

June 27, 2001

01-0627-BD1

**AMEND BOARD REPORT 01-0328-BD1 AMEND BOARD REPORT 00-0927-BD1  
APPROVE THE RENEWAL OF AN EXISTING AGREEMENT WITH OFFICE  
MANAGEMENT ADVISERS (OMA) FOR RECORDS MANAGEMENT SERVICES**

**THE BOARD OFFICE REPORTS THE FOLLOWING DECISION:**

Approve the renewal of an existing agreement with Office Management Advisers (OMA) to provide consulting services to the Office of the Board, central office departments and schools at a cost for the renewal period not to exceed ~~\$229,800~~ \$273,800. A written renewal document is currently being negotiated. No payment shall be made to OMA during the renewal period prior to the execution of the written document. The authority granted herein shall automatically rescind in the event a written renewal document is not executed within 60 days of the date of this Board Report. Information pertinent to this option is stated below.

This amendment is to expand the scope of work originally proposed and increase the dollar amount by \$30,000. OMA is working with the Human Resources Office to organize their personnel records and work to formulate a plan for automating the processing of personnel files. OMA will work with Operations to review the work being done to catalog and scan the system's architectural records.

This amendment is to expand the scope of work originally proposed and increase the dollar amount of the agreement by \$44,000. A written amendment to the agreement is currently being negotiated. The authority granted herein will automatically rescind in the event a written amendment is not executed within 60 days of the effective date of this amended Board Report.

**CONSULTANT:**

Office Management Advisers, John Prette, President  
401 Marie Lane, Schaumburg, IL 60193  
847-985-3222 - Vendor #29775

**USER:**

Office of the Board  
Sharon M. Revello, Board Secretary  
125 S. Clark Street, Chicago 60603

**ORIGINAL AGREEMENT:** The original agreement (authorized by BR# 98-1115-PR5) was for a term commencing 10/9/98 and ending 11/17/99, which agreement was renewed for an additional one year term (authorized by BR# 99-1117-BD1) commencing 11/18/99 and ending 11/17/00.

**RENEWAL PERIOD:** This agreement is being renewed for 1 year commencing 11/18/00 and ending 11/17/01.

**SCOPE OF SERVICES:** OMA will continue to work with central office departments, schools and regions to implement records management procedures, develop new procedures for the Student Depository, implement the records management software, and develop a revised records retention schedule. OMA will work with commercial vendors to facilitate the proper storage and destruction of records throughout the system. OMA will provide staff to develop a history file of all school buildings. This information will be used for research purposes. In addition OMA will provide staff to continue the cataloguing and preservation of student records 60 years and older.

**DELIVERABLES:** OMA will continue to conduct monthly training workshops on new procedures and active filing systems for schools and central office departments and coordinate the reorganization of the student records depository.

**OUTCOMES:** OMA's services will result in the successful implementation of the records management software, policies for records management and student records, as well as the continued, timely storage and destruction of records.

**COMPENSATION:** Consultant shall be paid during this renewal period as follows: monthly invoices to reflect actual hours, not to exceed the sum of ~~\$229,800~~ \$273,800.

**AUTHORIZATION:** Authorize the General Counsel to include other relevant terms and conditions in the written renewal document. Authorize the President and Secretary to execute the renewal document.

**AFFIRMATIVE ACTION:** M/WBE participation will be evidenced via standard monitoring procedures.

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

<b>FINANCIAL:</b> Charge to Office of the Board:	\$199,800	\$30,000	\$44,000	Fiscal Year: 2001
Budget Classification:	0010-210-000-1071-5400	\$150,000	- IM#5000827	
	0010-210-000-1071-5410	\$ 30,000	- IM#5000828	
	0920-210-000-1043-5410	\$ 9,900	- IM#5001206	
	0014-210-000-1011-5410	\$ 9,900		
	0645-552-000-4450-5410	\$ 10,000		
	0710-210-000-1402-5410	\$ 20,000		
	<u>0920-210-000-7861-5410</u>	<u>\$ 44,000</u>		

**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 member 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.

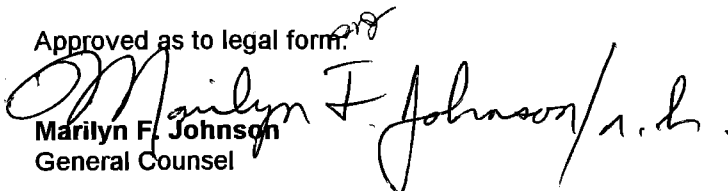
**Ethics** – The Board's Ethics Code adopted September 27, 1995 (95-0927-RU3), as amended from time to time, shall be incorporated into and made a part of the agreement.

**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).

Within Appropriation:

  
**Kenneth C. Gotsch**  
 Chief Fiscal Officer

Approved as to legal form:

  
**Marilyn F. Johnson**  
 General Counsel