

**AMEND BOARD REPORT 00-1115-PR19**  
**APPROVE ENTERING INTO AN AGREEMENT WITH GOVERNMENT ASSISTANCE PROGRAM**  
**FOR CONSULTING SERVICES**

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

Approve entering into an agreement with Government Assistance Program (GAP) to provide consulting services to the Department of Human Resources at a cost not to exceed \$54,200. \$58,700.00. GAP was selected on a non-competitive basis due to their expertise in providing consulting in the area of strategic planning for government organizations. 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.

This amended Board Report is required to increase the dollar amount of the contract by \$4,500.00 for a total expenditure not to exceed \$58,700.00. This increase is necessary to expand the scope of services to include "Interview & Resume Writing" workshops for CPS employees. A written amendment to the contract is currently being negotiated. No payment for these additional services shall be made prior to the execution of the written agreement. The authority granted in this amended Board Report shall automatically rescind in the event a written agreement is not signed within 60 days of the date of this amended Board Report.

Specifications No.: 00-250756

**CONSULTANT:** Government Assistance Program  
 243 South Wabash Street, Suite 9100  
 Chicago, Illinois 60604  
 Mary Ann Sullivan  
 (312) 362-8311  
 Vendor # 25509

**USER:** Department of Human Resources  
 125 South Clark, 2<sup>nd</sup> Floor  
 Carlos Ponce  
 (773) 553-1070

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

**EARLY TERMINATION RIGHT:** Either party has the right to terminate this agreement upon 90 days prior written notice.

**SCOPE OF SERVICES:** Consultant will provide a *Senior Management Strategic Plan Implementation* as follows: Two (2) GAP facilitators will design, coordinate, facilitate, and conduct eight (8) half-day sessions with twenty (20) senior managers from the Department of Human Resources to implement strategic planning and to help improve communication across department bureaus. Consultant services will include checking in on progress of plans, discussing management meeting, reviewing communication styles, examining conflict resolution strategies, and creating marketing/awareness within the department and the school system.

Consultant will also provide a *Teacher Retention Focus Groups Proposal* as follows: Two (2) GAP facilitators will design, conduct, and document ten (10) one-and-a-half hour focus groups of 10-20 teachers each (100-120 total) to solicit input on factors contributing to teacher retention in the Chicago Public Schools. Five of the focus groups will involve teachers funded by classroom reduction dollars and the other five will be with other teachers in the school system. Two (2) feedback meetings will also be held with focus group participants and department staff to present the summarized results of all the focus groups.

Consultant will also provide "Interview & Resume Writing" workshops as follows: One (1) GAP facilitator will design, coordinate, facilitate, and conduct 2 half-day workshops.

**DELIVERABLES:** *Senior Management Strategic Plan Implementation Proposal*; Two (2) GAP facilitators will design the curriculum/agenda for eight (8) half-day sessions; Arrange logistics and materials/supplies for eight (8) half-day sessions; Facilitate eight (8) half-day sessions for twenty (20) managers; Provide materials for twenty (20) senior managers; and consult with the Chief Human Resources on progress.

*Teacher Retention Focus Groups*; Two (2) GAP facilitators will design question protocol for focus groups, conduct ten (10) focus groups at identified CPS sites, document focus group results, prepare and deliver final summary report of focus group results and conduct two (2) feedback meetings to present summary report.

*Interview & Resume Writing Workshops*; One (1) GAP facilitator will design the agenda for the two (2) half-day workshops; Arrange materials/supplies for a maximum of 15 CPS employees.

**OUTCOMES:** *Senior Management Strategic Plan Implementation Proposal* will result in the implementation of year one of department strategic plans. During year one (1999), GAP created the Senior Management Strategic Plan and during this year, GAP will implement the plan. Senior Management Strategic Plan Implementation Proposal will also result in the improved communication across department bureaus, enhanced skills of senior managers of the department, and increased involvement of staff within bureaus.

*Teacher Retention Focus Groups* will result in data indicating reasons for teacher retention at CPS by seeking data on the differences and/or similarities between teachers funded by classroom reduction dollars and teachers not funded by classroom reduction dollars at CPS. In an effort not to allow the prevailing factor of the data to solely include teachers funded by classroom reduction dollars, an overall study will be conducted to include both groups. Teacher Retention Focus Groups will also result in data indicating reasons for teacher retention at CPS by seeking data indicating personal and professional expectations and satisfaction of teachers with teachers at CPS, data indicating effectiveness of CPS-HR retention efforts, and improved communication between teachers and HR at CPS.

*Interview & Resume Writing Workshops* will result in preparing CPS employees on creating a more professional resume and strengthening interviewing skills.

**COMPENSATION:** Consultant shall be paid as follows: four (4) equal payments upon invoicing, \$13,550.00 after 3 months, \$13,550.00 after 6 months, \$13,550.00 after 9 months and the final payment of \$13,550.00 at the end of services. Consultant shall be paid for Interview & Resume Writing Workshops upon invoicing. The total payments shall not exceed the sum of ~~\$54,200.00.~~ \$58,700.00.

**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 Human Resource 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.

<b>FINANCIAL:</b> Charge to Department of Human Resources:	\$ 54,200.00	<del>\$4,500.00</del>	Fiscal Year: 2001/2002
Budget Classification: 0710-239-515-7750-5410	\$ 34,200.00		(FY2001)
Budget Classification: 0710-239-480-1008-5410	\$ 20,000.00		(FY2001)
<u>Budget Classification: 0710-210-000-1008-5410</u>	<u>\$ 4,500.00</u>		<u>(FY2002)</u>
Source of Funds: Federal			

**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.

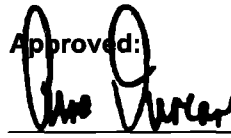
Indebtedness – The Board's Indebtedness Policy adopted July 26, 1995 (95-0726-EX3), as amended from time to time, shall be incorporated into and made a part of the agreement.

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.

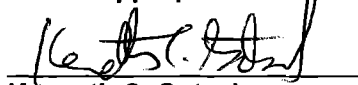
Contingent Liability – The agreement shall contain the clause that any expenditure beyond the current fiscal year is deemed a contingent liability, subject to appropriation in the subsequent fiscal year budget(s).

Approved for Consideration:

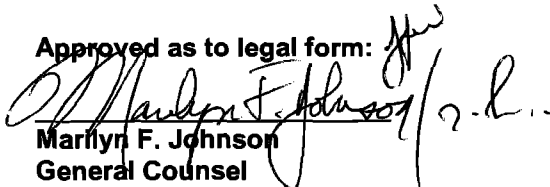
  
Natalye Paquin  
Chief Purchasing Officer

Approved:  
  
Arne Duncan  
Chief Executive Officer

Within Appropriation:

  
Kenneth C. Gotsch  
Chief Fiscal Officer

Approved as to legal form:

  
Marilyn F. Johnson  
General Counsel