

September 24, 2003

**AWARD AN AGREEMENT WITH COLETTE HOLT & ASSOCIATES  
FOR CONSULTANT SERVICES****THE GENERAL COUNSEL RECOMMENDS THE FOLLOWING:**

Award an agreement with Colette Holt & Associates (the "Consultant") to provide consulting services to the Law Department at a cost not to exceed \$100,000.00. Consultant was selected on a non-competitive basis based on Consultant's expertise in the field of affirmative action programs, public contract law, disparity studies, and Minority and Women-Owned Business (M/WBE) availability analysis. A written agreement for Consultant's services is currently being negotiated. Consultant shall provide no services, and no payment shall be made to Consultant, prior to the execution of a written agreement. The authority granted herein shall automatically rescind in the event a written document is not executed within 60 days of the date of this Board Report. Information pertinent to this agreement is stated below.

Specification No. 03-250224

**CONSULTANT:** Colette Holt & Associates  
541 West Arlington Place  
Chicago, IL 60611  
Contact Person: Colette Holt  
Phone No: (773) 528-9072 Fax: (773) 244-1178  
Vendor No. 20802

**USER:** Law Department  
125 S. Clark Street  
7<sup>th</sup> Floor  
Chicago, IL 60603  
Contact Person: Nancy Laureto  
Phone No: (773) 553-1700

**TERM:** The term of this agreement shall commence on October 1, 2003 and shall end September 30, 2004.

**SCOPE OF SERVICES:** The Consultant will provide the following services:

Review CPS's M/WBE Program policies and procedures, including contract evaluation and award procedures, and race- and gender-neutral measures for reducing discrimination; advise on procedures for collection of CPS contracting data; advise on potential litigation and/or administrative options; assist in implementing any needed changes in policy or procedures.

**DELIVERABLES:** Consultant will develop written recommendations and proposed policy revisions.

**OUTCOMES:** Consultant will help ensure compliance with M/WBE legal requirements.

**COMPENSATION:** Consultant shall be paid monthly as invoices are submitted and verified, not to exceed a total amount of \$100,000.00.

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

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

**FINANCIAL:** Professional Consulting Services  
Charge \$100,000.00 to Office of Business Diversity  
Budget Classification . . . . . 0114-401-000-1004-5410

**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, is hereby 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, is hereby 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:**

  
HEATHER A. CROSSLEY  
Chief Purchasing Officer


**Approved:**

  
ARNE DUNCAN  
Chief Executive Officer

**Within Appropriation:**

  
JOHN MAIORCA  
Chief Financial Officer

**Approved as to legal form:**

  
RUTH M. MOSCOVITCH  
General Counsel