

January 24, 2001

01-0124-PR2

**RATIFY MASTER AGREEMENTS WITH VARIOUS TEMPORARY PERSONNEL AGENCIES
FOR TEMPORARY ADMINISTRATIVE CLERICAL SERVICES**

THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:

Ratify Master Agreements with the firms listed below to provide temporary administrative clerical services to the Bureau of Risk and Benefits Management, Office of Specialized Services, Department of Procurement and Contracts, Controller's Office, and the Department of Human Resources at a cost not to exceed \$523,000.00 for all vendors. Vendors were selected pursuant to a duly advertised Bid Solicitation (Specification No. 00-250670). A written agreement for each vendor is available for signature. No payment shall be made to any vendor prior to the execution of their written master agreement. The authority granted herein shall automatically rescind as to each vendor in the event a written agreement is not executed by such vendor within 90 days of the date of this Board Report. Information pertinent to these agreements is stated below.

Specification No: 00-250670

VENDORS:

- | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Millennium Personnel Services.
125 S. Wacker Dr. Suite 300
Chicago, Ill 60606
Contact person: Vernessa Byrd
(312) 364-0460
Vendor # 27637</p> | <p>2. Ilhop Inc. (d/b/a Chicago Staffing Services)
10 S. LaSalle St. Suite 1015
Chicago, Ill 60603
Contact person: Renee Zamora
(312) 332-0900
Vendor # 27630</p> | <p>3. A-Pro Temporaries, Inc.
180 N. LaSalle St.
Chicago, Ill 60601
Contact person: Gladys Jossell
(312) 855-1515
Vendor # 31819</p> |
| <p>4. BPS Staffing, Inc.
200 N. LaSalle St. Suite 1750
Chicago, Illinois 60601
Contact person: Ella Gray
(312) 920-6710
Vendor # 11295</p> | <p>5. Dobbs Temporary Services (d/b/a
Pro-Staff Personnel Services)
10 S. Wacker Dr. Suite 2250
Chicago, Illinois 60606
Contact person: Renee Burke
(312) 575 -2120
Vendor # 29968</p> | <p>6. Lakeshore Staffing, Inc.
1 N. Franklin St. Suite 2425
Chicago, Illinois 60606
Contact person: Mike Ehler
(312) 377-9170
Vendor # 27634</p> |
| <p>7. ASI Staffing Service, Inc.
333 N. Michigan Ave. Ste 2106
Chicago, IL 60601
Contact person: C.R. Miller
(312) 782-4690
Vendor #23445</p> | <p>8. The Personnel Connection, Inc.
36 S. Wabash Ave. Ste 714
Chicago, Ill 60603
Contact person: Silvia McCullum
(312) 578-9898
Vendor # 31060</p> | <p>9. Mack & Associates LTD
100 N. LaSalle St. Suite 2110
Chicago, Ill 60601
Contact person: Lea Delfosse
(312) 368-0677
Vendor # 27613</p> |

USERS:

Bureau of Risk and Benefits Management

125 South Clark – 14th Floor
Chicago, IL 60603
Contact person: Deborah Dawkins Hodges
(773) 553-2826

Department of Procurement and Contracts

125 S. Clark – 10th Floor
Chicago, IL 60603
Contact person: Kimberly Sangster
(773) 553-2258

Controllars Office

125 S. Clark – 10th Floor
Chicago, IL 60603
Contact person: Susan Marek (773) 553-2717

Office of Specialized Services

125 S. Clark – 8th Floor
Chicago, IL 60603
Contact person: Robert Stevens
(773) 553-4300

Department of Human Resources

125 S. Clark – 2nd Floor
Chicago, IL 60603
Contact person: Laura Garza-Maysonet
(773) 553-2690

TERM: The term of these agreements shall commence on January 1, 2001 and shall end December 31, 2001, with the Board having the option to extend the agreements for two (2) additional one (1) year periods, or any shorter period of time as determined by the Board.

SCOPE OF SERVICES: The Bureau of Risk and Benefits Management, Office of Specialized Services, Department of Procurement and Contracts, Controller's Office, and the Department of Human Resources will utilize the vendors to fill temporary administrative clerical positions. Each firm will provide, on an as needed basis, qualified individuals to perform a variety of temporary administrative clerical services. In addition, the vendors will also provide post-open enrollment support, such as answering phones, and filing of over 100,000 forms consisting of updated life/health insurance applications.

DELIVERABLES: Each vendor will provide the necessary support staff required by each User Group.

OUTCOMES: The services of these vendors will provide effective and quality temporary personnel.

STAFFING REQUIREMENTS: Staffing requirements will vary depending on the needs of each User Group. First preference will be given to ordering these Services from the Primary Source. In the event the Primary Source is not able to provide adequate personnel in the designated time, the Secondary Source will be utilized. If the Secondary Source also is not able to provide adequate personnel in the designated time, the Tertiary Source will be utilized. The Chief Officer or the designee from each User's Group shall have the right to order services telephonically from each vendor.

