

**PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of March 11, 2014**

ITEM TITLE:

INCREASE IN AMOUNT OF PREVIOUSLY APPROVED CONTRACT - Consider approval of the addendum to the contract between Randolph Belle Consulting Services and the District for the professional communications related consultation services of Randolph Belle.

SPECIFIC BOARD ACTION REQUESTED: The College requests the Board to approve an amended amount of \$20,000 for the consulting contract between Randolph Belle Consulting Services and the Peralta Community College District for the professional communications related consultation services of Randolph Belle.

An internal Independent Contractor/Consultant Services Contract was entered with the Consultant during the Fall 2013 semester for \$24,999, however, given the great need on the campus for the type of service he provides, the requested addition of the \$20,000 associated with the Laney College Addendum will bring the amount of the consultant's contract to a total of \$44,999 for the current fiscal year, and will allow him to complete many important projects required during the Spring 2014 semester. The Chancellor recommends approval.

ITEM SUMMARY: The District requests the Board to approve an amended amount of \$20,000 for the consulting contract between Randolph Belle Consulting Services and the Peralta Community College District for the professional communications related consultation services of Randolph Belle.

The original contract amount of 24,999 was insufficient to cover all services needed. The Consultant has been contracted by the College to provide the services noted in the attached scope of work. This work includes the layout and print supervision of many Laney print products, including the following: Laney Breakfast Program, various advertisements in professional publications, various banners, flyers and posters for college use and for the Spring Event series, the Laney College Catalog updates/inserts, the College President's monthly Newsletters, the Laney College Honors and Awards Banquet program, the Laney Graduation program, etc.. The \$20,000 amended amount will cover the cost of the work and the completion of all of the above listed projects.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT): COLLEGE DISCRETIONARY DOLLARS - FUND 10

BACKGROUND/ANALYSIS:

DELIVERABLES AND SCOPE OF WORK: SEE CONTRACT ATTACHED

ANTICIPATED COMPLETION DATE: June 30, 2013.

ALTERNATIVES/OPTIONS: N/A

EVALUATION AND RECOMMENDED ACTION: **The Chancellor recommends approval.**

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

YES _____ NO X _____

COMMENTS:

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?

DR. ELNORA WEBB, PRESIDENT OF LANEY COLLEGE

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

DOCUMENT PREPARED BY:

Prepared by: Maisha Jameson Date: 02/24/14
[Maisha Jameson, Executive Assistant to the President, Laney College]

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Elnora Webb Date: 02/27/14
[Elnora Webb, President of Laney College]

FINANCE DEPARTMENT REVIEW

X Finance review required _____ Finance review *not* required

If Finance review is required, determination is: _____ Approved _____ Not Approved

If not approved, please give reason: _____

Signature: Susan Rinne Date: 2/28/14
Susan Rinne, Interim Chief Financial Officer

GENERAL COUNSEL (Legality and Format/adherence to Education Codes):

_____ Legal review required X Legal review *not* required

If Legal review is required, determination is: _____ Approved _____ Not Approved

Signature: _____ Date: _____
General Counsel

CHANCELLOR'S OFFICE APPROVAL

X Approved, and Place on Agenda

 Not Approved, but Place on Agenda

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

Date: 3/5/14