

**APPROVE ENTERING INTO AN AGREEMENT WITH CANON BUSINESS PROCESS SERVICES, INC.  
FOR CENTRAL OFFICE MAIL/RECEIVING ROOM MANAGEMENT SERVICES**

**THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:**

Approve entering into an agreement with Canon Business Process Service, Inc. ("Vendor") to provide  
mail/receiving room management services to the Board of Education's Central Office located at 1050

**DELIVERABLES:**

Vendor will provide the Board with tracking/delivery reports upon request, cost analysis on outboard mail,

[REDACTED]

upon request and monthly reporting of all inbound and outboard activities

**OUTCOMES:**

Vendor's services will result in the implementation of part or all of the following scope of services: operating the Board's mail/receiving room; performing daily mail pick-ups and deliveries to the post office; fulfilling all

**FINANCIAL:**

FY2014: \$204,612.00  
FY2015: \$204,612.00  
FY2016: \$204,612.00

Parent Unit Number: 11910  
Source of Funds: Operations

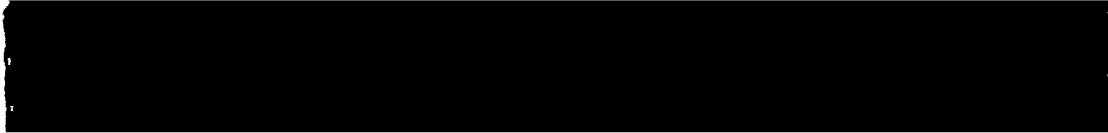
**CFDA#:** Not Applicable

**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 5/34-13.2 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