

OHLONE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

CONSENT

TO: Board of Trustees  
FROM: Douglas Treadway  
DATE: October 24, 2007  
SUBJECT: Approval of Contract 2760801 to Strata Information Group for I.T. Management Services

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**Background:** The District has decided to employ the consulting firm of Strata Information Group (S.I.G.) to manage the IT Department. This firm will provide a seasoned professional Chief Technology Officer (CTO) for strategic planning and day-to-day management. S.I.G. will also provide two additional managers who will report to the CTO and whose duties shall include, but not be limited to:

1. Organize and provide support for instructional technology including:
  - a. Faculty
  - b. Computer labs and classrooms
  - c. Distance education
2. Manage the technology staff and infrastructure including:
  - a. Voice, data and telecommunications networks
  - b. Electronic mail systems
  - c. Internet access
  - d. Operation, support and maintenance of all College servers
  - e. Computer installation and repair
  - f. Database administration
  - g. Computer operations
  - h. Helpdesk
  - i. Other projects and initiatives that will be described in the Strategic Information Technology Plan
3. Develop tactical plans to address short-term technology needs and improvements.
4. Support the staff to successfully accomplish objectives identified in the tactical plan.
5. Manage the Datatel Colleague system and related applications including:
  - a. Implementation of unused functionality.
  - b. Optimization and improvement in the current use of the system.
  - c. Business process analysis and implementation assistance.
6. Provide advice, recommendations, and best practices for network and technology infrastructure issues.

S.I.G. will also provide specialized technical services on an as-needed basis to ensure these and other Ohlone College projects are successfully completed:

1. Newark Center infrastructure implementation, move-in and operation
2. Colleague system
  - a. R18 upgrade
  - b. Enhancements such as electronic approvals
  - c. Reporting needs
3. Implement the OnBase document imaging system
4. Assist with infrastructure projects
  - a. Server farm upgrades and consolidation/VMware
  - b. Upgrade Windows NT4 environment to Windows 2003 server
  - c. Implementation of Microsoft Active Directory
  - d. Evaluation of e-mail replacement

- e. Shared calendars and desktop tools
  - f. Currency of desktop/lab computers and replacement
5. New construction projects

The selection of S.I.G. was the result of an extensive Request for Proposals (RFP) process. A specific set of specifications and a detailed scope of work was developed and advertised as RFP 276-08. Two firms submitted responses, SunGard Higher Education and Strata Information Group. Both firms made a presentation to the selection committee. Both firms offered these services at approximately the same fee schedule. S.I.G. has extensive experience in performing these same services for many other California Community Colleges over the past 20 years and demonstrated a comprehensive understanding of the needs of the District. The committee unanimously selected S.I.G. as the most qualified firm meeting the District's requirements.

The initial contract period shall be November 1, 2007 through June 30, 2009 with an option to renew. Total fees for this initial term are not to exceed \$756,000.00 for fiscal year 2007-08 (partial year) and not to exceed \$981,000.00 for fiscal year 2008-09. These costs include all services and expenses, including travel, if needed.

This contract is budgeted in fund 10, under account 10-0-24-67800-0000-55141 (Contracted Services.). It will be funded from salary savings, reduced costs for consultants, reductions in maintenance, organizational/operational efficiencies, and other sources.

**RECOMMENDATION:**

The President/Superintendent recommends that the Board of Trustees award RFP 276-08 and approve Contract 2760801 for Information Technology Management Services with Strata Information Group in the amounts specified above.