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ADOPTED
BOARD OF TRUSTEES OF
COMMUNITY COLLEGE DISTRICT NO. 508
NOV 5 - 1998

BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508
County of Cook and State of Illinois

COUNTY OF COOK
AND STATE OF ILLINOIS

FMS TECHNICAL SUPPORT CONTRACT
OFFICE OF FINANCE
DISTRICT OFFICE

THE CHANCELLOR

REPORTS

that a Request for Proposals was issued for support services to address the current financial system product and the upgrade to the Year 2000 compliant version; and

that staff distributed RFPs to 35 vendors and received four vendors' proposals: Intertech International, Computer Services & Consulting, Blackwell Consulting, and RCG Technology; and

that staff reviewed the proposals, assessed them according to certain criteria including: experience with financial applications [specifically Oracle Government Financials], resources available for the project, required skill levels, engagement approach and plan, and fees; and

that staff has made a recommendation to the Chancellor.

THE CHANCELLOR

RECOMMENDS

that the Board of Trustees approves a contract with Intertech International, 2042 W. Arthur Avenue, Chicago, at a cost not to exceed \$896,564.00 to provide all services and functions required in accordance with the RFP dated 10-9-1998; and authorizes the Chairman and Assistant Secretary to execute the documents pertaining to this contract.

Respectfully submitted,

Wayne D. Watson
Chancellor

November 5, 1998

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AGREEMENT BETWEEN
INTER-TECH INTERNATIONAL, INC.
AND
BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 508,
COUNTY OF COOK AND STATE OF ILLINOIS

This Agreement is made between Board of Trustees of Community College District No. 508, County of Cook and State of Illinois ("Institution") and Inter-Tech International, Inc., a corporation organized and existing under the laws of the State of Illinois and having its principal place of business at 2042 W. Arthur Ave., Chicago, Illinois 60645, with authority to do business in the State of Illinois ("Consultant").

RECITALS

- A. Institution desires to obtain the services of Consultant; and
- B. Consultant claims to have expertise and experience to provide such services for Institution.

TERMS

Consultant agrees to perform such professional services, with the standard of professional care and skill customarily provided in the performance of such services as are set forth in this Agreement, and Institution agrees to pay Consultant such amounts as are specified in this Agreement, all upon the following terms and conditions:

1.0 Scope of Service.

1.1 This Agreement will hereby incorporate the following documents:

- 1.1.1 Institution's Request For Proposal, dated October 19, 1998, hereinafter as Attachment A.
- 1.1.2 Consultant's Proposal, dated October 28, 1998, hereinafter as Attachment B.
- 1.1.3 M/WBE Schedules and related documents, hereinafter as Attachment C.
- 1.1.3 The Parties agree that all of the terms and conditions under this Agreement and the Attachments entered into under Board Report No. 20966 are applicable and binding to the Parties entering into this Agreement, provided that the terms and conditions of the Attachments not inconsistent with the terms and conditions in this

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Agreement. If there are any inconsistencies, the terms and conditions in this Agreement will supersede the terms and conditions in the Attachments. Further, if there are any inconsistencies between the Attachments, Attachment A will supersede Attachment B.

1.2 Consultant agrees to provide the services described as stated in Attachments A and B appended to and incorporated into this Agreement ("Professional Consulting Services").

1.3 Consultant agrees to perform the Professional Consulting Services to the satisfaction of Institution from time to time during the term of this Agreement.

1.4 Institution's liaison overseeing the Professional Consulting Services provided under this Agreement is Chancellor, Wayne D. Watson, who is located at 226 W. Jackson Blvd., 14th Floor, Chicago, Illinois 60606. However, the Chancellor may appoint his designee to assist in overseeing the Professional Consulting Services in this Agreement.

2.0 Fees and Expenses.

2.1 Institution agrees to pay Consultant a maximum fee of eight hundred ninety-six thousand, five hundred sixty-four dollars and no cents (\$896,564.00) for Professional Consulting Services based on hourly rates as listed in Attachments plus eight percent (8%) of the Professional Consulting Services' amount (i.e., \$71,725.12) for expenses.

2.2 Provided that Consultant is in compliance with Attachment A and B, the total fee, and expenses if any, shall be payable upon the submission of an invoice to be submitted monthly, providing an itemized description for rendered services upon completion of deliverables pursuant to the Task Schedule in Attachment B.

2.3 Consultant agrees that Consultant is solely responsible for payment of income, social security, and other employment taxes due to the proper taxing authorities, and that Institution will not deduct such taxes from any payments to Consultant hereunder.

2.4 Institution shall reimburse the following incidental expenses, consisting of contract related local travel, copies, paper, supplies, meeting, messenger and other expenses, that are checked and initialed up to an amount reasonable and necessary for the performance of the Professional Consulting Services for a maximum amount not to exceed \$71,725.12.

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2.4.1 Consultant shall submit an invoice and adequate receipts and documentation as requested by Institution to support reimbursement of all reimbursable expenses.

3.0 Term.

The Professional Consulting Services to be rendered by Consultant under this Agreement shall commence not later than November 16, 1998 and be completed as stated in the Attachments but no later than May 14, 1999. Time is of the essence in this Agreement. This term may be extended beyond such completion date if Institution agrees to the extension in writing.

4.0 Contractor's Capacity and Responsibilities.

4.1 It is expressly understood that Consultant is an independent contractor and not the agent, partner, or employee of Institution. Consultant and Consultant's workers are not employees of Institution and are not entitled to tax withholding, Workers' Compensation, unemployment compensation, or any employee benefits, statutory or otherwise.

4.2 Consultant shall not have the authority to enter into any contract or agreement to bind Institution and shall not represent to anyone that Consultant has such authority.

4.3 Contractor represents and warrants to Institution that in performing the Professional Consulting Services Consultant will not be in breach of any agreement with a third party.

4.4 Consultant declares that he/she is not a Legislator, elected or appointed officer, or that his/her firm is not owned or controlled by any Legislator, elected or appointed officer, compensated or uncompensated, member of a State board or commission, or other employee of the State of Illinois; and

4.5 Consultant further declares that he/she has not participated in a State capacity, or that his/her firm has not been assisted or represented in this matter by an individual who has been involved in a State capacity, in the subject matter of this Contract in the past year.

5.0 Confidentiality of Information.

5.1 Consultant agrees to keep confidential and not to disclose to third parties any information provided by Institution pursuant to this Agreement unless Consultant has received prior written consent of Institution to make such disclosure. This obligation of confidentiality does not extend to any information that:

- 5.1.1 Was in the possession of Consultant at the time of disclosure by Institution, directly or indirectly;
- 5.1.2 Is or shall become, through no fault of Consultant, available to the general public, or
- 5.1.3 Is independently developed and hereafter supplied to Consultant by a third party without restriction or disclosure.

5.2 This provision shall survive expiration and termination of this Agreement.

6.0 Property Rights and Reports.

6.1 Consultant agrees that any computer programs, software, documentation, copyrightable work, discoveries, inventions, or improvements developed by Consultant solely, or with others, resulting from the performance of Professional Consulting Services pursuant to this Agreement are the property of Institution, and Consultant agrees to assign all rights therein to Institution. Consultant further agrees to provide Institution with any assistance which Institution may require to obtain patents or copyright registrations, including the execution of any documents submitted by Institution.

6.2 Consultant shall provide five (5) copies of all written report/s of the Deliverables as stated in Attachments A and B and Consultant shall provide all such report/s as determined by the Institution; also the parties agree that the report was specifically ordered and commissioned by Institution, and is a work for hire as such term is used and defined in the Copyright Act. Accordingly, Institution shall be considered the author thereof, and the sole and exclusive owner throughout the world forever of all rights existing therein, including all manuscripts, reports, sketches, drafts, notes, maps, memoranda, etc., relating to the work, and all revisions, editions, and versions thereof in all languages, forms, and media now or hereafter known and developed.

6.3 This provision shall survive expiration and termination of this Agreement.

7.0 Suspension or Termination of Contract.

Institution reserves the right to suspend indefinitely or terminate the contract and the Professional Consulting Services to be rendered by Consultant upon oral or written notice to Consultant for any reason upon fifteen (15) business days' notice. In the event of termination prior to completion of all work described in Section 1.0, the amount of the total fee to be paid Consultant shall be determined by Institution on the basis of the portion of the total work actually completed up to the time of such termination.

8.0 Insurance.

Consultant shall at its own expense comply with all federal, state and local laws in obtaining and maintaining adequate public liability insurance against personal bodily injury and against property damage liability in amounts in compliance with Illinois law to cover such liability caused by, or arising out of, activities of Consultant and its agents, and/or employees while engaged in preparing for, the Consulting work, or such other insurance that is required by Institution, and shall furnish to Sponsor certificates of insurance evidencing that such insurance has been procured prior to commencement of such work.

9.0 Arbitration/Alternative Dispute Resolution.

By written mutual agreement of both parties, any controversy, claim, or dispute arising out of or relating to this Agreement or the breach thereof, may be submitted to arbitration in the City of Chicago, in accordance with the rules of the Chicago Chapter of the American Arbitration Association in effect and judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. The provision shall not impair or be in lieu of the rights of either party hereto to seek injunctive relief in a court of competent jurisdiction in the State of Illinois.

10.0 Indemnification and Hold Harmless.

10.1 Consultant agrees that any personal injury to Consultant or third parties or any property damage incurred in the course of performance of the Professional Consulting Services shall be the responsibility of Consultant.

10.2 Consultant shall defend, indemnify, keep and save harmless Institution, its board members, representatives, officers, agents and employees, in both individual and official capacities, against all suits, claims, damages, losses and expenses, including attorney's fees, caused by, growing out of, or incidental to, the performance of the work under this Agreement by the Consultant or his subcontractors to the full extent as allowed

by the laws of the State of Illinois and not beyond any extent which would render these provisions void or unenforceable. In the event of any such injury (including death), loss and/or damage, or claims therefore, the Consultant shall give prompt notice, but no later than 30 days from Consultant's receipt of such notice of injury, loss and/or damage, to the Institution. Further, such indemnification is conditional on the Institution's full discretion on the selection of the attorneys.

11.0 Notice.

Any notice to either party hereunder must be in writing signed by the party giving it, and shall be served either personally or by registered or certified mail addressed as follows:

To Institution:

Ronald J. Gidwitz
Chairman
Board of Trustees of Community College District No. 508,
County of Cook and State of Illinois
226 W. Jackson Blvd.
14th Floor
Chicago, Illinois 60606

and

Wayne D. Watson
Chancellor
City Colleges of Chicago
226 W. Jackson Blvd.
14th Floor
Chicago, Illinois 60606

To Consultant:

Gregory A. Boone
Principal
Inter-Tech International, Inc.
2042 W. Arthur Ave.
Chicago, Illinois 60645

or to such other addressee as may be hereafter designated by written notice. All such notices shall be effective only when received by the addressee.

12.0 Entire Agreement; Modification.

This Agreement (and its attachments, if any) constitutes the entire understanding between the parties with respect to the subject matter hereof and may not be amended except by an agreement signed by Consultant and the Institution as approved by the Institution's Board of Trustees pursuant to Illinois law.

13.0 Severability.

The terms of this Agreement are severable such that if any term or provision is declared by a court of competent jurisdiction to be illegal, void, or unenforceable, the remainder of the provisions shall continue to be valid and enforceable.

14.0 Governing Law; Forum.

This Agreement shall be governed by and construed under the laws of the State of Illinois, which shall be the forum for any lawsuits arising from or incident to this Agreement.

15.0 Paragraph Headings.

The paragraph headings in this Agreement are inserted for convenience only and shall not be construed to limit or modify the scope of any provision of this Agreement.

16.0 Non-Waiver.

The delay or failure of either party to exercise any of its rights under this Agreement for a breach thereof shall not be deemed to be a waiver of such rights, nor shall the same be deemed to be a waiver of any subsequent breach, either of the same provision or otherwise.

17.0 Assignment.

Consultant may not assign the rights or obligations under this Agreement without Institution's prior written consent.

