

**PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of**

October 22, 2013

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

SPECIFIC BOARD ACTION REQUESTED:

Request Board authorization for the extension of webmaster services provided by Independent Contractor/Consultant, Danial Beesley dba EcoVision Consulting at Merritt College.

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

EcoVision Consulting, consultant Danial Beesley, will provide continued webmaster services to assist in transitioning Merritt's existing website from Drupal to WordPress. In the process of this transition, Mr. Beesley will also provide additional assistance in design and content updates, and training and technical support.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

General Funds

Total Amount of ICC No. 04738: \$23,000.00

Total Contracted Amount to EcoVision Consultants for the 2013-14 fiscal year: \$37,970.00 (includes previously approved ICC's funded through District General Funds, and Laney's CTE Funds)

BACKGROUND/ANALYSIS:

Merritt College is aligning its website platform (WordPress) to match its sister colleges and the District. Merritt has changed its hosting company to InMotion which is supported by the District and specializes in WordPress. The services rendered by Danial Beesley will assist the college in all web content migration/updates in addition to training and technical support.

DELIVERABLES AND SCOPE OF WORK:

- Continued assistance with web content migration
- Continued assistance with inputting updated web content
- Web training and technical support, as needed
- Implementation of a new web design template

ANTICIPATED COMPLETION DATE:

JUNE 30, 2013

ALTERNATIVES/OPTIONS:

EVALUATION AND RECOMMENDED ACTION:

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

YES _____ No _____

COMMENTS:

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? (MERRITT COLLEGE PRESIDENT)

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

DOCUMENT PREPARED BY:

Prepared by: Norma Ambriz-Galaviz
Dr. Norma Ambriz-Galaviz, Merritt College President

Date: 10/9/13

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Norma Ambriz-Galaviz
Dr. Norma Ambriz-Galaviz, Merritt College President

Date: 10/9/13

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, Vice Chancellor for Finance and Administration

Date: _____

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: _____ Date: _____
 Thuy Thi Nguyen, General Counsel

CHANCELLOR'S OFFICE APPROVAL

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

Signature: _____ Date: _____
 Dr. José M. Ortiz, Chancellor

Stefanie Harding

From: Stefanie Harding
Sent: Wednesday, October 09, 2013 5:08 PM
To: Brenda Martinez
Cc: Norma Ambriz-Galaviz
Subject: Agenda Description for October 22nd Board Meeting

Brenda,

I was just informed by Judy Bryson and the President that this description is due to you by today. I apologize for the tardiness. Please see below.

Consider Approval of Independent Contractor Agreement Extension for Danial Beesley dba EcoVision Consulting to render services for website migration from Drupal to WordPress, Merritt College. Presenter: President Ambriz-Galaviz is requesting Board action on independent contractor agreement extension for Danial Beesley dba EcoVision in the amount of \$15,000 in support of Merritt's website migration from Drupal to WordPress. Funding Source: General Funds. The initial contracted amount totaled \$8,000. The college is requesting to increase the amount by \$15,000 to bring the total contracted amount for this project to \$23,000. Additional Laney College and District contracts for Mr. Beesley have been approved in the amount of 14,970, bringing the total amount contracted to this vendor to \$37,970. The scope of work for Mr. Beesley provides support to the migration of web content, content and design updates, and training and technical support. All Board approved contracts are subject to final negotiation and execution by the Chancellor. The Chancellor recommends approval.

*Stefanie Harding
Staff Assistant to the President*

Merritt College
12500 Campus Drive
Oakland, CA 94619
Phone: (510) 436-2414
Fax: (510) 436-2514
Email: sharding@peralta.edu



PERALTA COMMUNITY COLLEGE DISTRICT INDEPENDENT CONTRACTOR & ORIGINAL CONTRACT ADDENDUM FORM

Contractor/Consultant Information:

Name of Contractor: **Danial Beesley dba EcoVision Consulting**
 Business License No.:
 Tax ID Number: **90-0601094**
 Vendor Number: **0000728061**

Contract Information:

ICC Contract Number: **04738** (Please attach a copy of the original ICC)
 Explanation for Amendment/ Extension: **Completion of Phase II and Implementation of Phase III of the initial contract approved on 7/25/2013.**

Original Contract Date: Start: **July 29, 2013** End: **June 30, 2014**
 New Contract End Date: **same as above** (Extension Request Only)
 This is Amendment Number: **01**
 Previous Contract Amount: **\$8,000.00**
 Amendment Increased By: **\$15,000.00**
 New Contract Amount: **\$23,000.00**
 Board Approval Date: **October 22, 2013** (If applicable)

