

Information:

Drawer: Accounts Payable - Invoices  
Vendor Number: 1394281  
Vendor Name: Economic Modeling LLC  
Invoice Number: 16166  
Invoice Date: 06/14/18  
PO Number: P0358616  
Check Number: E0068828  
Check Amount: \$ 22,500.00  
Check Date: 08/17/2018  
Department ID: 00473  
Reviewer Name: None  
Voucher Number: V0517232  
Redaction Type: None  
Document Type: AP Invoice

Document Below

-----  
From: zelasco@cod.edu  
Sent: Wed Jun 20 15:54:21 CDT 2018  
To: invoicing@cod.edu  
CC:  
Subject: EMSI Career Coach Invoice with all backup  
-----

Hi, The attached invoice for EMSI Career Coach has been approved in Mercury Commerce. Please pay the invoice out of this fiscal year budget. Thank you, Mary Zelasco Administrative Assistant Office of Career Services 630-942-2231

[attachment: Scanned from a Xerox Multifunction Printer.pdf]

**APPROVED**  
**06/28/18 - SUSAN JERAK**



P.O. Box 9008  
Moscow, ID 83843

# INVOICE

INVOICE # 16166  
DATE: 6/14/2018

College of DuPage  
Attn: Accounts Payable  
425 Fawell Blvd.  
Glen Ellyn, IL 60137

Customer Contact	P.O. No.	Terms
Steve Gustis	Contract	Due on receipt

Description	Amount
Career Coach Renewal: -Access to Customized Career Coach Website Subscription Dates: 6/1/18-5/31/19 Payment due by subscription start date	22,500.00
<div><b>APPROVED</b> <b>06/28/18 - SUSAN JERAK</b></div> <p>Vendor # 01-30-00473-5309001 O.K. to pay <i>[Signature]</i></p>	
<b>TOTAL</b>	USD 22,500.00

Please make all checks payable to EMSI. This invoice may be subject to Sales or Use tax.  
If you have any questions concerning this invoice, contact the Finance Department  
@208-883-3500.

ACH Payment information is as follows:

Wells Fargo  
Beneficiary's Name: Economic Modeling LLC (EMSI)  
Account No: 8022514825  
Routing Number: 124103799  
Swift: WFBIUS6S  
Remittance Email: [accounting@economicmodeling.com](mailto:accounting@economicmodeling.com)

THANK YOU FOR YOUR BUSINESS!

**Payments/Credits** USD 0.00

# APPROVED

## 06/28/18 - SUSAN JERAK

### CONTRACT APPROVAL COVER SHEET

Contract Name: EMSI Career Coach Software Renewal

Requesting Department: Career Services

Date Initiated: 5/31/18

Contact Name: Mary Zelasco

Phone: 2231

Email Address: zelasco@cod.edu

Vendor Name: EMSI

Phone: 208-882-3567

Vendor Contact: Lucas Dickson

Email: www.economicmodeling.com

Total Contract: \$ 22,500.00

Contract Dates: Start: June 1, 2018

FY Budget \$ 2018

End: May 31, 2019

Vendor 1: Name \_\_\_\_\_

Quote: \$ \_\_\_\_\_

Vendor 2: Name \_\_\_\_\_

Quote: \$ \_\_\_\_\_

Vendor 3: Name \_\_\_\_\_

Quote: \$ \_\_\_\_\_

Contract Purpose: EMSI Career Coach is a web-based tool that helps people find good careers by providing current data on wages, employment, job postings and associated education (College of DuPage) and training for our region. This is a request for a renewal agreement for current software.

Contract Type:



Independent Contractor



Service Agreement



Lease



Construction



Other

Has the College contracted with this vendor in the past or is this a renewal or extension of a previously approved contract? ☒ Yes ☐ No (If YES, attach a copy of the relevant agreement.)

Are required support documents attached? (see page 2) ☒ Yes

I certify that I have read and understand the terms of this agreement and have appropriate authority to submit this agreement on behalf of my department. I further certify that the agreement is complete and includes all exhibits, attachments and pages.

Print

Sign

Requester: Mary Zelasco

Budget Mgr.: Steven Gustis

Dept. Adm.: Sue Jerak

Mary Zelasco  
Steven M. Gustis  
Susan Jerak

Submit to Purchasing In Berg Instructional Center (BIC), Room 1540 or email to [purchasing@cod.edu](mailto:purchasing@cod.edu).

Purchasing Dept. Use Only

Comments \_\_\_\_\_

**REVIEWED**

By E. Roberts at 10:40 am, Jun 07, 2018

Approval Initials \_\_\_\_\_





409 S. Jackson St.  
Moscow, ID 83843  
Tel: 208-882-3567  
Fax: 208-882-3317

www.economicmodeling.com

Emsi Representative: Lucas Dickson

### Career Coach Renewal Agreement

Economic Modeling, LLC of Moscow, Idaho ("Emsi") and College of DuPage, of Glen Ellyn, Illinois ("Licensee") previously entered an agreement for a subscription to Career Coach which began on June 1, 2015. Emsi and Licensee hereby renew the subscription to Career Coach for the period beginning June 1, 2018 and ending May 31, 2019.

