DATE: November 20, 2003

TO: Board of Trustees

FROM: Dr. Philip R. Day, Jr., Chancellor

Subject: CAPITAL OUTLAY

Authorization to renew contract for special services with NBH Solutions, LLC at a cost not to exceed $158,000
(Resolution No. 031120 – B4)

BACKGROUND INFORMATION:

Project: Project Planning and Management Services for The 2001 Prop “A” Bond Capital Improvement Program

NBH Solutions has provided leadership, management and consulting expertise in support of the information technology projects funded by the 2001 Bond. During this calendar year, NBH Solutions planned and provided project management in support of the college’s completion of technology projects funded by the 2001 Bond, led the development of the plan for the upgrade of more than 2,400 desktop computers, helped plan the upgrade of intra-campus and internet connectivity, developed the management and technical support structures and standards essential to support the new computing environment, worked with staff to define the methods and curriculum for training faculty and staff in the use of new technologies, helped the college select a new telephone/voice system, wrote or assisted with the writing of several Requests for Proposals, and refined the technical approach for the development of an education plan that shares data with the SCT Banner Degree Audit module.

While much progress has been made, additional direction, management and technical expertise is required for the college to complete the projects funded by the 2001 bond. Principal among these projects are the design and implementation of a converged network that builds upon our on-campus network to enhance district-wide communications. This new communications infrastructure will carry voice, data and video transmissions between campuses and is a major, complex project that will ultimately provide all communications throughout the district. This final piece of our new communications infrastructure requires the completion of our new telephone solution, the introduction of digital technology to replace our antiquated analog video technology, and the convergence of all communications signals on one backbone.
Given the improvement in services and the recurring savings offered by improved inter-campus connectivity, it is important that the college quickly build upon its successes. This complex project and other related initiatives require the services of NBH Solutions because this firm has supported the college during the first and second year of 2001 bond technology projects and can leverage this experience and knowledge to efficiently and effectively manage our information technology projects and services during the next year.

WORK SCOPE SUMMARY

Calendar 2003 Accomplishments

During 2003 NBH Solutions LLC provided leadership, management and consulting expertise in support of the information technology projects funded by the 2001 Bond. Specifically, NBH Solutions LLC:

- Planned and provided project management in support of the college’s completion of technology projects funded by the 2001 Bond
- Led the development of the plan for the upgrade of more than 2,400 desktop computers
- Helped plan the upgrade of intra-campus and internet connectivity
- Developed the management and technical support structures and standards essential to support the new computing environment
- Worked with staff to define the methods and curriculum for training faculty and staff in the use of new technologies
- Helped the college select a new telephone/voice system
- Wrote or assisted with the writing of several Requests for Proposals required for the acquisition of:
  - Campus Inter-connectivity Fiber Links
  - Library System
  - New Telephone/VoIP System
- Continued planning for the next generation network that will transmit voice, data and video signals between college campuses
- Helped the College avoid the cost of a new degree audit solution for students by redirecting efforts towards an existing application within SCT Banner
- Refined the technical approach for the development of an education plan that shares data with the SCT Banner Degree Audit module
- Saved the College over $350,000 by reducing the purchase price while acting as the lead negotiator for the new voice system contract with NextiraOne
• Helped the College realize at least $5,000,000 in operating budget savings over ten years through the replacement of the Centrex telephone system

• Assisted in the planning of technology solutions designed to support the Title III Grant activities.

Calendar Year 2004 Scope of Work

While much progress has been made, additional direction, management and technical expertise is required for the College to complete the projects funded by the 2001 bond.

The scope of work includes:

1. Technical leadership, project planning and project management in support of college wide computer network, technology upgrades, and other initiatives under the Bond 2001 Project. Principal projects include:

   a. Negotiation of a contract that will plan, design and implement a converged network that builds upon on the newly completed on-campus network to enhance district-wide communications

   b. Facilitate the development of an educational technology plan leading to the provision of technology solutions and academic support services to faculty and students

   c. Help the College acquire and install an electronic document management and imaging system by:
      i. Assessing vendor qualifications
      ii. Assessing technical viability of the proposed system architecture
      iii. Negotiating a document imaging contract
      iv. Planning for system implementation in the:
         1. Financial Aid Office
         2. College Work-Study Office
         3. Grants Accounting Office
         4. Institutional Research and Planning Office
         5. Chancellor’s Office
      v. Assisting with the building of a cadre of ITS staff prepared to implement imaging throughout the College

   d. Planning of additional network services, such as fax services, wireless access, and increased student access

2. The redesign of how information technology services are delivered in support of College operations

3. Planning of technology solutions to meet the activity needs of the Title III Grant

4. Advice and consultation related to policy development by the Information Technology Policy Council

5. Special assignments for the Chancellor, including but not limited to the following:

   a. Management support of ITS
b. Technical leadership in support of the selection, adoption, deployment and integration of technologies college-wide.

SHARED GOVERNANCE REVIEW:

Yes _____; No __X__; If yes, which committee: ____________________
Date of Review: __________________________

RECOMMENDATION:

RESOLVED: That authorization be given to contract with NBH Solution, LLC for special services and advice to provide the District with Technology Planning Management Services for technology portion of the 2001 Proposition “A” Bond Capital Improvement Program for a twelve (12) month period from January 1, 2004 through December 31, 2004 for total fee not to exceed $158,000.

FURTHER BE IT RESOLVED: That the cost of this contract will be funded with the proceeds generated by the issuance of bonds under the 2001 general obligation bond issue, and

FURTHER BE IT RESOLVED: That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

Peter Goldstein, Originator
Douglas Re, Originator