COMPENSATION: Vendors shall be paid flat hourly rates as evidenced in each Vendor's Master Agreement as follows:

COMPANY NAME	CATEGORY	POSITION AWARDED AND FLAT HOURLY RATES
1. Millennium Personnel Services	Primary Source:	Administrative Assistant \$12.60, Computer/Data Entry Operator \$11.90 Secretary \$12.60, Accountant \$17.00, Legal Administrative Assist \$16.80 Paralegal \$18.20, Court File Clerk \$11.20, Media Specialist \$17.50 Online Specialist \$17.50
	Secondary Source:	Receptionist/Switchboard \$11.20, File/Office Clerk \$11.20, Senior Typist \$14.70,
	Tertiary Source:	Accounting Clerk \$15.40, Legal Secretary \$21.00.
2. Ilhop Inc. (dba Chicago Staffing Services)	Primary Source:	Accounting Clerk \$13.45, Receptionist/Switchboard \$9.95 File/Office Clerk \$8.95, Senior Typist \$13.95, Word Processing Operator \$13.95, Legal Secretary \$17.95
	Secondary Source:	Administrative Assistant \$17.95, Computer/Data Entry Operator \$13.45 Secretary \$16.95, Accountant \$19.45, Legal Administrative Assistant \$18.95, Media Specialist \$19.45, Online Specialist \$19.45.
	Tertiary Source:	Paralegal \$19.95, Court File Clerk \$13.45.
3. A-Pro Temporaries	Primary Source:	None
	Secondary Source:	Word Processing Operator \$15.50, Legal Secretary \$20.15,
	Tertiary Source:	Senior Typist \$15.50, Media Specialist \$20.15.
4. BPS Staffing, Inc.	Primary Source:	None
	Secondary Source:	None
	Tertiary Source:	Legal Administrative Assistant \$21.65.
5. Dobbs Temporary Services (d/b/a Pro-Staff Personnel Services)	Primary Source:	None
	Secondary Source:	Accounting Clerk \$14.00, Paralegal \$19.60
	Tertiary Source:	Computer/Data Entry Operator \$14.00, File/Office Clerk \$12.24, Word Processing Operator \$16.50.

- 6. **Lakeshore Staffing, Inc.** Primary Source: None
Secondary Source: None
Tertiary Source: Administrative Assistant \$18.96, Secretary \$16.98, Accountant \$20.77.
- 7. **ASI Staffing Service, Inc.** Primary Source: None
Secondary Source: None
Tertiary Source: Receptionist/Switchboard \$13.50
- 8. **The Personnel Connection, Inc.** Primary Source: None
Secondary Source: Court File Clerk \$12.95,
Tertiary Source: None
- 9. **Mack & Associates LTD.** Primary Source: None
Secondary Source: None
Tertiary Source: Online Specialist \$21.00.

The total compensation shall not exceed \$523,000.00 in the aggregate.

AUTHORIZATION: Authorize the General Counsel to include other relevant terms and conditions in the written agreements. Authorize the President and Secretary to execute the agreements. Authorize the Director of Risk and Benefits Management, the Chief Specialized Services Officer, the Chief Human Resources Officer, and the Chief Purchasing Officer to execute all ancillary documents required to administer or effectuate this agreement.

AFFIRMATIVE ACTION: M/WBE participation for the services and products to be delivered by these vendors are subject to the provisions of the Revised Remedial Plan for M/WBE Economic participation. Every good faith effort will be made by these vendors to achieve compliance with the applicable goals.

LSC REVIEW: Local School Council approval is not applicable to this report.

FINANCIAL: Charge to the Bureau of Risk and Benefits Management: **\$50,000.00**
Budget Classification: # 0963-210-000-1634-5410 - \$50,000.00 Fiscal Year: 2001

Charge to the Controllers Office: **\$50,000.00**
Budget Classification: # 0230-210-000-1120-5410 - \$50,000.00 Fiscal Year: 2001

Charge to the Department of Specialized Services: **\$380,000.00**
Budget Classifications: 0450-220-481-1608-5410 - \$ 40,000.00 Fiscal Year: 2001
0450-220-481-1600-5410 - \$ 50,000.00 Fiscal Year: 2001
0966-220-481-1603-5410 - \$75,000.00 Fiscal Year: 2001
0965-210-000-1604-5410 - \$100,000.00 Fiscal Year: 2001
0450-220-481-1606-5410 - \$ 115,000.00 Fiscal Year: 2001

Charge to the Department of Procurements and Contracts: **\$8,000.00**
Budget Classification: 0240-210-000-1004-5410 - \$ 8,000.00 Fiscal Year: 2001

Charge to the Department of Human Resources - **\$35,000.00**
Budget Classification: 0710-239-515-7750-5410 - \$35,000.00 Fiscal year: 2001

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 July 26, 1995 (95-0726-EX3), as amended from time to time, shall be incorporated into and made a part of the agreement.

Ethics – The Board's Ethics Code adopted September 27, 1995 (95-0927-RU3), as amended from time to time, shall be incorporated into and made a part of the agreement.

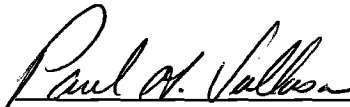
Contingent Liability – The agreement shall contain the clause that any expenditure beyond the current fiscal year is deemed a contingent liability, subject to appropriation in the subsequent fiscal year budget(s).

Approved for Consideration:

Approved:

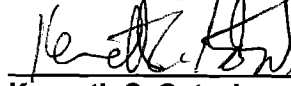


Natalye Paquin
Chief Purchasing Officer



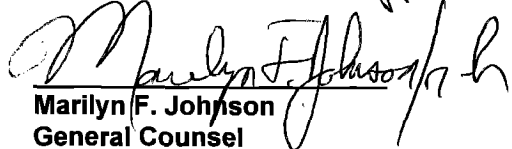
Paul G. Vallas
Chief Executive Officer

Within Appropriation:



Kenneth C. Gotsch
Chief Fiscal Officer

Approved as to legal form: *fw*



Marilyn F. Johnson
General Counsel