

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of September 27, 2011

ITEM # 26

ITEM TITLE:

EB5C, LLC Contract Addendum

SPECIFIC BOARD ACTION REQUESTED:

Approval of contract addendum for EB5C, LLC.

ITEM SUMMARY:

Consider Approval of EB5C Contract addendum to extend services provided under the existing contract for an additional 85 days. Additional days are needed to: 1) provide additional testing of new software code under development; 2) provide implementation and production support in light of staffing shortages in the IT departments; and 3) provide for additional time to hand off production support to internal IT department staff. The existing contract is for \$675,000. This addendum would increase the contract amount by \$250,000 bringing the total contract not to exceed value to \$925,000 through December 31, 2012. The Chancellor recommends approval.

BACKGROUND/ANALYSIS:

In fall 2010 the District contracted with EB5C to conduct an analysis to identify and resolve issues associated with the part-time payroll (prorata) process. The prorata process had been identified as a primary source of errors and delays causing the District's financial statements to be late or inaccurate. The legacy prorata process had been in place since July 2008, effective with the implementation of the PeopleSoft Student Administration system.

The approach to develop a new integrated prorata process involved mapping the end-to-end process by which payrolls are produced and converted to the financial data within the general ledger. Out of this approach 3 distinct project were identified and included in the scope of the original contract. Those projects are: Combination Code Validation Project, Prorata Project; and Automated Adjunct Step Increase Project.

The first project, Combination Code Validation Project was completed last Spring and is working successfully. The second and largest project, Prorata Project, is now in production and will be used after extensive testing to calculate prorata payroll for the Fall term. EB5C is being asked to continue support beyond the initial period specified to continue with implementation and production support in light of staffing shortages within the IT department. The third project, Automated Adjunct Step Increase Project is continuing as scheduled as we are currently in testing. Final completion and implementation is expected to be in late October.

ALTERNATIVES/OPTIONS:

EVALUATION AND RECOMMENDED ACTION:

Approve contract addendum.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

MEASURE E (FUND 65)

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

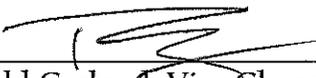
YES _____ NO _____

COMMENTS:

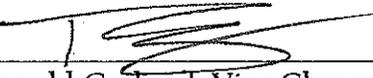
WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? (COLLEGE PRESIDENT OR VICE CHANCELLOR)
Vice Chancellor Gerhard

DID A BOARD STANDING COMMITTEE RECOMMEND THE ITEM? YES _____ NO X
_____ IF "YES", PLEASE INCLUDE THAT INFORMATION IN YOUR SUMMARY.

DOCUMENT PREPARED BY:

Prepared by:  Date: 9/16/11
Ronald Gerhard, Vice-Chancellor for Finance and Administration

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by:  Date: 9/16/11
Ronald Gerhard, 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:  Date: 9/16/11
Ronald Gerhard, 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: Thuy T. Nguyen, electronically by re Date: 9/21/11
Thuy T. Nguyen, General Counsel

CHANCELLOR'S OFFICE APPROVAL

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

Signature:  Date: 9/19/11
Wise E. Allen, Chancellor