

June 27, 2018

APPROVE AGREEMENTS WITH VARIOUS VENDORS FOR EXECUTIVE SEARCH FIRMS SERVICES**THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:**

Approve agreements with various vendors to provide executive search services to recruit and fill cabinet, officer, and/or senior executive level positions at an annual cost described in the Compensation Section below. Vendors were selected on a competitive basis pursuant to Board Rule 7-2 and have a national reach and proven expertise in government, education, and public sector recruitment. CPOR #18-0417-CPOR-1929 authorized new agreements with the executive search firms at a total cost not to exceed \$175,000.00. The executed agreements have a not-to-exceed amount of \$75,000. This amendment is necessary to increase the total aggregate spending authority by an additional \$100,000 for a total expenditure not to exceed \$175,000 for all vendors. Written agreements for the Vendors' services have been executed with two (2) vendors and the remaining four (4) agreements are currently in negotiations. No services will be provided by any vendor prior to execution of their agreement. The authority granted herein shall automatically rescind in the event written agreements with the remaining vendors are not executed within 90 days of the date of this Board Report. Information pertinent to these agreements is stated below.

Contract Administrator : Hernandez, Miss Patricia / 773-553-2280

CPOR Number : 18-0417-CPOR-1929

USER INFORMATION :

Contact:

11010 - Talent Office
42 West Madison Street
Chicago, IL 60602
Jordan, Ms. Christina
773-553-1044

TERM:

The term of each agreement shall commence upon contract execution and shall end June 30, 2019. Each agreement shall have two (2) options to renew for periods of twelve (12) months each.

EARLY TERMINATION RIGHT:

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

SCOPE OF SERVICES:

The executive search firms will be expected to complete the following requirements for each search:

- Complete an intake meeting (e.g. in-person or virtually) with designated CPS staff to determine key candidate attributes to include in the final job description. Identify and recommend changes to existing job description(s) as applicable or create and provide new competency-based job description(s).
- Outline a national recruitment strategy for each search inclusive of a marketing plan (e.g. job board postings, passive candidate search plan, referral sourcing, targeted association or external org outreach, etc.).

- Recruit and complete the initial screen and evaluation of applicants. Provide written summary post interviews detailing viable candidates' key strengths, opportunities areas, requested salary and suggested areas for additional probing for applicants referred for interviews with CPS leadership.
- Provide weekly update report outlining clear data tracking metrics for candidates in process including the number of candidates currently engaged at each step (e.g. screening, interview, rejections, etc.).
- Develop and provide interview question guides for CPS interviews and rating rubrics.
- Manage correspondence with unsuccessful candidates in a timely and respectful manner.
- Coordinate with designated CPS staff to scheduled interviews and candidate communication as necessary.
- Perform other evaluative functions as required in the course of the search process.

DELIVERABLES:

The executive search firms will:

- Develop and coordinate the execution of an effective, timely search strategy for designed executive and/or officer positions.
- Complete in-take meeting and submit finalized job description for each position based on discussions with designated CPS representatives.
- Finalize evaluation criteria, based on discussions with CPS staff, which address the established minimum qualifications for each position.
- Develop and submit an effective recruitment strategy and marketing/advertising plan.
- Conduct direct sourcing of prospective candidates for each position.
- Conduct in-depth reviews of candidates' credentials using the established evaluation criteria and produce a full report on each viable candidate.
- Select and submit most qualified candidates for review by CPS representatives.
- Advise CPS representatives on interview strategies, techniques, questions, process, timing, and evaluation criteria on a regular, ongoing basis.
- Coordinate interviews and other logistics needed for candidates during the interview process (as needed).
- Assure and maintain proper confidentiality regarding the search process during and after completion of the engagement.
- Submit weekly update report of candidates in process, results of marketing/advertising campaign, and search status.
- Manage correspondence with all unsuccessful prospects and candidates in a timely and respectful manner.

OUTCOMES:

Vendors' services will result in the recruitment of diverse high-performing talent nationally both internal and external to education to fill two (2) to five (5) cabinet, office, and/or senior executive level positions within district annually as needed.

COMPENSATION:

The Vendors will be compensated as specified in their respective agreement; total compensation not to exceed \$175,000.00.

AUTHORIZATION:

Authorize the General Counsel to include other relevant terms and conditions in the written agreements. Authorize the President and Secretary to execute the agreements. Authorize Chief Talent Officer to execute all ancillary documents required to administer or effectuate the agreements.

AFFIRMATIVE ACTION:

Pursuant to the Remedial Program for Minority and Women-Owned Business Enterprise Participation in Goods and Services contracts (M/WBE Program), the Business Diversity goals for this pool are 30% MBE and 7% WBE. This vendor pool is comprised of 1 MBE, 1 WBE and 4 for-profits.

LSC REVIEW:

Local School Council approval is not applicable to this report.

FINANCIAL:

Charge to the Talent Office, Fund 115

Unit 11010

FY18 \$60,000.00

FY19 \$115,000.00

Future year funding is contingent upon budget appropriation and approval.

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:



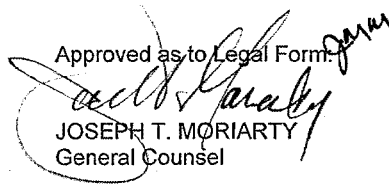
JONATHAN MAPLES
Chief Procurement Officer

Approved:



JANICE K. JACKSON
Chief Executive Officer

Approved as to Legal Form:



JOSEPH T. MORIARTY
General Counsel

1)

Vendor # 18825
ALMA ADVISORY GROUP LLC
1525 E 53RD ST STE 530
CHICAGO, IL 60615

Monica Rosen
773 966-4998

Ownership: Monica Rosen - 100%

2)

Vendor # 19590
BRIDGEPOINT ASSOCIATES, LLC
370 CAMINO GARDENS BLVD, SUITE 330
BOCA RATON, FL 33432

Jeffrey Balfour
561 3258270

Ownership: Jeffrey Balfour - 100%

3)

Vendor # 32324
DAVID GOMEZ & ASSOCIATES
1100 JORIE BLVD., STE 126
OAK BROOK, IL 60523

David Gomez
630 686-1410

Ownership: David Gomez - 100%

4)

Vendor # 80157
ECRA GROUP INCORPORATED
1475 E. WOODFIELD RD 14TH FLR
SCHAUMBURG, IL 60173

John Gatta
847 318-0072

Ownership: Louis Gatta - 54% And John Gatta
- 46%

5)

Vendor # 19591
KEECIA BROY DBA KLB CONSULTING
607 LYMAN AVENUE
OAK PARK, IL 60304

Keecia Broy
312 659-5200

Ownership: Keecia Broy - 100%

6)

Vendor # 19586
MICHAEL MONTOYA DBA STRONGER
CONSULTING INC
4629 CASS ST #218
SAN DIEGO, CA 92109

Michael Montoya
310 699-1629

Ownership: Michael Montoya - 100%