18.0 Federal, State and Local Laws.

Consultant acknowledges that the Institution is a body politic and corporate, created under the Illinois Public Community College Act (110 ILCS 805/1-1, *et seq.*) and is governed by federal, state and local laws, including but not limited to the Illinois Public Community College Act and the Rules for the Management and Government of the City Colleges of Chicago with any amendments thereafter as well as the Institution's respective collective bargaining agreements.

19.0 Minority and Women Business Enterprise Plan.

Consultant agrees to comply with Institution's Minority and Women Business Enterprise Plan under this Agreement.

20.0 Ethics Policy.

Consultant agrees that it complies and will continue to comply with Institution's Ethics Policy.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Agreement on this _____ day of _____, 1998.

INSTITUTION:

CONSULTANT:

Board of Trustees of Community College
District No. 508, County of Cook
and State of Illinois.

Inter-Tech International, Inc.

By: [Signature]
Chairman NOV 5 1998

By: [Signature]
Gregory A. Boone, Principal

Attested By: Patricia A. Burke
Assistant Secretary

Approved as to legal form:

[Signature]
General Counsel

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**ATTACHMENT A
REQUEST FOR PROPOSAL
OCTOBER 19, 1998**

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CITY COLLEGES OF CHICAGO

Request for Proposal

Technical Support for Management of Financial Applications

October 19, 1998

Background Data

City Colleges of Chicago consists of seven community colleges, all located within the city limit of Chicago. In addition, there are six learning centers/technical institutes which are affiliated with the colleges. The system is governed by a seven-member board of trustees, who are appointed by the Mayor of Chicago. The chief administrative officer of the system is the Chancellor, who is appointed by the Board of Trustees. Each college has its own President, who reports to the Chancellor, and its own administrative staff. The system maintains a central administrative staff which is responsible for policy administration in the areas of human resources and staff development, finance, academic affairs, administrative services, legal affairs, and information technology. Each of these areas is headed by a vice chancellor level staff person who reports to the Chancellor. The fiscal year 1999 budget for all funds is approximately \$351 million. In addition to operating the community colleges within Chicago, the system has contracts with the federal government to provide educational programs on military bases. The largest contract is for programs that are administered by a base in Mainz-Kastel, Germany. Other contracts involve bases in Kentucky, South Carolina, and Guantanamo Bay, Cuba.

Current Technical Environment

City Colleges of Chicago has been transitioning from a mainframe environment to a client server environment for the past several years. The Financial Management System currently runs on a Unix platform (DEC Alpha server). The Finance Office uses the Oracle Government Financials. The current version is character based (not GUI) and is not Year 2000 compliant. A key

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component of the success of this project is to upgrade the Financial System to the next version (character based, not GUI) of the Oracle Government Financial System, which is Year 2000 compliant. It should be noted that this is temporary solution because City Colleges has acquired the PeopleSoft Financial System and will likely be converting to this new system in approximately three years.

City Colleges has made the decision to remove responsibility for the management of financial applications from the Office of Information Technology to the Office of Finance. The Office of Information Technology is undergoing a transition, including the hiring of a new Chief Information Officer, therefore placing responsibility for the financial applications under the Office of Finance allows the Office of Information Technology the opportunity to restructure and address the pressing problems of other applications. It is expected that City Colleges will review the feasibility of returning the responsibility for managing the technical aspects of the financial applications to the Office of Information Technology in approximately six months.

The key management person within the Office of Finance who will direct the activities of the successful firm is the Director of Financial Systems. This individual reports to the Vice Chancellor for Finance and Chief Financial Officer and is a part of Finance's Senior Management Team.

Scope of Consulting Work

The consulting engagement encompasses the following activities and deliverables:

- 1) All services and functions that are required for the timely and successful upgrade of the Oracle Government Financials from version 10.6 to 10.7 (character based version). This will include all systems testing, parallel testing, preparation of any required user handbooks, user training, conversion activities.
 - a. Assume all responsibilities for application support of the following modules:

General Ledger	Budget
Accounts Payable/Cash Management	Purchasing
Fixed Assets	Grant Accounting
Accounts Receivable	Inventory
Browser Report Writer and Form Tools	GL Integrator
 - b. Provide technical support for data base administration, SQL programming, Oracle applications programming, and interface programming required for the human resources and student information system applications.
 - c. Develop the required user training manuals and conduct the specific task oriented training required as a result of the upgrade to the next version of the character based version of Oracle Government Financials.
 - d. Develop and deliver all technical documentation required for City Colleges to support the application after the engagement is concluded.
 - e. Assure City Colleges personnel are properly trained to support the application after the engagement is concluded.

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- f. Evaluate all hardware considerations and recommend any required configuration changes.
 - g. Develop and deliver a transition plan that will not materially or adversely impact the ability of users to conduct business operations.
- 2) Provide the following general information:
- Overview of your firm, including a description of your firm's organizational structure, current and long range plans, major contracts, and any litigation or other relevant information that may impact City Colleges' selection of the firm.
 - Overview of your firm's experience in working with technology in a higher education environment.
 - Specific experience with Oracle Government Financial software products and their implementation.
 - Background information and resumes of the staff to be assigned to the project. Minimum staffing should include a project leader, a DBA with Oracle experience, an SQL programmer, an Oracle Government Financials application programmer, and probably a Unix administrator on a half time basis.
 - References from other clients where similar engagements were conducted.
 - Your firm's ability to provide the required resources during the expected approximate six month time period.
 - Your firm's history of MBE/WBE participation on projects of this nature and your firm's willingness to comply with City College's MBE/WBE requirements.

Evaluation Criteria

Key evaluation criteria will include:

- Resources of the firm and the ability to support and manage the project
- Fee Proposal
- Success on previous projects of similar scale
- Engagement approach and plan
- Commitment of the firm to work with City Colleges management and comply with all relevant policies, including MBE/WBE and Ethics

MBE/WBE Requirements

The Board of Trustees has adopted a policy which has as its objective that all contracts have minority (25%) participation and women (7%) participation. In responding to this RFP, the firm must indicate a commitment to comply with the MBE/WBE guidelines and the proposal should discuss the firm's experience in other projects requiring MBE/WBE participation. The MBE/WBE firms to be used need not be identified at the time the RFP response is submitted. However, at the time the consulting firm is selected, the firm must identify the MBE/WBE firms to be utilized and the percentages they will share in the fees that are proposed. It is the wish of City Colleges that the staff from the minority/women firms involved gain significant exposure to all facets of City Colleges' operations and benefit from the training and supervision of the responding firm. City Colleges reserves the right to reject the MBE/WBE firm proposed and require the responding firm to present other alternatives. MBE/WBE compliance forms are attached as an addendum to this document.

Method and Timing of Response

All proposals should be bound and, as noted earlier, should contain background on the firm, its experience in addressing technology concerns of higher education institutions (with specific emphasis on community colleges), its history of MBE/WBE compliance for other engagements and the backgrounds of the MBE/WBE firms that were used, the projected hours required for the engagement (broken down by level of staff), the commitment of the firm to comply with City Colleges of Chicago's Ethics Policy, and the proposed fee. The proposal should also name the executive(s) responsible for the engagement and provide background information on the executive(s) and the other members of the management team that would be assigned to the engagement.

Twenty-five copies of the proposal should be delivered to Mr. Lacy L. Thomas, Vice Chancellor for Finance and Chief Financial Officer, by close of business on October 28, 1998.

Other Information

The Chief Financial Officer, as well as the Director of Financial Systems, will be available to meet with representatives of responding firms to answer questions or provide additional information. Appointments may be scheduled by calling Ms. Hattie McCall, Administrative Assistant, at 312-553-2777. Time is of the essence to respond to this request for proposal because of the Year 2000 issue and support issues with Oracle. It is the intent of City Colleges management to engage a firm for this project during the first part of November 1998.

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REQUEST FOR PROPOSAL
Technical Support for Management of Financial Applications

THE FOLLOWING SECTION CONTAINS THE
MINORITY & WOMEN BUSINESS ENTERPRISE CONTRACT PARTICIPATION PLAN

MINORITY AND WOMEN CONTRACT PARTICIPATION PLAN (M/WBE)

SECTION I	INTRODUCTION
SECTION II	POLICY STATEMENT & TERMS
SECTION III	DEFINITIONS
SECTION IV	PERCENTAGE GOALS
SECTION V	COUNTING MBE/WBE PARTICIPATION TOWARD THE CONTRACT GOALS
SECTION VI	PROCEDURE TO DETERMINE BID COMPLIANCE
SECTION VII	EVALUATION OF BID PROPOSALS
SECTION VIII	REQUEST FOR WAIVER
SECTION IX	MBE/WBE SUBSTITUTIONS
SECTION X	REPORTING & RECORD - KEEPING REQUIREMENTS

FORMS:

- ▶ SCHEDULE A - Affidavit of MBE/WBE Goal Implementation Plan
- ▶ SCHEDULE C - Letter of Intent from MBE/WBE to Perform as Subcontractor, Subconsultant and/or Material Supplier.
- ▶ STATUS REPORT OF MBE/WBE (SUB) CONTRACT PAYMENTS

Terms & Conditions Regarding
Compliance with the Minority
Business Commitment and the Women
Business Enterprise Commitment

Section I
Introduction

1 The Board of Trustees of Community College District No. 508. (The "Board") has adopted the amended Minority and Women Business Enterprise Plan (The "Plan") to ensure that Minority Businesses and Women Businesses shall have maximum feasible opportunities to participate on City Colleges Contracts, and to remedy the effects of historical discrimination while minimizing its impact upon NON-MBE and NON-WBE businesses. The plan includes goals for participation of MBE and WBE firms, and the Bidders utilization of such firms is considered in determining responsibility in performing this contract.

1.1 The purpose of revised Terms and Conditions is to describe the requirements of the amended plan including the MBE and WBE goals that have been established for this contract and certain administrative and procedural provisions. Bidders are required to submit information specifying the percentage of the contract that will be performed by MBE and WBE firms on the attached Schedules.

Section II
Policy Statement & Terms

- 2.1 It is the policy of the Board to insure that the City Colleges of Chicago take all possible steps consistent with applicable law to insure that minority business Enterprises and Women Business Enterprises are afforded a fair and representative opportunity to participate fully in this institutions contracting.
- 2.2 Consistent with this policy it shall be the responsibility of all contractors to exhaust all feasible means to insure significant participation by MBEs and WBEs.

Section III
Definitions

- 3.1 As used herein the following words shall have the meanings indicated below unless the context clearly indicates otherwise:

Board of Trustees or Board shall mean the Board of Trustees of Community College District No. 508.

Certified means any business or individual which has been certified by any approved City agency to be an MBE or WBE and has requested to be placed on the Board's list of certified MBEs or WBEs.

Chancellor shall mean the Chancellor of City Colleges of Chicago or his/her designee.

City College shall mean the City Colleges of Chicago.

Commercially Independent Function shall mean the execution of a distinct element of work by actual performance, management and supervision.

Financial and Administrative Service Committee shall mean the Financial and Administrative Service Committee of the Board of Trustees of Community College District No.508 or such other committee as the Board of Trustees may from time to time designate.

General Contractor shall mean a firm that has entered into a contract

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General Contractor shall mean a firm that has entered into a contract with the Board to provide goods or services.

Joint Venture shall mean an association between two or more independent businesses formed to perform a specific contract.

Minority or Minority person shall mean a person who is a citizen or lawful permanent resident of the United States, who is a member of an identified racial/ethnic population group, specifically, Black, Hispanic, Asian, or any other racial/ethnic population group that the Chancellor determines, after notice and hearing, to suffer discrimination in the Chicago area and who has participated, or has attempted to participate, in the Chicago area market.

MBE or Minority Business Enterprise shall mean a business that is owned and controlled by a Minority or Minorities that is certified as an MBE as provided in Section A of Part II, and has participated, or has attempted to participate, in the Chicago area market.

Person shall mean a natural person, or partnership, corporation or joint venture.

Subcontractor shall mean a business that has entered into a contract with a General Contractor to provide goods or services pursuant to a contract between the General Contractor and the Board.

Waiver Review Committee: A panel of representatives selected by the Chancellor or his/her designee and drawn from personnel from Administrative and user departments and the Office of Contract Compliance.

