

May 25, 2022

**AUTHORIZE A NEW AGREEMENT WITH ILLINOIS ACTION FOR CHILDREN TO PROVIDE  
SUPPORT THROUGH THE UNIVERSAL APPLICATION HOTLINE**

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

Authorize a new agreement with Illinois Action for Children to provide family support through the Application Hotline to ensure families receive support in applying for both birth to 5 and K-12 programs through GoCPS at an estimated annual cost of \$517,000 for the twelve (12) month term. Vendor was selected on a non-competitive basis. This item was presented to the Single/Sole Source Committee on March 15, 2022 and approved by the Interim Chief Procurement Officer. Prior to approval as a Single Source, the item was published on the Procurement website on March 16, 2022, found here: [cps.edu/procurement](https://cps.edu/procurement). The item will remain on the Procurement website until the May 25, 2022 Board Meeting. This process complies with the independent consultant's recommendations for sole 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 # 91629  
       ILLINOIS ACTION FOR CHILDREN  
       4753 NORTH BROADWAY., STE 1200  
       CHICAGO, IL 60640

JACQUELINE ZANDERS  
773 769-8019

Ownership: Not For Profit

**USER INFORMATION :**

Project  
Manager:     11385 - Early Childhood Development - City Wide  
  
               42 West Madison Street  
  
               Chicago, IL 60602  
  
               Kim, David  
  
               773-553-2010

PM Contact:

11385 - Early Childhood Development - City Wide

42 West Madison Street

Chicago, IL 60602

Mckinily, Leslie

773-553-2010

**TERM:**

The term of this agreement shall commence on July 1, 2022 and shall end June 30, 2023. This 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 this agreement with 30 days written notice.

**SCOPE OF SERVICES:**

Vendor will provide support for families throughout the application process. The Application Hotline serves as a resource for families to learn about child care options, such as school-based (Chicago Public Schools) and community-based (Department of Family Support Services) preschool programs across the City of Chicago as well as K-12 Chicago Public Schools options. The Application Hotline also provides assistance in helping parents complete the online application. If necessary, the Application Hotline can refer families to in-person resources to follow through with the application, learn more about their program provider and learn next steps to enroll. The Application Hotline also troubleshoots and resolves questions, concerns, and issues surrounding application submission and management. The Application Hotline number is advertised on all promotional materials and is readily accessible to families.

**DELIVERABLES:**

Vendor will provide support to callers in applying for early childhood and K-12 programs through GoCPS. Vendor will also address barriers of connecting the highest need families to Chicago Early Learning Programs by making families aware of Chicago Early Learning Programs through community outreach efforts, engaging all City of Chicago families in the application and enrollment process, and assisting them with successfully navigating the application and enrollment processes.

Deliverables will include the following:

The Application Hotline will monitor: number of calls received, number of calls served Record number of referrals provided, number of applications completed, reason for calls (assistance provided), regional breakdown of calls received, other statistics identified by CPS and DFSS.

**OUTCOMES:**

Vendor services will result in the following:

Families will receive informed guidance to assist them in efficiently and effectively completing applications to Early Childhood and K-12 programs through GoCPS.

**COMPENSATION:**

Vendor shall be paid as follows:

Estimated annual costs for the twelve (12) month term shall not exceed \$517,000 FY23

**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 Acting Chief, Early Childhood Education 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 exempt as this agreement is for a not-for-profit organization.

**LSC REVIEW:**

Local School Council approval is not applicable to this report.

**FINANCIAL:**

Fund 362, Office of Early Childhood Education, Unit 11385  
FY23 \$517,000  
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  
Chief Procurement Officer

Approved:



PEDRO MARTINEZ  
Chief Executive Officer

Approved as to Legal Form: 



JOSEPH T. MORIARTY  
General Counsel