

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of January 13, 2015

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 (additional) amount of \$35,000 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, bringing the total amount of the contract to \$59,500.

ITEM SUMMARY:

The District requests the Board to approve an amended amount of \$35,000 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 24,500 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.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT): Fund 10

BACKGROUND/ANALYSIS:

An internal Independent Contractor/Consultant Services Contract (#14895) was entered with the Consultant during the Fall 2014 semester for \$24,500, however, given the great need on the campus for the type of service he provides, the requested addition of the \$35,000 associated with the Laney College Addendum will bring the amount of the consultant's contract to a total of \$59,500 for the current fiscal year, and will allow him to complete many important projects required during the Spring 2015 semester. The Chancellor recommends approval.

DELIVERABLES AND SCOPE OF WORK:

Please see the full scope of work attached...

1. Design, layout, photography, photo re-touching services and print supervision of a comprehensive enrollment outreach campaign.

2. Event planning of several vital events and ongoing initiatives at the College.
3. Design, layout, photography, photo re-touching services and print supervision of the 2015 Laney College Graduation program book.
4. Design and implementation of a comprehensive campus beautification strategy, which with include way-finding elements, photographic images of campus life and additional graphic features on buildings, walkways and breezeways.
5. Additional specialized creative, program and project planning services as-needed at the request of the Office of the President

ANTICIPATED COMPLETION DATE: June 30, 2015

ALTERNATIVES/OPTIONS:

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? (LANEY COLLEGE PRESIDENT, DR. ELNORA WEBB)

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

DOCUMENT PREPARED BY:

Prepared by: Maisha Jameson Date: 12/23/14
 Executive Assistant, President's Office

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Elnora Webb Date: 12/23/14
 Laney College President

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
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: _____
General Counsel

CHANCELLOR'S OFFICE APPROVAL

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

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