

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1602111
Vendor Name: Bluewater Learning Inc
Invoice Number: SIN007357
Invoice Date: 04/15/20
PO Number: B0368774
Check Number: 0267458
Check Amount: \$ 19,800.00
Check Date: 04/21/2020
Department ID: 90111
Reviewer Name:
Voucher Number: V0618152
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: zerrudom@cod.edu
Sent: Tue Apr 21 14:07:08 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: OP TO BE PAID

From: Barrios, Isabel
Sent: Tuesday, April 21, 2020 1:47 PM
To: Zerrudo, Maria <zerrudom@cod.edu>
Subject: OP TO BE PAID

Hi Marivic,
This OP invoice can be paid. It has prior BOT approval and is under \$25K.

Let me know if you have any questions,

Thank you.

Isabel Barrios
Accounts Payable Team Lead
Cash Disbursements/Payroll Department
College of DuPage
425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599
phone 630-942-3412 | barriosi142@cod.edu





Bluewater Learning, Inc.
1301 W. President George Bush Hwy, Suite 140
Richardson, Texas, 75080
Phone (972) 208-6000
accounting@bluewaterlearning.com

INVOICE**APPROVED****04/16/20 - RICHARD KULIG****Billing Address**

College of DuPage
 425 Fawell Boulevard
 Glen Ellyn
 IL
 60137
 USA

Shipping Address

College of DuPage
 425 Fawell Boulevard
 Glen Ellyn
 IL
 60137
 USA

Invoice Number	SIN007357
Invoice Date	4/15/2020

Customer Reference	Terms	Invoice Currency	Due Date
368774	Net 60	USD	6/14/2020

	Product Name	Quantity	Unit Price	Tax Rate	Tax Value	Net Value
1	Bluewater - Project Management <i>Product Code:</i>	1	\$19,800	0.000%	\$0.00	\$19,800.00

Net Total	\$19,800.00
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Tax Total	\$0.00
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Invoice Total	\$19,800.00
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Invoice Description
College of DuPage ATS and Onboarding Implementation - Month 3

Wire | ACH Transfer Instructions Below:

JPMorgan Chase Bank, N.A.
 8111 Preston Road
 Dallas, Texas 75225
FBO: Bluewater Learning, Inc.

Please email all remittance advice to: accounting@bluewaterlearning.com

College of DuPage

Purchase Order #: 368774
PO Create Date: 2/14/2020
PO Created By: Susan Castellanos
PO Release Date: 2/14/2020 12:01:14 PM , print
Fiscal Date: 2/14/2020
Needed By Date: 2/10/2020

Vendor Address:

Attn: Dolph Haas
 Bluewater Learning Inc
 1301 W Pres George Bush Hwy
 Ste 140
 Richardson, TX 75080
 Phone: 972-208-6000
 GL Vendor#: 1602111

Bill To:

Attn: SRC2049 Accounts Payable
 College of DuPage Accounts Payable
 425 Fawell Blvd.
 Glen Ellyn, IL 60137
 Phone: 630-942-2228
 Fax: 630-858-9078

Requisition:

Nicole Trost (679025)

Ship To:

Attn: Manager Purchasing
 BLANKET PO
 425 Fawell Blvd.
 Glen Ellyn, IL 60137
 Phone: 630-942-2378

Purchase Order Comments:

n/a

Item Number	Item Description	UOM	Quantity	Unit Price	Line Total
	Implementation Fees for Cornerstone Recruiting for FY20 <i>Deliver To: Donna Berliner</i>	Each	1	\$97,150.0000	\$97,150.00
Subtotal:					\$97,150.00
Shipping & Handling:					\$0.00
Tax:					\$0.00
Total:					\$97,150.00

Account Code Summary:

Account Code	Description	Amount
01-90-90111-5304004		\$97,150.00

Terms and Conditions:

