE OF SERVICES: Consultant will provide a total 1000 families, who have annual adjusted incomes of less than \$35,000 per year, with both tax and financial aid preparation. Consultant will serve these families at a minimum of 15 CPS high schools.

DELIVERABLES: Consultant will assign TAP volunteers to at least 15 CPS high schools and will monitor all volunteers to ensure that they are trained by ISAC to provide online FAFSA assistance. Also, consultant will ensure that volunteers use the "FAFSA on the Web Pre-application Worksheet" that allows students to submit their FAFSA online. Additionally, consultant will ensure that a trained postsecondary advisor (counselor or PSE coach) is on-site to assist students with postsecondary related questions at each school. Lastly, reports detailing the number of students served and the number of students who have completed the FAFSA will be submitted to the Office of High School Programs.

OUTCOMES: Consultant's services will result in a total of 1000 families receiving both tax preparation and financial aid preparation to at least 15 CPS high schools. Consultant's services will also report the Pell eligibility for 1000 students based on the Estimated Family Contribution (EFC).

COMPENSATION: Consultant shall be paid as follows: \$62,500 on May 1, 2005 and \$62,500 on July 15, 2005, not to exceed the sum of \$125,000.

REIMBURSABLE EXPENSES: None

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 Officer of the Office of High School Programs to execute all ancillary documents required to administer or effectuate this agreement.

AFFIRMATIVE ACTION: Pursuant to Section 3.7 of the Revised Remedial Plan for Minority and Women Business Enterprise Contract Participation (M/WBE Plan) this contract is exempt from review because the nature of the service is a unique transaction

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

FINANCIAL: Charge to Office of High School Programs: \$125,000 Fiscal Year: 2005
Budget Classification: 0470-210-000-1720-5410

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 June 26, 1996 (96-0626-PO3), as amended from time to time, shall be incorporated into and made a part of the agreement.


Ethics – The Board's Ethics Code adopted June 23, 2004 (04-0623-PO4), 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:


Heather A. Obora
Chief Purchasing Officer

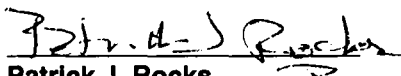
Approved:


Arne Duncan
Chief Executive Officer

Within Appropriation:


John Maiorca
Chief Financial Officer

Approved as to legal form 


Patrick J. Rocks
General Counsel