Waiver Appeals Committee: A panel of comprised of the Vice Chancellor of Financial and Administrative Services, and two other persons designated by the Chancellor. No member of the Waiver Appeals Committee may serve on the Waiver Review Committee.

WBE or Women Business Enterprise shall mean a business that is owned and controlled by a woman or women, that is certified as a WBE as provided in Section A of Part II, and has participated, or has attempted to participate, in the Chicago area market.

Woman or Female shall mean a person who is a citizen or lawful permanent resident of the United States who is of female gender.

Section IV
Percentage Goals

4.1 Goals for participation by certified MBE and WBE firms for this Contract shall be not less than the following percentage of the total contract price:

MBE Participation goal: 25%
WBE Participation goal: 7%

4.2 Each Bidders's Commitment to the Utilization of certified MBE and WBE firms shall be considered as further evidence of the responsibility of Bidder. Further, the contractor agrees to use it's best efforts to include MBE and WBE firms in any Contract modification and amendments.

4.3 Failure to carry out the commitments and policies set forth in this Plan shall constitute a material breach of contract and may result in termination of the contract or such other remedy as the Board deems appropriate.

Section V

Counting MBE/WBE participation
Toward the Contract Goals

5.1 MBE and WBE participation shall be counted toward the MBE and WBE goal set in this Contract as follows:

(A) A Bidder may count toward its MBE and WBE goal only expenditures to firms that perform a commercially useful function in the work of a contract. A firm is considered to perform a commercially useful function when it is responsible for a distinct element of work of a contract and carries out the responsibilities by actually performing managing, and supervising the work involved. To determine whether a firm is performing a commercially useful function, the office of Contract Compliance will evaluate the amount of work sub-contracted, industry practices, and other relevant factors.

(B) Consistent with normal industry practices, a MBE or WBE may enter into subcontracts. If a MBE/WBE contractor subcontracts a significantly greater portion of the work of the contract than would be expected on the basis of normal industry practices, the MBE or WBE shall be presumed not to be performing a commercially useful function. Evidence may be presented by the contractors involved to rebut this presumption.

(C) A Contractor may count toward its goals expenditures to MBE or WBE manufacturers (i.e., suppliers that produce goods from raw materials or substantially alters them before resale).

(D) A Contractor may count toward its goals expenditures to MBE or WBE suppliers provided that the supplier performs a commercially-useful function in the supply process.

(E) The total dollar value of Contract awarded to a certified MBE or WBE firm shall be credited to such participation. Only minority business participation may be counted toward MBE participation, and only women business participation may be counted toward WBE participation.

(F) The total dollar value of a Contract with a firm owned and controlled by minority women is counted toward either the MBE or WBE goal, but not both. The Contractor employing the firm may choose the goal to which the contract value is applied. Various work done by one and the same subcontractor shall be considered, for the purpose of this principle, as work effectively under one subcontract only, in which the subcontractor may be counted toward only one of the goals, not toward both.

(G) In a firm owned and controlled by both minority males and minority females, if the minority females own and control 51% or more of the business, then the total dollar value of a contract with such firm may be counted toward either MBE participation or WBE participation but not both. If the minority females, however, own and control less than 51% of the firm, then the firm's participation may be counted only toward MBE utilization.

(H) A Contractor may count toward its MBE or WBE goal the portion of the total dollar value of a Contract with an eligible joint venture equal to the percentage of the ownership and control of the MBE or WBE partner in the joint venture. A joint venture seeking to be credited for MBE participation may be formed among certified MBE and WBE firms, or between certified MBE and WBE firms and a non-MBE/WBE firm. A joint venture satisfies the eligibility standards of this Program if the Certified MBE or WBE participant of the joint venture:

*Shares in the ownership, control, management responsibilities, risks and profits of the joint venture; and

*is responsible for a clearly defined portion of work to be performed in proportion to the MBE or WBE ownership percentage.

5.2 A Contractor may count toward its MBE/WBE goal the following expenditures to firms that are not manufacturers or regular dealers:

(1)The fees or commissions charged for providing a bona fide service, such as professional, technical, consultant or managerial services and assistance in the procurement of essential personnel, facilities, equipment, materials or supplies required for performance of the contract, provided that the fee or commission is determined by the Office of Contract Compliance to be reasonable and not excessive as compared with fees customarily allowed for similar services.

(2)The fees charged for delivery of materials and supplies required on a job site (but not the cost of the materials and supplies themselves) when the hauler, trucker, or delivery service is not also the manufacturer of or a regular dealer in the materials and supplies, provided that the fee is determined by the Office of Contract Compliance to be reasonable and not excessive as compared with fees customarily allowed for similar services.

(3)The fees or commissions charged for providing any bonds or insurance specifically required for the performance of the contract, provided that the fee or commission is determined by the Office of Contract Compliance to be reasonable and not excessive as compared with fees customarily allowed for similar services.

Section VI Procedure to Determine Bid Compliance

6.1 The following Schedules and documents constitute the Bidder's MBE/WBE compliance proposal. It must be submitted at the time of the bid or proposal or within such extended period as provided in section VIII hereof:

(A) Schedule A: Affidavit of MBE/WBE Goal Implementation Plan

Bidders must submit, together with the bid, a completed Schedule A committing them to the utilization of each listed MBE/WBE firm. Except in cases where the bidder has submitted a complete request for a waiver or variance of the MBE/WBE goals in accordance with Section VIII (below), the bidder must commit to the expenditure of a specific dollar amount of participation by; each MBE/WBE firm included on their Schedule A. The total dollar commitment to proposed MBE firms must at least equal the MBE goal, and the total dollar commitment to proposed WBEs must at least equal the WBE goal. Bidders are responsible for calculating the dollar equivalent of the MBE and WBE goals as percentages of their total base bids.

All commitments made by the bidder's Schedule A must conform to those presented in the submitted Schedule C. Where Schedule C will be submitted after the bid opening, (See VI.C Below) the bidder may submit a revised Schedule A (executed and notarized in triplicate) to conform with the Schedule C. Except in cases where substantial and documented justification is provided, bidders will not be allowed to reduce the dollar commitment made to any MBE or WBE in order to achieve conformity between the Schedules C and A.

(B) Letters of Certification

A copy of each proposed MBE/WBE firms current letter of certification from an approved certifying agency must be submitted with the bid/proposal.

All letters of certification must include a statement of the MBE/WBE firms area of specialty. The MBE/WBE firms's scope of work, as detailed by their Schedule C must conform to their area of specialty.

(C) Schedule C: Letter of Intent from MBE/WBE to perform as subcontractor , consultant and/or Material Supplier.

A Schedule C executed by the MBE/WBE firm (or Joint Venture Subcontractor) must be submitted by the bidder for each MBE/WBE included on their Schedule A and must accurately detail the work to be performed by the MBE/WBE firm at the agreed rates and prices to be paid.

If any fully completed and executed Schedule C is not or cannot be submitted with the bid, it must be received by the Office of Contract Compliance within five (5) business days after the date of the bid opening. (All post bid submissions must be in triplicate with original signatures on all documents). Failure to submit the completed Schedule C in accordance with this section will be cause for finding bid/proposal non-responsive and may result in rejection of bid/proposal.

(D) Joint Venture Agreements

If the bidder's MBE/WBE proposal includes the participation of MBE/WBE firms as a joint venture on any tier (either as the bidder or as a subcontractor), the bidder must provide a copy of the joint venture agreement.

In order to demonstrate the MBE/WBE partner's share in the ownership, control, management responsibilities, risks and profits of the joint venture, the proposed joint venture agreement must include specific details related to: (1) contributions of capital and equipment (2) work responsibilities or other performance to be undertaken by the MBE/WBE firm; (3) the commitment of management, supervisory and operative personnel employed by the MBE/WBE to be dedicated to the performance of the contract. The joint venture agreement must also clearly define each partner's authority to contractually obligate the joint venture and each partner's authority to expend joint venture funds (e.g. check signing authority).

(E) The MBE/WBE compliance proposal to submittal must have all blank spaces on the Schedule pages applicable to the Contract correctly filled in. Agreements between a Bidder and a MBE and WBE in which the MBE/WBE promises not to provide subcontracting quotations to other Bidders are prohibited.

Section VII
Evaluation of Bid Proposals

7.1

(A) During the period between bid opening and Contract award, the submitted documentation will be evaluated by the Office of Contract Compliance. The Bidder agrees to provide, upon request, earnest and prompt cooperation to the Director of Contract Compliance or his designee in submitting to interviews that may be necessary, in allowing entry to places of business, in providing further documentation, or in soliciting the cooperation of a proposed MBE or WBE firm in providing such assistance. A bid may be treated as non-responsive by reason of the determination that the Bidder's proposal did not contain a sufficient level of Certified MBE or WBE participation, that the Bidder was unresponsive or uncooperative when asked for further information relative to the proposal, or that false statements were made in the Schedules.

(B) If the Office of Contract Compliance's review of a Bidder's proposal concludes that the MBE/WBE proposal was deficient, the Office of Contract Compliance shall promptly notify the Bidder of the apparent deficiency and instruct the bidder to submit (within five (5) business days of such notice given by the Office of Contract Compliance) a modification of the MBE or WBE Proposal, in proper format, which remedies the deficiencies cited. Failure to correct all deficiencies cited by the Office of Contract Compliance will be cause for rejection of the Bidder's proposal as non-responsive.

(C) Bidders will not be permitted to modify their MBE/WBE compliance proposal except insofar as directed to do so by the Office of Contract Compliance. Therefore, all term and conditions stipulated for prospective MBE and WBE subcontractors or suppliers should be satisfactorily negotiated prior to the submission to the Office of Contract Compliance of the Bidder's MBE/WBE compliance proposal with the bid.

If circumstances should arise, however, where a proposed MBE/WBE is no longer available, the process described below in Section IX entitled, "MBE/WBE Substitutions" should be followed.

SECTION VIII
REQUEST FOR WAIVER

- 8.1 (A) If a Bidder is unable to identify qualified MBE and WBE firms to perform sufficient work to fulfill the MBE or WBE percentage goals for this Contract. The bid or proposal must include a written request for waiver. A request and supporting documentation demonstrating the Bidder's inability to obtain sufficient MBE and WBE firms, notwithstanding good faith attempts to achieve such participation.
- (B) Examples of such good faith efforts may include, but are not limited to, the following:
- (C) Attendance at the Pre-bid conference.
- (D) The Bidder's general affirmative action policies regarding the utilization of MBE and WBE firms, plus a description of the methods used to carry out those policies.
- (E) Advertisement in trade association newsletters and minority-oriented and general circulation media for specific sub-bids.
- (F) Timely notification of specific sub-bids to minority and women contractor assistance agencies and associations.

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- (G) Description of direct negotiations with MBE and WBE firms for specific sub-bids, including:
- (I) the name, address and telephone number of MBE and WBE firms contacted;
 - (II) a description of the information provided to MBE and WBE firms regarding the portions of the work to be performed; and
 - (III) the reasons why additional MBE and WBE firms were not obtained in spite of negotiations.
- (H) A statement of the efforts made to select portions of the work proposed to be performed by MBE and WBE firms (such as sub-supplier, transport, engineering, distribution, or any other roles contributing to production and delivery as specified in the Contract) in order to increase the likelihood of achieving such participation.
- (I) A detailed statement of the reasons for the Bidder's conclusion that each MBE and WBE contacted, which the bidder considers not qualified.
- (J) Efforts made by the Bidder to expand its search for MBE and/or WBE firms beyond usual geographic boundaries.
- (K) General efforts made to assist MBE and WBE firms to overcome participation barriers.
- 8.2 If the bidder does not meet the MBE/WBE goal, price alone shall not be an acceptable basis for which the bidder may reject a MBE/WBE sub-bid unless the bidder can show to the satisfaction of the Office of Contract Compliance that no reasonable price can be obtained from a MBE/WBE. A determination of reasonable price is based on such factors as the estimate for the work under a specific subcontract, the bidder's own estimate for the specific subcontract, and the average of the bona fide prices quoted for the specific subcontract. A MBE/WBE bid for a subcontract will be presumed to be unreasonable if the MBE/WBE price exceeds the average price quoted by more than 15 percent.
- (1) The Waiver Review Committee shall review all waiver requests to determine whether there is sufficient evidence that despite good faith efforts by the contractor, the contractor is unable to meet the MBE or WBE goal.
 - (2) The Waiver Review Committee may request from the contractor any information relevant to the waiver request. Failure of the contractor to cooperate in providing requested information in a timely manner is grounds for rejection of the waiver request.
- 8.3 Subsequent Waiver by Request of Contractor
- (A) During the performance of a contract, a contractor may request a partial waiver from compliance with its MBE or WBE proposal for the following reasons:
- (1) Due to substantially changed circumstances it is unable to meet the MBE or WBE goal;
 - (2) Despite every good faith effort on the part of the contractor, it is unable to meet the MBE or WBE goals.