The fee for the renewal period will be \$22,500.00, due by subscription start date. Sales tax will be added when applicable.

Licensee will be provided with Career Coach at the following level:

#### Product

☒ Customized Career Coach Website

#### Product Add-Ons

☐ Career Coach Plugin

☐ On-Site Training\*

**\*Additional Fee** (this additional fee is only applicable if the Product Add-On "On-Site Training" is selected above)

In addition to the subscription fee, if Licensee chooses to add an On-Site Training to their agreement, Licensee shall reimburse Emsi, upon completion of the On-Site training, for travel expenses of the Emsi trainer(s) at an estimated cost of \$1,500.00 but not to exceed \$2,000.00. Emsi will provide Licensee with an itemized invoice for reimbursable travel expenses payable within 30<sup>60</sup> days of receipt.


Licensee is responsible for providing computer equipment that meets the minimum technical requirements for accessing Career Coach described at [http://www.economicmodeling.com/docs/analyst\\_technical\\_requirements.pdf](http://www.economicmodeling.com/docs/analyst_technical_requirements.pdf). Emsi updates and upgrades Career Coach periodically. Emsi is not obligated to continue to support legacy versions of Career Coach or make legacy versions of Career Coach available to Licensee.

**Licensee Contact Information** (to be completed by Licensee before contract signature)

	Invoice Contact	Admin User
Name:	Steven Gustis	Steven Gustis
Title:	Manager, Career Services Center	
Mailing Address:	425 Fawell Boulevard Glen Ellyn, IL 60137	
Phone:	630-942-2099	630-942-2099
Fax:		
Email:	justis@cod.edu	justis@cod.edu

All other terms of the original agreement not modified by this renewal agreement will remain in effect.

For Emsi:

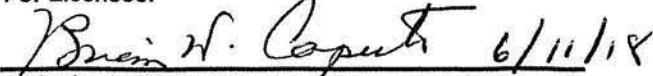
  
\_\_\_\_\_  
Authorized Signature Date

Timothy van den Broek

Printed Name

Economic Modeling, LLC  
409 South Jackson Street  
Moscow, ID 83843

For Licensee:

  
\_\_\_\_\_  
Authorized Signature Date

Printed Name

College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, Illinois 60137

Brian W. Caputo, Ph.D., C.P.A.  
Vice President/CFO  
Administrative Affairs

**APPROVED**  
**06/28/18 - SUSAN JERAK**



409 South Jackson Street  
Moscow, ID 83843  
Tel: 208-883-3500  
Fax: 208-882-3317  
[www.economicmodeling.com](http://www.economicmodeling.com)

SUBJECT: Emsi Career Coach Sole Source Document

May 31, 2018

College of DuPage  
425 Fawell Blvd.  
Glen Ellyn, Illinois 60137

This letter serves as a sole source document for Emsi Career Coach, a web-based software product that enables current and prospective students to research their career interests, evaluate those options based on trends in the economy, find an education path that best fits their needs, and apply for that degree at your institution, all in just minutes.

Career Coach is designed and provided by Emsi. Career Coach incorporates modeling and analysis based on Emsi's proprietary economic data and methodologies. Career Coach and Emsi data are the sole source available for the following:

#### **Unsuppression Methodology**

Many of the data points in the government datasets Emsi incorporates into its final industry and occupation data are suppressed. Emsi applies its own proprietary methodology to unsuppress these data points prior to incorporating them into its final industry and occupation data.

#### **Program-to-Career Mapping**

Over a decade of partnering with hundreds of institutions of higher education have allowed us to develop a field-tested CIP-O\*NET crosswalk that serves as the starting point for any Career Coach implementation. This mapping is ready out-of-the-box or customizable for any given implementation.

#### **Military-to-Civilian Career Mapping**

Emsi synthesizes and supplements several government crosswalks into a robust, hand-curated mapping of military occupations to civilian careers. Combined with our proprietary interest assessments (below), Emsi provides veterans with unparalleled insight into the areas of work and fields of study best suited to leverage their unique experience.

#### **Interest Assessments**

Career Coach features a proprietary implementation of the O\*NET Interest Profiler that uses statistical normalization to uniquely match users to pathways, categories, and individual occupations as the starting point for their career exploration.

#### **Resumé Builder**

Career Coach suggests previous job titles, tasks associated with those positions, and relevant skills that Emsi knows employers are looking for. We then enable a seamless resumé upload to [CareerBuilder.com](http://CareerBuilder.com) for immediate exposure to North America's largest job board.

Please feel free to contact me with questions or to request additional information.

Sincerely,

A handwritten signature in black ink that reads "Jeff Perley".

