

**PERALTA COMMUNITY COLLEGE DISTRICT  
Board of Trustees Agenda Report  
For the Trustee Meeting Date of October 20th, 2015**

**ITEM TITLE:**

Classroom Scheduling Software Project (RFP 14-15/36)

**SPECIFIC BOARD ACTION REQUESTED:** Consider approval of a contract with CollegeNet inc. to implement the Classroom and Resource Scheduling software, in the amount of \$225,000.00.

Project 3.3 of the District's Strategic Information Technology Plan, calls for a Classroom Scheduling system to increase efficiency of operations and reduce back office operating costs.

**ITEM SUMMARY:** The purpose for procuring this software system is to upgrade the abilities of space management for the Peralta Colleges. Currently, the Campus Schedulers are using a manual, labor intensive process. This process entails organizing classroom scheduling using paper notebooks with dividers to assign classrooms, and then logging the assignment in our Oracle PeopleSoft system. This cumbersome process requires Schedulers to commit extra time and effort into ensuring that all space is allocated effectively and efficiently. Through this effort, Peralta has a strong need to procure and implement a software solution that will maximize space optimization.

By transitioning away from a pen and paper scheduling, Peralta will save an abundance of hours in administrative time, and eliminate double bookings and space use inefficiencies, thus more successfully meeting the needs of departments, instructors and students. Scheduling has been an on-going struggle that often resulted in double bookings, wasted time, inefficient use of space, and frustrated faculty, students and staff. This system would make scheduling tasks faster, simpler and more effective.

**SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):** MEASURE E FUND 65

**BACKGROUND/ANALYSIS:**

Selection Process

The RFP 14-15/36 Classroom Schedule IT Project was issued on May 1st, 2015. On May 13th, 2015 mandatory pre-bid meeting was held. All 3 Vendors below attended the meeting. An addendum was sent out on May 22nd, 2015. On May 28th, 2015, 3 proposals were received.

All proposals were examined in detail and evaluated according to the following criteria, which are listed in order of weight in the RFP:

1. Functional Requirements
2. Technical Requirements
3. Company Information/References
4. Proposed Costs
5. Environmentally Sustainable Procurement
6. Small Local Business Enterprise and Small Emerging Local Business Enterprise (SELBE)

Selection Justification

After the execution of the procurement process in which an RFP was advertised, a committee evaluated the vendors and scored the vendors based on the functional and technical capabilities of each software solution. The selection committee consisted of College Schedulers, a District Curriculum Analyst, a General Services representative, and staff from the Information Technology office.

Based on the overall score and capabilities, the ranking is as follows:

- 1. CollegeNet - Total Evaluation Score = 150
- 2. EMS - Total Evaluation Score = 121.5
- 3. Visual Planning - Total Evaluation Score = 44.75

Decision

CollegeNet best meets the criteria for Peralta, especially in providing the background and expertise with Oracle PeopleSoft ERP. CollegeNet meets all of the Functional and Technical needs required to fulfill Peralta’s space management efforts. The value add is the integration of the X25 Reporting & Master Planning Solution, which analyzes utilization and performs data modeling.

**DELIVERABLES AND SCOPE OF WORK:** SEE ATTACHED COLLEGENET PROPOSAL

**ANTICIPATED COMPLETION DATE:** JUNE 30TH, 2016

**ALTERNATIVES/OPTIONS:** NONE

**EVALUATION AND RECOMMENDED ACTION:**

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

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

**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

**DOCUMENT PRESENTED AND APPROVED BY:**

Presented and approved by: Calvin Madlock

**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: Ron Little

Ron Little, Vice Chancellor for Finance and Administration

**GENERAL COUNSEL (Legality and Format/adherence to Education Codes):**

Legal review required for bond funds       Legal review *not* required

If Legal review is required, determination is:       Approved       Not Approved

Signature: Nitasha Sawhney

Nitasha Sawhney, Acting, General Counsel

**CHANCELLOR'S OFFICE APPROVAL**

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

Signature: Dr. Jowel C. Laguerre

Dr. Jowel Laguerre, Chancellor