Accounting Codes: (2nd line for split funding only)

L	FUND	COST CTR	OBJECT	PR	ACTIVITY & SUF	SPPJ	LN	AMOUNT
6	01	601	5105	1	6601000	0000	00	15,000

[Signature] _____ 10/10/13
 Funds Verified By Business Officer Date

Approval Routing:

[Signature] _____ 10/10/13
 College President/ Vice Chancellor Date

 Vice Chancellor, Financial Services Date

 Chancellor Date

PERALTA COMMUNITY COLLEGE DISTRICT

INDEPENDENT CONTRACTOR/CONSULTANT SERVICES CONTRACT

The contract for personal services is entered into by DANIEL BEESLEY DBA ECOVISION CONSULTING
Name of Contractor - Business

5711 SAN DIEGO STREET EL CERRITO CA 94530
Address City State Zip

called the INDEPENDENT CONTRACTOR, and the Peralta Community College District, 333 East Eighth Street, Oakland, CA 94606, hereinafter called the DISTRICT, for the performance of the services hereinafter described. The INDEPENDENT CONTRACTOR agrees to perform the following services for the DISTRICT under the stated conditions within the limits set forth:

PROVIDE WEBMASTER SERVICES - CONTINUATION ON MIGRATING CONTENT FROM DRUPAL TO WORDPRESS / ASSESS MISSING CONTENT / MAKE UPDATES / PROVIDE TECH SUPPORT AND TRAINING

The INDEPENDENT CONTRACTOR has presented proof of official business status:

Business License Number: _____

Tax ID Number: 90-0601094

RECEIVED
JUL 25 2013
Office of the Chancellor
Peralta Community Colleges

The work of the INDEPENDENT CONTRACTOR shall be approved by: DR. NORMA AMBRIZ-GALAVIZ
Unit Manager/Title

The work shall be completed on or before JUNE 30 2014 ~~2013~~ 88 (per email) (\$65/hr)

~~COMPENSATION:~~ Compensation shall be \$ ~~20000.00~~ 1000.00, payable within 10 days following completion of the work and authorization by the unit manager. The contractor will be paid out of _____

ACCOUNTING CODES									
L	FUND	COST CENT.	OBJECT	PR	ACTIVITY	SUF	SPPJ	LN	
6	01	601	5125	1	6601	00	0000	00	\$1,000
6	07	601	5105	1	6201	00	0000	00	\$7,000

The foregoing provisions along with conditions set forth on the reverse of this document are understood and agreed to by the INDEPENDENT CONTRACTOR.

Daniel Beesley
Contractor's Printed Name

[Signature] 7/1/13
Contractor's Signature Date

RECEIVED
JUL 18 2013

000072001
Vendor Number **District Finance**

(Obtain in "VEN" on mainframe program or route to District Business Services with W-9 and Vendor Addition Form.)

Requisition # 2000077754
APPROVAL ROUTING:
Norma Ambriz Galaviz 7/7/13
College President/Vice Chancellor Date
[Signature] 7/24/13
Vice Chancellor, Financial Services Date

APPROVED:
[Signature]
Chancellor
Approval Date 7.25.13

Scope of Work Merritt Summer 2013

EcoVision Consulting

5716 San Diego St., El Cerrito, CA 94530
415-309-1170 Danny.beesley@gmail.com

EcoVision Consulting will provide services to Merritt College by continuing the facilitation of migrating their website from the existing Drupal platform to the Wordpress platform. Work will include all areas of the website i.e. Student Services, Administration, Athletics, Shared Governance and Instructional Programs.

Responsibilities include and will be performed in phase's through-out the 2013-14 fiscal year:

PHASE I

- Finish the migration of existing content
- Assess missing and/or out-dated content

PHASE II

- Work directly with the Office of the President, administrators, faculty and those appointed by the President to make content updates and formatting decisions for their respective website(s)
- Provide training and technical support for administrators and faculty as needed

PHASE III

- Work with the Office of the President to create a new design and aesthetic update in the form of a Wordpress theme
- Make "news" updates to the existing website on an as needed basis throughout the migration process

Hourly rate: \$65

RECEIVED

11918

JUL 29 2013 PERALTA COMMUNITY COLLEGE DISTRICT

Office of the Chancellor
Peralta Community Colleges

INDEPENDENT CONTRACTOR/CONSULTANT SERVICES CONTRACT

The contract for personal services is entered into by EcoVision Consulting
Name of Contractor - Business
5716 San Diego St. El Cerrito CA 94530
Address City State Zip

called the INDEPENDENT CONTRACTOR, and the Peralta Community College District, 333 East Eight Street, Oakland, CA 94606, hereinafter called the DISTRICT, for the performance of the services hereinafter described. The INDEPENDENT CONTRACTOR agrees to perform the following services for the DISTRICT under the stated conditions within the limits set forth:

Will provide technical support services for the websites of the colleges with PCCD, under the guidance of Districtional Web Tech Analyst. Responsibilities include: provide technical support for administrators, staff as needed. Respond to requests for website technical assistance.

