

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of February 28, 2012

ITEM # 27

ITEM TITLE:

Consider approval of contract with EB5C for information technology project management services.

SPECIFIC BOARD ACTION REQUESTED:

Approve contract with EB5C for information technology project management services related to the student financial aid disbursement project (Higher One), electronic Personnel Action Request Form project, and electronic document management project.

ITEM SUMMARY: (PLEASE DISCUSS THIS ITEM)

Consider approval of contract with EB5C that will provide the District with information technology project management services for three projects. The District will be embarking upon these IT projects for which project management services are required as these skill sets are currently not available with internal resources. The three projects are: implementation of the electronic disbursement of student financial aid awards (Higher One project), implementation of electronic document management system, and implementation of an electronic Personnel Action (PA) form. The not to exceed cost of this contract is approximately \$300,000. The Chancellor recommends approval.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

Measure E.

BACKGROUND/ANALYSIS:

These IT projects have been incorporated into the District's IT Strategy and will assist the District with become more efficient within the functional areas of financial aid, human resources, and finance.

DELIVERABLES/SCOPE OF WORK:

Deliverables vary by project but all include gathering functional requirements from end users, participating in any formal or informal bidding of vendors, documentation of business processes and workflow, and assistance with implementation, rollout and training.

ANTICIPATED COMPLETION DATE:

July 31, 2012

ALTERNATIVES/OPTIONS:

Not applicable

EVALUATION AND RECOMMENDED ACTION:

Approve contract with EB5C for information technology project management services related to the student financial aid disbursement project (Higher One), electronic Personnel Action Request Form project, and electronic document management project.

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

YES _____

No X

COMMENTS:

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? (VICE CHANCELLOR)
VICE CHANCELLOR GERHARD

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

Prepared by: Ronald Gerhard
Ron Gerhard, Chief Financial Officer

Date: 2-21-12

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Ronald Gerhard
Ron Gerhard, Chief Financial Officer

Date: 2-21-12

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: Ronald Gerhard
Ron Gerhard, Chief Financial Officer

Date: 2-21-12

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 Thi Nguyen
Thuy T. Nguyen, General Counsel

Date: 2-23-12

CHANCELLOR'S OFFICE APPROVAL

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

Signature: Wise E. Allen
Wise E. Allen, Chancellor

Date: 2-21-12