

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of September 16, 2008

ITEM #

ITEM TITLE: *(Please define the subject; e.g., change order – Berkeley City College)*

Consider approval for a contract extension for CIBER to continue Project Management, Data Base Administrator, Student Records Functional, Student Financials Functional and Student Administration Technical Consulting. Continued deployment activities will begin July 4, 2008 and will conclude no later than May 31, 2009. (Exhibit A – Statement of Work #15 is attached).

SPECIFIC BOARD ACTION REQUESTED:

Approval of contract extension

ITEM SUMMARY: (PLEASE DISCUSS THIS ITEM)

CIBER will provide Student Financials continued deployment activities consulting of Peralta's Oracle/PeopleSoft HRSA. CIBER will provide Student Administration Technical support and development activities for Peralta's Oracle/PeopleSoft HRSA. Total cost for this extension is estimated at \$681,120.

BACKGROUND/ANALYSIS:

ALTERNATIVES/OPTIONS:

EVALUATION AND RECOMMENDED ACTION:

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

ITN Measure A : "classrooms and Facilities to enhance the community outreach capabilities of the District among the numerous ethnic communities living in and served by the District."

OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):

YES X NO

COMMENTS:

This project is a joint effort between the Finance, Human Resources and Information Technology departments.

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?

Thomas Smith, Vice Chancellor for Finance and Administration

DID A BOARD STANDING COMMITTEE APPROVE THE ITEM? YES NO X

IF "YES", PLEASE INCLUDE THAT INFORMATION IN YOUR SUMMARY.

PLEASE ACQUIRE SIGNATURES IN THIS ORDER:

DOCUMENT PREPARED AND PRESENTED BY:

Prepared by: Thomas Smith Date: 9.4.08
Thomas Smith, Vice Chancellor for Finance and Administration

FINANCE DEPARTMENT REVIEW

Finance review required Finance review *not* required

If Finance review is required, determination is: Approved Not Approved

If not approved, please give reason: _____

Signature: Thomas Smith Date: 9.4.08
Thomas Smith, Vice Chancellor for Finance and Administration

GENERAL COUNSEL (Legality and Format/adherence to Education Codes):

Legal review required Legal review *not* required

If Legal review is required, determination is: Approved Not Approved

Signature: _____ Date: _____
Thuy T. Nguyen, General Counsel

CHANCELLOR'S OFFICE APPROVAL

Approved, and Place on Agenda Not Approved, but Place on Agenda

Signature: Elihu Harris Date: _____
Elihu Harris, Chancellor

**EXHIBIT A
STATEMENT OF WORK**

**Statement of Work #15
to the Consulting Services Agreement
between the District and CIBER, Inc.**

This Statement of Work to the Consulting Services Agreement (“SOW”) is made as of June 18, 2008 (“SOW Effective Date”) by and between CIBER, Inc. (“CIBER”) and the District (“Customer”). This SOW incorporates by reference the Consulting Services Agreement between the parties (“CSA”). In the event of a conflict between the terms of this SOW and the terms of the CSA, the terms of the CSA will control except as overridden by the SOW. All capitalized terms not otherwise defined herein shall have the same meaning as in the CSA.

1. General Information.

CIBER Client Executive	Name:	James Occhipinti
	Address:	31935 Via Faisan Coto de Caza, CA 92679
	Phone:	949-233-0334
	Fax:	949-766-1103
	E-mail:	jocchipinti@ciber.com
Customer Project Manager	Name:	Gary Perkins
	Address:	Peralta Community College District 333 East 8th Street Oakland, CA 94606 USA (510) 466-7200
	Phone:	(510) 677-4914
	Fax:	
	E-mail:	gperkins@peralta.edu
Customer Billing Contact	Name:	Thomas Smith
	Dept:	
	Address:	Peralta Community College District 333 East 8th Street Oakland, CA 94606 USA (510) 466-7200
	Phone:	(510) 466-7275
	Fax:	
	E-mail:	tsmith@peralta.edu
Primary Site at which Services are to be performed	Address:	Peralta Community College District 333 East 8th Street Oakland, CA 94606 USA (510) 466-7200

CIBER will provide Student Financials continued deployment activities consulting of Peralta's Oracle/PeopleSoft HRSA.

CIBER will provide Student Administration Technical support and development activities for Peralta's Oracle/PeopleSoft HRSA.

CIBER consultants engaged in these activities will report to the CIBER Project Manager who is managing activities related to other CIBER SOWs, but will also respond to appropriate questions through Peralta's established HR and SA hierarchy. Any resource or tasks conflicts will be resolved by the CIBER Project Manager in consultation with the Peralta Project Manager designated in this SOW.

