

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of December 8, 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 at both Laney College and College of Alameda.

SPECIFIC BOARD ACTION REQUESTED: Laney College and the College of Alameda collectively requests the Board to approve an amended amount of \$61,000 (\$45,000 for Laney, and \$16,000 for College of Alameda) to the consulting contract between Randolph Belle Consulting Services and the Peralta Community College District for the professional communications related consultation services of Randolph Belle.

Generally, the consultant has been contracted to provide the same graphic design and photography services for both the College of Alameda and Laney College (see attached scopes of work). College-wide, programmatic and departmental projects may vary in specificity from Laney's, but the nature of his services is identical.

The requested addition of the \$45,500 associated with the Laney College Addendum, and \$16,000 associated with the College of Alameda addendum, will bring the amount of the consultant's contract with the District to a total of \$85,500.00 for the current fiscal year. We are requesting that the Chancellor recommends approval.

ITEM SUMMARY: Laney College and the College of Alameda collectively requests the Board to approve an amended amount of \$61,000 (\$45,000 for Laney, and \$16,000 for College of Alameda) to 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 for \$24,500 was originally entered with the Consultant for work to be completed at Laney College during the Fall 2015 semester. The College also requires his services during the Spring semester, and hence is submitting an addendum to his original ICC. During the Spring 2016 semester, there will be a need to add additional deliverables to his scope of work, and hence an addendum was processed, adding another \$45,000 to the contract for Laney College. The additional scope of work for Laney College includes graphic design services in support of the creation of items like the Laney College class schedules, an annual report, collateral needed for the extensive outreach the College is undertaking to boost enrollment, programs and materials for end of the year events and more. Additionally, photography and special projects for the Office of the Laney College President will be included.

Generally, the consultant has been contracted to provide the same services for the College of Alameda (see attached scope of work). College-wide, programmatic and departmental projects may vary in specificity from Laney's, but the nature of his services is identical.

The requested addition of the \$45,500 associated with the Laney College Addendum, and \$16,000

associated with the College of Alameda addendum, will bring the amount of the consultant's contract with the District to a total of \$85,500.00 for the current fiscal year. We are requesting that the Chancellor recommends approval.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

LANEY COLLEGE → 5-10-501-5105-1-660100-3110-00	\$45,000
COLLEGE OF ALAMEDA → 2-10-201-5105-1-660100-3115-00	\$16,000

BACKGROUND/ANALYSIS:

An internal Independent Contractor/Consultant Services Contract for \$24,500 was originally entered with the Consultant for work to be completed at Laney College during the Fall 2015 semester. The College also requires his services during the Spring semester, and hence is submitting an addendum to his original ICC. During the Spring 2016 semester, there will be a need to add additional deliverables to his scope of work, and hence an addendum was processed, adding another \$45,000 to the contract for Laney College. The additional scope of work for Laney College includes graphic design services in support of the creation of items like the Laney College class schedules, an annual report, collateral needed for the extensive outreach the College is undertaking to boost enrollment, programs and materials for end of the year events and more. Additionally, photography and special projects for the Office of the Laney College President will be included.

Generally, the consultant has been contracted to provide the same services for the College of Alameda (see attached scope of work). College-wide, programmatic and departmental projects may vary in specificity from Laney's, but the nature of his services is identical.

The requested addition of the \$45,500 associated with the Laney College Addendum, and \$16,000 associated with the College of Alameda addendum, will bring the amount of the consultant's contract with the District to a total of \$85,500.00 for the current fiscal year. We are requesting that the Chancellor recommends approval.

DELIVERABLES AND SCOPE OF WORK: SEE CONTRACT ATTACHED

ANTICIPATED COMPLETION DATE: June 30, 2016

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: _____ Date: _____
[Maisha Jameson, Executive Assistant to the President, Laney College]

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: _____ Date: _____
[Elnora Webb, President of Laney College]

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: *Ronald Little*
Ronald Little, Vice Chancellor Ronald Little

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: _____ Date: _____
General Counsel

CHANCELLOR'S OFFICE APPROVAL

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

Signature: *Dr. Jowel Laguerre*
Jowel Laguerre, Chancellor