

**APPROVE ENTERING INTO AN AGREEMENT WITH ADP INC. FOR PAYROLL DEBIT CARD
PROCESSING SERVICES**

THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:

Approve entering into an agreement with ADP, Inc. to provide payroll debit card processing services to the Department of Human Resources at a cost not to exceed \$50,000.00. Consultant was selected on a non-competitive basis because these services are critical for the timely and efficient processing of CPS employee payroll and student debit card payments. 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 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.

VENDOR:

Vendor # 34264
Adp, Inc.
100 Northwest Point Blvd.
Elk Grove Vlg., Il 60007
Thomas J. Mcwilliams
847-718-2000

USER:

Office of Human Resources - Operations
125 S Clark St - 2nd Floor
Chicago, IL 60603

Contact : Angela Alonzo

Phone: 773-553-2666

TERM:

The term of this agreement shall commence on January 1, 2010 and shall end December 31, 2011. This agreement shall have one option to renew for a periods of twelve months.

EARLY TERMINATION RIGHT:

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

SCOPE OF SERVICES:

Consultant shall provide the means for CPS employees and students who would otherwise receive paper checks to receive their payments by the use of a debit card payment program. Funds will be loaded onto debit cards issued by the Palm Desert National Bank.

DELIVERABLES:

Consultant will deliver the following:

Timely replacement of cards and new debit card issuance to existing and new participants in the debit card program.

Acceptance contingency plan in place for immediate access to funds in the event of a transmission and/or load error of employee or student payments.

The debit card program will provide the following benefits to employees and students:

- ATM In-Network free unlimited ATM access
- Monthly free access to 100% of their paycheck at any VISA member bank
- No money maintenance fees will be charged
- Free point of sales access
- 24 hour customer service via phone or internet

OUTCOMES:

Consultant's services will result in an increase in the number of CPS employees on an electronic payment method to support the goal of a paperless payroll in the future.

COMPENSATION:

Consultant shall be paid as follows: \$2.00 per debit card issued to employees and students. This fee shall be waived for all cards issued by CPS in the first 90 days of this contact; total compensation payable by the Board shall not exceed \$50,000.00; other fees and charges will be payable by employees and students. ADP will also receive all investment proceeds such as interest on any funds that Board transfers to ADP in advance of the time that ADP is required to pay funds to Board cardholders.

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 Director of Human Resources Operations to execute all ancillary documents required to administer or effectuate this agreement.

AFFIRMATIVE ACTION:

The M/WBE goals for this agreement are 25% MBE and 5% WBE participation. However, the Waiver Review Committee recommends that a waiver of the MBE/WBE participation goals for this agreement be granted as the contract is not further divisible.

LSC REVIEW:

Local School Council approval is not applicable to this report.

FINANCIAL:

Charge to the Department of Human Resources: \$50,000.00
Source of Funds: General Funds

11010-115-54125-252401-000000-2010	\$50,000.00
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CFDA# : Not Applicable

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:


Opal L. Walls
Chief Purchasing Officer


Approved:


Ron Huberman
Chief Executive Officer

Within Appropriation:


CHRISTINA HERZOG
ACTING CHIEF FINANCIAL OFFICER

Approved as to Legal Form:


PATRICK J. ROCKS
General Counsel