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to invoicing@cod.edu. Questions about payment status or other inquiries, please email acctpay@cod.edu or call 630-942-2228.
3. All payments are processed via ACH transfer on a weekly basis. You are strongly encouraged to set up your ACH account upon receipt of this PO to avoid unnecessary payment delays. A letter will be sent to you under separate cover which outlines the set-up instructions, your log-in, and temporary password. Invoices must be received in an electronic format at least three weeks prior to the due date and are to be emailed to invoicing@cod.edu. Paper checks are issued once-a-month. A paper check will be issued to foreign vendors that are not eligible for ACH transfer.
4. All invoices must be provided to the College for services rendered directly to the College. Undisputed invoices will be paid within sixty (60) days of receipt of properly submitted invoices to the Contractor, in accordance with the Local Government Prompt Payment Act.
5. All solicitations must be directed to the Purchasing Department. Any vendor selling directly to any faculty or staff member, without prior authorization from the Purchasing Department will be removed from our vendor list.
6. College of DuPage is exempt from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax. The College's Tax Exemption Identification Number is E9997-3391-06.
7. If unable to ship and/or deliver as required, advise the Purchasing Department immediately with full details at 630-942-2217.
8. All packages shall clearly indicate the purchase order number and contain a packing list of all contents with itemized descriptions.
9. All shipments are accepted subject to inspection and approval by College of DuPage.
10. Any company/organization to be awarded a contract for goods and/or services must be in compliance with the fair employment practice act and all rules & regulations thereunder.
11. Suppliers are required to comply with executive orders 11246, 11375, The Rehabilitation Act of 1973, and the Vietnam Readjustment Act of 1974.
12. All contracts for construction work are subject to the provisions of 820 ILCS 130, ch. 48, Par. 39s-1 through 39s-12, providing for payment of the prevailing rate of wages to laborers, workmen & mechanics. Contractor shall submit to the College, monthly certified payroll records for all workers and sub-contractors utilized for the project.

Approved By: Susan Castellanos

Signature: _____

**COLLEGE OF DUPAGE
REGULAR BOARD MEETING**

BOARD APPROVAL

1. **SUBJECT**

Applicant Tracking System (ATS)

2. **REASON FOR CONSIDERATION**

Contracts exceeding the statutory limit of \$25,000 must be approved by the Board of Trustees.

3. **BACKGROUND INFORMATION**

College of DuPage has been using an applicant tracking system since 2010 and has the need to upgrade and expand our use of this system. This expansion of functionality will address the growing needs of applicants and hiring managers to utilize a system that will effectively integrate with other systems used during the College's hiring process. This upgraded system will add features to encourage application completion, improved communication with applicants and higher applicant retention throughout the hiring and onboarding process. Integrations with the College's Human Resources Information System will enhance the information used during the hiring process and provide improved tools to assist the hiring manager in obtaining the best talent in the most efficient time.

A legal notice for a Request for Proposal (RFP # 2020-R0003) was published on August 23, 2019, in the Daily Herald; the RFP was also posted on the College of DuPage Purchasing website, and distributed to in-district Chambers of Commerce and to the College of DuPage Center for Entrepreneurship. Twenty-seven (27) vendors were directly solicited. Fifty-two (52) vendors downloaded the RFP documents. A pre-proposal meeting was held on September 6, 2019 at 10:00 a.m. in the College of DuPage Procurement Services Department Conference Room (IRC 1011). The non-mandatory pre-proposal meeting was attended by five (5) vendor representatives via phone conference with one (1) attendee being from Ellucian Company L.P. and (1) one from PageUp People Limited. A public opening was held on September 26, 2019, at 2:00 p.m. in the College of DuPage Procurement Services Department Conference Room (IRC 1011). The following individuals attended: Susan Castellanos (COD Buyer/Facilitator), Jordan Towne (COD Procurement Expeditor/Recorder), Philip Gieschen (Coordinator, Risk

Management/Agent of the Board), Michelle Olson Rzeminski (Manager, Employment) and Dan Jacobson (COD Coordinator, Employment). Five (5) proposals were received. One women/minority-owned businesses submitted a proposal.

An evaluation committee consisting of the following eight (8) employees assessed the submitted proposal.