8.4 Waiver Initiated by City Colleges of Chicago

(A) The chancellor on his or her own initiative may grant a waiver from MBE or WBE requirements to an individual contract upon a determination by the Chancellor that there are insufficient qualified MBEs or WBEs available to fulfill such requirements for that particular contract.

(B) A determination by the Chancellor to waive MBE or WBE requirements for an individual contract must be stated in writing.

(C) Waivers may be partial or total.

8.5 Additional Criteria

In determining whether to grant a waiver, the decision maker may take into consideration the additional cost which would be incurred by denying the waiver and awarding the contract to the next lowest bidder who has not requested a waiver. Where the Office of Contract Compliance has determined that the lowest bidder is not responsible because a waiver request contained in the bid has been denied, the Office of Contract Compliance may negotiate with the lowest responsible bidder to obtain a lower price.

SECTION IX
MBE/WBE SUBSTITUTIONS

- 9.1 After submitting executed MBE and/or WBE sub-agreements to the Office of Contract Compliance, the Contractor shall thereafter neither terminate the sub-agreement, nor reduce the scope of the work to be performed by the MBE or WBE firm, nor decrease the price to the MBE or WBE firm, without in each instance receiving the prior written approval of the Office of Contract Compliance. If it becomes necessary to substitute a new MBE and/or WBE to fulfill the Contractor's MBE and/or WBE commitments, the Office Contract Compliance must be given reasons justifying the release of prior specific MBE and/or WBE commitments established in the Contractor's bid proposal in order to review the propriety of the proposed substitution.
- 9.2 The Contractor must notify the Director for Contract Compliance immediately in writing of an apparent necessity to reduce or terminate a MBE and/or WBE subcontract and propose a substitute firm for some phase of work. The Contractor's notification must include the name, address and principal office of any proposed substitute MBE and/or WBE firm and the dollar value and scope of work of the proposed subcontract. Attached should be all of the same MBE/WBE schedules, affidavits, documents, and letter of intent which are required of Bidders as enumerated in Section VI above.
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- 9.3 In addition, each subcontract between the Bidder and any MBE or WBE firm performing work on the Contract shall include remedies for non-compliance with the commitment to MBE and WBE participation, including an agreement to pay damages to the MBE and WBE firms which were underutilized.

The unexcused reduction of MBE or WBE participation in connection with the Contract including any modification thereof, shall entitle the affected MBE and WBE firms to payments pursuant to such agreement. Such provisions shall include an undertaking by the Contractor to submit any dispute concerning such damages to binding arbitration by an independent arbitrator, other than the City Colleges of Chicago, with reasonable expenses, including attorneys' fees, being recoverable by a prevailing MBE or WBE. Nothing herein shall be construed to limit the rights of and remedies available to the City Colleges of Chicago.

SECTION X
REPORTING and RECORD-KEEPING REQUIREMENTS

- 10.1 The Contractor, within five (5) working days of Contract award, shall execute a formal subcontract or purchase order in compliance with the terms of the Contractor's bid proposal and MBE and WBE assurances, and submit to the Office of Contract Compliance a copy of the MBE and WBE subcontracts or purchase orders, each showing acceptance of the subcontract or purchase order by the MBE and WBE firms. During the performance of the Contract, the Contractor shall submit partial and final waivers of lien from MBE and WBE subcontractors and suppliers indicating the current payment amount and the cumulative dollar amount of payments made to date. The contractor shall file regular MBE and WBE utilization reports, on the form entitled "Status Report of MBE and WBE (Sub) Contract Payments," at the time of submitting each monthly payment voucher ("Summary of Estimate"), which reflects the current status of cumulative and projected payments to MBE and WBE firms.
- 10.2 The Contractor shall maintain records of all relevant data with respect to the utilization of MBE and WBE firms, including without limitation payroll records, tax returns and records, and book of accounts, and retain such records for a period of at least three (3) years after final acceptance of the work. Full access to such records shall be granted to the Office of Contract Compliance and/or its designee, on five (5) business days' notice in order to determine the Contractor's compliance with its MBE and WBE commitments and the status of any MBE or WBE firm performing any portion of the Contract

10.3 Remedies for Non-Compliance

1. Non-Compliance

Whenever the Office of Contract Compliance believes that the contractor or any of its subcontractors may not be operating in compliance with this Plan, it shall conduct an appropriate investigation.

2. Notification

Upon indications of inadequate compliance or non-compliance, the Office of Contract Compliance will notify the contractor and the subcontractor, if applicable, in writing. The Office of Contract Compliance, the contractor or subcontractor may request an opportunity to meet to discuss the contractor's or subcontractor's compliance. The contractor or subcontractor shall make such request to the Office of Contract Compliance in writing within five (5) working days of receiving notice. The meeting shall be scheduled by the Office of Contract Compliance at a reasonable date, time and place, with notice to contractor and subcontractor, if applicable.

3. Criteria

If, after notification, the Office of Contract Compliance determines that a contractor is not meeting or has not met applicable MBE or WBE goals and is not demonstrating or has not demonstrated every good faith to meet the goals, the contractor shall be subject to suitable sanctions as set forth in paragraph 4 below.

4. Sanctions

A. The MBE/WBE requirements of these Terms and Conditions shall be incorporated in to the contracts between City Colleges and its vendors. In addition to any other remedies City Colleges may have, the following will apply:

(I) Where the Office of Contract Compliance determines the conditions set forth in paragraph 3 above to exist during the term of the contract, the Office of Contract Compliance may recommend that the Board suspend or terminate the contract, in whole or in part, and may also declare the

contractor ineligible for future contracts for a period of one (1) or two (2) years.

The contractor shall be liable to City Colleges for any consequential damages incurred as a result of suspension or termination of the contract including damages arising either from delay or increased price in securing performance of the work by other contractors, attorney's fees and court cost.

(ii) Where the Office of Contract Compliance determines the conditions set forth in paragraph 3 above to exist at the conclusion of a contract, the Office of Contract Compliance may declare the contractor ineligible for future contracts for a period of one (1) or two (2) years.

(iii) If a contractor has provided false or misleading information in connection with certification, bid or proposal documents, compliance progress reports, or any other aspect of this Plan, the Office of Contract Compliance may impose any of the sanction described in Section 4.a. and all its subsections.

(iv) If there is a bona fide payment dispute between a contractor and its M/WBE subcontractor for work performed under the Plan, City Colleges may withhold payment of the disputed amount from the contractor and place such funds in an interest bearing account pending resolution of the dispute, by judicial or other means.

b. A contractor shall have the right to appeal a decision from the office of Contract Compliance declaring it ineligible for future City College contracts. Such appeal shall be made to the Chancellor or his/her designee, or the Waiver Appeals Committee in accordance with the procedures for appealing a denial of a waiver request.

c. The failure of City Colleges to impose any sanction it may have under this Section shall not be deemed a waiver of its right to impose such a sanction for subsequent violations. The listing of sanctions available to City Colleges in this Section shall not be deemed to exclude any other sanctions or remedies available at law or in equity.

Schedule A: Affidavit of MBE / WBE
Goal Implementation Plan

Contract Name: _____

State of: _____

County Of: _____

In connection with the above - captioned contract:

I HEREBY DECLARE AND AFFIRM that I am a duly authorized representative of:

(name of bidder / proposer)

and that I have personally reviewed the material and facts set forth herein describing our proposed plan to achieve the MBE/WBE goals of this contract.

All MBE/WBE firms included in this plan have been certified as such by approved certifying agencies, (Letters of Certification attached) or have had a completed application for MBE/WBE certification on file with the City of Chicago for atleast 30 days.

SECTION I Direct Participation-MBE/WBE Firm in the Performance of this Contract

(Note: The bidder/proposer shall, in determining the manner of MBE/WBE participation, must first consider involvement with MBE/WBE firms as joint venture partners, subcontractors, and suppliers of goods and services directly related to the performance of this contract).

A.If bidder/proposer is a certified MBE or WBE firm, attach a copy of the letter certification. (Certification of the bidder/proposer as an MBE satisfies the MBE goal only. Certification of the bidder/proposer as a WBE satisfies the WBE goal only.

B.If bidder/proposer is a joint venture and one or more joint venture partners are certified MBEs or WBEs, attach copies of Letters of Certification and a copy of Joint Venture Agreement clearly describing the role of the MBE/WBE goal only.

C.MBE /WBE Subcontractors/Suppliers/Consultants:

1. Name of MBE/WBE: _____

Address: _____

Telephone Number: _____

Contact Person: _____

Dollar Amount of Participation: \$ _____

Percent Amount of Participation: _____ %

Schedule C attached? Yes _____ No _____

C. MBE/WBE Subcontractors/Suppliers/Consultants - Continued:

2. Name of MBE/WBE: _____
 Address: _____
 Telephone Number: _____
 Contact Person: _____
 Dollar Amount of Participation: \$ _____
 Percent Amount of Participation: _____ %
 Schedule C attached: Yes _____ NO _____

3. Name of MBE/WBE: _____
 Address: _____
 Telephone Number: _____
 Contact Person: _____
 Dollar Amount of Participation: \$ _____
 Percent Amount of Participation: _____ %
 Schedule C attached: Yes _____ NO _____

4. Name of MBE/WBE: _____
 Address: _____
 Telephone Number: _____
 Contact Person: _____
 Dollar Amount of Participation: \$ _____
 Percent Amount of Participation: \$ _____
 Schedule C attached: Yes _____ NO _____

All Schedule C and Letters of Certification not submitted with bid/proposals must be submitted so as to assure receipt by the Office of Contract Compliance within five (5) business days after bid opening (or proposal due date).

SECTION II. Indirect Participation of MBE/WBE Firms

(Note: This section need not be completed if the MBE/WBE goals have been met through the direct participation outlined in Section I. If the MBE/WBE goals have not been met through direct participation, contractor will be expected to demonstrate that the proposed MBE/WBE direct participation represents the maximum achievable under the circumstances. after such a demonstration will indirect participation be considered).

1. Name of MBE/WBE: _____
Address: _____
Telephone Number: _____
Contact Person: _____
Dollar Amount of Participation: \$ _____
Percent Amount of Participation: _____ %

Schedule C attached: Yes _____ NO _____

2. Name of MBE/WBE: _____
Address: _____
Telephone Number: _____
Contact Person: _____
Dollar Amount of Participation: \$ _____
Percent Amount of Participation: \$ _____

Schedule C attached: Yes _____ NO _____

3. Name of MBE/WBE: _____
Address: _____
Telephone Number: _____
Contact Person: _____
Dollar Amount of Participation: \$ _____
Percent Amount of Participation: _____ %

Schedule C attached: Yes _____ NO _____

4. Name of MBE/WBE: _____
Address: _____
Telephone Number: _____
Contact Person: _____
Dollar Amount of Participation: \$ _____
Percent Amount of Participation: \$ _____

Schedule C attached: Yes _____ NO _____

All Schedule C and Letters of Certification not submitted with bid/proposals must be submitted so as to assure receipt by the Office of Contract Compliance within five (5) business days after bid opening (or proposal due date).

SECTION III. Summary of MBE/WBE Proposal

A. MBE PROPOSAL

1. MBE Direct Participation (refer to Section I.):

MBE Firm	Dollar Amount	Percent Amount
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %

2. MBE Indirect Participation (refer to Section II):

MBE Firm	Dollar Amount	Percent Amount
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %

B. WBE PROPOSAL

1. WBE Direct Participation (refer to Section I):

MBE Firm	Dollar Amount	Percent Amount
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %

2. WBE Direct Participation (refer to Section II):

MBE Firm	Dollar Amount	Percent Amount
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %

To the best of my knowledge, information and belief the facts and representations contained in in these Schedule are true, and no material facts have been omitted.

