RATIFY NEW AGREEMENT WITH CITYSPAN TECHNOLOGIES FOR PROGRAM MANAGEMENT FUNCTIONS FOR EXTENDED LEARNING OPPORTUNITIES AND CASE MANAGEMENT FOR STUDENT TRANSITION PROGRAMS

THE INTERIM CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:

Ratify new agreement with Cityspan Technologies to provide program management functions for extended learning opportunities and case management for student transition programs to the Office of Information and Technology Services at an estimated annual cost set forth in the Compensation Section of this report. Vendor was selected on a non-competitive basis: the sole-source request was presented to the Non-Competitive Procurement Review Committee and approved by the Chief Procurement Officer. 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 their written agreement. The authority granted herein shall automatically rescind in the event their 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 :   Sinnema, Mr. Ethan Cedric / 773-553-3295

VENDOR:

1)   Vendor # 97779
CITYSPAN TECHNOLOGIES
2054 UNIVERSITY AVE, 5F
BERKELEY, CA 94704
Mark Min
510 665-1700

Ownership: Mark Min - 100%

USER INFORMATION :

Contact:
10870 - College and Career Success Office

42 West Madison Street

Chicago, IL 60602

Dhupelia, Ms. Aarti Virendra

773-535-5100

Project
Manager: 12510 - Information & Technology Services

42 West Madison Street

Chicago, IL 60602

Dicello, Mr. John

773-553-1669

TERM:
The term of this agreement shall commence on July 1, 2015 and shall end June 30, 2016. This agreement shall have two (2) options to renew for periods of one (1) year each.

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

SCOPE OF SERVICES:
Cityspan Technologies will serve as a supplemental ITS software vendor for the Chicago Public Schools. CitySpan Technologies will provide system-wide features, provider-level features, as well as collect student-level data for specific programs (e.g., out-of-school time programs, Community Schools). CitySpan Technologies will generate summary reports that meet program and funding requirements of CPS.

In addition to student-level program participation data, CitySpan Technologies will also implement custom case management functionalities to track supports provided to students served by the Juvenile Justice Transition Support Team and the Student Outreach and Re-engagement (SOAR) Centers. Functionalities include student/specialist assignments, planning and tracking student outcomes, and creating individual success plans that integrate student enrollment and attendance data from IMPACT/SIM to track.

DELIVERABLES:
The deliverables include the following:
1. System-wide Features (40 hrs.):
Weekly IMPACT uploads and maintenance, nightly user account setup / maintenance, nightly school-to-program linkage upload, continued feature development (consent management, batch enroll by student id, email capability, badging, active filtering on lists), admin report development, and business objects report environment development.
2. Provider-level Features (20 hrs.):
CBO-level data access control (customize system to only allow access within provider domain), managing service provider and domain linkages, and CBO-level admin reports (restricting reports to only show data under provider).
3. ASAS (After School All Stars) (50 hrs.):
Annual service plan setup and load, annual activity wizard updates (defaults per program type), and admin reports to track ASAS initiatives.
4. CSI / CSIx (Community School Initiatives) (80 hrs.):
Annual service plan setup and load, CSIx setup, annual activity wizard updates (defaults per program type), monthly compliance report delivery, CLC Rubrics, and external teacher surveys.
5. Other OST Programs (YBTC, Science Olympiad, Debate, Decathlon, TPPI, etc.) (20 hrs.):
Annual activity wizard updates (defaults per program type).
6. SOAR (40 hrs.):
Individual intervention (tracking of cases to re-engage dropouts to re-enroll), staff/student queue management, reporting for outreach and engagement, customization on outreach and engagement data tracking / forms, weekly upload of SOAR candidates and SOAR school status information, report and manage duplicate outreach situations, develop un-archive utility, and develop reporting.
7. SMART (40 hrs.):
Group intervention module build-out, check-in check-out development (allow counting of points on attendance pages), check-in check-out reports incorporate charts (google API), and develop reporting.
8. Juvenile Justice (40 hrs.):
Individual intervention (custom tracking for court and recommendation info), customization on juvenile justice outreach, data tracking / forms, maintain bulk creation of PDF and recommendation letter, and develop reporting.

9. ISP (Individual Success Plans) (60 hrs.):
Student-level annualized edoc instances that can be shared across schools (contains attendance, academic, behavior, etc.), development of separate intervention module to track ISP progress (not shared), and develop reporting.
10. ECCE (Early Childhood) (20 hrs.):
Build out group intervention module to allow tracking of ECCE programs, customized attendance reports, and tracking assessments.
11. Thrive Data Exports (30 hrs.):
Provide student, staff, activity, and attendance data to FTP on a scheduled basis, and modify scripts to incorporate system / specification changes.
12. CPS - Title 1 Programs (295 hrs.):
Set up provider sites, set up provider record and work plan per school (number of youth served, program design, etc, approval), set up school sites, set up work plan (total number of youth served, program design, etc), develop student record, develop student learning plan, develop student data upload protocol and assign youth to providers (3 rounds), upload assessment data (post grades separate file), develop student look up tool, implement group service tracking module, implement individual service tracking module, develop one invoice form per provider, invoice amount will be aggregated by funding stream, develop process to invoice for corrected attendance (off cycle invoice, historic attendance, marking attendance by month), set-up logins for provider users, set-up logins for schools users, host four webinar trainings, user acceptance testing, develop administrative cross-provider and cross-school reports for state/federal grant tracking, develop school level teacher class schedule report, develop school level and provider level actuals vs projection report, develop provider level reporting to audit attendance data, miscellaneous development, and additional reporting (to be determined).
13. Other Future Initiatives (40 hrs.):
Potential projects to arrive within FY16.

OUTCOMES:
Cityspan Technologies will provide licensing, hosting, user support, project management, and custom programming across the District as well as specific programs and initiatives, including system-wide features, provider-level features, After School All Stars and other Out-of-School (OST) programs, Community Schools Initiatives, Student Outreach and Re-engagement (SOAR) Centers, the SMART program and other Tier III social and emotional (SEL) interventions, Juvenile Justice, Individual Success Plans, Early Childhood Education and Thrive Chicago.

COMPENSATION:
Vendor shall be paid as follows:
Estimated annual costs for the one (1) year term are set forth below:
$350,000.00 FY16

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 the Chief Information Officer to execute all ancillary documents required to administer or effectuate this agreement.

AFFIRMATIVE ACTION:
This agreement is exempt from any M/WBE compliance requirements, as it was approved by the Non-Competitive Procurement Review Committee, and was not assigned any M/WBE goals.

LSC REVIEW:
Local School Council approval is not applicable to this report.

FINANCIAL:
Funds 332 and 324, Information and Technology Services, Unit #12510, $350,000.00, FY16

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.
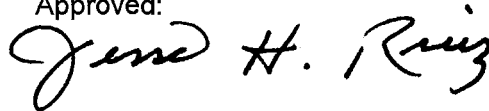
Contingent Liability - The agreement shall contain the clause that any expenditure beyond the current fiscal year is deemed a contingent liability, subject to appropriation in the subsequent fiscal year budget(s).
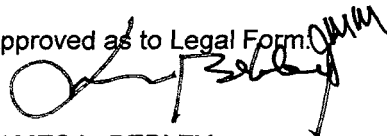
Approved for Consideration:

SÉBASTIEN de LONGEAUX
Chief Procurement Officer

Approved:

JESSE H. RUIZ
Interim Chief Executive Officer

Approved as to Legal Form:

JAMES L. BEBLEY
General Counsel

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