- Donna Berliner, Information Technology Services
- Michelle Olson, Human Resources
- Dan Jacobson, Human Resources
- Julie Plesha, Adjunct Support Services
- Kurt Muell, Information Systems
- Beth O'Brien, Human Resources
- Teresa Dietz, Human Resources
- Cara McKeown-Welsh, Human Resources

Based on the written proposals and committee discussions, the evaluation committee members independently rated each vendor on the pre-established criteria set forth in the RFP. The scoring summary matrix below reflects the average across the evaluators.

Applicant Tracking System (ATS)	Evaluation Criteria Categories												Evaluation Results				
	Functional capabilities		Integrations		Implementation and training		Usability		Ongoing upgrades and enhancements		Vendor support					Total Cost	
	25% weight		10% weight		15% weight		20% weight		5% weight		10% weight		15% weight		Total is 100% weight		
	Score 1-10	Weighted Score	Score 1-10	Weighted Score	Score 1-10	Weighted Score	Score 1-10	Weighted Score	Score 1-10	Weighted Score	Score 1-10	Weighted Score	Score 1-10	Weighted Score	Total Score 1-79	Total Weighted Score	Rank
Firm Name																	
1218 Global HR Solutions	6	1.50	5	0.50	5	0.75	6	1.20	6	0.30	5	0.50	2	0.30	35.00	5.05	4
Ellucian	9	2.25	9	0.90	8	1.20	8	1.60	9	0.45	7	0.70	9	1.35	59.00	8.45	1
GNC Consulting Higher Education	5	1.25	5	0.50	5	0.75	5	1.00	6	0.30	5	0.50	1	0.15	32.00	4.45	5
NeoGOV	5	1.25	4	0.40	6	0.90	5	1.00	6	0.30	5	0.50	5	0.75	36.00	5.10	3
PageUP	8	2.00	7	0.70	7	1.05	8	1.60	8	0.40	7	0.70	7	1.05	52.00	7.50	2

An initial discussion of the evaluation committee resulted in a consensus to have meetings with the top two vendors (PageUP People Limited and Ellucian Company L.P.) to review their proposed solutions.

Subsequent to the two on-site presentations, and based on the written proposals, on-site presentations, and committee discussions, the evaluation committee members independently rated each vendor on the pre-established criteria set forth in the RFP. The final summary matrix below reflects the average ratings across the evaluators.

Applicant Tracking System (ATS)		Evaluation Criteria Categories														Evaluation Results		
		Functional capabilities		Integrations		Implementation and training		Usability		Ongoing upgrades and enhancements		Vendor support		Total Cost				
		25% weight		10% weight		15% weight		20% weight		5% weight		10% weight		10% weight		Total is 100% weight		
		Score 1-10	Weighted Score	Score 1-10	Weighted Score	Score 1-10	Weighted Score	Score 1-10	Weighted Score	Score 1-10	Weighted Score	Score 1-10	Weighted Score	Score 1-10	Weighted Score	Total Score 1-70	Total Weighted Score	Rank
Firm Name																		
Ellucian		9	2.25	9	0.90	9	2.35	8	1.60	8	0.40	8	0.80	9	1.35	60.00	8.65	1
PageUP		8	2.00	8	0.80	8	1.20	8	1.60	8	0.40	8	0.80	8	1.20	56.00	8.00	2

*Woman/Minority Owned Business
Recommended award in bold

This purchase includes the software license fees, training, consulting services, and travel costs to implement the Ellucian Talent Management Suite powered by Cornerstone. The first year costs include the annual license fee of \$16,252.60 and a (not to exceed) total of \$113,402.60 for implementation costs including training, travel and consulting services. Ongoing annual license fees are \$16,252.60.

Ellucian Talent Management Suite powered by Cornerstone was selected, as it is already the vendor for the College's Human Resources Information System and the Learning and Performance Management suites. Many data integrations have been built already for these other suites, which will make the Talent Management data integrations quicker and more comprehensive.

