

**APPROVE AGREEMENT WITH HIGHBAR CONSULTING, INC FOR PRINCIPAL ELIGIBILITY
PROCESS SERVICES**

THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:

Approve agreement with HighBar Consulting, Inc. to provide consulting services to update the principal eligibility process for CPS at a total cost not to exceed \$245,000.00. The vendor was selected on a competitive basis pursuant to Board Rule 7-2 and was approved by CPOR Number 11-1201-CPOR 1502. No services shall be provided by Vendor and no payment shall be made to Vendor 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.

Contract Administrator : Walls, Miss Opal Lynette / 773-553-2280
CPOR Number : 11-1201-CPOR-1502

VENDOR:

- 1) Vendor # 96360
HIGHBAR CONSULTING
1846 NORTH FREMONT
CHICAGO, IL 60614
Carol Henriques
312 543-0300

USER INFORMATION :

Contact:
11010 - Office of Human Capital

125 S Clark St - 2nd Floor

Chicago, IL 60603

Mckitrick, Mrs. Nell

773-553-1070

TERM:

The term of this agreement shall commence on December 19, 2011 and shall end December 18, 2012. This agreement shall have one (1) option to renew for a period of 12 months each.

EARLY TERMINATION RIGHT:

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

SCOPE OF SERVICES:

The vendor will lead the work to validate any relevant updates to the principal eligibility process, refresh and validate changes to competency model and success factors, design and validate new assessment tools and develop training for assessors. The vendor will consult with internal subject matter experts including leadership from the Chief Education Office, Leadership Development Office, Chiefs of Schools, Principals and Talent Office for all phases of this work.

DELIVERABLES:

Vendor will provide the following deliverables: 1) document evaluation and recommendations of scoring process, methodology, rubrics and system; 2) implement refinements to scoring system including rubrics, scoring system and update of the technical report; 3) review, update and redesign of assessments including assessment materials, interview guides, refresh the principal competency model, update to technical report and related tools for the process including Step 2 Principal Scenario Exam and Step 4 Instructional Observation and Behavioral Assessments; and, 4) develop and implement training materials, calibration protocols, train-the-trainer materials and conduct training and calibration sessions.

OUTCOMES:

Vendor's services will result in a principal competency model and success factors, assessments, related assessment materials, rubrics, scoring system, assessor guides, training guides and related training materials.

COMPENSATION:

Vendor shall be paid as specified in their agreement; total compensation payable to Highbar Consulting, Inc. shall not exceed \$245,000.00.

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

AFFIRMATIVE ACTION:

The M/WBE goals for this agreement include 25% total MBE and 5% total WBE participation. However, the Office of Business Diversity recommends a waiver of the M/WBE goals, as required by the Remedial Program for Minority and Women Business Enterprise Participation in Goods and Services Contracts, be granted due to the scope of services being not further divisible.

LSC REVIEW:

Local School Council approval is not applicable to this report.

FINANCIAL:

Charge to the Talent Office: \$245,000.00
FY2012

11070-353-54125-264214-494037-2012	\$245,000.00
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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 May 25, 2011 (11-0525-PO2), 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

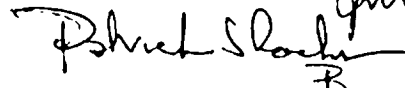
Approved:


JEAN-CLAUDE BRIZARD
Chief Executive Officer

Within Appropriation:


DAVID G. WATKINS
Chief Financial Officer

Approved as to Legal Form:


PATRICK J. ROCKS
General Counsel