The Contractor designates the following person as their MBE/WBE Liaison Officer.

Name: _____ Contact Number: _____

I do solemnly declare and affirm under penalties of perjury that the contents of the foregoing documents are true and correct, and that I am authorized, on behalf of the Contractor to make this affidavit:

(Signature of Affiant)

(Date)

On this _____ day of _____, 19_____, the above-signed officer, _____ (name of affiant), personally appeared and known to me to be the person described in the foregoing Affidavit, acknowledge that he/she be executed the same in the capacity therein stated and for the purpose therein contained.

IN WITNESS WHEREOF, I HEREUNTO SET MY HAND AND OFFICIAL SEAL.

(Signature of Notary Public)

My Commission Expires: _____ (Seal)

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SCHEDULE C
Letter of Intent from MBE/WBE
To Perform As
Subcontractor, Subconsultant and/or Material Supplier

Name of Project: _____

From: _____ MBE _____ WBE _____
(Name of MBE or WBE)

To: _____
(Name of Prime/General Bidder)

The undersigned intends to perform work in connection with the above-referenced project as (check one):

- | | | | |
|-------|-------------------|-------|-----------------|
| _____ | A Sole Proprietor | _____ | A Corporation |
| _____ | A Partnership | _____ | A Joint Venture |

The MBW/WBE status of the undersigned is confirmed by the attached Letter of Certification, dated firm, a Joint Venture agreement.

The undersigned is prepared to provide the following described services or supply the following described goods in connection with above-named project:

The aboved described service or goods are offered for the following price, with terms of payment as stipulated in the Contract Documents:

Partial Pay Item(s)

For any of the order items which are partial pay items, specifically describe the work and subcontract dollar amount:

If more space is needed to fully describe the MBE/WBE firm's proposed scope of work and/or payment schedule, attach additional sheet(s).

Sub-Contracting Levels

_____ % of the dollar value of the MBE/WBE subcontract will be sublet to non-MBE contractors.

_____ % of the dollar value of the MBE/WBE subcontract to MBW/WBE contractors.

If MBE/WBE subcontractor will not be sub-contracting any of the work described in this Schedule, a zero (0) must be filled in each blank above.

If more than 10% percent of the value of the MBE/WBE subcontractor's scope of work will be sublet, a brief explanation and description of the work to be sublet must be provided.

The undersigned will enter into a formal agreement for the above work with you as a Prime Contractor, conditioned upon your execution of a contract with the City Colleges of Chicago, and will do so within five (5) working days of receipt of a notice of Contract Award from the Office of Contract Compliance.

By: _____
Name of MBE/WBE

Name (print) Signature

Phone: (_____) _____ Date: _____

IF APPLICABLE for Joint Ventures:

By: _____
Joint Venture Partner (print)

Signature Name (print)

Phone: (_____) _____ Date: _____

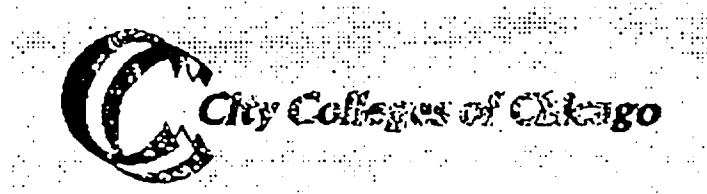
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ATTACHMENT B
TECHNICAL SUPPORT FOR MANAGEMENT
OF FINANCIAL APPLICATIONS
PROPOSAL
OCTOBER 28, 1998

209661

Technical Support for Management
of Financial Applications
Proposal

For



Submitted
October 28, 1998

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INTER-TECH INTERNATIONAL, INC.SM
MAKING IT WORK TOGETHER. THE WAY YOU THOUGHT IT SHOULD

October 28, 1998

Mr. Lacy Thomas
Chief Financial Officer
City Colleges of Chicago
226 W. Jackson Boulevard
Chicago Illinois, 60611

Dear Mr. Thomas,

Thank you for allowing Inter-Tech International the opportunity present our proposal to assist your organization. We all appreciate the continued positive comments you, and others in the CCC community, have made regarding Inter-Tech's efforts and accomplishments. It was a pleasure to discuss your preliminary concerns regarding both the upcoming upgrade to 10.7, and the ongoing support project needed for the Oracle Financial System.

Inter-Tech is pleased to be working with Oracle Corporation to insure the success of your upgrade project. Oracle will bring consultants who have both direct experience with the product to be used at CCC, and a support structure to resolve any issues that may be encountered in our migration.

We will also enlist the services of Computer Services and Consulting (CS&C) as our WBE sub-contractor. Carolyn Crozier, president of CS&C will work with us to provide training assistance for the upgrade and technical assistance for the ongoing support engagement.

We feel that the combination of Inter-Tech, Oracle Corporation, and CS&C represents the best possible combination of expertise and experience to satisfy your objectives and provide timely support for your users.

Inter-Tech was founded on one guiding principal. - "Making IT work together, the way you thought it should. We are committed to your efforts and are willing to help you with whatever resources you feel you need.

Once again, we sincerely appreciate the opportunity to present this proposal, and we will be happy to modify the details to suit your needs. We are prepared to begin this project immediately. If you have any questions, please contact me at (773) 761-0643.

Very truly yours,

Gregory A. Boone
Principal
Inter-tech International, Inc.

Contents

Background/Our Understanding
Our Qualifications
Project Scope & Objectives
Project Approach
Suggested Work Plan
Project Organization
Project Deliverables
Project Time-frame & Costs
Key Project Assumptions
Exhibits - Project Resumes

Background/Our Understanding

CCC issued a Request for Proposal for technical support for management of its Oracle financial applications. Based on that RFP and our firm's work history with CCC, we believe we have an excellent understanding your support requirement.

The Financial Management Systems, Oracle Government Financials (OGF), currently operates on a DEC Alpha server under UNIX. The current version of OGF, version 10.6 is character-based and is not Year 2000 compliant. For a six-month period, while the Office of Information Technology (OIT) undergoes a transition to a new Chief Information Officer, the responsibility for managing the financial applications will move to the Office of Finance. During this transaction period, CCC seeks a qualified vendor to provide application and technical support, and to perform the activities required to successfully upgrade OGF to version 10.7.

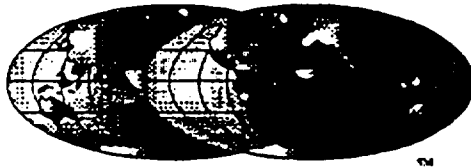
Though version 10.7 is GUI-capable, we understand that the character-based version will be implemented in the upgrade. We appreciate that the upgrade is required to support Year 2000 compliance, and is a temporary solution because CCC has acquired and plans to convert to the PeopleSoft Financial System in approximately three years.

Our Qualifications

Inter-Tech International, Inc is pleased to present our winning team of professionals to City Colleges of Chicago for the Technical Support for Management of Financial Applications. Our team consist of *Inter-Tech International, Inc* Oracle Corp, Computer Services & Consulting, Inc. and Metamor Technologies, Ltd.

- Inter-Tech's professionals experienced in City College's Oracle Government Financials system, its people and methodology. *Inter-Tech has successfully aided in the technical management of City Colleges OGF for a number of years.*
- Oracle Corporation developers of Oracle Government Financials and experienced in migrations from City Colleges current level (10.6 character) to your target level (10.7 character) of Oracle Government Financials.
- Nexus Unlimited Inc. professionals are experienced in training for Oracle Financials and provide technical expertise for hardware, software and database systems.
- Metamor Technologies, Ltd. Experienced in Unix systems procedures and operations. *Metamor has successfully supported the Dec Alpha Unix based systems at City Colleges for a number of years.*

INTER-TECH INTERNATIONAL, INC.™
MAKING IT WORK TOGETHER, THE WAY YOU THOUGHT IT SHOULD.



Inter-Tech International, Inc. (Inter-Tech) is an information systems and management consulting firm whose focus is to help organizations achieve their objectives through the effective use of information technology. Inter-Tech is a source for specialists in project management, application software support, systems integration, and network infrastructure design and installation. Inter-Tech is based in Chicago, Illinois. Inter-Tech and its staff have initiated and supported systems projects for major healthcare, college and governmental institutions.

We've built our business by providing highly specialized skills and knowledge for particular situations, or by taking responsibility for developing/implementing solutions. Inter-Tech consultants' backgrounds translate into an impressive depth of industry and technical knowledge, including client/server, host-based applications, LAN/WAN topology and hardware, and interface engines/tools.



Oracle Corp. is the world's second largest software company, and the leading supplier of software for enterprise information management. The company has two major businesses: one aimed at providing the lowest cost information technology infrastructure, and the other to provide business and competitive advantage through high value applications. With annual revenues exceeding \$7.5 billion, the company offers its database, tools and applications products, along with related consulting, education, and support services, in more than 140 countries around the world. Headquartered in Redwood Shores, California, Oracle is one of the first software companies to implement its model of enterprise software management through network computing - capable databases and products, and the first major software company to make full-featured products available electronically on the Internet. It is the only company capable of implementing end-to-end enterprise IT infrastructure and applications solutions on a global scale.



Nexus Unlimited, Inc. was founded and incorporated in 1980 by Dr. Iva E. Carruthers. Nexus' consultant services were focused on technical assistance in strategic planning, organization development issues, survey research and program evaluation. Nexus' early clients consisted primarily of educational and human service organizations, at the local, national and international level.

By 1983, Dr. Carruthers had expanded Nexus' staff and capabilities to include computer systems consulting. Corporations and public sector entities were increasingly in need of educational and training support. This was in response to the increasing need for educational and training support by corporations and public sector entities. Nexus experienced success and credibility as a small management and computer consulting firm. Dr. Carruthers, also initiated the development of a proprietary multimedia software application which focused on America's diversity to advance education technology.

In 1985, Nexus expanded its business focus to include the marketing and sale of computer technology products. Nexus also re-engineered its multimedia software on a new emergent authoring tool. Nexus' products became a forerunner in multimedia applications development, earning a *ComputerWorld Smithsonian Award* in the area of educational and academia. Nexus now offers state of the art information technology consulting, products and solutions for a highly dynamic and competitive industry. Nexus has supported major clients and managed multi million dollar projects in the commercial, government and educational markets.

"Technology and diversity can be America's competitive edge or its Achilles' heel. The challenge is to empower all people to engage in commerce and life long learning, using the tools of information technologies. In the face of this challenge, we at Nexus have as our vision to be your partner of choice."

Nexus Unlimited, Inc. is an U.S. Small Business Administration 8a MWBE (minority woman owned business enterprise). NEXUS holds various local, state and purchasing council certifications as an African American women owned firm. NEXUS' services to the federal government include technology products, systems integration and training solutions. NEXUS also holds a GSA FAST contract.

INFORMATION TECHNOLOGY & HUMAN RESOURCES CONSULTING

As more business operations learn to rely on employee "workgroups" and computer networks, many businesses will have a greater need for assistance in planning their short and long-term uses of information technology. There will also be a corresponding need to develop human resource management strategies that will empower and motivate workers to become on-going learners who can adapt to business demands and more capably respond to client needs. Our staff has diverse expertise to support your technology goals and human resource development objectives.

