

June 26, 2019

**AUTHORIZE THE FIRST RENEWAL AGREEMENT WITH VARIOUS VENDORS FOR EXECUTIVE SEARCH SERVICES****THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:**

Authorize the first renewal agreement with various vendors to provide executive search services to recruit and fill cabinet officer, and/or senior executive level positions at an annual cost set forth in the Compensation Section of this report. Written documents exercising this option are currently being negotiated. No payment shall be made to Vendors during the option period prior to execution of the written document. The authority granted herein shall automatically rescind in the event a written document is not executed within 90 days of the date of this Board Report. Information pertinent to this option is stated below.

Contract Administrator : Cantero, Mrs. Nanzi / 773-553-2280

**USER INFORMATION :**

Project  
Manager: 11010 - Talent Office  
  
42 West Madison Street  
  
Chicago, IL 60602  
  
Jordan, Ms. Christina

**ORIGINAL AGREEMENT:**

The original agreements (authorized by Board Report 18-0627-PR18) in the amount of \$175,000 in the aggregate for all vendors are for a term commencing upon execution and ending June 30, 2019, with the Board having two (2) options to renew for a one (1) year term. The original agreements were awarded on a competitive basis pursuant to former Board Rule 7-2.

**OPTION PERIOD:**

The term of each agreement is being renewed for one (1) year commencing July 1, 2019 and ending June 30, 2020.

**OPTION PERIODS REMAINING:**

There is one (1) option period for one (1) year remaining.

**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, opportunity 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 schedule 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:**

Vendors shall be paid during this option period as specified in their respective agreements, total compensation shall not exceed \$175,000 in the aggregate for all vendors.

**AUTHORIZATION:**

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

**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 4 vendors including 1 WBE. The User group has committed to achieve the Business Diversity goals through the utilization of the certified diverse suppliers and certified diverse subcontractors.

**LSC REVIEW:**

Local School Council approval is not applicable to this report.

**FINANCIAL:**

Fund 115

Talent Office, Unit: #11010

\$175,000, FY20

Not to exceed \$175,000 in the aggregate for the one (1) year renewal term.

Future year funding is contingent upon budge 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.

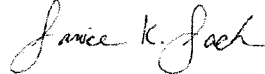
Contingent Liability - The agreement shall contain the clause that any expenditure beyond the current fiscal year is deemed a contingent liability, subject to appropriation in the subsequent fiscal year budget(s).

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 # 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%
- 4) 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%