

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

ITEM TITLE:

Contract with Hicks Consulting Group for FY 2013-14

SPECIFIC BOARD ACTION REQUESTED:

Consider approval of a new contract with Hicks Consulting Group for FY 2013-14

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. A vendor has been selected to start working on the implementation of this module, but in the meantime Peralta still needs to maintain the current SAFE Financial Aid System in order to disburse financial aid to students. The District has contracted with Hicks Consulting Group since to 2005 to support the legacy SAFE Financial Aid System. Hicks was retained, at that time, because existing staff did not have the programming knowledge necessary to keep the SAFE system functioning. It is expected that at the conclusion of the PeopleSoft Financial Aid module implementation project Hick's services will be no longer necessary.

This contract with Hicks Consulting Group will ensure maintenance to our SAFE Financial Aid System during the implementation of the PeopleSoft Financial Aid module in order to streamline verification of eligibility determination and issue financial aid checks. The contract costs will also include, but are not limited to, the implementation of the financial aid system for the District, submission of FISAP and BFAP reports, as well as reporting management information systems (MIS) data for FY 2013-14.

The not to exceed cost for this contract is \$190,000. The term of the contract is through June 30, 2014.

Contractor names: Tom Cluster, Belinda Flowers-Birch, John Walker, and Judy Cohen.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

Measure E funds as currently budgeted for as part of the District's IT Strategy and Student Financial Aid Module Implementation Project.

BACKGROUND/ANALYSIS:

The service provided by Hicks Consulting Group is critical to maintain SAFE until we implement the PeopleSoft Financial Aid module.

DELIVERABLES AND SCOPE OF WORK:

The contractor will perform the following services on an as request basis:

1. Systems programming
2. Systems scheduling
3. Installation of new releases from Education Systems

4. Responding to user requests
5. Problem solving
6. Implementation of financial aid systems for the District, as well as report submissions

ANTICIPATED COMPLETION DATE:

June 30, 2014.

ALTERNATIVES/OPTIONS:

N/A.

EVALUATION AND RECOMMENDED ACTION:

Approve the contract with Hicks Consulting Group for \$190,000.

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

YES _____ NO X

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 Date: 7/8/13
Calvin Madlock, Associate Vice Chancellor of IT

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Ronald Gerhard Date: 7/8/13
Ron Gerhard, Chief Financial Officer

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 Date: 7/8/13
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
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