Jeff Perley  
Chief Operations Officer, Emsi

**APPROVED**  
**06/28/18 - SUSAN JERAK**



---

## EQUIPMENT REVIEW

---



**DATE:** 06/07/2018  
**TO:** Mary Zelasco, Administrative Assistant IV, Career Services  
**FROM:** Kenneth Wong, Information Center Specialist II *KW*  
**RE:** IT Review  
**CC:** Joe Miragliotta, Manager, Planning and Emerging Technology  
Jacobby Radford, Manager, Purchasing  
Steve Gustis, Manager, Career Services  
File Copy

**RESPONSIBLE PERSON: MARY ZELASCO**

**Narrative:** Renewal for Career Coach

**Outcome:** Renewal with EMSI Career Coach. Contract starts June 1<sup>st</sup>, 2018 and ends May 31<sup>st</sup>, 2019.

**Funding:** Department Funds

**Vendor:** EMSI

Item #	Qty	Description	Unit	Total
1	1	Career Coach Renewal	\$22,500.00	\$22,500.00
			<b>Total</b>	\$22,500.00

Everything needs to be entered into Mercury Commerce by your department, including the appropriate account numbers, to complete the order. Please make sure all PDFs are attached to your entry before submitting it to Purchasing.

It is you and your area's responsibility to ensure that proper procurement guidelines are being followed for this acquisition. If there are any questions regarding the guidelines, contact the Purchasing department at ext. 2217

**APPROVED**  
**06/28/18 - SUSAN JERAK**

---

U:\PURCHASING\PRE 12.14.2012\SPECIAL PURCHASES\2018\CAREER SERVICES CAREER COACH RENEWAL SAS\CAREER SERVICES CAREER COACH RENEWAL SAS.DOCX

---

---

---

INTEROFFICE MEMORANDUM

---

---

**TO:** SUE JERAK, EARL DOWLING, BRIAN CAPUTO  
**FROM:** STEVE GUSTIS  
**SUBJECT:** EMSI CAREER COACH CONTRACT  
**DATE:** MAY 31, 2018  
**CC:** VERA HUMPHREY, JULIE WOLFE, ILEANA NAVA, MARY ZELASCO

---

Dr. Caputo, Ms. Jerak and Mr. Dowling,

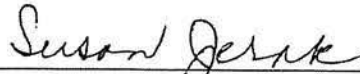
Attached please find the renewal for the contract with EMSI Career Coach Renewal Agreement. This agreement renews our annual contract with EMSI to utilize the Career Coach software for the following year. The past 2 years of this contract have been paid out of the Carl D. Perkins grant. The pilot has proven successful and therefore, it is time to move it out of the grant. There is budget money available in the Career Services FY18 budget 01-30-00473-5309001 to pay for the renewal of the software license. I have attached both the current renewal agreement (one page) and the most recent renewal agreement from last year for your reference.

Please let me know if you have any questions.

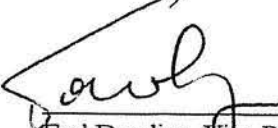
Sign below for your approval:

  
Steven Gustis, Manager of Career Services

Date: 6/5/18

  
Susan Jerak, Dean of Students

Date: 6.5.2018

  
Earl Dowling, Vice-President Student Affairs  
and Institutional Advancement

Date: 6.5.2018

**APPROVED**  
**06/28/18 - SUSAN JERAK**



---

## EQUIPMENT REVIEW

---



**DATE:** 06/07/2018  
**TO:** Mary Zelasco, Administrative Assistant IV, Career Services  
**FROM:** Kenneth Wong, Information Center Specialist II  
**RE:** IT Review  
**CC:** Joe Miragliotta, Manager, Planning and Emerging Technology  
Jacobby Radford, Manager, Purchasing  
Steve Gustis, Manager, Career Services  
File Copy

**RESPONSIBLE PERSON: MARY ZELASCO**

**Narrative:** Renewal for Career Coach

**Outcome:** Renewal with EMSI Career Coach. Contract starts June 1<sup>st</sup>, 2018 and ends May 31<sup>st</sup>, 2019.

**Funding:** Department Funds

**Vendor:** EMSI

Item #	Qty	Description	Unit	Total
1	1	Career Coach Renewal	\$22,500.00	\$22,500.00
			<b>Total</b>	\$22,500.00

Everything needs to be entered into Mercury Commerce by your department, including the appropriate account numbers, to complete the order. Please make sure all PDFs are attached to your entry before submitting it to Purchasing.

It is you and your area's responsibility to ensure that proper procurement guidelines are being followed for this acquisition. If there are any questions regarding the guidelines, contact the Purchasing department at ext. 2217

**APPROVED**  
**06/28/18 - SUSAN JERAK**

---

U:\PURCHASING\PRE 12.14.2012\SPECIAL PURCHASES\2018\CAREER SERVICES CAREER COACH RENEWAL SAS\CAREER SERVICES CAREER COACH RENEWAL SAS.DOCX

---