

**PERALTA COMMUNITY COLLEGE DISTRICT  
Board of Trustees Agenda Report  
For the Trustee Meeting Date of January 21, 2014**

**ITEM TITLE:**

Perceptive Software contract amendment. \$31,500

**SPECIFIC BOARD ACTION REQUESTED:**

Consider approval of an amendment to the contract with Perceptive Software for FY 2013-14 to augment their contract in the amount of \$31,500. This amount will cover travel expenses which were not included in the original request.

**ITEM SUMMARY:**

Project 3.2 of the District's Information Technology Strategy, Document Management, calls for the acquisition and adoption of a document management platform to increase efficiency of operations and reduce operating costs.

Perceptive Software was the vendor selected through an RFP process and their contract was approved at the May 14, 2013 Board meeting.

The augmentation of the contract is needed to cover for travel expenses for 15 onsite visits total for design, delivery and project kickoff.

The project costs will be covered by Measure E funds. The addition of these funds will bring the total contract amount to \$580,196.

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

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

**BACKGROUND/ANALYSIS:**

A formal Request for Proposals (RFP 11-12/25) was conducted for Electronic Content Management Services. Nine firms attended the pre-proposal meeting, and six responded to the RFP. A panel was convened to evaluate the proposals based on: their 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, Perceptive Software, Inc. was the highest ranking responsive vendor. All Board approved contracts are subject to final negotiation and execution by the Chancellor. The Chancellor recommends approval.

**DELIVERABLES AND SCOPE OF WORK:**

**ANTICIPATED COMPLETION DATE:**

June 30, 2014.

**ALTERNATIVES/OPTIONS:**

N/A.

**EVALUATION AND RECOMMENDED ACTION:**

**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?**

**CALVIN MADLOCK**

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

**DOCUMENT PREPARED BY:**

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
Calvin Madlock, Associate Vice Chancellor

**DOCUMENT PRESENTED AND APPROVED BY:**

Presented and approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Calvin Madlock, Associate Vice Chancellor

**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: \_\_\_\_\_ Date: \_\_\_\_\_  
Susan Rinne, Interim Vice Chancellor for Finance and Administration

**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 T. Nguyen, General Counsel

**CHANCELLOR'S OFFICE APPROVAL**

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
José M. Ortiz, Chancellor