TRAINING IMPLEMENTATION & SUPPORT

Today's successful organizations must cope with the requirements of on-going staff training and education. Nexus staff supports information technology departments, training departments and businesses in the design, documentation and overall implementation of training solutions. **We are currently providing ongoing Oracle Government Financials training to Chicago Public Schools.**

COMPUTER/CONNECTIVITY HARDWARE & SOFTWARE SALES AND TECHNOLOGY ASSET MANAGEMENT

An organization's strength resides in its people and their ability to efficiently use technology and information. Nexus staff can provide cost effective and reliable integrated software/hardware solutions, whether for desktop systems or intricate network environments. And we can assist in the maintenance and asset management process which is so critical to your organization.

metamor

Metamor Technologies, Ltd. is the Transition Company. We help companies transition their mission critical computer systems from yesterday to today while planning for tomorrow. Metamor Technologies, Ltd. was founded in 1985 by Irv Shapiro to provide high quality information technology consulting services to the information systems marketplace. Over the past twelve years, Metamor has built a strong reputation in the industry as a leading supplier of technology transition services. A typical engagement often involves services from two to four of Metamor's six practice areas, which are:

Since 1992, Metamor has successfully evolved to a company centered on vendor-independent technology transitions with an emphasis on large-scale, client-server mission critical applications. The company focuses on IT consulting and training, and specializes in providing LAN, client-server, OLTP, database design, system performance, Internet/Intranet development, and computer networking services to a diverse mix of clients. Metamor combines flexible business practices, technology expertise, and an emphasis on transitioning skills to clients as part of every engagement. Metamor is intent on customer satisfaction, technical excellence, a strong culture, and on attracting the most qualified IT service professionals. The Company currently has over 380 employees and estimated 1997 revenues of \$31 million. Metamor has experienced consistent growth with a 51% compound annual growth rate over the last five years and a 61% compound annual growth rate since its inception in 1985.

Metamor is headquartered in Chicago, Illinois with satellite offices in Niles, Illinois; Nashville, Tennessee; Birmingham, Michigan; and Charlotte, North Carolina. Metamor was ranked as one of the "Top 500 Fastest Growing Companies" by *Inc.* magazine in 1994 and 1995. *Crain's Chicago Business* also recognized the Company as one of the "Top 20 Management Consulting Firms in the Chicago Area" in 1995 and 1996. Coupled with the growth of the information technology services industry, Metamor's vision and focus on delivering quality services has helped it to outpace the industry. Strategic alliances with leading innovators in information technology including Acta, Alta Vista, Brio, Compuware, Compaq/Digital Equipment Corporation, Informix, Microsoft, Netscape, Novell, Oracle, and Sybase have positioned Metamor for continued growth.

Project Scope & Objectives

The proposed project scope is to assist the CCC Office of Finance in its effort to take full responsibility for managing the technical aspects of the financial applications. Our proposed assistance will include providing all the services and functions required to upgrade OGF and assuming responsibility for application and technical support of the OGF application. As requested, our team will also provide technical resources to support the interface requirements for the PeopleSoft human resources and student information systems applications.

We believe that the objectives for this technical support engagement are as follows:

- upgrade OGF from version 10.6 to 10.7, including a transition plan and hardware evaluation
- provide "task-oriented" user training on the upgrade
- provide application support
- provide technical support for OGF
- support interface activities for the human resources and student information system applications
- engender an environment that supports a smooth transition of OGF support back to CCC staff prior to project completion - in six months
- ensure CCC has technical documentation to provide support after project completion
- ensure CCC staff are prepared to support OFG after project completion

Project Approach

To accomplish the objectives identified in the previous section Inter-Tech will split the overall effort into two major efforts:

1. Ongoing support for the Oracle Government Financials (OGF) systems for the department of Finance.
2. Upgrade of the OGF system from the existing application revision of 10.6 to the Year 2000 compliant version 10.7 in its character-based version.

Technical and Applications Support

The designated team, described in the next section, will provide both application and technical support for the Finance system. We will utilize the change request/change management control system currently utilized by the Director of Financial Systems to facilitate support task designation. The project manager will work with the Director of Financial systems to establish ongoing project designations for the department. These projects will be reviewed in periodic meetings with Inter-Tech and CCC executive administration.

Aside from the ongoing support for the Financial systems, this team will provide, at the designation of Finance Administration, programming assistance with interfaces for the PeopleSoft HR and Student systems. While there are no specific deliverables we can provide at the time of this proposal, our team will have the capacity to assist with the development of specifications and programming tasks necessary on the OGF side to facilitate interface communications with the PeopleSoft systems.

Oracle Systems upgrade (10.6 – 10.7 character)

Inter-Tech proposes to work with CCC at the inception of this project to plan the scope of the upgrade, insuring the proper alignment of the project objectives to the objectives of CCC for the upgrade. The project will be completed with the combined resources of Inter-Tech, Oracle Corp, and CS&C, utilizing each company's specific strengths for the appropriate tasks.

After several discussions with Oracle staff members who have performed this upgrade, we have identified the following major tasks to be completed;

Analysis (measure twice, cut once)

The CCC Financial system has been in production since July 1, 1996. Oracle Corporation has identified several areas of exposure regarding the setup of the system as it is today. The main issues to be addressed during this upgrade are (1) the configuration of the database, and (2) the changes made to the system via custom programming.

Oracle has already made several recommendations regarding the proper sizing and configuration of the Oracle RDBMS for OGF. Many of these recommendations have been implemented in the creation of the TEST environment on server that is located on the 7th floor of the administration building. Key to our success in this upgrade, however, will be the identification of as yet undocumented system changes that will generate error conditions once the upgrade is complete. We will work to identify these changes and identify solutions ahead of time.

Our team will review the documented recommendations from Oracle's previous visit as well as the recommendations from our most recent consulting engagement with Catalyst Consulting where further analysis of the Database generated specific recommendations regarding tablespace sizing and the configuration of rollback segments.

A result of our pre-upgrade analysis should provide the following:

- A listing of expected changes and additional functionality to be gained from the use of the 10.7 system
- A list of problem areas caused by both documented and non documented customizations made to the CCC system
- A list of all relevant patches to be applied to the new system and their impact
- A specific work plan that will ensure that team members will have access to the new system for testing at the time designated by the CCC/ITI team.
- Specifications for the configuration of the Database to be used by the new production system. These specifications will include content designations for the TEST and TRAINING databases to be created.
- A list of training requirements to be documented.
- A list of custom changes that need to be addressed through standard Oracle functionality
- A list of custom changes (if any) that need to be migrated to the system (goal is to use the system with no customization).

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- A corresponding realistic estimate for live productive use of the system.

Setup

In this phase our team will configure the system hardware and Oracle RDBMS to accommodate the new production system.

After setup of the environment, the upgrade installation of 10.7 software will be performed. Initial functional testing will be performed along with installation of all designated patches to the system.

This task will be repeated for the TEST and TRAINING environments as designated by the Financial Systems Director once all patches, corrections, and functional changes resulting from custom carry-over activity have been applied.

Testing and corrections

Tasks identified to correct issues caused by custom programming will be started. It is anticipated that these solutions will incorporate both application setup activities, both process and procedural changes, and programming of forms and reports where necessary to facilitate the continued functionality of the system.

We will work according to Oracle's guidelines to unit test and system test the new modules.

*** Concerns regarding customization on the 10.6 system.*

Based on the document supplied by Oracle in Feb of 1997 we will provide additional hours for the identification and correction of undocumented program changes that may impede our migration to the 10.7 environment. We have inquired several times and been told by CCC personnel that all customizations have been made to forms and reports only, and not to the database itself. We anticipate 6 man weeks of combined Oracle/team programming assistance for this contingency.

Creation of a demo/test environment for Smart Client (optional)

If CCC desires, we will create a demo/test environment for the use of the SmartClient version of the OGF system. We have discussed this with Oracle and have received their go ahead if CCC desires. Because there is no requirement for this provision in the RFP the Inter-Tech/Oracle team will provide this at no additional charge if requested. Requirements for the use of SmartClient will be discussed during our scope clarification discussions.

Training

Training activities will be ongoing throughout the upgrade project. After the initial analysis identifies the content of the training materials we will assist in the creation of training manuals and assist in the conducting of training classes for designated users. We expect these classes to be functional in nature and to focus on the changes users can expect to see in their use of the 10.7 software.

During the creation of the class materials we will work with CCC to create the proper training data and user profiles in the TRAINING database for the user community.

It is unclear to what extent the ITI is expected to effect training to the user community. We have budget time to train the key users of the system from administration and from the individual college's business offices. Additional time can be designated based on resource balance and priority.

We will assist CCC staff in the development of a post live training methodology which includes ongoing training specifications, suggestions for new classes, development of training aids per the request of CCC Finance executive administration.

Go Live.

Once initial training is complete and we receive the proper approvals from CCC management we will refresh the database and bring it to current status. We anticipate that this can be done in one weekend with no loss of productive use during normal business hours.

Concerns regarding customization on the 10.6 system.

Based on the document supplied by Oracle in Feb of 1997 we will provide additional hours for the identification and correction of undocumented program changes that may impede our migration to the 10.7 environment. We have inquired several times and been told by CCC personnel that all customizations have been made to forms and reports only, and not to the database itself. We anticipate 6 man weeks of combined Oracle/team programming assistance for this contingency.

Post upgrade support

Once the upgrade is successfully completed the team will be ready to handle ongoing support in the same fashion as it had previously.

All documentation regarding upgrade and conversion activities will be given to the Director of Financial Systems for care and possible transition to OIT should they opt for support of the environment after this interim period. Additionally, the Inter-Tech team will, at your request assist the OIT staff to make a smooth transition to support of these systems.

Suggested Work Plan

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ID	Task Name	Duration	November	December	January	February	March	April	May
			Nov	Dec	Jan	Feb	Mar	Apr	May
1	1 Project Administration	130d	[Redacted]						
6	2 Ongoing support for the Oracle Government Financials (OGF) system	130d	[Redacted]						
7	2.1 Provide both application and technical support for the Finance syst	130d	[Redacted]						
8	2.2.1 Utilize the existing change request/change management control sys	26w	[Redacted]						
9	2.2.2 Respond to support requests	26w	[Redacted]						
10	2.2.3 Establish and support ongoing project	23w	[Redacted]						
11	2.2 Provide programming assistance with interfaces for PeopleSoft	36d	[Redacted]						
12	2.2.4 Assist with the development of specifications	3w	[Redacted]						
13	2.2.5 Support programming tasks necessary	4w	[Redacted]						
14	2.3 Transition support to CCC staff	20d	[Redacted]						
15	2.2.6 Provide technical documentation	2w	[Redacted]						
16	2.2.7 Orient and train CCC staff on support requirements	2w	[Redacted]						

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ID	Task Name	Duration	November	December	January	February	March	April	May	
			Nov	Dec	Jan	Feb	Mar	Apr	May	
17	3 Upgrade of the OGF system from 10.6 to 10.7 (character-based version)	86d	[Task bar spanning from Nov to Mar]							
18	3.1 Perform pre-upgrade analysis	28d	[Task bar]							
19	3.2.1 Identify expected changes and added functionality from the 10.7 sys	3w	[Task bar]							
20	3.2.2 Document issues from both documented and non documented cust	3w	[Task bar]							
21	3.2.3 Determine all relevant patches to be applied and their impact	1w	[Task bar]							
22	3.2.4 Identify Database configuration.	1w	[Task bar]							
23	3.2.5 Determine training requirements	2w	[Task bar]							
24	3.2.6 Identify custom changes to be addressed through standard Oracle f	2w	[Task bar]							
25	3.2.7 Identify custom changes to be migrated to the 10.7 system	2w	[Task bar]							
26	3.2 Develop detailed work plan, transition plan and go-live estimate	1w	[Task bar]							
27	3.3 Hardware Setup and Software Installation	1w	[Task bar]							
28	3.4 Testing, custom migration and corrections	3w		[Task bar]						
29	3.5 Creation of a demo/test environment for Smart Client (optional)	2w		[Task bar]						
30	3.6 Training	36d			[Task bar]					
31	3.6.1 Creation of training manuals	2w			[Task bar]					
32	3.6.2 Conduct training classes for designated users.	3w			[Task bar]					
33	3.6.3 Create training data and user profiles in the TRAINING database fo	1w			[Task bar]					
34	3.6.4 Assist CCC staff in the development of a post live training methodol	2w			[Task bar]					
35	3.7 Go Live	1w				[Task bar]				
36	3.8 Post upgrade support	2w				[Task bar]				

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Project Organization

The project organization described below has been structured to provide responsible management and technical expertise. In addition to Inter-Tech's lead role and participation as an integral part of project management and technical support, we have incorporated critical application and technical expertise from Oracle's Higher Education practice, Computer Services & Consulting, Inc. and Metamor Technologies. As a result, we are confident that the team of professionals assembled for this project possess the credentials and practical experience to administer our proposed approach with excellence.

