

**AUTHORIZE A NEW AGREEMENT WITH CHICAGO COOK WORKFORCE PARTNERSHIP FOR  
LOGISTICAL MANAGEMENT SERVICES**

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

Authorize a new agreement with Chicago Cook Workforce Partnership to provide logistical management services for the Office of College and Career Success at an estimated annual cost set forth in the Compensation Section of this report. Vendor was selected on a non-competitive basis pursuant to Board Rule 7-6. This item was presented to the Single/Sole Source Committee on January 24, 2023 and approved by the Chief Procurement Officer. Prior to approval as a Single Source, the item was published on the Procurement website on January 24, 2023, found here: [cps.edu/procurement](https://cps.edu/procurement). The item will remain on the Procurement website until the February 22, 2023 Board Meeting. 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 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 :     Hubbard, Carisa Ann / 773-553-2280

**VENDOR:**

- 1)     Vendor # 97245  
       CHICAGO COOK WORKFORCE  
       PARTNERSHIP  
       69 WEST WASHINGTON ST SUITE 2860  
       CHICAGO, IL 60602

Claudia Catthouse  
312 603-0200

Ownership: Not-for-profit Corporation

**USER INFORMATION :**

Project  
Manager:     10870 - College and Career Success Office  
  
               42 West Madison Street  
  
               Chicago, IL 60602  
  
               Mcgee, Letitia J.  
  
               773-535-5100

PM Contact:

10870 - College and Career Success Office

42 West Madison Street

Chicago, IL 60602

Hougard, Megan Jean

773-535-5100

**TERM:**

The term of this agreement shall commence on February 24, 2023 and shall end February 23, 2024. This 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 this agreement with 30 days written notice.

**SCOPE OF SERVICES:**

The City of Chicago has appointed Chicago Cook Workforce Partnership (Vendor) as the logistic coordinator for the Skilled Trades Career Fair. CPS and Chicago Cook Workforce will work collectively to produce the Skilled Trades Career Fair for Chicago Public School Students. Chicago Cook Workforce will work directly with McCormick Place to align the logistical needs of the event with the expectations and needs of the Office of College and Career Success. The objective is to ensure that students are provided with an opportunity to experience hands-on, work-based learning opportunities, that they receive assistance with post-secondary planning. The Skilled Trades Career Fair will provide students the opportunity to apply to internships and jobs resulting in an increase in the pipeline of skilled trades professionals for Chicago.

**DELIVERABLES:**

Chicago Cook Workforce entered into a contract with McCormick Place that supports The Chicago Cook Workforce Partnership to pay for the rental of the exhibit hall, parking for staff and volunteers, as well as meals for approximately 3,000 students and 100 volunteers, security, set-up and the breakdown of the event space, audiovisual needs, loading and installing necessary equipment for the event.

**OUTCOMES:**

Vendor services will result in CPS providing a student-centric space to promote construction trades and job opportunities for CPS High School Students in a 240k sq ft event space. Chicago Cook Workforce Partnership will collaborate with CPS to manage the general contractors assigned to the event space to aid in loading and unloading of equipment from partners and the McCormick Place, setting and breaking down of tables and chairs, managing the stage lighting and mics, and providing security. In addition, Chicago Cook Workforce Partnership will manage Unite HERE 1 Local Union (Savor) to provide meals to all attendees.

**COMPENSATION:**

Vendor shall be paid as follows: Estimated annual costs for the one (1) year term are set forth below: \$314,639, 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 the Chief of the Office of College and Career Success 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 with a not-for-profit organization.

**LSC REVIEW:**

Local School Council approval is not applicable to this report.

**FINANCIAL:**

Fund 370, Office of College and Career Success, Unit 10870  
\$314,639, FY23  
Not to exceed \$314,639 for the one (1) year term.

**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:



PATRICIA HERNANDEZ  
Acting Chief Procurement Officer

Approved:



PEDRO MARTINEZ  
Chief Executive Officer

Approved as to Legal Form: 



JOSEPH T. MORIARTY  
General Counsel