

**PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of July 16, 2013**

ITEM TITLE:

Approval to award contract to Highstreet IT Solutions for the implementation and support of the District's PeopleSoft Financial Aid system in the amount of \$696,640.

SPECIFIC BOARD ACTION REQUESTED:

Authorization and approval to contract with Highstreet IT Solutions to implement the District's PeopleSoft Financial Aid System and provide technical support during implementation, in the amount of \$696,640.

ITEM SUMMARY:

Project 3.7 of the District's Information Technology Strategy, Student Financial Aid System, calls for the implementation of the PeopleSoft Financial Aid module to increase efficiency of operations and reduce operating costs. A formal Request for Proposals (RFP 12-13/18) was released seeking assistance for the implementation of the Student Financial Aid System. Five firms attended the pre-proposal meeting and three responded to the RFP. A panel was convened to evaluate the proposals based on: vendors' submitted responses to bidder qualifications/experience; company and project team qualifications/approach; ability to meet the general, functional and technical system requirements; and costs. After detailed analysis and review, Highstreet IT Solutions was the highest-ranking responsive and responsible vendor. The average scores are summarized below:

Vendors	Average Score
Highstreet IT Solutions	568
ERP Analysts, Inc.	556
Ciber	519

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

Measure E funds as currently budgeted for as part of the District's IT Strategy.

BACKGROUND/ANALYSIS:

The current Student Financial Aid System (SAFE) is a mainframe product running on our existing legacy mainframe. Peralta is the last remaining client for this 3rd party mainframe system by EMAS Pro and all annual update costs now fall solely on Peralta, rapidly escalating our cost. The prospects for EMAS Pro maintaining this system over the long term (at a reasonable cost) are unlikely. Additionally, the hardware on which we run the system is well past its lifespan and programming support must come from Peralta retirees whose willingness and ability to continue in this role are uncertain.

Peralta should implement the PeopleSoft Student Financial Aid module because it already owns. There are design problems with the delivered module that we will need to engage PeopleSoft to overcome. We were assured by PeopleSoft that this can be done.

A formal Request for Proposal (RFP 12-13/18) was conducted for the Financial Aid Student System. Highstreet IT Solutions was the bidder that best met the evaluation criteria and had the highest average score. After further review of all proposals, the three companies who responded to the bid were invited to participate in the demonstration phase of the bid.

Of the three bidders, Highstreet IT Solutions and ERP Analysts, Inc. met the criteria as established in their bid response, demonstration, timeline and costs, with Highstreet IT Solutions being the only one who presented a timeline/schedule for the whole project. However, CIBER did not include a total price for the project, instead they used the sample stated on the RFP. Whereby, Highstreet IT Solutions was the only responsive bidder whose submittal, based on product and costs, best serves the interest of the District.

Mac Slingerland is the President/CEO of Highstreet IT Solutions.

DELIVERABLES AND SCOPE OF WORK:

Critical success factor deliverables required for the Financial Aid (CS) implementation is to provide a proven System Development Lifecycle Methodology (SDLC), Project Charter, Project Requirements Document, Project Schedule, along with a detail Project Plan, including architecture design, Fit/Gap sessions, development, and deployment of the PeopleSoft Financial Aid module.

The list of core requirements listed below is not all-inclusive:

- Designate a home campus when Individual Student Information Record (ISIR) is loaded
- Process Pell Payment reporting via COD requirements, allowing each college to report funding separately
- Sort/order ISIRs by student choice (separate into four campus locations)
- Ability to create a Prospect (potential student not yet officially applied for Admission but could be recruited by PCCD) record in Admissions module
- Generate unlimited tracking letters and follow-up letters to inform students of required documents needed in order to complete the processing of the financial aid application
- Ability to have unique packaging processes and criteria at each campus
- Ability to share student financial aid information between campuses; increasing student access to information and simplifying regulatory compliance
- Auto-package state grant funds according to delivered eligibility table
- Track Satisfactory Academic Progress (SAP), along with ability to have unique SAP standards and appeals processes at each campus

ANTICIPATED COMPLETION DATE:

May 31, 2014

ALTERNATIVES/OPTIONS:

N/A

EVALUATION AND RECOMMENDED ACTION:

Recommend approval to issue a contract to Highstreet IT Solutions in the amount of \$696,640.00

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

YES X NO

COMMENTS: NONE

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? RON GERHARD

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

DOCUMENT PREPARED BY:

Prepared by: Calvin Madlock
Ron Gerhard, Chief Financial Officer

Date: 7/3/2013

DOCUMENT PRESENTED AND APPROVED BY:

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

Date: 7/3/2013

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: 7/3/2013

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
Thuy T. Nguyen, General Counsel

CHANCELLOR'S OFFICE APPROVAL

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

Signature: José M. Ortiz
José M. Ortiz, Chancellor