See the Exhibits for a detailed description of their backgrounds and additional technical staff for other positions described below.

In order to provide ongoing tech support for this system (based on our current Office of Finance work experience and the RFP) we propose to provide the following team positions and responsibilities:

Project Manager (part time) - Greg Boone

The role of the Project Manager is to assist in achieving successful completion of the implementation project, by managing mutually agreed upon requirements and time frames. In order to be successful, the Project Manager will have the following responsibilities:

- Establish the final project team;
- Define roles and responsibilities;
- Work with CCC and Oracle as required, resolving queries and issues on an ad hoc basis;
- Provide accurate and timely progress reports;
- Notify management of requirements for resources in sufficient time to preclude any effect on project schedules;
- Make timely decisions regarding CCC project priorities, minimizing schedule disruption and cost overrun;
- Review work products for quality and accuracy;
- Review schedule changes, identified issues and risks, develop mitigation strategies for Oracle and CCC management approval; and
- Approve scope and schedule changes authorized by CCC executive administration.

DBA/System Administrator - Ted Chyn

The DBA will provide technical support regarding the Oracle RDBMS and system administration including:

- Performance tuning;
- Backup and recovery;
- Security;
- System documentation;
- RDBMS Architecture.
- Work with Oracle's DBA to finalize machine, site and production configuration;
- Work with Oracle's DBA to finalize logical and physical database configuration;
- Work with Oracle's DBA to maintain/re-install the Oracle RDBMS, Tools, Oracle Applications, Tutor and Alert;

Development programmer - Joseph Mathew

The Development programmer will provide programming support for the OGF system regarding:

- Interface streamlining and tuning;
- Programming issues associated with the 10.7 upgrade
- Resolution of pre-existing programming issues associated with the OGF system
- Setup and review of specifications for additional interfaces
- Assist in the tasks of the team DBA in the maintenance of the Oracle RDBMS and act as backup support for that position

Applications programmer - Syamala Gangaragu

The Financial Applications programmer will provide support for the OGF user community through:

- Creation of custom finance reports using both PL/SQL and Oracle tools such as Browser and Designer/Developer 2000.
- Work with Finance department personnel on the design and creation of FSG reports
- Assistance with application level problems that are identified within the system
- Prototype development for additional customized forms to be used with/within the OGF system.
- Assistance with coordination/training development for the upgrade of the OFG system to 10.7 character

- Assistance with the tasks of the development programmer and provide backup support for that position.

Financial systems analyst (part time) - Thomas Kalackal

The financial systems analyst will assist the accounting team from CCC in resolution of issues regarding

- Account structure/rollup
- Grant/Fund accounting
- Financial Statement Generator reports
- Problems identified that may have their origins in the use of the system, rather than in the system itself
- Requirements definitions for finance special projects
- Requirements from federal, state, or local entities for specialized reporting such as Uniform Financial reporting, Unit cost reporting, and 1099 generation.

The financial systems analyst may not be necessary if CCC is able to, as planned, hire their own financial analyst. If the position is not needed CCC may designate more hours to an alternate position, or hold those hours for contingency allowance.

Unix Administrator - Metamore Technologies

The UNIX administrator will function as a part time position. As identified in the RFP requirements we have allowed .5 FTE for this position. The responsibilities for this position include (from a UNIX environment perspective):

- Monitoring of the physical systems environment for disk utilization and capacity, compliance with revision requirements
- Assignment and maintenance of user supervisory security
- Ensure that all automated jobs are setup properly
- Coordination of KRON file jobs such as payroll run and backup.
- Trouble shoot systems problems that may be related to the Unix environment

We expect that CCC will identify liaison personnel to work with the support team for an effective support structure. We expect that CCC will be able to provide the following positions:

CCC Executive Sponsor - Lacy Thomas

The executive sponsor is responsible for the overall direction of the project. This position participates in senior-level management meetings, represents CCC on policy, financial, and/or project scope issues requiring resolution, monitors project progress against published milestones, monitors project billings against payments, reviews CCC staff progress, competencies, performance, etc., and, in consultation with CCC management, introduces changes in CCC staffing, in the event such changes are warranted and become necessary.

CCC Project Director - Yvonne Thomas

The CCC Project Director will take prime responsibility for overseeing the

implementation, from the CCC point of view. Responsibilities will include:

- Assistance in the development of a detailed project work plan;
- Identification and secure CCC project team members;
- Making adequate facilities and resources available for the implementation;
- Chairing regular project meetings to discuss progress and outstanding issues;
- Identify appropriate project team members and key decision makers to fulfill project responsibilities;
- Identify and secure access to additional CCC end user staff, as needed, to support specific areas of expertise not represented on the project team;
- Communicate issues to CCC management and secure resolution;
- Inform ITI Project manager and/or staff of any urgent issues;
- Assist ITI staff with information, when needed;
- Review work products for quality and accuracy; and
- Review schedule changes, identified issues and risks, developing mitigation strategies for CCC and ITI team management approval.

User Representatives

The designated CCC User Representatives will participate in all aspects of the project in accordance with the project plan. Responsibilities will include:

- Participate in the definition of user requirements;
- Participate in process baselining and communicating business requirements;
- Participate in business requirements mapping and prototyping;
- Construct acceptance test scripts and data;
- Make decisions regarding the business aspects of interface and conversion programs;
- Coordinate and perform application and integration testing, per the test plan;
- Develop and/or revise business policies with respect to the operation of the Oracle Applications;
- Attend project meetings when required; and
- Verify custom documentation: user guides, procedures, quick reference guides, if any.

The aforementioned team mix may vary slightly based on discussions with CCC Executive sponsor and project Director. Our goal is to provide the optimum support environment for the engagement period.

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For the term of this engagement, Inter-Tech has enlisted Oracle Corporation to provide key support and assistance with the upgrade of the OGF system at CCC. Oracle will provide the following position to ensure success in this upgrade process.

Oracle Database Administrator/Technical Specialist

The Oracle DBA/Technical Specialist will provide technical assistance to the project team by supporting CCC in administration of the Oracle RDBMS and systems, including:

- Logical and physical database configuration;
- Installation of the Oracle RDBMS, Tools, Oracle Applications and Alert;
- Backup and recovery procedures;
- RDBMS Architectures; and
- Additional hands-on development of CCC DBA product knowledge.

Oracle Functional and Technical Consultants

Applications Consultants will provide functional and technical assistance to the project team implementing Oracle Applications. Consultants apply significant product knowledge from Oracle's experience implementing at other sites. Their prime responsibilities will include:

- Facilitate user liaison;
- Supervise and assist business requirements mapping and prototyping where necessary;
- Supervise production of solution definitions;
- Supervise configuration of the applications;
- Confirm application test case scenarios;
- Supervise system testing of the application solution.

Oracle Quality Assurance

James W. Carse, Practice Manager

Judith Chastian, Principal

The quality assurance manager assists the Project team in developing a strategy to achieve consistency and quality throughout the project. In addition, this position works with the executive project sponsor to resolve issues. The quality assurance manager oversees the establishment and maintenance of the Quality Plan, project standards and project procedures.

Project Deliverables

Based on the RFP and the proposed project approach above, we have identified specific deliverables for this project. Below is a list of our proposed deliverables:

1. Detailed project plan
2. Transition Plan
3. Hardware evaluation and recommended configuration changes
4. Identification current and/or non-documented customizations
5. New Database structure/configuration
6. OGF 10.7 in three environments:
 - Test
 - Training
 - Production
7. User training manuals for use of the 10.7 upgrade
8. Technical documentation, required to support the OGF applications
9. Periodic status reports detailing progress towards milestones and project completion

Project Time-frame & Costs

The proposed dates of service for this proposal are from November 16, 1998 to May 14, 1999. The positions and expected utilization for each are listed below. We expect some variance on utilization depending on custom programming correction activity and training.

POSITION	RATE	#WEEKS	HRS/WEEK	HOURS	COST
DBA	150	28	40	1040	\$156,000.00
UNIX ADMIN	135	28	30	780	\$105,300.00
APP PROGRAMMER	125	28	40	1040	\$130,000.00
DEV PROGRAMMER	135	28	40	1040	\$140,400.00
PROJ CONSULTNT / PROJ MGR	145	28	32	832	\$120,640.00
FINANCIAL ANALYST	110	20	40	800	\$88,000.00
ORACLE DBA 1	221	5	32	160	\$35,360.00
ORACLE APPS CONS 2	221	6	24	144	\$31,824.00
ORACLE PROJ MGR	255	3	16	48	\$12,240.00
TRAINER 1	120	10	40	400	\$48,000.00
TRAINER 2	120	6	40	240	\$28,800.00
TOTAL				6524	\$896,564.00
Average Hourly Rate:					<u>\$137.43</u>

We will bill for services provided on a bi-monthly basis, on the 15th and last day of each month. Included with each invoice will be an analysis of hours used at detail and cumulative levels.

Professional fees for this project are estimated at \$896,564.00. Our average billing rate for professional services on this project is listed in the table above. Expenses are expected not to exceed 8% of professional fees. Expenses will be pre-approved and billed as incurred.

Key Project Assumptions

The following section outlines the assumptions underlying this proposal.

Based on the project approach, our understanding of your needs and work experience with CCC, we have identified the following key assumptions upon which we based on estimated project costs, duration and staffing. Clarification and acknowledgment of these assumptions is significant in shaping this engagement. Any adaptation to these assumptions will alter the estimated project approach, staffing level, cost and potentially the time line. These assumptions are considered very carefully in estimating scope.

- All work to be done for this engagement is to be done at CCC Administrative headquarters.
- City Colleges of Chicago designated project staff available full-time
- City Colleges of Chicago staff have appropriate functional knowledge and skills regarding their use of the existing 10.6 version of the OGF system
- City Colleges of Chicago provides appropriate workspace and equipment for project team, including Oracle consultants
- City Colleges of Chicago agrees to assistance with the development and execution of test plans
- The user training will focus on orienting and training users on specific application changes related to the version 10.7 upgrade
- The current OGF database for version 10.6 has not been customized by OIT - that custom changes were limited to forms and reports. Any substantive changes to the Oracle database could require additional conversion activities that are not included in our approach.

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Exhibits

Project Resumes

Gregory A. Boone

Gregory Boone is a principal with Inter-Tech International Inc. With over twenty years of financial systems development and consulting background, Greg has broad based experience with both vendor and client systems perspectives. He has served as application development director for a major healthcare systems vendor at the inception of the mid-range systems era, and later served as their US customer support manager for financial systems. Greg has significant experience with systems re-implementation, MIS operations management, application development, LAN/WAN communications, and systems interface design and installation. He served as acting MIS director for one of the largest public hospitals in the country, curing hostile vendor relationships, negotiating systems licenses, installation, and support contracts.

Representative Accomplishments

- *Serving as Project Director for the initial correction activities of the Oracle system at City Colleges of Chicago in 1996. Greg directed user, vendor and management personnel in the identification and implementation of recommended solutions for problems with the Oracle Government Financial system.. He coordinated the efforts of the technical teams and directed their day to day efforts. Mr. Boone was responsible for trouble shooting, correction of system problems, and re-training activities until the current Director of Financial Systems was hired by Finance.*
- Served as Project Manager - Successfully directed operations review and process re-engineering related to systems access for New York Health & Hospitals Corp. in their South Manhattan/North Brooklyn Health Network (SMNB). The job was done in time to avert a threatened State funding cutoff for all Medicaid Managed Care Patients.
- Served as Project Director for Health Information Network initiated by the Ambulatory Care Council of Chicago and Cook County (the Ambulatory Care Information Project), a pilot project to support the link of patient information systems between the major Public providers: Cook County Bureau of Health Services and the Chicago Department of Health.
- Headed the installation process for the Cook County Department of Health ambulatory care system, including initial specifications for the interface between their ambulatory care system and the State of Illinois Case Management System (CMIS), which has been wrapped into the new Cornerstone system.
- Acting director of MIS for Cook County Hospital for two years. During this period he re-negotiated the software license and support contracts for financial and clinical information systems, directed a project to begin detail billing for outpatients, saving over one million dollars from the cost of the original implementation estimates.
- Worked with hostile software and hardware vendors to re-establish relations with the hospital over contract and payment disputes. Re-negotiated software license and support contract terms and rates with patient care and financial systems vendors. Re-negotiated hardware support contracts with systems hardware vendor.
- Reduced the overall systems load of the hospital by over 20% while adding billing detail for

over 2500 encounters per day.

