

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of April 29, 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 \$12,500 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 originally entered with the Consultant during the Fall 2014 semester for \$24,500. During the Spring 2015 semester, there was a need to add additional deliverables to his scope of work, and hence an addendum was processed, adding another \$35,000 to the contract. Now, given the need for graphic design services in support of the creation of the Laney College Catalog and the extensive outreach the College is undertaking to boost enrollment, the requested addition of the \$12,500 associated with the Laney College Addendum will bring the amount of the consultant's contract to a total of \$72,000 for the current fiscal year, and will allow him to complete the catalog as well as other important outreach projects required during the Spring 2015 Semester. The Chancellor recommends approval.

ITEM SUMMARY: The District requests the Board to approve an amended amount of \$12,500 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, plus the original amended amount of \$35,000 was insufficient to cover all services needed during the current fiscal year. The Consultant has been contracted by the College to provide the services noted in the attached scope of work. This work includes the design, layout and print supervision of the 2015-2017 Laney Catalog, an approximately 400-page document. Additional services related to the production of the catalog include photography and photo re-touching services, and participation in regular meetings and interaction with the Laney College Catalog Committee as well as the District Catalog Committee. Additionally, the consultant will continue to assist with producing work (publication ads, posters, banners, flyers, etc.) to help with outreach efforts aimed at boosting enrollment. The \$12,500 amended amount will cover the cost of the work and the completion of the above listed project.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

FUND 10 – VICE PRESIDENT OF INSTRUCTION'S DISCRETIONARY DOLLARS

FUND 01 – COLLEGE PRESIDENT'S DISCRETIONARY DOLLARS

BACKGROUND/ANALYSIS:

An internal Independent Contractor/Consultant Services Contract was originally entered with the Consultant during the Fall 2014 semester for \$24,500. During the Spring 2015 semester, there was a need to add additional deliverables to his scope of work, and hence an addendum was processed, adding another \$35,000 to the contract. Now, given the need for graphic design services in support of the creation of the Laney College Catalog and the extensive outreach the College is undertaking to boost enrollment, the requested addition of the \$12,500 associated with the Laney College Addendum will bring the amount of the consultant’s contract to a total of \$72,000 for the current fiscal year, and will allow him to complete the catalog as well as other important outreach projects required during the Spring 2015 Semester. The Chancellor recommends approval.

DELIVERABLES AND SCOPE OF WORK: SEE CONTRACT ATTACHED

ANTICIPATED COMPLETION DATE: June 30, 2015

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: Lilia Celhay Date: 04/29/15
[Maisha Jameson, Executive Assistant to the President, Laney College]

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Elnora Webb Date: 04/29/15
[Elnora Webb, President of Laney College]

FINANCE DEPARTMENT REVIEW

X Finance review required _____ Finance review *not* required

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

If not approved, please give reason: _____

Signature: *Susan Rinne*
Susan Rinne, Chief Financial Officer

Date: _____

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

Date: _____

CHANCELLOR'S OFFICE APPROVAL

Approved, and Place on Agenda
Agenda

Not Approved, but Place on

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

Date: _____