

**APPROVE ENTERING INTO AN AGREEMENT WITH AMERICAN GUIDANCE SERVICES (AGS)  
FOR CONSULTING SERVICES**

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

Approve entering into an agreement with American Guidance Services (AGS) to provide consulting services to the Office of Literacy – Secondary Unit at a cost not to exceed \$90,000. Consultant was selected on a non-competitive basis because as the publisher of the Group Reading Assessment and Diagnostic Evaluation (GRADE) exam, the consultant has the norms to score the exam. Also, schools have already purchased the test booklets for the exam. The Office of Literacy has previously purchased the GRADE scoring sheets from American Guidance Services. A written agreement for Consultant's services is currently being negotiated. No services shall be provided by Consultant and 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:**American Guidance Services  
4201 Woodland Road  
Circle Pines, MN 55014  
Contact Person: Barbara Schultz (800) 328-2560  
Vendor #17996

**USER:** Office of Literacy  
125 South Clark Street, 9th floor  
Carla Hunt  
(773) 553-4042

**TERM:** The term of this agreement shall commence on March 31, 2005 and shall end June 30, 2005. This agreement shall have no options to renew.

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

**SCOPE OF SERVICES:** Consultant will pre-print scoring sheets with student and teacher information provided by the Office of Literacy; ship scoring sheets to the 66 participating high schools; process scoring sheets and report results to the Office of Literacy in PDF format.

**DELIVERABLES:** Consultant will provide:

- Pre-printed answer sheets for each student tested
- Scan and score each student answer sheet
- Results of student scores in a format compatible with CPS data structures

**OUTCOMES:** Consultant's services will result in scoring of GRADE post-test and data collected being used to evaluate student progress.

**COMPENSATION:** Consultant shall be paid upon receipt of invoices; not to exceed the sum of \$90,000.

**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 Literacy Officer to execute all ancillary documents required to administer or effectuate this agreement.

**Affirmation 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 M/WBE participation goals for this contract as required by the Revised Remedial Plan be granted because the contract scope is not further divisible.

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

**FINANCIAL:** Charge to Office of Literacy: \$90,000 Fiscal Year: 2005  
Budget Classification: 0320-267-689-1028-5410  
Source of Funds: Comprehensive School Reform  
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.

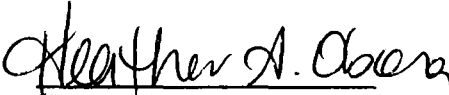
Indebtedness – The Board's Indebtedness Policy adopted June 26, 1996 (96-0626-PO3), as amended from time to time, shall be incorporated into and made a part of the agreement.

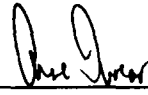
Ethics – The Board's Ethics Code adopted June 23, 2004 (04-0623-PO4), as amended from time to time, shall be incorporated into and made a part of the agreement.

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:**

**Approved:**


  
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Heather A. Obora  
Chief Purchasing Officer

  
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Arne Duncan  
Chief Executive Officer

**Within Appropriation:**

  
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John Maiorca  
Chief Financial Officer

Approved as to legal form: 

  
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Patrick J. Rocks  
General Counsel