Continued deployment activities will begin July 4, 2008 and will conclude no later than May 31, 2009 subject to hours expended. The functional and technical consultants will provide and bill a minimum of 40 hours per week of continued deployment activities to Peralta during the engagement. Hours in addition to 40 hours per week can be requested as needed, and will be billed, up to the total number of hours listed below, at the same rate as noted below. In no case will CIBER bill more hours than the total shown in this contract without prior written approval from Peralta.

3. Deliverables.

a) Weekly Status Reports:

CIBER consultants will provide weekly status reports detailing continued deployment activities for the week prior, and outlining likely activities for upcoming weeks. These reports will also identify any issues that require escalation or executive resolution.

4. Consulting Resources.

4.1 Oversight of Project Performance. CIBER will be responsible for managing CIBER's performance of the Services throughout the Project.

4.2 CIBER Resources:

CIBER Roles	Responsibility
Project Manager	Manages CIBER's resources and efforts related to the activities described above, and coordinates with Peralta Project Manager.
Data Base Administrator	Provides MS SQL database and PeopleSoft-specific expertise in support of regular production activities for PeopleSoft HRSA and Financials databases.

5. Customer Obligations.

5.1 Project Management. During the period in which Services are provided, Customer shall provide a Customer Project Manager who shall be devoted to facilitating Customer's timely performance of the Customer Obligations throughout the Project. The Customer Project Manager shall promptly address any issue raised by: (i) Customer's Trained Resources; or (ii) the CIBER Project Manager. In the event any such issue is not resolved within two (2) business days after learning of the issue, the Customer Project Manager will escalate the issue to appropriate Peralta Executives. Peralta Executives shall promptly resolve the issues, if necessary by convening a meeting and obtaining direction from the appropriate people within Customer's organization. The Customer Project Manager is an escalation point for Customer's Trained Resources and the CIBER Project Manager. Customer Project Manager will also have other additional duties, and will not be expected to provide full-time attention to this project.

5.2 Access to Customer environments. The CIBER consultants will be given appropriate physical and security access to each environment to be supported; including appropriate database rights, application security, and network access. If the CIBER consultants will be asked to provide any services while offsite, Peralta will provide the CIBER consultants with secure remote access through any firewalls or other network security.

5.5 Customer Role and Responsibilities.

- a) When required, sufficient and timely support will be provided by Peralta's network administrator.
- b) Peralta will provide adequate resources to complete any functional and technical tasks related to provision of services (for example, testing).
- c) Peralta personnel will be available to provide the necessary information for requirements gathering.

5.7 Additional Customer Obligations. The following Customer Obligations are in addition to those set forth in the CSA:

5.7.1 Customer is solely responsible for implementing all organizational change management process changes desired by Customer or necessary for Customer's use of the Software (if applicable).

5.7.2 Customer shall provide: (i) information systems management; (ii) network and web administration; and (iii) Technical Environment management.

5.7.3 Customer shall communicate all material Project matters to CIBER through the CIBER Project Manager.

attempts to obtain acceptance, Customer may immediately formally and finally reject the Deliverable. Within ten (10) business days after its receipt of a notice of the rejection, and in addition to any other remedies available to CIBER hereunder, CIBER will refund to Customer any fees paid for the non-conforming Deliverable.

7. Fees.

This is a time and materials contract. CIBER's rates for Peralta are:

Consultant Category	Standard Rate	Discount Rate
Project Manager	\$275 per hour	\$198.00 per hour
Principal Consultant	\$250 per hour	\$198.00 per hour
Senior Consultant	\$225 per hour	\$198.00 per hour
Consultant	\$210 per hour	\$198.00 per hour

Reasonable Travel and Living expenses are included in this rate. CIBER consultants typically work 4 days a week onsite. This arrangement may be modified with the agreement of both CIBER and Peralta.

As noted above this engagement will begin July 4, 2008 and will conclude based on time estimates provided below. Based on that duration, CIBER estimates the total cost as below:

Service	Estimated Hours	Estimated Cost
Project Management Consulting	520	\$102,960
Data Base Administrator Consulting	1,120	\$221,760
Student Records Functional Consulting	600	\$118,800
Student Financials Functional Consulting	600	\$118,800
Student Administration Technical Consulting	600	\$118,800
TOTAL	3,440	\$681,120

The hours in the above table are estimates only and are not binding on Customer. Notwithstanding anything to the contrary in this SOW or the CSA, Customer may terminate this SOW for convenience upon 15 days written notice to CIBER.