

**APPROVE ENTERING INTO AN AGREEMENT WITH
BRONNER GROUP, LLC FOR CONSULTING SERVICES**

THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:

Approve entering into an agreement with Bronner Group, LLC ("Bronner") to provide Oracle and PC training and reporting consulting assistance to the Office of Technology Services, at a cost not to exceed \$450,000.00. Consultant was selected on a non-competitive basis because of its past experience in providing Oracle and PC training for the Illinois Secretary of State, Cook County, the City of Chicago and the Chicago Transit Authority. 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 ninety (90) days of the date of this Board Report. Information pertinent to this agreement is stated below.

SPECIFICATION NO.: 01-250241

CONSULTANT: Bronner Group, LLC
120 North LaSalle Street, Suite 1300
Chicago, Illinois 60602-2415
Contact: Gila J. Bronner, Pres.
Telephone No.: 312-759-5101
Vendor No.: 29783

USER: Office of Technology Services
125 South Clark Street
Chicago, Illinois 60603
Contact: Elaine L. Williams, Chief Technology Officer
Stephanie Hunter, Deputy CTO – Apps. Dev.
Telephone No.: 773-553-1300

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

EARLY TERMINATION: The Board has the right to terminate this agreement with thirty (30) days written notice.

SCOPE OF SERVICES: Bronner will provide the following:

- Planning Meetings - In order to construct a detailed training work plan, Bronner will participate in project meetings with appropriate CPS personnel to review and finalize project responsibilities. Individual duties and responsibilities will be assigned with respective dates.
- PC Skills Assessment - Bronner will construct a PC skills assessment template and distribute it to appropriate CPS employees. This template will provide the information necessary to create a training plan, while providing CPS with a tool that can be continuously utilized to assess employees.
- Detailed Training Work Plan - Bronner will construct a detailed training work plan specifically addressing those tasks necessary for the preparation and delivery of the assigned Bronner/ULC training courses. This plan will include the assignment of resources by name and the anticipated task durations.
- Develop Training Module for Oracle, TI 83, and PCs - Based on system and assessment review, Bronner will develop a training module for the actual conduct of the training. The training will be conducted in a simulated environment, with the goal of providing an easy transition to the production-based application. Training materials will be developed based on the actual system components.

- Test Training Materials – Bronner-developed training materials will be tested by a sample of users to identify any required modifications or enhancements. The training materials will then be revised based on user feedback.
- Deliver Pilot Training – Bronner will conduct pilot training for a sample group of CPS personnel, as selected by CPS. Results and comments will be compiled to identify any training or system enhancements. Bronner will revise its training program accordingly.
- Training – Bronner will deliver training to appropriate CPS personnel.
- Project Administration - Quality assurance and management reviews will be conducted on an ongoing basis. Progress reports will be developed and presented to management. Training reports will also be developed, detailing the courses delivered, students trained, the subject matter, and the dates of delivery. Additionally, student feedback will be compiled and presented to CPS management.

DELIVERABLES: Bronner will provide following:

- PC Skills and Oracle Assessment. Bronner will compare existing personnel skills and competencies with skills and capabilities required for current/future Oracle financial and software/Internet application use. This information will be used to customize course offerings to more effectively demonstrate and enhance skills required for particular department duties relating to Oracle financial and HRMS software/Internet applications.
- Assessment Tasks
 - Conduct initial project meeting: Identify key CPS department contacts
 - Develop survey: Solicit input from key CPS department contacts regarding deployment strategy
 - Conduct survey: When possible, survey will be conducted live by a Bronner interviewer in employee's work area
 - Analyze results: Produce report, determine and prioritize required skills and competencies to be addressed in training curriculum.
 - Incorporate results into course curriculum: Develop classroom examples/exercises that incorporate assessment findings to improve course effectiveness
 - Evaluate course effectiveness and employee suggestions: through development of course evaluations
- Curriculum Development: Bronner will design curriculum and courseware with a focus on teaching skills that can be applied directly in the classroom. As such, course configurations can be designed to be responsive to CPS' specific training needs and requirements, as they relate to the Oracle implementation and use of technology in the classroom.
- Develop training manuals, which will include, but are not limited to:
 - Overview of the material contained in the course
 - Prerequisites or assumed knowledge for the course
 - Wide margins to provide space for written notes
 - A "Table of Contents"
 - Relevant definitions of terminology used in class
 - "Lesson Wrap-up" sections
 - Procedures for practice activities
 - Practice exercises that simulate actual work directives
 - User guides and "cheat-sheets"
 - Frequently asked questions
- PC Skills Training. Bronner will evaluate the requisite PC skills for all employees and build a detailed PC training plan.

