DATE: December 19, 2002  
TO: Board of Trustees  
FROM: Dr. Philip R. Day, Jr., Chancellor  
Subject: CAPITAL OUTLAY
Authorization to Contract for Special Services – NBH Solutions, LLC
(Resolution No. 021219 – B6)

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 campus network infrastructure, guided the development of the desktop upgrade plan that is currently underway, helped plan the upgrade of intra-campus and internet connectivity, worked to develop the management and technical support structures and standards essential to support the new computing environment at CCSF, helped define the methods and curriculum for training faculty and staff in the use of new technologies, aided the college in selection of a new network manager, developed an approach to support a voice system upgrade, managed the organization and delivery of a Feasibility Study on Fiber Optic Connections between college locations, and has begun initial planning for the next generation network that will transmit voice, data and video signals between college campuses.

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 is the design and implementation of a converged network that builds upon our newly completed 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 design of a new telephone solution, the introduction of a 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 our first 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.

CORPORATE PROFILE

NBH Solutions specializes in the provision of technical solutions and project management for higher education. NBH Solutions provides leadership as well as strategic and operational technology consulting with the aim of helping institutions improve their use of technology.

Under this contract, Richard Middaugh, CEO of NBH Solutions LLC, will serve as the primary consultant for City College. Mr. Middaugh has more than twenty-five years experience in higher education serving as a Chief Information Officer, technology consultant and administrator, and teacher. Mr. Middaugh served on the Technology Advisory Board for CARS Information Systems, guiding the development of software solutions; as a Vice President for Jenzabar, a higher education software vendor; and, has provided consulting project management, and technical expertise in support of technology for more than thirty colleges and universities. In addition, Alex Kennedy will provide network expertise in the areas of technology integration, converged voice, data and video networks, and the delivery of video services to both the classroom and desktop.

WORK SCOPE SUMMARY

The District needs technical planning and management services to ensure that the second phase of the technology projects funded by the 2001 bond issue get off to an efficient and effective start. In particular, the District needs assistance in pursuing appropriate solutions in upgrading its telephone/telecommunication systems and a campus-to-campus connectivity configuration that best supports classroom educational technology and two-way inactive voice/video distribution. Therefore, the District wishes to contract with NBH Solutions, LLC for Special Services and Advice to provide the District with project planning management services for the 2001 Proposition “A” Bond Capital improvement program for a twelve (12) month period from January 1, 2003 thru December 31, 2003. NBH will be responsible for providing technical assistance on the network design and its applications for purposes of achieving the District’s objectives with Phase 2 of its technology conversion/update project.

Under the direction of the Chancellor, the District’s Information Technology Services will administer the special services and advice provided under this contract. Expenditures incurred under this contract will be paid for with the proceeds generated by the issuance of bonds under the 2001 general obligation bond issue. The special services and advice services provided by NBH Solutions, LLC would include:

Providing technical leadership, project planning and project management in support of college-wide computer network, telephone/telecommunication upgrades, and other technology initiatives funded by the bond.

NBH Solutions will provide technical leadership, guidance and consultation to assigned staff and/or contractors and consultants in the areas of:

1. Classroom education technology
2. Network design
3. Network security
4. Network access
5. Next generation networks (integrating voice, video, data)
6. Network management and upgrade
7. Network staffing
8. Voice system upgrade
9. Technology planning

In addition, NBH Solutions will provide direction, project planning and management to establish controls, budgets, specific project schedules, project milestones, quality assurance, and project deliverables related to:

1. Inter-campus connectivity
2. Network services deployment
3. Desktop support services design and deployment
4. PBX/Voice system replacement
5. Technology integration

The consultants from NBH Solutions will work with, direct, and guide the selection of outside consultants, contractors and vendors for networking and technology upgrades; direct and guide the assigned staff and/or outside consultant team to establish control budgets, project schedules, and implementation methods; direct and guide the assigned staff and/or outside vendor teams to ensure that project budgets and schedule requirements are fulfilled as called for by the college.

RECOMMENDATION:

RESOLVED: That authorization be hereby 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, 2003 through December 31, 2003 for total fee not to exceed $158,000, and

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, with such cost initially advanced by the district and subsequently reimbursed by bond funds when they become available, 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