

OHLONE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

TO: Board of Trustees  
FROM: Douglas Treadway  
DATE: June 13, 2007  
SUBJECT: Award of Piggyback Contract to Hyland Software for Digital Scanning System

Public Contract Code 20652 states: *Notwithstanding any other provisions of Sections 81640 to 81654, inclusive, of the Education Code, or of Sections 20651 to 20659, inclusive, of this code, the governing board of any community college district without advertising for bids, and when that board has determined it to be in the best interests of the district, may authorize by contract, lease, requisition, or purchase order, any public corporation or agency, including any county, city, town, or district, to lease data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, and other personal property for the district in the manner in which the public corporation or agency is authorized by law to make the leases or purchases.*

In 2005 Ohlone College was awarded a Title III Grant Funding under the Strengthening Institutions Program. One of the major objectives outlined in the grant was: to eliminate manual entering, retrieving, and distributing student records of assessment, counseling, transcripts and work experience.

To meet this objective the Title III Grant proposed the implementation of an Optical Scanning System. The IT department working with Student Services staff has assessed user functional requirements to meet this objective. Based upon the data gathered the IT department developed a hardware and software system requirements document. This document was used as the basis of an informal Vendor Bid Specification document that was released for public bidding.

In response to the public bid the district received responses from three vendors: 1) Hyland Software, 2) Hershey Business Systems, and 3) Image Now. Additionally vendors were invited to provide product demonstrations and technical architecture reviews to District staff. A review of vendor presentations and submittals by Student Services and IT staff determined that Hyland Software was the most responsive and the lowest cost bidder. Hyland Software proposed cost for the Digital Scanning System is \$100,000.00.

The District proposes to acquire this system from Hyland Software via Contra Costa Community College District Piggybackable contract with Hyland Software for the same system. This Project will be funded from two sources: 1) Title III Grant funds - \$42,685.00 and 2) General Fund 10 - \$57,315.

**RECOMMENDATION:**

The President/Superintendent recommends that the Board of Trustees Award of Piggyback Contract to Hyland Software for Digital Scanning System for \$100,000.

Attachments:  
Chancellor Office Competitive Bid Letter 1 page

ATTACHMENT A

**STATE OF CALIFORNIA**

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**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

1102 Q STREET  
SACRAMENTO, CA 95814-6511  
(916) 445-8752  
[HTTP://WWW.CCCCO.EDU](http://www.cccco.edu)



April 24, 2001

Larry Toy, Ph.D.  
President/CEO  
Foundation for California Community Colleges  
1102 Q Street  
Sacramento, CA 95814

Re: U.S. Communities

Dear Dr. Toy:

We have reviewed and concur with the legal opinion prepared by your counsel which concludes that a community college district may purchase from contracts competitively bid by a public agency pursuant to Public Contract Code section 20652. This would be the case if the public agency were affiliated with U. S. Communities so long as the contract is with the public agency itself. Moreover, this same principle can apply to other contracts developed by public agencies not involving U.S. Communities.

Sincerely,

Paul Sickert  
Assistant General Counsel

PS:sj

cc: Ralph Black, General Counsel  
Dave Stuart, Director of Operations