

**PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of September 13, 2016**

ITEM TITLE:

Consider Approval of Amendment #1 to an Existing Contracted Services Agreement with Maintenance Connection for the Procurement of Work Order Software Licenses.

SPECIFIC BOARD ACTION REQUESTED:

Approval is requested of Amendment #1 to an existing contracted services agreement with Maintenance Connection for the Procurement of Work Order Software Licenses, in the amount not-to-exceed \$4746.

ITEM SUMMARY:

The requested amount will pay for the consultant travel expenses for onsite implementation on April 26th and 28th, 2016. This expenditure was not included in the original contract.

The Chancellor recommends approval.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

General Fund

BACKGROUND/ANALYSIS:

Since May of 2014, staff investigated new work order software for the utilization of reporting and tracking work orders, as recommended by the accreditation committee. Staff completed an analysis of the software offered by each provider. On November 10, 2015, the Governing Board of Trustees approved the original agreement (\$55,892); however, the actual contract amount is \$51,911.50. Including this Amendment #1, the total contract amount will be \$56,657.27.

DELIVERABLES AND SCOPE OF WORK:

The consultant has delivered the cloud based licenses for six (6) Administrators, provided standard setup package, core data migration from Mainstar, and monthly hosting fee until June 30, 2016. For the 2016/2017 and 2017/2018 fiscal years, the consultant will continue to offer monthly licensing and other monthly selected software peripherals, in the amount of \$15,522 per each fiscal year.

ANTICIPATED COMPLETION DATE:

The contract term will expire June 30, 2018.

ALTERNATIVES/OPTIONS

None

EVALUATION AND RECOMMENDED ACTION:

The administration recommends the approval of this Amendment #1 to pay for completed work by the consultant.

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

YES _____ NO X

COMMENTS: None

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING? Vice Chancellor Ikharo

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

DOCUMENT PREPARED BY:

Prepared by: Dr. Sadiq B. Ikharo Date: August 31, 2016
Vice Chancellor of General Services

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Dr. Sadiq B. Ikharo Date: August 31, 2016
Vice Chancellor of General Services

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 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: Jowel C. Laguerre
Dr. Jowel C. Laguerre, Chancellor