

OHLONE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

TO: Board of Trustees
FROM: Douglas Treadway
DATE: November 14, 2007
SUBJECT: Approval of Contract 2760801 to Strata Information Group for I.T. Management Services

Background: The District desires to employ the consulting firm of Strata Information Group (S.I.G.) to manage the Information Technology (I.T.) 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 the specialized technical services on an optional "as-needed" hourly basis for which the district currently contracts to outside consultants. The following Ohlone College projects have been identified as mission-critical and are a top priority in the implementation of this agreement:

1. Newark Center infrastructure implementation, move-in and operation
2. Colleague system
 - a. R18 upgrade completion
 - b. Enhancements such as electronic requisitions and approvals
 - c. Reporting needs
3. Implement and expand 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 project infrastructure

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 consisting of faculty, staff, IT personnel, and management. 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. Based on predetermined scoring criteria, the committee unanimously selected S.I.G. as the most qualified firm meeting the District's requirements.

The initial contract period shall be December 1, 2007 through June 30, 2009 with an option to renew by the District. Not-to-exceed fees for this initial term are as follows:

FY	Management Personnel	Optional Consulting Services	Total
2007-08 (partial year)	\$483,000.00	\$178,500.00	\$661,500.00
2008/09	\$828,000.00	\$153,000.00	\$981,000.00

These fees include all services and expenses, including travel, if needed. The Optional Consulting Services must be specifically requested by the District on a project-by-project basis and will be billed at time and material not-to-exceed the total authorization.

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, 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 not-to-exceed amounts specified above.

Attachment: Contract 2760801