

**AUTHORIZE NEW AGREEMENTS WITH VARIOUS VENDORS FOR EXECUTIVE SEARCH SERVICES**

**THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:**

Authorize new 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 set forth in the Compensation Section of this report. Vendors were selected on a competitive basis pursuant to Board Rule 7-3. Written agreements for each Vendor services are currently being negotiated. No services shall be provided by any Vendor and no payment shall be made to any Vendor prior to the execution of their written agreement. The authority granted herein shall automatically rescind as to a vendor in the event its written agreement is not executed within 90 days of the date of this Board Report. Information pertinent to the agreements is stated below.

Contract Administrator : Hernandez, Miss Patricia / 773-553-2280  
CPOR Number : 21-0312-CPOR-7662

**VENDOR:**

- 1) Vendor # 18825  
ALMA ADVISORY GROUP LLC  
1525 E 53RD ST STE 530  
CHICAGO, IL 60615  
Monica Santana Rosen  
773 966-4998

Ownership: Monica Santana Rosen - 100%

- 2) Vendor # 19586  
STRONGER CONSULTING INC.  
13446 POWAY RD #417  
POWAY, CA 92064  
Michael Montoya  
310 699-1629

Ownership: Michael Montoya - 100%

- 3) Vendor # 41049  
TalentED Advisors, Inc.  
43 LOCUST RD  
NORTHPORT, NY 11768  
Katherine Wieland  
516 398-3170

Ownership: Katherine Wieland - 100%

**USER INFORMATION :**

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

**TERM:**

The term of each agreement shall commence on July 1, 2021 and shall end June 30, 2022. Each agreement shall have two (2) options to renew for periods of one (1) year each.

**EARLY TERMINATION RIGHT:**

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

**SCOPE OF SERVICES:**

The selected 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 organization outreach, etc.).

\*Recruit and complete initial screening and evaluation of applicants. Provide written summaries post interviews detailing viable candidates' key strengths, opportunity areas, salary expectations and suggested areas for additional probing for applicants referred for interviews with CPS leadership.  
-Candidates and referrals provided by CPS should be contacted within two business days of the firm's receipt of the information from CPS.

\*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 ensuring process guidelines are designed to mitigate selection bias.

\*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 a 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:**

Vendor's 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, officer, and/or senior executive level positions within the district annually as needed.

**COMPENSATION:**

Vendors shall be paid as specified in their respective agreement; total compensation not to exceed \$175,000 in the aggregate for all vendors.

**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:**

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 3 vendors with 2 MBEs. The User Group has committed to achieve the Business Diversity goals through the utilization of the certified diverse suppliers.

**LSC REVIEW:**

Local School Council approval is not applicable to this report.

**FINANCIAL:**

Fund 115  
Talent Office, Unit 11010  
\$175,000, FY22  
Not to exceed \$175,000 for the one (1) year term.  
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.

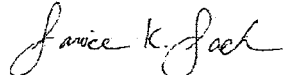
Contingent Liability - The agreement shall contain the clause that any expenditure beyond the current fiscal year is deemed a contingent liability, subject to appropriation in the subsequent fiscal year budget(s).

Approved for Consideration:



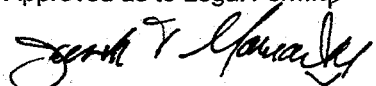
JONATHAN MAPLES  
Chief Procurement Officer

Approved:



JANICE K. JACKSON  
Chief Executive Officer

Approved as to Legal Form:



JOSEPH T. MORIARTY  
General Counsel