Budget Status

GL Account	FY2019	FY2020		
	YTD Spend	Annual Budget	YTD Spend	Available Balance
01-90-90111-5304004	\$ 967,264	\$ 1,845,546	\$ 943,933	\$ 901,613
<i>IT Plan: IT Maintenance Services</i>				
			FY2020 Request	\$ 113,403
			Future Commitments (FY2021-2024)	\$ 65,010
			Total Request	\$ 178,413

The FY2020 request includes \$97,150 to Bluewater for implementation and \$16,252 to Ellucian for year 1 of 5 for annual licensing.

*YTD Spend equals actuals plus committed as of 1/2/20.

This agreement supports the following goals and objectives of the College's Strategic Long Range Plan Infrastructure: Strategic Objective 8.4 Revise, integrate and implement the information technology strategic plan in order to enhance student success, maximize institutional effectiveness and ensure hardware and software are reliable, secure and are user friendly to students, employees and other stakeholders.

This purchase complies with State Statute, Board Policy and Administrative Procedures.

4. RECOMMENDATION

That the Board of Trustees approves the five year contract for \$81,263 from Ellucian Company L.P. 2003 Edmund Halley Drive, Suite 500 Reston, VA 20191 for the annual license fees of the product. That the Board of Trustees approves the implementation services to be provided by Bluewater Learning, Inc., 1301 W President George Bush Hwy #140, Richardson, TX, 75080 in an amount not to exceed \$97,150.

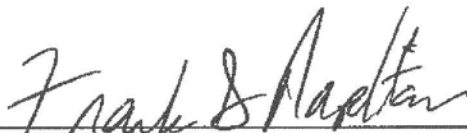
Staff Contact: Linda Sands-Vankerk, Vice President, Human Resources and Project Hire Ed
Michelle Olson Rzeminski, Manager Employment, Human Resources

SIGNATURE PAGE FOR

Applicant Tracking System

ITEM(S) ON REQUEST

That the Board of Trustees approves the five year contract for \$81,263 from Ellucian Company L.P. 2003 Edmund Halley Drive, Suite 500 Reston, VA 20191 for the annual license fees of the product. That the Board of Trustees approves the implementation services to be provided by Bluewater Learning, Inc., 1301 W President George Bush Hwy #140, Richardson, TX, 75080 in an amount not to exceed \$97,150.



BOARD CHAIR



DATE



BOARD SECRETARY



DATE



Bluewater Learning, Inc.
1301 W. President George Bush Hwy, Suite 140
Richardson, Texas, 75080
Phone (972) 208-6000
accounting@bluewaterlearning.com

INVOICE

APPROVED

04/16/20 - RICHARD KULIG

Billing Address

College of DuPage
425 Fawell Boulevard
Glen Ellyn
IL
60137
USA

Shipping Address

College of DuPage
425 Fawell Boulevard
Glen Ellyn
IL
60137
USA

Invoice Number	SIN007357
Invoice Date	4/15/2020

Customer Reference	Terms	Invoice Currency	Due Date
368774	Net 60	USD	6/14/2020

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1	Bluewater - Project Management <i>Product Code:</i>	1	\$19,800	0.000%	\$0.00	\$19,800.00

Net Total	\$19,800.00
Tax Total	\$0.00
Invoice Total	\$19,800.00

Invoice Description
College of DuPage ATS and Onboarding Implementation - Month 3

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JPMorgan Chase Bank, N.A.
8111 Preston Road
Dallas, Texas 75225
FBO: Bluewater Learning, Inc.

Please email all remittance advice to: accounting@bluewaterlearning.com

From: MaureenElliott@bluewaterlearning.com
Sent: Wed Apr 15 15:32:44 CDT 2020
To: invoicing@cod.edu
CC:
Subject: Bluewater Learning - Attn: Accounts Payable SIN007357

Thanks,

MAUREEN ELLIOTT
ACCOUNTING SPECIALIST

o +1 972-208-6000 x2154

d +1 972-947-2154

MaureenElliott@bluewaterlearning.com

