

**APPROVE ENTERING INTO AN AGREEMENT WITH KOWALENKO & BILOTTI, INC.
FOR CONSULTING SERVICES**

THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:

Approve entering into an agreement with Kowalenko & Bilotti, Inc. to provide consulting services to the Department of Procurement and Contracts at a cost not to exceed \$72,040.00. Consultant was selected on a non-competitive basis because of its extensive experience in implementing change management for strategic sourcing.. A written agreement for Consultant's services is currently being negotiated. No services shall be provided by Consultant and no payment shall be made to Consultant prior to the execution of the 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.

CONSULTANT: Kowalenko & Bilotti, Inc.
300 W. Washington St., Suite 1314
Chicago, IL 60606
312-853-0500
Contact Person: Emma Kowalenko
Vendor # 31663

USER: Department of Procurement and Contracts
125 S. Clark St., 10th Fl.
Chicago, IL 60606
Benjamin Ho, Director, Technology & Systems Mgmt.
773-553-2280

TERM: The term of this agreement shall commence on the date the agreement is signed and shall end 12 months thereafter.

EARLY TERMINATION RIGHT: The Board shall have the right to terminate this agreement upon thirty (30) days written notice.

SCOPE OF SERVICES: Consultant will provide management consulting services to the Department of Procurement & Contracts to prepare for e-procurement supplier selection. E-procurement is the implementation of integrated technology to eliminate transactional inefficiencies by providing schools and departments the ability to electronically order from strategically negotiated contracts. Specifically consultant will assist in the user requirement gathering, assessment of change management, communication strategy and training during the planning phase of the initiative.

DELIVERABLES: Consultant will provide CPS the following:

- Recommendations on user requirements for E-procurement system
- Issuance of RFI for E-procurement Pilot
- Implementation, assessment and evaluation of E-procurement pilot system.
- Recommendations on communication strategy and training plan for CPS users and vendors

OUTCOMES: Consultant's services shall result in the selection of an e-procurement vendor.

COMPENSATION: Consultant shall be paid \$72,040.00. Such fee shall include all professional fees and all actual travel and out of pocket expenses associated with this contract. Billing shall be on a monthly basis. Consultant will be engaged through the completion of the project regardless of the number of hours. CPS shall withhold 10% of each increment payment until final deliverables have been approved.

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 Purchasing Officer to execute all ancillary documents required to administer or effectuate this agreement.

AFFIRMATIVE ACTION: Vendor agrees to comply with and be bound by the provisions of the Revised Remedial Plan for Minority and Women Business Enterprise Economic Participation (M/WBE) Plan.

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

FINANCIAL: Charge to: Department of Procurement and Contracts \$72,040.00 Fiscal Year: 2001
Budget Classification: 0240-210-000-1631-5410 Source of Funds: General Fund
Requisition Number: [#]

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).

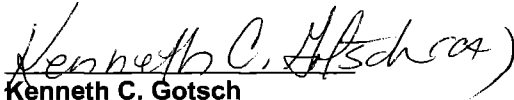
Approved for Consideration:


Natalye Paquin
Chief Purchasing Officer

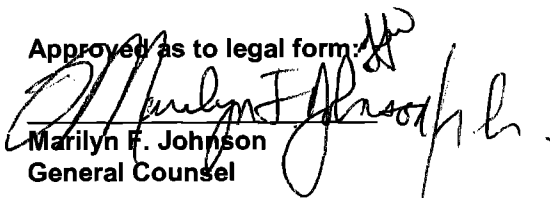
Approved:


Paul G. Vallas
Chief Executive Officer

Within Appropriation:


Kenneth C. Gotsch
Chief Fiscal Officer

Approved as to legal form:


Marilyn F. Johnson
General Counsel