

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of April 7, 2009

ITEM # 9

ITEM TITLE:

Consider approval of Independent Contractor Agreement for CGM Consulting Group to render consulting services to the State Chancellor's Office for the Data Collections Grant. The purpose of the grant is to provide technical data support and website management for the Economic and Workforce Development Program. The grant was approved at the February 24, 2009 board meeting.

SPECIFIC BOARD ACTION REQUESTED:

ITEM SUMMARY:

Consider approval of Independent Contractor Agreement for CGM Consulting Group to render consulting services to the State Chancellor's Office. The amount to be approved shall not exceed \$159,308 for the fiscal year 2008-2009. Any contract approval is subject to negotiation and execution by the Chancellor. The Chancellor recommends approval.

The scope of work includes:

- By June 30 of each year, provide an updated electronic copy of the Data Collection System (DCS) that includes all changes of the source code, graphic images, change history and system documentation to the System Office and to provide such material on an ad hoc basis within two weeks of a request by the Economic and Workforce Development Program Manager (all such development including the domain name and intellectual property rights are the ownership of the System Office of the California Community Colleges);
- Provide an electronic copy of the data in the data collection system (including employer data by events) that supports and reflects data provided in the Annual Report to the Legislature that will satisfy an audit request;
- Develop expertise in reporting into the DCS as well as gain knowledge of the EWD Program grants in general to be able to have hands-on knowledge of the DCS and grantees. This includes, but is not limited to, events, participants, outputs, outcomes and impacts reported in the DCS system and its uses to accomplish quality continuous improvement and monitoring of the DCS
- Plan/design/upgrade system;
- Create/update forms and reports;
- Provide information for Initiative reports and reviews the EWD Annual Report; and all other reports as determined by the Dean of Economic and Workforce Development;
- Sort and analyze the quality of the data at the end of second and third quarters and end of the fiscal year, and report on findings
- Provide federal employer identification number (EIN) for employers in the DCS for which an EIN has not been entered;
- Enhance and improve the automatic notification process (i.e., no or little data, etc.)
- Work with the Program Leadership to improve the system to make it responsive to Program requirements as well as improve user friendliness;
- Work with COCCC staff to create solutions to coordinate grant information
- Automate and streamline processes to ensure timely and user-friendly reporting and reporting systems.
- Provide instruction to grantees on how to report project outputs and outcomes, including entering data on the types of services, clients and outcomes their projects are conducting and achieving;

- Monitor the timeliness of data reporting on a quarterly basis and notify grantees and their Initiative directors and project monitors if they have not submitted data in a timely manner;
- Develop, update and maintain an online user's handbook for Program grantees;
- Develop online/on-demand training
- Maintain and update contact information of grantees and others designated in the DCS;
- Assist with methodologies that will facilitate the integration of relevant program data from sources other than the Data Collection System. This may include SBDC data from the Client Activity Tracking System (WebCATS), System Office MIS data, Program Tracking System, Program Expenditures System, and others.
- Maintain/update/upgrade websites, business website, internal website, and other programs.

BACKGROUND/ANALYSIS:

ALTERNATIVES/OPTIONS:

EVALUATION AND RECOMMENDED ACTION:

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

State Chancellor's Office.

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

YES _____ NO X

COMMENTS:

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?

Directors Jose Dueñas and Jacob Ng.

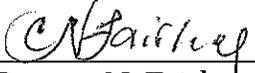
DID A BOARD STANDING COMMITTEE RECOMMEND THE ITEM? YES _____ NO X

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

(*****Board contract approval is subject to negotiation and execution by the Chancellor.)

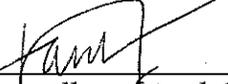
PLEASE ACQUIRE SIGNATURES IN THIS ORDER:

DOCUMENT PREPARED BY:

Prepared by: 
[Carmen N. Fairley, Staff Services Specialist]

Date: 3/30/09

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: 
[[Jacob Ng, Associate Vice Chancellor of Int'l Affairs & Distance Ed.]

Date: 3/30/09

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:  Date: 3/31/09
Thomas Smith, Vice Chancellor for Finance and Administration

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

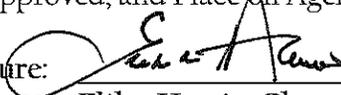
Legal review required Legal review *not* required

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, Chancellor

Date: 3/31/09

The CGM Consulting Group is a computer consulting firm that specializes in custom database and applications development. CGM Consulting Group has been a vanguard of strategy and technology consulting. Providing a broad range of computer consulting services in information technology and systems engineering, CGM Consulting Group is committed to delivering results that endure. We help clients implement fully integrated, flexible, adaptable and scalable solutions to manage information intelligently and simplify business processes. Using our technical and professional skills we help clients transform traditional business functions from paper-based, limited processes to fully integrated, business-managed, performance-driven processes that cut across departmental and organizational boundaries.

