

**APPROVE ENTERING INTO AN AGREEMENT WITH SYNCH SOLUTIONS FOR
CONSULTING SERVICES**

THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:

Approve entering into an agreement with Synch Solutions for consulting services to the Office of Technology Services ("OTS") at a cost not to exceed \$260,000. Consultant was selected on a non-competitive basis because of its overall knowledge of project management, process change and major technology initiatives. A written agreement for Consultant's services is currently being negotiated. No services shall be provided by the 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 document is not executed within ninety (90) days of the date of this Board Report. Information pertinent to this agreement is stated below.

SPECIFICATION NO.: 01-250348

CONSULTANT: Synch Solutions
233 East Erie Street, Suite 605
Chicago, IL 60611
Contact: John D. Sterling
Telephone No. 312-787-6182
Vendor No. 34576

USER: Office of Technology Services
125 South Clark Street
Chicago, Illinois 60603
Telephone No. 773-553-1300
Contact: Elaine L. Williams, Chief Technology Officer
Walter Briggs, First Deputy Chief Technology Officer

TERM: The term of this agreement shall commence upon the execution of the contract and shall end June 30, 2002. The agreement shall have two (2) options to renew for periods of six (6) months each.

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

SCOPE OF SERVICES: The Consultant will focus on the development of the overall definition and plan for the implementation of a Program Management Office (PMO) for OTS, the development of a cost benefits analysis for the PMO, and the development of management processes, workflows, and forms for the governance and oversight of the PMO. The procedures to be developed include a uniform process for requesting services from OTS. The consultant will also inventory all existing technology projects and develop a detailed profile for each project including resources, cost, time frames, risks, open issues, and performance measures.

DELIVERABLES: Consultant will provide two (2) full-time senior level business consultants to develop the PMO charters and Implementation Plan, develop a Client Request process, and project status reporting tool.

OUTCOMES: Consultant's services shall result in the Office of Technology Services having a uniform process for recording, evaluating, managing, and tracking requests from schools and central office departments for technology services.

COMPENSATION: Consultant shall be paid monthly, based on actual time incurred not to exceed \$260,000.00.

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

AFFIRMATIVE ACTION: The M/WBE goals for this contract include:

35% Total MBE, 22% Total African American, 10% Total Hispanic, 2% Total Asian and 5% Total WBE.

However, the Waiver Review Committee recommends that a full waiver of the participation goals for this contract as required by the Revised Remedial Plan for Minority and Women Business Enterprise Contract Participation (M/WBE Plan) be granted because "the contract scope is not further divisible".

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

FINANCIAL: Charge to the Office of Technology Services: \$260,000.00
Budget Classification: 0960-210-000-1108-5410 FY '02

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:


Anita Rocha
Acting 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