

**AUTHORIZE THE SECOND (FINAL) RENEWAL AGREEMENT WITH THORSEN CONSULTING, INC.
FOR DEVELOPMENT AND HOSTING OF GOCPS WAITLIST/OFFER MODULE SERVICES**

THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:

Authorize the second (final) renewal agreement with Thorsen Consulting, Inc. to provide development and hosting of GoCPS waitlist/offer module services to Office of Access and Enrollment (OAE) at an estimated annual cost set forth in the Compensation Section of this report. A written document exercising this option is currently being negotiated. No services shall be provided by Vendor and no payment shall be made to Vendor during the option period prior to execution of the written document. The authority granted herein shall automatically rescind in the event a written document is not executed within 90 days of the date of this Board Report. Information pertinent to this option is stated below.

Specification Number : 23

Contract Administrator : Museitef, Suzanne S / 773-553-2280

VENDOR:

- 1) Vendor # 51461
THORSEN CONSULTING, INC.
436 Grove Court
Batavia, IL 60510
Molly Connolly
630 454-4100

Ownership: 100% Molly Connolly

USER INFORMATION :

Project 11201 - Access and Enrollment
Manager: 42 West Madison Street
Chicago, IL 60602
Mcphee, Sara A
773-553-3546

ORIGINAL AGREEMENT:

The original Agreement (authorized by Board Report 21-1215-PR3) in the amount of \$782,500 is for a term commencing January 1, 2022 and ending December 31, 2022 with the Board having two (2) options to renew for periods of one (1) year each. The Agreement was renewed (authorized by Board Report 22-1026-PR1) in the amount of \$957,500 for a term commencing January 1, 2023 and ending December 31, 2023. The original Agreement was awarded on a non-competitive basis pursuant to Board Rule 7-6. The request was presented to the Sole/Single Source Committee and approved by the Chief Procurement Officer.

OPTION PERIOD:

The term of this agreement is being renewed for one (1) year commencing January 1, 2024 and ending December 31, 2024.

OPTION PERIODS REMAINING:

There are no option periods remaining.

SCOPE OF SERVICES:

Vendor services will interface with all necessary CPS systems (e.g. application and student information systems), to run the selections process for OAE, the Office of Early Childhood Education, and on behalf of the Department of Family Support Services, address application needs, and develop any necessary related or adjacent tools to support users with these systems, including but not limited to waitlist functionality

DELIVERABLES:

The deliverables for this project include:

- Support for the Chicago Early Learning (CEL) application;
- Functionality to implement selections for both OAE and CEL;
- Functionality to implement complex waitlist priorities (including rolling waitlists) for OAE and CEL;
- Support for transfer and post-lottery application processes for OAE;
- Support for reporting required for school-based staff to support families in navigating the admissions process for OAE; and
- Project management and other technical support.

OUTCOMES:

Vendor's services will result in successful execution of the selection of students for the kindergarten through high school application process plus the successful execution of the CEL application process. Additionally, the creation and maintenance of waitlists for both processes are a part of this scope of work.

COMPENSATION:

Vendor shall be paid as follows: Estimated annual costs for the renewal term are set forth below:

\$386,250, FY24

\$386,250, FY25

AUTHORIZATION:

Authorize the General Counsel to include other relevant terms and conditions in the written option document. Authorize the President and Secretary to execute the option document. Authorize Executive Director of Access & Enrollment to execute all ancillary documents required to administer or effectuate this option 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 in full compliance with the Business Diversity goals of 30% MBE and 7% WBE as the Prime vendor is 100% WBE.

LSC REVIEW:

Local School Council approval is not applicable to this report.

FINANCIAL:

Fund 115, Office of Access And Enrollment, Unit 11201

\$386,250, FY24

\$386,250, FY25

Not to exceed \$772,500 for the one (1) 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:



PATRICIA HERNANDEZ
Acting Chief Procurement Officer

Approved:



PEDRO MARTINEZ
Chief Executive Officer

Approved as to Legal Form: 



RUCHI VERMA
General Counsel