Some of CGM Consulting Group's skills include:

- Business Intelligence
- Data Management
- Object Orientation (OOD & OOP)
- Internet/ Web Development
- strict compliance with Web Standards
- Practical knowledge of Independent Validation and Verification.
- Microsoft ASP.NET
- XML/
- ColdFusion
- Microsoft Visual Basic.Net
- Java and JSP
- C, C++, and C#
- COM/DCOM
- Macromedia and Flash
- Ajax
- PHP
- PEARL
- VBSCRIPT
- ADO and ODBC
- Microsoft SQL Server
- ORACLE Database
- MYSQL
- DB2
- Microsoft FoxPro
- Microsoft Access
- Unix
- Linux
- Windows Server
- Apache Server

Clarence Mitchell, the principal of CGM Consulting Group, is a veteran computer software engineer with over twenty four years of experience in information technology and software engineering. Clarence Mitchell and his staff design and build technology solutions that are aligned with an organization's business strategy and architecture to deliver timely information to meet business needs.

Clarence Mitchell's professional skills includes, but not limited to:

- Practical experience in negotiating, estimating, budgeting and scheduling, organizing, directing, planning and controlling a project.
- Providing multi-faceted IT consulting and project leadership for the entire design cycle
- Extensive knowledge and application of system analysis and design, system requirements specifications, detail design, analysis of algorithms and planned system implementation
- Designing, developing, testing, and implementing new applications processes, system enhancements and user tools
- Planning, developing, implementing, and administering multiple database solutions
- Producing clear, concise, and well-organized documentation and written communications
- Licensed in Microsoft Developer Network (MSDN)

Clarence Mitchell's experience includes utilizes his entrepreneurial management skills to successfully start an IT consulting company specializing in applications development, hardware and software analysis, and the design, implementation, and support of effective solutions that improve efficiency. During this period he performed consulting services for various clients for the development of software applications in both the mainframe and PC environments. As a consultant, Clarence Mitchell,

- Used a thorough knowledge of quantitative business methods and an "attention-to-detail" project management style to analyze complex application issues, evaluate business systems, translate data, create technical solutions, and meet deadlines.
- Managed multiple projects in a fast-paced environment and used proactive leadership techniques to provide decision-making on strategic planning, project operations, cost control, and customer service issues.
- Established a reputation for designing, developing, implementing, and supporting multiple custom database solutions using a variety of development tools.

- Developed extensive working relationship with other consulting firms, such as Time Structures, MSD Solutions, Inc., StaffTech, Inc., Sapphire Technologies, and assisted in providing needed services.
- Contracted by various clients including City of Sacramento, Class Action Support Services, Law Offices of Sharon Grace and Paul Aarons, County of Sacramento, State of California, The lobbying offices of Curtis Ernest and Reginald Fair, and Sutter Health.

Before starting a private consulting practice, Clarence Mitchell worked over fifteen years as a software engineer/programmer where he provided extensive IT technical support and performed full life cycle analysis, design, development, testing, and implementation of various application software and databases development. Some of Clarence Mitchell experience includes:

Software Engineer for RD Labs, Inc.

In this role Clarence Mitchell utilized his technical programming skill to provided programming support for the development of a state-of-the-art real-time telecommunication system, for the United States Department of Defense, Air Force Division. As a Software Engineer, Clarence Mitchell:

- Successfully coded, testing and integrated modules for monitoring, controlling and reporting telecommunication sub-systems.
- Performed activities which included analysis of code for compliance, modification of code to met compliance, unit testing and documentation.
- Assisted in conducting meetings with Air Force personnel.
- Managed several medium scale projects and aided in the negotiations, estimations and scheduling of software contracts.

Lead Programmer Analyst for Western Farm Credit Bank

In this role Clarence Mitchell managed activities of a team of programmer analysts in the design, development, installation and start-up of a wide range of management information projects related to the processing of commercial and real estate loans. As a lead Programmer Analyst, Clarence Mitchell:

- Effectively communicated with client departments and determined solutions needed to resolve processing problems or new information need.
- Provided strategic planning and used adaptable project management skills to perform assessment of overall projects.
- Identified major cost savings opportunities and assisted in the establishment of IT priorities.
- Developed project plans, which included detailed project tasks and goals.
- Utilized interpersonal and by effectively conducting team meetings.
- Assigned individual project task to programming team, and monitored project progress.
- Conducted technical interviews, hired and trained IT programming support staff.
- Developed and maintained financial applications.
- Designed and developed standardize a myriad of financial application solutions for web, PC and mainframe environments.

Programmer Analyst for the State of California

In this role Clarence Mitchell provided extensive programmer support and performed analysis, design, development, testing, and implementation of various applications for state government. As a programmer Analyst, Clarence Mitchell:

- Served as an essential part of a database development team working closely with key decision-makers for multiple departments.
- Prepared project related reports including Feasibility Study Reports, Special Project and Quarterly Reports, and Post Implementation Evaluation Reports.
- Designed and developed multiple software applications projects in and used proactive leadership techniques to provide assistance in decision-making on strategic planning, project operations, cost control, and a focus on customer service issues.
- Successfully designed, developed and implemented multiple custom database solutions
- Developed and deployed INTERNET web solutions.