

**PERALTA COMMUNITY COLLEGE DISTRICT  
Board of Trustees Agenda Report  
For the Trustee Meeting Date of April 8, 2014**

**ITEM TITLE:**

New contract with Hicks Consulting Group for FY 2014-15

**SPECIFIC BOARD ACTION REQUESTED:**

Consider approval of a new contract with Hicks Consulting Group for FY 2014-15

**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. Highstreet IT Solutions was the selected vender and is currently implementing the module, but in the meantime Peralta still needs to maintain the current SAFE Financial Aid System.

This contract with Hicks Consulting Group will ensure maintenance to our SAFE Financial Aid System during the implementation of PeopleSoft Financial Aid 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 2014-15.

The project costs will be covered by Measure E funds. The compensation shall not exceed \$190,000.

**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 service provided by Hicks Consulting Group is critical to maintain SAFE until we implement the PeopleSoft Financial Aid module. We have relied on this consulting service since the failure of our financial aid system in 2009.

**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. System data conversion,
7. Implementation of financial aid systems for the District, as well as report submissions.

**ANTICIPATED COMPLETION DATE:**

June 30, 2015.

**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: Calvin Madlock Date: \_\_\_\_\_  
Calvin Madlock, Associate Vice Chancellor of Information Technology

**DOCUMENT PRESENTED AND APPROVED BY:**

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

**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: Susan Rinne

Susan Rinne, Interim Vice Chancellor of 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: \_\_\_\_\_

Thuy T. Nguyen, General Counsel

**CHANCELLOR'S OFFICE APPROVAL**

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

Signature: José M. Ortiz Date: 4/4/14

José M. Ortiz, Chancellor