

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of March 9, 2010

ITEM # 13

ITEM TITLE:

Consider approval of Independent Contractor Agreement extension for CGM Consulting Group, Inc to render consulting services to the California Community Colleges State Chancellor's Office, Economic Workforce Development Data Collections Grant for the period October 1, 2009 to June 30, 2010 in the additional amount of \$28,000. This will bring the total contract amount to \$52,650.

SPECIFIC BOARD ACTION REQUESTED:

Extend the contract for CGM Consulting Group, Inc. to June 30, 2010 not to exceed the total amount of \$52,650.

ITEM SUMMARY:

The Peralta Community College District Center for International Trade Development (CITD) serves as a fiscal agent for California Community Colleges State Chancellor's Office, Economic Workforce Development Data Collections Grant, which the District received in the amount of \$200,000 (see Board Approved Agenda, February 24, 2009). As a fiscal agent, PCCD is paid \$15,692.00 for paying the consulting services provided to the State Chancellor's Office, Economic Workforce Development.

Request approval to extend an Independent Contract with CGM Consulting Group, Inc. for consulting services to the California Community Colleges State Chancellor's Office, Economic Workforce Development for the Data Collections Grant.

This fiscal year, \$24,650 has been awarded to CGM Consulting Group, Inc. We are requesting that the contract be extended until June 30, 2010 in the additional amount of \$28,000. Increasing the contract amount by \$28,000 brings the total contract amount for the fiscal year not to exceed \$52,650 that also will cover out-of-pocket expenses.

On the California Community Colleges Office(CCCO) Economic Workforce Development website:

- Through December 31, 2009, correct text/contact info on the CCCEWD Website. This includes answering phones, entering trouble tickets into EWD incident management system located at <http://www.cccewd.net/HELPDESK/Main/Default.aspx>.
- By January 31, 2010, complete transition of CCCEWD Website and Listserv data to new location and host.
- Through January 31, 2010, provide server hosting for the web, email, listserv servers, server support, and the cost of 2 SSLs.

On the Data Collections System (DCS):

- Implement corrections to the DCS from user-related Helpdesk issues for previous fiscal years with active grants.

- In cooperation with EWD Staff, plan/design/upgrade the DCS for the 2010-2011 fiscal year. (See attached timeline).
 - Work with EWD staff to create solutions to coordinate grant information and extensions.
 - Automate and streamline processes to ensure timely and user-friendly reporting and reporting systems.
 - Develop components for database, web, and testing.
 - Develop online/on-demand training.
 - Perform beta, evaluation and correction as needed.
- Meet (in-person or via conference call) with EWD staff on a weekly/biweekly basis for an update on project activity.
- Server hosting for the web, the cost of server support and cost of 1 SSL at monthly fee of \$412.
- By June 30, 2010, provide an updated electronic copy of the DCS that includes all changes of the source code, graphic images, change history and system documentation to EWD and to provide such material on an ad hoc basis within two weeks of a request by the EWD 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 and code in the DCS (including employer data by events).

BACKGROUND/ANALYSIS:

At the Board meeting of February 24, 2009 the Board approved the Data Collections Grant in the amount of \$200,000 acting as the fiscal agent on the grant for the California Community Colleges Office Economic Workforce Development. The purpose of this grant is to provide technical data support and website management for the CCCO Economic and Workforce Development Program. The consultants hired must understand the EWD Program and the types of data going into the DCS and the meaning of the different reporting components, elements and to improve and maintain the data collection system and to assist with analysis and generation of reports from the data entered.

ALTERNATIVES/OPTIONS:

California Community Colleges, Office Economic Workforce Development has determined that it is in the best interest of the State California Community Colleges Chancellors office to continue the services of CGM Consulting Group, Inc for the Data Collections Grant.

EVALUATION AND RECOMMENDED ACTION:

Any contract approval is subject to negotiation and execution by the Chancellor. The Chancellor recommends approval.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

Funding for this grant comes from the California Community Colleges, Office Economic Workforce Development Office of the Chancellor in the amount of \$200,000.

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

YES _____ NO X

COMMENTS:

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?

