

AUTHORIZE A NEW AGREEMENT WITH THORSEN CONSULTING, INC. FOR DEVELOPMENT AND HOSTING OF GOCPS WAITLIST/OFFER MODULE SERVICES

THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:

Authorize a new agreement with Thorsen Consulting, Inc. to provide Development and Hosting of GoCPS Waitlist/Offer Module services to Office of Access and Enrollment (OAE) at an estimated annual cost of \$782,500 for the one (1) year term. Vendor was selected on a non-competitive basis. This item was presented to the Single/Sole Source Committee on October 21, 2021 and approved by the Chief Procurement Officer. Prior to approval as a Single Source, the item was published on the Procurement website on October 21, 2021 found here: cps.edu/procurement. The item will remain on the Procurement website until December 15, 2021. This process complies with the independent consultant's recommendations for single source procurements and the Board's "Single/Sole Source Committee Charter." A written agreement for Vendor's services is currently being negotiated. No services shall be provided by Vendor and no payment shall be made to Vendor prior to the execution of their 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.

Contract Administrator : Simpkins, Morgan A. / 773-553-2280

VENDOR:

- 1) Vendor # 51461
 THORSEN CONSULTING, INC.
 436 Grove Court
 Batavia, IL 60510
 Molly Connolly
 630 454-4100

Ownership: 100% - Molly Connolly

USER INFORMATION :

Project
Manager: 11201 - Access and Enrollment

 42 West Madison Street

 Chicago, IL 60602

 Mcphee, Sara A

 773-553-3546

PM Contact:

12120 - Office Of Portfolio Management

42 West Madison Street

Chicago, IL 60602

Shah, Ushma

TERM:

The term of this agreement shall commence on January 1, 2022 and shall end December 31, 2022. This agreement shall have two (2) option to renew for periods of twelve (12) months each.

EARLY TERMINATION RIGHT:

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

SCOPE OF SERVICES:

We are requesting services from Thorsen Consulting to interface with all necessary CPS systems (e.g. application and student information systems), to run the Selections process for the Office of Access and Enrollment and the Office of Early Childhood Education (and on behalf of our sister agency, Department of Family Support Services) application needs, and to develop any necessary related or adjacent tools to support users with these systems, including waitlist functionality.

DELIVERABLES:

The deliverables for this project include:

Support for the Chicago Early Learning (CEL) application.

Functionality to implement selections for both Office of Access and Enrollment (OAE) and CEL.

Functionality to implement complex waitlist priorities (including rolling waitlists) for OAE and CEL.

Support for transfer and post-lottery application processes for OAE.

Support for reporting required for school-based staff to support families in navigating the admissions process for OAE.

Project management and other technical support.

OUTCOMES:

Vendor's services will result in successful execution of the selection of students for the kindergarten through high school application process plus the successful execution of the Chicago Early Learning application process. Additionally, the creation and maintenance of waitlists for both processes are a part of this scope of work.

COMPENSATION:

Vendor shall be paid as follows: Estimated annual costs for the one (1) year term are set forth below:

\$391,250 FY22

\$391,250 FY23

REIMBURSABLE EXPENSES:

Vendor shall be reimbursed for the following 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 Executive Director of Access & Enrollment 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), this contract is in full compliance with the Business Diversity goals of 30% MBE and 7% WBE as the Prime vendor is 100% WBE.

LSC REVIEW:

Local School Council approval is not applicable to this report.

FINANCIAL:

Fund 115
Office of Access and Enrollment
Unit 11201
\$391,250 FY22
\$391,250 FY23

Not to exceed \$782,500 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:



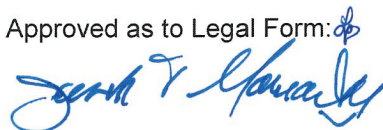
CHARLES E. MAYFIELD
Interim Chief Procurement Officer

Approved:



PEDRO MARTINEZ
Chief Executive Officer

Approved as to Legal Form:



JOSEPH T. MORIARTY
General Counsel