

BID #	DESCRIPTION	AMOUNT
NEW SOLICITATIONS		
3894	ANNUAL CONTRACT FOR AUTOMATED TRANSCRIPT PROCESSING SERVICE Credential Solutions Northfield, IL	\$658,169.85 (5 Year Projected Revenue to the District)

TO: The Board of Trustees

FROM: District President H. Neil Matkin

DATE: November 17, 2015

SUBJECT: Recommendation for Approval of Request for Proposal 3894 – Automated Transcript Processing Service.

SCOPE: Annual contract for Automated Transcript Processing Service to automate the purchase, delivery and receipt of transcripts by students and alumni. Students and alumni are charged a fee of \$5.00 per transcript and the District is paid the difference between the \$5.00 and the actual cost for Credential Solutions to provide the transcript. The term of contract is for a period of five (5) years. Term of contract: 11/28/2015 through 11/27/2020.

RESPONSES: Nine (9) vendors viewed the bid package, three (3) responded.

COMPARISON: See attached.

RECOMMENDATION: Credential Solutions \$658,169.85
Northfield, IL (5 Year
Projected Revenue to
the District)

JUSTIFICATION: Best evaluated offer. The projected annual charge by Credential Solutions to the students and alumni is \$242,905.00. The projected annual revenue that the college will receive is \$131,633.97. Projected costs and revenue is based on the number of transcripts processed by the District for the period of August 1, 2014 through July 31, 2015 (Electronic 22,269 and Paper 26,312 Total 48,581). Based on the current number of transcripts processed by the District, the five (5) year revenue projection would be \$658,169.85.

REQUESTING DEPARTMENT: Student Development