

**PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of October 7, 2014**

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

Consider approval of contract with United Information Consultants, LLC to provide an IT assessment in the amount of \$44,000.

SPECIFIC BOARD ACTION REQUESTED:

Approval of a contract with United Information Consultants, LLC in the amount of \$44,000.

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

CONSULTANT WILL PROVIDE AN IT ASSESSMENT USING PROCESS AND METHODOLOGY OUTLINED IN THE SCOPE OF WORK. SPECIFIC EMPHASIS WILL BE PLACED ON THE ERP FUNCTIONS USED BY THE DISTRICT. THE SCOPE OF WORK WILL ASSESS AND SUMMARIZE THOSE ERP MODULES THAT HAVE BEEN PURCHASED (53 MODULES) AND IMPLEMENTED TO DATE (27 MODULES), AS WELL AS THOSE THAT THE DISTRICT OWNS, BUT HAS NOT YET SCHEDULED FOR ROLLOUT (26 MODULES). THE CONSULTANT WILL EVALUATE THE VALUE DELIVERED TO THE DISTRICT TO DATE, IT'S ABILITY TO SUPPORT THE TECHNOLOGY AND PROCESSES, AND PRESENT OPTIONS TO FURTHER BRIDGE ANY GAP THAT MAY EXIST BETWEEN THE DELIVERY OF TECHNOLOGY AND THE OPPORTUNITY TO MAXIMIZE THE RETURN ON INVESTMENT THROUGH MORE COMPLETE OPERATIONAL INTEGRATION.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

\$44,000 FROM GENERAL FUND

BACKGROUND/ANALYSIS:

BASELINE ASSESSMENT SCOPE:

1. ANALYZE USE OF ERP TECHNOLOGY (ORACLE/PEOPLESOFT)
2. BENCHMARK – COSTS, UTILIZATION, MATURITY LEVEL, VALUE INJECTION DELIVERED AND ABILITY TO SUPPORT ERP;
3. EVALUATE ORGANIZATIONAL PROCESSES WITHIN KEY BUSINESS UNIT(S) SUPPORTED FOR EFFECTIVENESS, LEVEL OF INTEGRATION WITHIN OPERATIONAL PROCESSES AND WORKFLOWS, RECEPTIVITY TOWARD MAXIMIZING USAGE, AND QUALITY,
4. EVALUATE ALTERNATIVES FOR CURRENT COST DRIVERS, THEIR IMPACT TO THE DISTRICT (PROS/CONS), AS WELL AS OUTLINE HEIGHTENED OPPORTUNITIES TO FURTHER INCREASE REVENUE AND CONTAIN COSTS.

DELIVERABLES AND SCOPE OF WORK:

1. HIGH LEVEL ASSESSMENT OF IT AND DEPARTMENT FUNCTIONAL AREAS IMPACTING THE USE OF ERP TECHNOLOGY;
2. ANALYSIS OF ERP TECHNOLOGY – ORGANIZATIONAL FIT, UTILIZATION, VALUE GENERATION, BENCHMARKING AND TRADE STUDY OF ALTERNATIVES;
3. IDENTIFY WHICH DISTRICT PROCESSES ARE NOT EFFECTIVELY UTILIZING ERP TECHNOLOGY;
4. ASSESSMENT FINDINGS;
5. LEAD AND FACILITATE PROCESS MAPPING AND RECOMMEND CORRECTIVE ACTIONS OR RE-ENGINEERING OF INEFFECTIVE PROCESSES.

ANTICIPATED COMPLETION DATE:

NOVEMBER 28, 2014

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? (VICE CHANCELLOR)

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

DOCUMENT PREPARED BY:

Prepared by: Chancellor José M. Ortiz
[Enter Here - Your Name and Title of Individual]

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Chancellor José M. Ortiz
[Enter Here - Name of College President, (if originating from a college) or Vice-Chancellor (if originating from the District)]

FINANCE DEPARTMENT REVIEW

X Finance review required _____ Finance review *not* required

