

**AUTHORIZE A NEW AGREEMENT WITH THE INSTITUTE FOR EXCELLENCE IN EDUCATION DBA NATIONAL CHARTER SCHOOLS INSTITUTE FOR SCHOOL OVERSIGHT SYSTEM SERVICES**

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

Authorize a new agreement with The Institute for Excellence in Education DBA National Charter Schools Institute to provide a web-based School Oversight System to the Office of Innovation and Incubation at an estimated annual cost of \$340,000 for the (2) two year term. Vendor was selected on a non-competitive basis. This item was presented to the Single/Sole Source Committee on March 15, 2022 and approved by the Chief Procurement Officer. Prior to approval as a Single Source, the item was published on the Procurement website on March 16, 2022, found here: [cps.edu/procurement](http://cps.edu/procurement). The item will remain on the Procurement website until the May 25, 2022 Board Meeting. This process complies with the independent consultant's recommendations for sole source procurements and the Board's Single/Sole Source Committee Charter. A written agreement for Vendor's services is currently being negotiated. No services shall be provided by Vendor and no payment shall be made to Vendor prior to the execution of its 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.

Contract Administrator :     Simpkins, Morgan A. / 773-553-2280

**VENDOR:**

- 1)     Vendor # 17400  
       THE INSTITUTE FOR EXCELLENCE IN  
       EDUCATION DBA NATIONAL CHARTER  
       SCHOOLS INSTITUTE  
       711 W. PICKARD ST. STE M  
       MT. PLEASANT, MI 48858

Jackie Mullikin  
989 317-3510

Ownership: Not-for-Profit Corporation

**USER INFORMATION :**

Project  
Manager:     13610 - Innovation and Incubation  
  
                 42 West Madison Street  
  
                 Chicago, IL 60602  
  
                 Washington, Rochelle  
  
                 773-553-2261

**TERM:**

The term of this agreement shall commence on July 1, 2022 and shall end June 30, 2024. This agreement shall have two (2) options to renew for periods of two (2) years each.

**EARLY TERMINATION RIGHT:**

The Board shall have the right to terminate this agreement with 30 days written notice.

**SCOPE OF SERVICES:**

The vendor will continue to provide a web-based school oversight system, Epicenter, to the Office of Innovation and Incubation. Epicenter will monitor school contractual and legal oversight for all charter and contract schools and alternative learning opportunity programs. Epicenter will follow the Office of Innovation and Incubation master calendar for school reporting and will collect and monitor the submission of all school management, legally required and financial documents. Epicenter will store all submitted documents, track updates to school and board contact information, streamline authorization processes and generate up-to-date dashboards and reports on completion and submission of all legally requested documents and financial status according to financial metrics of contractual expectations. Epicenter will also generate the annual Financial and Compliance and Operational Scorecards for all of the schools under I&I's portfolio.

**DELIVERABLES:**

The vendor will continue to provide a web-based school oversight system, Epicenter, trainings for Office of Innovation and Incubation staff, schools and school board members and ongoing technical support for Epicenter.

**OUTCOMES:**

Vendor's services will result in the efficiency and information needed that allows staff to focus on quality and ensure the district fulfills its responsibilities as a school authorizer. This system will process applications, manage compliance, automate workflow and evaluate school performance.

**COMPENSATION:**

Vendor shall be paid during this option period as follows:  
Estimated annual costs for two (2) year term are set forth below:  
\$170,000 FY23  
\$170,000 FY24

**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 Chief Portfolio Officer (or designee) to execute all ancillary documents required to administer or effectuate this agreement.

**AFFIRMATIVE ACTION:**

Pursuant to the Remedial Program for Minority and Women-Owned Business Enterprise Participation in Goods and Services contracts, (M/WBE Program), this contract is exempt as this agreement is with a not-for-profit organization.

**LSC REVIEW:**

Local School Council approval is not applicable to this report.

**FINANCIAL:**

Fund 115, Innovation and Incubation, Unit 13610  
\$170,000 FY23  
\$170,000 FY24  
Not to exceed \$340,000 for the two (2) year term.  
Future year funding is contingent upon budget appropriation and approval.

**CFDA#:** Not Applicable

**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 June 26, 1996 (96-0626-PO3), as amended from time to time, shall be incorporated into and made a part of the agreement.

Ethics - The Board's Ethics Code adopted May 25, 2011 (11-0525-PO2), 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:




CHARLES E. MAYFIELD  
Chief Procurement Officer

Approved:



PEDRO MARTINEZ  
Chief Executive Officer

Approved as to Legal Form: 



JOSEPH T. MORIARTY  
General Counsel