- **Interface Functionality Training.** Bronner will train on the interfaces developed to integrate the CPS Legacy systems with the respective Oracle modules, where required. Bronner will provide a training program that is specific to the questions and issues that CPS employees have been experiencing. For future Oracle module releases, interface training will be centered around changes to CPS' previous business practices.
- **Oracle Navigation Training.** Bronner will provide Central Office employees Navigation training. The future rollout of Oracle modules to the schools will require the design and delivery of a comprehensive training initiative, starting with a navigation program. These courses will be designed to train designated users on the specific modules with which they will be working. This will provide the basic Oracle navigation knowledge, while creating familiarity with specific module screens.
- **Oracle Procedural/Functional Training.** Bronner will work with the project team members to develop effective functional training and tools for CPS employees. The advantage of developing this material at present, in a live system environment, is that Bronner can utilize the experience CPS has gained by working with a production system to identify specific areas of concentration. This training will focus on the procedural/functional implementation of Oracle specific to the CPS environment.
- **Oracle Software Application Training.** Bronner will develop and deliver targeted, job-specific Oracle software application training to the CPS end-user community at large. This includes: clerks, principals, teachers, central office users, REOs, etc. This training will also include decision support tools, such as Discoverer, which Oracle end-users will be required to use for ad-hoc reporting.
- **Software Application Training.** Bronner will develop and deliver targeted, job-specific software application training to Chicago-area high school teachers.
- **Internet Functionality Training.** Bronner will develop and deliver targeted, job-specific Internet functionality and application training to Chicago area high school teachers for use of the internet in delivery of instruction.
- **TI 83+ Scientific Calculator Training.** Bronner will provide functionality, instructions and training for effective use of the TI 83+ Scientific Calculator by teachers in five targeted high schools.

OUTCOMES: Consultant's services shall result in the Board receiving the following services:

- A thorough technology skills gap assessment of the CPS personnel, including high school teachers, principals, clerks, central office users-at-large, etc.
- Development of a comprehensive "training strategy" for CPS, to prepare the boards users-at-large for current and future technology initiatives
- Targeted Oracle module functionality training
- Specific reporting tools training
- Custom PC, Web and T1 83+ scientific calculator skills training and related courseware for distribution and use by CPS

COMPENSATION: Consultant shall be paid as follows: Upon invoicing, not to exceed the sum of \$450,000.00.

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

AFFIRMATIVE ACTION: The vendor has proposed following M/WBE participation and has identified the following firms and percentages:

10% Hispanic
E.C. Ortiz 400 East Randolph Suite 803, Chicago, IL 60601 \$45,000.00 - 10%

66% Women Owned:
Bronner Group, LLC 120 North LaSalle Suite 1300, Chicago, IL 60602 \$405,000.00 - 66%

Each identified firm is certified by the City of Chicago/Department of Purchases Contracts and Supplies. The identified firms are subject to change upon approval from the division of Compliance and Vendor Services in the Procurement and Contracts Department without further Board approval.

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

FINANCIAL: Charge to the Office of Technology Services: \$450,000.00 Fiscal Year: 01
Budget Classification No. 0220-210-000-1114-5410 P.O. 128920 – Req. #5022158

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.

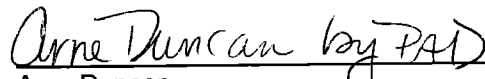
Contingent Liability – The agreement shall contain the clause that any expenditure beyond the current fiscal year is deemed a contingent liability, subject to appropriation in the subsequent fiscal year budget(s).

Approved for Consideration:




Natalye Paquin
Chief Purchasing Officer

Approved:



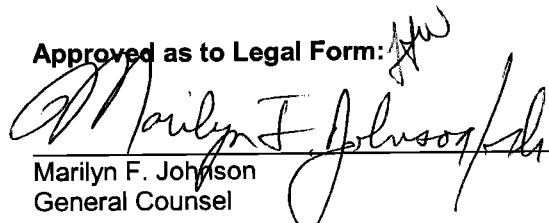
Arne Duncan
Chief Executive Officer

Within Appropriation:



Kenneth C. Gotsch
Chief Fiscal Officer

Approved as to Legal Form:



Marilyn F. Johnson
General Counsel