

**AUTHORIZE THE SECOND AND FINAL RENEWAL AGREEMENT WITH THE INSTITUTE FOR  
EXCELLENCE IN EDUCATION DBA NATIONAL CHARTER SCHOOLS INSTITUTE FOR A SCHOOL  
OVERSIGHT SYSTEM**

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

Authorize the second and final renewal agreement with The Institute for Excellence in Education DBA National Charter Schools Institute to provide a web-based school oversight system to the Office of Innovation and Incubation at an estimated annual cost set forth in the Compensation Section of this report. A written document exercising this option is currently being negotiated. No payment shall be made to Vendor 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 : Gonzalez, Ms. Cristina / 773-553-2280

**VENDOR:**

- 1) Vendor # 17400  
THE INSTITUTE FOR EXCELLENCE IN  
EDUCATION DBA NATIONAL CHARTER  
SCHOOLS INSTITUTE  
711 W. PICKARD ST. STE M  
MT. PLEASANT, MI 48858  
Jackie Mullikin  
989 317-3510

Ownership: Not-for-Profit Corporation

**USER INFORMATION :**

Project 13610 - Innovation and Incubation  
Manager: 42 West Madison Street  
Chicago, IL 60602  
Washington, Ms. Rochelle  
773-553-2197

PM Contact: 12120 - Office Of Portfolio Management  
42 West Madison Street  
Chicago, IL 60602  
Howell, Mr. Bing  
773-553-3410

**ORIGINAL AGREEMENT:**

The original Agreement (authorized by Board Report 19-0626-PR4) in the amount of \$150,000 was for a term commencing July 1, 2019 and ending June 30, 2020, with the Board having two (2) options to renew for one (1) year term. The first renewal Agreement (authorized by Board Report 20-0626-PR6) in the amount of \$150,000 was for a term commencing July 1, 2020 and ending June 30, 2021, with the Board

having one (1) option to renew for one (1) year term. The original agreement was awarded on a non-competitive basis: the sole-source request was presented to the Non-Competitive Procurement Review Committee and approved by the Chief Procurement Officer.

**OPTION PERIOD:**

The term of this agreement is being renewed for one (1) year commencing July 1, 2021 and ending June 30, 2022.

**OPTION PERIODS REMAINING:**

There are no option periods remaining.

**SCOPE OF SERVICES:**

The vendor will continue to provide a web-based school oversight system, Epicenter, to the Office of Innovation and Incubation. Epicenter will monitor school contractual oversight for all charter and contract schools and alternative learning opportunity programs. Epicenter will follow the Office of Innovation and Incubation master calendar for school reporting and will collect and monitor the submission of all school management, legally required and financial documents. Epicenter will store all submitted documents, track updates to school and board contact information, streamline authorization processes and generate up to date dashboards and reports on completion and submission of all legally requested documents and financial status according to financial metrics of contractual expectations.

**DELIVERABLES:**

The vendor will continue to provide a web-based school oversight system, Epicenter, trainings for Office of Innovation and Incubation staff, schools and school board members and ongoing technical support for Epicenter.

**OUTCOMES:**

Vendor's services will result in the efficiency and information needed that allows staff to focus on quality and ensuring the district fulfills its responsibilities as a school authorizer. This system will process applications, manage compliance, automate workflow and evaluate school performance.

**COMPENSATION:**

Vendor shall be paid during this option period as follows:  
Estimated annual costs for this option period are set forth below:  
\$150,000 FY22

**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 the Chief Portfolio 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), this contract is exempt as this agreement is with a Not-for-profit organization.

**LSC REVIEW:**

Local School Council approval is not applicable to this report.

**FINANCIAL:**

Fund 115, Innovation and Incubation, Unit 13610  
\$150,000 FY22  
Not to exceed \$150,000 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