

**PERALTA COMMUNITY COLLEGE DISTRICT  
Board of Trustees Agenda Report  
For the Trustee Meeting Date of June 26, 2012**

**ITEM TITLE:** *(Please define the subject; e.g., change order – Berkeley City College)*

Contract with Hicks Consulting Group

**SPECIFIC BOARD ACTION REQUESTED:**

Consider ratification to increase the Hicks Consulting Group contract amount from \$185,000 to \$190,000 for 2011-12 FY and consider approval of new contract with Hicks Consulting Group for 2012-13 FY.

**ITEM SUMMARY:** *(PLEASE DISCUSS THIS ITEM. IF A VENDOR IS INVOLVED, PLEASE INCLUDE THE COMPANY NAME AS WELL AS THE INDIVIDUAL.)*

**For 2011-12 FY:** Consider ratification to increase the Hicks Consulting Group contract from \$185,000 to \$190,000. The project costs will be covered by Measure E funds which have been approved by the Board for this 2011-12 FY for Financial Aid Infrastructure Technology. The increase of funds is critical in order to be in compliance with the Department of Education Title IV federal requirements effective July 1, 2011, in regards to the new implementation of Gainful Employment disclosure data that needs to be created, posted on all district websites and reported to the Department of Education. Additional services were also required by the State of California to post passage rates for all students who took the state licensing exams on all district websites, effective July 1, 2011.

The new total not to exceed contract amount for Hicks Consulting Group for the 2011-12 FY will be \$190,000.

**For 2012-13 FY:** Consider approval of contract with Hicks Consulting Group to cover the operating costs for the 2012-13 FY to maintain SAFE Financial Aid System. This service is critical to maintain SAFE until we implement the web-based Peoplesoft Financial Aid Module in order to streamline verification of eligibility determination and issue financial aid checks. We have relied on this consulting service since the failure of our financial aid system in 2009.

The services will also include, but are not limited to, the implementation of the financial aid systems for the District, submission of FISAP and BFAP reports, as well as reporting management information systems' (MIS) data for 2012-13 FY.

The project costs will be covered by **Measure E funds**. The compensation shall not exceed \$190,000 for the 2012-13 FY.

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

**BACKGROUND/ANALYSIS:**

**DELIVERABLES AND SCOPE OF WORK:**

**ANTICIPATED COMPLETION DATE:**

**ALTERNATIVES/OPTIONS:**

**EVALUATION AND RECOMMENDED ACTION:**

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

YES     X                        NO                     

**COMMENTS: WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? (VICE CHANCELLOR NG)**

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

**DOCUMENT PREPARED BY:**

Prepared by: *Drew Gephart* Date: June 19, 2012  
[Drew Gephart, Executive Assistant]

**DOCUMENT PRESENTED AND APPROVED BY:**

Presented and approved by: *Jacob Ng* Date: June 19, 2012  
[Jacob Ng, Vice Chancellor of Student Services]

**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: *Ron Gerhard*  
Ron Gerhard, Chief Financial Officer

Date: 6-21-12

**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*  
General Counsel

Date: 6-21-12

**CHANCELLOR'S OFFICE APPROVAL**

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

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

Date: 6-18-12