

**APPROVE PAYMENT TO IT'S YOUR SERVE FOR PROCESS SERVING FEES****THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:**

Approve payment to It's Your Serve ("Vendor") who provided Process services to the Talent Office from March 22, 2011 to August 10, 2011 in the amount of \$39,150.00. These services were rendered without prior Board approval and all services have been completed.

**VENDOR:**

- 1) Vendor # 99898  
IT'S YOUR SERVE  
134 NORTH LASALLE., #750  
CHICAGO, IL 60606  
Kelly Kienzle  
312 855-0303

**USER INFORMATION :**

## Contact:

11010 - Office of Human Capital  
125 S Clark St - 2nd Floor  
Chicago, IL 60603  
Colston, Miss Cheryl Janette  
773-553-1070

**SCOPE OF SERVICES:**

Vendor provided personal service of discipline decisions, instructions and procedures to CPS employees who had pending and/or confirmed allegations of misconduct.

**DELIVERABLES:**

Vendor provided service of personnel termination letters, suspension without pay letters and absent without leave letters.

**OUTCOMES:**

Vendor's services allowed the Talent Office to have notification letters delivered in a timely manner.

**COMPENSATION:**

Vendor shall be paid the sum of \$39,150.00, for process services rendered at a rate of \$50.00 per service.

**AFFIRMATIVE ACTION:**

A review of Minority and Women Business Enterprise participation was precluded due to completed contract performance.

**LSC REVIEW:**

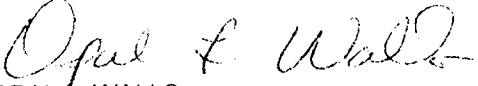
Local School Council approval is not applicable to this report.

**FINANCIAL:**

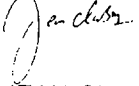
Charge to the Talent Office: \$39,150.00  
Budget Classification: 11070-115-54125-231601-000000  
Fund Source: General Fund  
Fiscal Year: 2011-2012

**CFDA#:** Not Applicable

Approved for Consideration:

  
OPAL L. WALLS  
Chief Purchasing Officer

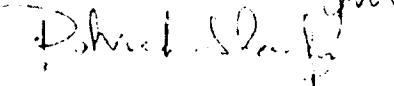
Approved:

  
JEAN-CLAUDE BRIZARD  
Chief Executive Officer

Within Appropriation:

  
DAVID G. WATKINS  
Chief Financial Officer

Approved as to Legal Form

  
PATRICK J. ROCKS  
General Counsel