The INDEPENDENT CONTRACTOR has presented proof of official business status:

Business License Number: _____

Tax ID Number: 90 - 0601094

The work of the INDEPENDENT CONTRACTOR shall be approved by: VC of Ed. Svcs / Mike Orkin
Unit Manager/Title

The work shall be completed on or before June 30, 2014

COMPENSATION: Compensation shall be \$not exceed \$10,000 (\$65 per hr), payable within 10 days following completion of the work and authorization by the unit manager. The contractor will be paid out

ACCOUNTING CODES								
L	FUND	COST CENT.	OBJECT	PR	ACTIVITY	SUF	SPPJ	LN
<u>1</u>	<u>01</u>	<u>126</u>	<u>5105</u>	<u>1</u>	<u>660500</u>	<u>0000</u>	<u>00</u>	<u>00</u>

101 126 5105 1 660500 0000 00
Budget Funds Verified by Business Office

The foregoing provisions along with conditions set forth on the reverse of this document are understood and agreed to by the INDEPENDENT CONTRACTOR.

Requisition # 2000077767

Daniela Beasley
Contractor's Printed Name

[Signature] 7/18/13
Contractor's Signature Date

APPROVAL ROUTING:

[Signature] 7/18/13
College President/Vice Chancellor Date

[Signature] 7/25/13
Vice Chancellor, Financial Services Date

APPROVED:
[Signature]
Chancellor

Approval Date 7.29.13

RECEIVED

JUL 22 2013

0000728061
Vendor Number

District Finance

(Obtain in "VEN" on mainframe program or route to District Business Services with W-9 and Vendor Addition Form.)

Req# 77772

PERALTA COMMUNITY COLLEGE DISTRICT

INDEPENDENT CONTRACTOR/CONSULTANT SERVICES CONTRACT

The contract for personal services is entered into by EcoVision Consulting
 Name of Contractor - Business

5718 San Diego St El Cerrito CA 94530
 Address City State Zip

called the INDEPENDENT CONTRACTOR, and the Peralta Community College District, 333 East Eight Street, Oakland, CA 94606, hereinafter called the DISTRICT, for the performance of the services hereinafter described. The INDEPENDENT CONTRACTOR agrees to perform the following services for the DISTRICT under the stated conditions within the limits set forth:

Contractor will provide project management services for CTE lab improvement

The INDEPENDENT CONTRACTOR has presented proof of official business status:

Business License Number: _____

Tax ID Number: 90-0601094

RECEIVED
 JUL 31 2013
 Office of the Chancellor
 Peralta Community Col

The work of the INDEPENDENT CONTRACTOR shall be approved by: Patricia Allen
 Unit Manager/Title

The work shall be completed on or before June 30, 2014

COMPENSATION: Compensation shall be \$ 4,970 (\$35/hr), payable within 10 days following completion of the work and authorization by the unit manager. The contractor will be paid out

ACCOUNTING CODES									
L	FUND	COST CENT.	OBJECT	PR	ACTIVITY	SUF	SPPJ	LN	
5	11	552	5105	1	095210	1051	00		\$2,485
5	11	552	5105	1	601200	1051	00		71 hours
Budget									

John Walker
 Funds Verified by Business Office
 \$2,485
 7/22/13
 Requisition # 2000077772

Daniel Beesley
 Contractor's Printed Name

[Signature]
 Contractor's Signature Date 7/16/13

RECEIVED
 JUL 30 2013

0000728061
 Vendor Number District Finance

(Obtain in "/VEN" on mainframe program or route to District Business Services with W-9 and Vendor Addition Form.)

APPROVAL ROUTING:

[Signature] 7-29
 College President/Vice Chancellor Date

[Signature] 7/31
 Vice Chancellor, Financial Services Date

APPROVED:
[Signature]
 Chancellor

Approval Date 8-5-13