

**AMEND BOARD REPORT 11-1214-PR13
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~~ \$843,800.00. 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.

This November 2012 amendment is necessary to: i) expand the scope and services, ii) extend the end date to reflect this expanded scope, iii) delete the option to renew, iv) increase the compensation amount from \$245,000 to \$843,800, and v) revise the affirmative action section. The scope of work has changed from an update of existing assessments to include the design of "day-in-the-life" assessments simulating the principal role. A written amendment to the agreement is required. No payment over the original authorized amount shall be made prior to execution of the amendment. The authority granted herein shall automatically rescind in the event the written amendment is not executed within 90 days of the date of this amended Board Report.

Contract Administrator : Holloway, Mr. Craig A / 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
 773-553-1515

TERM:

The term of this agreement shall commence on December 19, 2011 and shall end ~~December 18,~~ 2012 December 31, 2013. ~~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.

The expanded scope of services includes updates to job analysis, role profile, design of the "day-in-life" simulation, new assessments aligned to the "day-in-life" simulation, candidate debrief session and facilitated integration session.

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.

Vendor will also provide the following deliverables: 1) job analysis update; 2) additional design and SME sessions; 3) school walk-through assessment with new videos; 4) community engagement assessment; 5) coaching and feedback assessment; 6) candidate debrief session; and 7) facilitate integration 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~~. \$843,800.00.

REIMBURSABLE EXPENSES:

None.

AUTHORIZATION:

Authorize the General Counsel to include other relevant terms and conditions in the written agreement and amendment. Authorize the President and Secretary to execute the agreement and amendment. 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~~ a partial waiver of the MBE goal, as required by the Remedial Program for Minority and Women Owned Business Enterprise Participation in Goods and Services Contracts, be granted due to the scope of services being not further divisible.

The following participation has been identified:

Total WBE - 100%
Highbar Consulting
1846 North Fremont
Chicago, Illinois 60614
Contact: Carol Henriques

LSC REVIEW:

Local School Council approval is not applicable to this report.

FINANCIAL:

Fund 353

Charge to Talent Office, 11010: ~~\$245,000.00~~ \$843,800.00

FY2012 \$245,000

FY2013 \$798,800

FY2014 \$45,000

Future year funding is contingent upon budget appropriation and approval.

~~11070-353-54125-264214-494037-2012~~ \$245,000.00

~~11010-353-54125-264214-494041-2013~~ \$354,800.00

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:



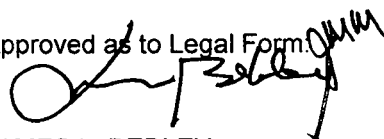
SÉBASTIEN de LONGEAUX
Chief Procurement Officer

Approved:



BARBARA BYRD-BENNETT
Chief Executive Officer

Approved as to Legal Form:



JAMES L. BEBLEY
General Counsel