EXECUTIVE DIRECTOR JOSE DUENAS

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: Jose Duenas Executive Director *Jose E Duenas* Date: 3-2-10

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Jacob NG *Jacob NG* Date: 3-2-10
Associate Vice Chancellor of International Affairs

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: *M. J. Burkenutis* Date: 3/4/2010
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: 3/2/10
Elihu Harris, Chancellor

CLARENCE MITCHELL

CGM CONSULTING GROUP, INC.

372 Florin Road, Suite 283, Sacramento, California 95831 - Telephone (866) 496-2130 Ext 8, Fax: (916) 583-7373

SUMMARY OF QUALIFICATIONS:

Highly adaptable Business Entrepreneur, Applications Developer and Solutions Provider with more than twenty four years of information technology, computer system development and project management experience.

Professional Skills Include:

- Entrepreneur who grew businesses from start-up
- Extensive knowledge and application of system analysis and design, system requirements specifications, detail design, analysis of algorithms and planned system implementation
- Experienced in all areas of web site planning and production from pre-proposal to post-launch.
- Vast experience and knowledge in designing, developing, testing, and implementing new applications processes, system enhancements and user tools
- Practical experience in negotiating, estimating, budgeting and scheduling, organizing, directing, planning and controlling a project.
- Extensive experience in planning, developing, implementing, and administering multiple database solutions.
- Excellent at producing clear, concise, and well-organized documentation and written communications that explain complex technical issues in non technical language.
- Skilled at breaking down complex issues and situations into understandable problems and effective solutions.
- Visionary approach to developing and implementing tactical and strategic projects and programs.
- Balanced perspective for effective listening, communications and team building.
- Provide multi-faceted technical expertise for the entire life cycle.

SUMMARY OF SKILLS:

PC Technologies

- ADO .Net , ODBC
- FoxPro
- PC Assembly Language (Z80 / 8088 / z68000)
- Client Server Technology
- C# / C++ / C
- Pascal
- Visual Basic .Net 2008 / 2005 / 2003 / 6.0
- n-Tier Development & Deployment

Internet/Web Technologies

- ASP .Net , .Net Framework
- Cascading Style Sheets (CSS)
- ColdFusion
- JAVA J2SE / JSP / Servlets
- PHP
- AJAX
- CGI / Pearl
- HTML, Dynamic HTML
- Multimedia Technologies (E.G. Flash, etc)
- XML

OF SKILLS (CONTINUED):

Databases Technologies:

- SQL Server 2005 / 2000 / 7 / T-SQL
- ORACLE 10g/ 8i / PL/SQL
- MYSQL
- MS Access (All Versions)
- MS FoxPro (All Versions)
- FILEMAKER PRO

Mainframe Technologies:

- Assembly Language
- CLIST
- COBOL (OS/VS, II & MVS)
- DYL280
- FORTRAN
- MVS (XA & OS 390)
- PANVALET
- REXX
- PL/I
- VMS
- CICS
- CMS
- DB2
- EASYTRIEVE 0
- LIBRARIAN
- NATURAL / ADABAS / COMPLETE
- PL/I
- TSO / ISPF / JCL / JES / IBM Utilities
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- VSAM

Project Management Technologies:

- Capability Maturity Model Integration (CMMI)
- Gantt Charts
- Project Evaluation & Review Technique (PERT)
- Project Management Body of Knowledge (PMBOK)
- Rational Unified Process (RUP)
- Critical Path Method (CPM)
- MS Project
- Project Management Institute (PMI)
- Work Breakdown Structure (WBS)

Operating Systems / Server Technologies:

- Active Directory
 - DNS
 - HTTP
 - NetWare
 - SMTP
 - WebSphere
 - Windows Operating System (All Versions)
 - Unix / Linux
 - Apache (Geronimo / Tomcat)
 - FTP
 - MAC OS (Tiger)
 - Peer-to-Peer
 - Telnet
 - Web Syndication (RSS)
 - Windows Server (NT / 2000 / 2003 / 2008)
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PROFESSIONAL EXPERIENCE:

CGM Consulting Group, Inc.,

August 2008 - Present

Sacramento, California

Principal and Senior Consultant

Successfully transitioned a sole proprietorship to the next business level through incorporation.

