

AUTHORIZE THE SECOND (FINAL) RENEWAL AGREEMENT WITH ILLINOIS ACTION FOR CHILDREN TO PROVIDE SUPPORT THROUGH THE UNIVERSAL APPLICATION HOTLINE

THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:

Authorize the second (final) renewal agreement with Illinois Action for Children to provide family support through the Application Hotline to ensure families receive support in applying for both birth to 5 and K-12 programs through GoCPS at an estimated annual cost set forth in the Financial Section of this report. A written document exercising this option is currently being negotiated. No payment shall be made to Illinois Action for Children 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 : Single Source

Contract Administrator : Mckinney, Rovetta / 773-553-2280

VENDOR:

- 1) Vendor # 91629
ILLINOIS ACTION FOR CHILDREN
4753 NORTH BROADWAY., STE 1200
CHICAGO, IL 60640
Jacqueline Zanders
773 769-8019

Ownership: Not For Profit

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 22-0525-PR1) in the amount of \$517,000 was for a term commencing July 1, 2022 and ending June 30, 2023, with the Board having two (2) options to renew for one (1) year each. The first renewal (authorized by Board Report 23-0524-PR6) in the amount of \$795,000 was for a term commencing July 1, 2023 and ending June 30, 2024. The original agreement was awarded on a non-competitive basis pursuant to Board Rule 7-6. The sole source 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 July 1, 2024 and ending June 30, 2025.

OPTION PERIODS REMAINING:

There are no option periods remaining.

SCOPE OF SERVICES:

Vendor will provide support for families throughout the application process. The Application Hotline serves as a resource for families to learn about child care options, such as school-based (Chicago Public Schools) and community-based (Department of Family Support Services) preschool programs across the City of Chicago as well as K-12 Chicago Public Schools options.

The Application Hotline also provides assistance in helping parents complete the online application. If necessary, the Application Hotline can refer families to in-person resources to follow through with the application, learn more about their program provider and learn next steps to enroll. The Application Hotline also troubleshoots and resolves questions, concerns, and issues surrounding application submission and management. The Application Hotline number is advertised on all promotional materials and is readily accessible to families.

DELIVERABLES:

Vendor will provide support to callers in applying for early childhood and K-12 programs through GoCPS. Vendor will also address barriers of connecting the highest need families to Chicago Early Learning Programs by making families aware of Chicago Early Learning Programs through community outreach efforts, engaging all City of Chicago families in the application and enrollment process, and assisting them with successfully navigating the application and enrollment processes. Deliverables will include the following: The Application Hotline will monitor: number of calls received, number of calls served Record number of referrals provided, number of applications completed, reason for calls (assistance provided), regional breakdown of calls received, other statistics identified by CPS and DFSS.

OUTCOMES:

Vendor services will result in the following:
Families will receive informed guidance to assist them in efficiently and effectively completing applications to Early Childhood and K-12 programs through GoCPS.

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 Chief, Early Childhood Education to execute all ancillary documents required to administer or effectuate this option agreement.

AFFIRMATIVE ACTION:

Pursuant to the Remedial Policy for Minority-Owned Business Enterprise (MBE) and Women-Owned Business Enterprise (WBE) participation in Goods and Services contracts, the contract is an excluded transaction, for the aspirational goals of 30% MBE and 7% WBE, as this agreement is for a Not-for-Profit organization.

LSC REVIEW:

Local School Council approval is not applicable to this report.

FINANCIAL :

Fund 362, Office of Early Childhood Education, Unit 11385, Fund 115, Office of Adult Education, Unit 11201

FY25 - \$956,000

Not to exceed \$956,000 for the one (1) year term.

CFDA#: Not Applicable

GENERAL CONDITIONS:

The agreement shall contain general conditions including but not limited to the following: Inspector General provision, in accordance with 105 ILCS 5/34-13.1; Conflicts provision, in accordance with 105 ILCS 5/34-21.3; Indebtedness provision, in accordance with the Board's Indebtedness Policy adopted June 26, 1996 pursuant to Board Report 96-0626-PO3; Ethics provision, in accordance with the Board's Ethics Code as amended; and, Contingent Liability provision.

