

**PERALTA COMMUNITY COLLEGE DISTRICT  
Board of Trustees Agenda Report  
For the Trustee Meeting Date of July 15, 2014**

**ITEM TITLE:**

Highstreet IT Solutions contract for FY 2014-2015 for the amount of \$53,540.

**SPECIFIC BOARD ACTION REQUESTED:**

Consider approval of the contract with Highstreet IT Solutions for FY 2014-15 for the contract amount of \$53,540.00. This amount will cover travel expenses and professional service fees for a functional consultant proposed by Highstreet. The consultant will assist with post Go-live maintenance and support for the newly integrated PeopleSoft Student Financial Aid module, while training Peralta's Student Financial Aid resources.

**ITEM SUMMARY:**

Approval is requested to procure the contract to cover professional service fees and travel expenses for Highstreet IT Solutions from July 16, 2014 through September 30, 2014. Highstreet IT Solutions will be responsible for providing assistance with the post Go-live maintenance and support for Peralta's integrated PeopleSoft Student Financial Aid module while training Peralta's Student Financial Aid resources.

Project 3.7 of the District's Information Technology Strategy, Student Financial Aid System, calls for the implementation of the PeopleSoft Financial Aid module to increase efficiency of operations and reduce the operating costs. Highstreet IT Solutions was the vendor selected through an RFP process and their contract was approved at the July 16, 2013 Board meeting.

The contract extension is needed to cover travel expenses and professional fees for the functional consultant who will be working on training, maintenance and support for Peralta's Student Financial system as needed.

The total contract amount is \$53,540.

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

Funding source: Measure E.

**BACKGROUND/ANALYSIS:**

The current Student Financial Aid System (SAFE) is a mainframe product running on our existing legacy mainframe. Peralta is the last remaining client for this 3<sup>rd</sup> party mainframe system by EMAS Pro and all annual updates costs now fall solely on Peralta, rapidly escalating our cost. The prospects for EMAS Pro maintaining this system over the long term (at a reasonable cost) are unlikely. Additionally, the hardware on which we run the system is well past its lifespan and programming support must come from Peralta retirees whose willingness and ability to continue in this role are uncertain.

Peralta will implement the PeopleSoft Student Financial Aid module because we already own it. There are design problems with the delivered module that we will need to engage PeopleSoft to overcome. We are assured by PeopleSoft that this can be done. A formal Request for Proposal (RFP 12-13/18) was conducted for the Financial Aid Student System. Highstreet IT Solutions was the bidder that best met the evaluation criteria and had the highest average score.

**DELIVERABLES AND SCOPE OF WORK:**

**ANTICIPATED COMPLETION DATE:**

September 30, 2014.

**ALTERNATIVES/OPTIONS:**

N/A

**EVALUATION AND RECOMMENDED ACTION:**

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

YES \_\_\_\_\_ No  X

**COMMENTS:**

**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:  07/01/2014   
[Calvin Madlock, Associate Vice Chancellor]

**DOCUMENT PRESENTED AND APPROVED BY:**

Presented and approved by:  Calvin Madlock  Date:  7/10/14   
[Calvin Madlock, Associate Vice Chancellor]

**FINANCE DEPARTMENT REVIEW**

\_\_\_\_\_ Finance review required  X  Finance review *not* required

If Finance review is required, determination is: \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

If not approved, please give reason: \_\_\_\_\_

Signature: \_\_\_\_\_

**Susan Rinne, Interim Vice Chancellor for Finance and Administration**

**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: \_\_\_\_\_

**Thuy Thi Nguyen, General Counsel**

**CHANCELLOR'S OFFICE APPROVAL**

  X   Approved, and Place on Agenda

\_\_\_\_\_ Not Approved, but Place on Agenda

Signature:   *Dr. José M. Ortiz*  

**Dr. José M. Ortiz, Chancellor**