Accomplishments:

- Provide assistance to government agencies, businesses and individuals seeking to computer application software, database development and computer consulting services
- Successfully bid for and completed various computer software projects for small to medium size business, local government, and state government.
- Conduct meetings with client and project sponsors.
- Perform project management duties including, establishing and maintaining a project charter, project management plan, communications management plan, risk management plan, quality assurance plan, change management plan.

C & M Consulting and Design

August 1997 – August 2008

Sacramento, California

Sole Proprietor and Developer

Utilized 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.

Accomplishments:

- Performed consulting services for various clients for the development of software applications in both the mainframe and PC environments.
- 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.
- Lead and managed team of developers while maintaining project plans, goals, and progress, and reporting project status and milestones to upper management.
- Researched and investigated data customer needs using direct interviews, group meetings, and surveys.
- Researched, developed, and implemented strategic approaches to improve data quality and analysis methods and procedures.
- Created and maintained integrated repository database for strategic planning and analysis purposes.
- Established a reputation for designing, developing, implementing, and supporting multiple custom database solutions using **ColdFusion, Visual Basic, Visual Basic .Net, Visual Studio, PHP, HTML, XML, ORACLE, SQL Server, Microsoft Access, MYSQL, and related tools (such as Visual Source Safe, Microsoft Project, Visio, Microsoft Office suite, Etc) and related Microsoft Office tools.**
- Developed and maintained legacy applications in batch and online using **COBOL, CICS, NATURAL/ADABAS, JCL, DYL280, EASYTRIEVE, and IBM Utilities.**
- Developed extensive working relationship with other consulting firms, such as Sapphire Technologies (formerly Boston Systems), Staff Tech, Inc., and MSD Solutions, Inc., and assisted in providing needed services.
- Clients contracted by include City of Sacramento, Class Action Services, Contra Costa County, Sacramento County, State of California, and Sutter Health.

PROFESSIONAL EXPERIENCE (CONTINUED):

State of California, Department of Education

July 1994 – August 1997

Programmer Analyst

Provided extensive IT technical support and performed full life cycle analysis, design, development, testing, and implementation state government related issues for various databases.

Accomplishments:

- Served as an essential part of a database development team working closely with key decision-makers for multiple departments.
- Team lead in performing activities related to the development and maintenance of information technology projects.
- Lead and managed team of developers while maintaining project plans, goals, and progress, and reporting project status and milestones to upper management.
- Researched, developed, and implemented strategic approaches to improve data quality and analysis methods and procedures.
- Successfully designed, developed and implemented multiple custom database solutions using **Visual Basic, Microsoft Access, FoxPro, SQL Server and related Microsoft Office tools.**
- Developed and deployed INTERNET web support via HTML web pages.
- 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.

Western Farm Credit Bank - Sacramento, California

February 1990 – May 1994

PROGRAMMER ANALYST III, TECHNICAL LEAD

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.

Accomplishments:

- 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 establishment of IT priorities.
- Developed project plans that 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 while reporting status to upper management.
- Conducted technical interviews, and participated in the hiring and training of IT programming support staff.
- Developed and maintained financial applications in batch **COBOL, CICS, DB2 and NATURAL/ADABAS**

PROFESSIONAL EXPERIENCE (CONTINUED):

RD Labs, Inc. - Rocklin, California

July 1987 – November 1989

SOFTWARE ENGINEER II

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.

Accomplishments:

- Successfully coded, testing and integrated modules for monitoring, controlling and reporting Telecommunication sub-systems for United States Department of Defense (DOD), Air Force Division.
- Performed activities which included analysis of code for compliance, modification of code to meet compliance, unit testing and documentation in accordance to DOD standards.
- Successfully designed, developed and implemented solutions using **PL1 and C.**
- Assisted in conducting meetings with Air Force personnel.
- Managed several medium scale projects and aided in the negotiations, estimations and scheduling of software contracts.

State of California, Department of Health Services

October 1984 – July 1987

Programmer I

Maintained, tested, documented and implemented batch and on-line programs, using CICS and COBOL that dealt with the California medical assistance for state government.

Accomplishments:

- Successfully designed, developed and implemented code solutions for state MEDS system using **COBOL, CICS and VSAM.**
- Performed activities that included code walkthroughs, analysis of code for compliance, modification of code to meet compliance, unit testing and documentation.
- Assisted in training staff on developed applications.