

**PERALTA COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees Agenda Report**  
**For the Trustee Meeting Date of July 19, 2011**

ITEM # 14

**ITEM TITLE:**

Contract with Hicks Consulting Group (Financial Aid Support) for the 2011-12 Fiscal Year.

**SPECIFIC BOARD ACTION REQUESTED:**

Request approval for a new contract with Hicks Consulting Group to transfer Peralta's Mainframe and Legacy Financial Aid application (SAFE) to an online software Financial Aid system. This agreement covers the transfer of existing mainframe software packages for Fiscal Year 2011-12. The compensation shall not exceed \$145,000. On December 7, 2010 the Board approved services through Fiscal Year 2010-11.

**ITEM SUMMARY:**

Contractors will be responsible for developing custom reports related to Federal and State Compliance Audits, integration from SAFE to PeopleSoft Financial (GL), and data retrieval of historical information. In addition, they will be making necessary system modification to accommodate for new Financial Aid disbursement process between SAFE and PeopleSoft Student Financials.

**SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):**

Measure E

**BACKGROUND/ANALYSIS:**

**ALTERNATIVES/OPTIONS:**

**EVALUATION AND RECOMMENDED ACTION:**

**OTHER DEPARTMENTS IMPACTED BY THIS ACTION:**

YES \_\_\_\_\_ NO \_\_\_\_\_

**COMMENTS:**

**WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?**

Ron Gerhard, Vice Chancellor for Budget and Finance

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

**DOCUMENT PREPARED BY:**

Prepared by: Tony Tortorice Date: 07 Jun 11  
Tony Tortorice, Chief Administrative Officer

**DOCUMENT PRESENTED AND APPROVED BY:**

Presented and approved by: [Signature] Date: 7/7/11  
Ron Gerhard, Vice Chancellor

**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: [Signature] Date: 7/8/11  
Ron Gerhard, Chief Financial Officer

**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: Thuy T. Nguyen electronically by re Date: 7/13/11  
Thuy T. Nguyen, General Counsel

**CHANCELLOR'S OFFICE APPROVAL**

Approved, and Place on Agenda       Not Approved, but Place on Agenda  
Signature: Wise E. Allen Date: 7/12/11  
Wise E. Allen, Chancellor



H I C K S  
CONSULTING GROUP

**DATE:** July 6, 2011  
**TO:** Tony Tortorice  
Peralta Community College  
**FROM:** Lisa Price  
**RE:** Scope of Services

<b>Contractor Names:</b>	Tom Cluster, Belinda Flowers-Birch, John Walker		
<b>Project:</b>	Systems programming, applications programming, and scheduling services for the Peralta VM/VSE system.		
<b>Start Date:</b>	8/01/11	<b>Estimated End Date:</b>	7/31/12
<b>Hourly Billing Rate:</b>	\$85.50		
<b>Scope of Services:</b> The Contractors will perform the following services on an as requested basis, for which the Contractor will be paid an hourly fee on a time and materials basis.  <b><u>1. Systems Programming:</u></b>  Provide systems programming support for the IBM 7060-H30. If there is a hardware failure, Contractor directs the restoration of all files. If products expire Contractor contacts the vendors to get updated product codes. Contractor debugs abends.  <b><u>2. Scheduling:</u></b>  Contractor provides scheduling for the system using ZEKE, CMS, and Rexx. Creates new ZEKE events for every job stream being used by financial aid. Schedules them or creates methods for the users to schedule them for themselves using FTP and/or the ZEKE interface.  The night operator, contacts Contractor for everything connected with the scheduling of his work. Contractor alters the schedule to accommodate Fred's days off.  <b><u>3. Installation of new releases from Education Systems:</u></b>  Update applications code for SAFE (the financial aid system) is sent to Contractor and it is compiled and creates the appropriate JCL. Most modules are updated annually. In some cases Contractor must retrofit local changes that have been made to earlier			

versions of the same program.

**4. Responding to user requests:**

Contractor receives requests for adhoc reports. Contractor uses COBOL, Rexx or the Quikjob utility to respond to them. Sometimes the users ask that programs be created or changed. Contractor evaluates these requests with Judy Cohen and they figure out how to proceed. Contractor collaborates with other contractors. Contractor completes larger projects requiring brand-new COBOL code.

**5. Problem solving:**

If there's an abend or a condition that the users don't understand, often they come to Contractor.

Create processes to detect problems in their early stages so that corrective action can be taken quickly. For example, if there is inadequate funding for checks Contractor is notified once an hour and he lets the college, Judy, and the fiscal staff know. There are certain inconsistent states that can exist in the database and cause problems, so Contractor creates regularly scheduled jobs to sweep for these conditions and notify Contractor of them.

**7. Weekly meetings about the design of the new SAFE-Web package:**

Contractor is part of the weekly 90 minute meeting covering the design of the new SAFE-Web package.

Submitted By: \_\_\_\_\_  
Lisa Price, VP of Human Resources

Date: \_\_\_\_\_

Approved By: \_\_\_\_\_  
Tony Tortorice

Date: \_\_\_\_\_