- Worked with Chicago Department of Health in vendor selection and development of the system detail work plan for their new patient care systems.
- Assisted IBM in the implementation AS400 based office communications system for the Chicago Board of Education central offices, tying all administrative offices and major school administrators together through E-mail communications and central database access. Greg was responsible for configuring the system, setting up the training program, inter-system access, and initial support.
- Developed and implemented materials management system for Fermi National Accelerator Laboratory. Greg was responsible for the detail design, programming, testing, and implementation of a sophisticated bar-code inventory system. This custom system was developed with the full integration of PS/2 micro computers using PC-FOCUS (with visible laser diode bar-code scanners and high speed bar-code printers) and an IBM 3090 Mainframe using the FOCUS system. Duties included interviewing end user personnel, preparing file and screen layouts, designing and coding all system modules, installing network and computer hardware and system software, and conducting user training.
- Managing director of Phoenix Systems Group, a small consulting group specializing in interface development, custom programming for financial and healthcare systems, and remote access to systems. During that time Greg sold and support the Platinum integrated financial system for LAN Based systems. This package contained modules for General Ledger, Inventory, Purchasing, Accounts Payable, Accounts Receivable, Job Costing, Payroll, and report writing functions.
- Developed General Ledger, Accounts Payable, Payroll, and other financial systems for Medicus systems corporation, a major software vendor and subsequently served as application development director for the financial systems division before advancing to the position of Director of National Support.
- Worked as installation and customer support director for financial systems, providing 24 hour support resources to installers and clients of patient information systems.

Background

Mr. Boone has been involved with Information Systems since 1978 and has spent over 10 of those years in consulting and direct support of online systems clients. He holds a BS Degree in Business Administration with a minor in Business Information Systems from Illinois State University. He has done Graduate course work within the MBA curriculum at the University of Illinois, Chicago.

James W. Carse

Mr. Carse is a Practice Director for Oracle Corporation's Government, Education and Health Services (GEHS) Consulting Services. He has over twenty years professional experience working with colleges and universities. Mr. Carse specializes in the planning, definition and implementation of management information systems.

Prior to joining Oracle, he provided extensive consulting and project management support to colleges and universities working for a Big 6 public accounting firm and a major higher education application software vendor. Mr. Carse has worked directly for several large university systems managing multi-campus administrative system projects and application development teams.

Judith T. Chastain,

Ms. Chastain is a Managing Principal for Oracle Corporation's Government, Education and Health Services (GEHS) Consulting Services. She has over fifteen years professional experience working exclusively with colleges and universities. Ms. Chastain specializes in the planning, definition and implementation of management information systems.

Prior to joining Oracle, she provided extensive consulting and project management support to colleges and universities working for a national higher education software development firm. She has experience in project management, systems design, modifications, and implementation experience in several hardware environments.

TED CHYN

EDUCATION: Certified ORACLE DBA(Chauncey Group)
 MBA, Uni. of Missouri(1983), Major: Accounting and MIS
 BS, Southern Illinois Uni. (1978), Major: Biology and Chemistry.

EXPERIENCE:**Aug. 1990 to present Independent Contractor****Northrop and Grumman Commercial Aircraft Corp. Dallas (July 97 to present), DBA**

- Design and implement a manufacturing labor and material utilization datawarehouse (data marts) using legacy data (IMS and DB2) as source and Oracle 7.3 as target data base.
 Responsibilities are:
- Identified, designed and implemented fact and dimension tables (star and Snowflake schema) using designer 2000.
- Mapping, extracting and loading legacy data to oracle database.
- Design aggregation and summarization processes according to user's reporting requirements.
- Optimizing and monitor SQL performance to ensure loading and summarization process meets the requirement of batch window (Explain, SQL trace etc).

First American Real Estate Information Services, Dallas (Feb 97 to June 97), DBA

Administered and maintained an Oracle Financial system (AR, AP, GL) and Power Builder based mortgage loan system.

Responsibilities are:

- Monitored space utilization - Consolidating, segregating, resizing and reorganizing tablespaces for different financial modules. Resized redo logs and rollback segments.
- Performed physical/logical backups and recovery, performance tuning.
- Supported development teams - optimizing SQL, upgraded application and etc.
- Installed Oracle Web Server and developed demo Intranet application using PL/SQL Catridge and window NT.

Burlington Northern Railroad, Fort Worth, TX (Feb. 96 to Jan. 97), DBA

Provided distributed DBA supports for Oracle and Sybase databases in an AIX environment.

Responsibilities includes:

- **Installed and upgraded oracle 7.3 databases for a waybill imaging system (File net).**
 Automated on-line/off-line backup/ recovery using ADSM server. Monitor production instance and space utilization using shell scripts. Performed consolidation of datafiles, rebuilding indexes, elimination of chained rows, and other tuning tasks. Enrolled and controlled user accesses to databases.
- Upgraded sybase10 to sybase11. Analyzed queries, redesigned indexes, automating DBA functions (monitoring, tuning and backup) for an internal helpdesk call, asset and change management system.

Southwestern Bell Mobile Phone Systems, Dallas, TX (Apr 1995 to Feb 1996), DBA

- Reversed engineering an Oracle 7.2 based client server mobile phone billing system using ERWIN.
- Reviewed physical database design and made recommendation to improve performance and database integrity
- Using business meaningful attributes as primary key, resolved looped relationships to eliminate data integrity problem.
- Index redesign, combining overnormalized tables into business meaningful entity and small validation tables into code table.
- Resizing tablespaces for index and table to match volume of production data.

Created instances for testing/production and reverse engineer environment(s).

- Monitored system performance using Bstat/Estat, DBvision, Tsreorg and tuning instance using Bstat/Estat, explain plan, TKPROF and sqltrace utilities
- Developed recovery strategies including export/import, cold and hot backup.

Knowledge Data Inc., An Ameritech Co. Richardson, TX (Sept 1994 to Apr 1995), DBA

- Building testing/QA Sybase databases (system 10, 4.9.2) on several UNIX platforms: AIX, Solaris, H/P, AViiON for an medical clinical repository systems.
- Maintained versioning and testing environments - backing up and restoring databases, monitoring error logs, managing and monitoring disk space usage, memory and connections, tuning server to achieve best performance using Sybase monitor server.
- Designing pharmacy subsystems logical model, physical databases and generating Stored procedures using Erwin.
- Coding and modifying in house constructed system procedures using TRANSACT SQL.

MCI Communication Inc. Richardson, TX (Feb. 1994 to Aug. 1994), DBA

Responsibilities were:

- Designed and implemented an distributed data warehouse for an engineering traffic analysis and circuit planning system using DB2(MVS) and distributed middleware Oracle 7.1 and designer 2000.
- Designing fact, dimension table and star schema. The most granular layer of database resides in the mainframe and the data is summarized and migrated to Oracle database via SQL*LOADER.
- Installation of Oracle servers, logical data model, mapping physical tables to tablespaces, index design, configure DASDs, sizing tables, table generation, loading data, import, export and etc.

Santa Fe Railroad, Topeka, KS. (Aug. 1992 to Jan. 1994) Data Analyst and DBA

Worked as a subcontractor for IBM in developing a Railroad revenue accounting and interline EDI settlement system (IBMFASST).

Responsibilities include:

- Interfaced with user: gather and analyze user's data and process requirements using Bachman DA and DBA (normalization, process validation, process hierarchy, and data flow analysis) using ER model (Subtype, Supertype, Recursive relationship, Multiple relationships and etc).
- Implementation of conceptual design to relational data base-DB2 (Segment and Partition data

- bases, Index designing).
- Performed data conversion and performance and tuning(Explain, monitoring, table usage and index restructuring, resizing data bases, Runstat, Reorg and etc.).
 - Reviewed SQL for performance purpose and provided technical supports to application programmers (restructuring queries).
 - Performed reverse engineering and synchronization between data model and physical design.

Texas Utility Inc., Fort Worth, TX (Sept 1991 to July.1992), DBA

Provided DB2 Data Base supports for a Plant Management System (CICS) based on Foundation Case Tools, Microfocus Cobol and XDB.

Responsibilities were:

- Process and transaction analysis.
- Physical data base design and physical implementation of relational data bases.
- Setting up testing data bases (unload, load, reorganization resizing etc.) and DB2 testing environments (CICS,DB2, Plan, Packages, RCT entries and etc.).
- Teaching SQL and DB2 table design.
- Transforming Logical design to physical tables.
- Maintaining testing databases on XDB.

ARCO Oil and Gas, Dallas, TX (Aug. 1990 to Sept. 1991), Data Analyst

- Participated in the application development of an Oil and Gas Management System using Client/Server Architecture (SQL SERVER/Microsoft/Sybase, OS/2, LAN Manager)

Responsibilities include:

- Relational Modeling, entity identification, attributes grouping, relationship definition using IEF data modeling toolset
- Data integrity design using user defined types, default, rules, trigger and etc.
- Assisted in design of distributed transaction and stored procedures.
- Transformation of logical design into physical databases and tables using Sybase database engine. Partition databases across multiple servers.

Feb. 1989 to Aug 1990 Data Base Administrator, The Continuum Corp., Austin, Texas

Provided data base administration services to CICS based Client Contract Administration (CCA) System.

Responsibilities include:

- Analyzing and reviewing data requirements for customer's enhancements.
- Designing relational data models.
- Implementing and transforming conceptual data model to IMS or normalized DB2 data bases.
- Performed data base conversion, performance monitoring and tuning. Give general DL/1 advice to programmers and analysts.
- Participating in conversion of CCA from IMS/DB to DB2 DATABASES using Bachman tools (DA and DBA).

Aug. 1987 to Jan. 1989 Senior Programmer and Analyst, Chilton Corp., Dallas, Texas.

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- Provided programming and maintenance support to an Accounts Receivable Collection System using TELON and Command level CICS.
- Participated in the development and installation of a Student Loan Collection subsystem.

Mar. 1985 to July 1987 System Engineer, Electronic Data Systems Corp., Dallas, Texas.

- Participated in the development and implementation of a Customer Information and DDA System for banking industry using IMS DB/DC
- Implementation of Massachusetts Motor Vehicle Registration System using CICS and VSAM.

TECHNICAL KNOWLEDGE

Languages: COBOL, VS COBOL II, ALC, FORTRAN, MICROSOFT C, BORLAND C++, ASSEMBLER

Operating Systems and Hardware: OS/MVS, VM/CMS PC/OS2, IBM3090, Novell LAN. UNIX RISC 6000, LAN Manager, Sun Solaris, HPUX.

PACKAGES:

Mainframe: Telon, IMS DB/DC, CICS, IMS utilities, Panvelet, TSO/ISPF, Intertest, Platinum DB2 tools, Omegamon, DB2 v. 3.2.

Case tools: IEF, Bachman DA/DBA, ERWIN, S-Designor, IEW

Unix: Sybase SQL Server, Sybase ISQL, Replication Server SQL server debugger, Data Tools, TCP/IP, OBK, Oracle 7, SQL loader, SQL/Net, SQLplus, Enterprise Manager

PAURAV MEHTA (Additional available Team DBA)

EXPERIENCE SUMMARY

Over 8 years experience as a DBA and Developer primarily in the Relational DataBases under UNIX environment.

Very strong in the administration and development of commercial applications on following.

Administration and Development of Application Systems using ORACLE

Forms 4.5, Reports 2.5, SQL*Forms3.0, SQL*Menu5.0, ORACLE*CASE, Pro*C

Worked on projects for clients including Oracle Corp., GE Aircraft Engines and Turner Broadcasting Systems.

EDUCATION

Bachelor's Degree in Computer Engineering

HARDWARE

Sun, Unisys U600, Pyramid, HP 9000, DEC 7000, AT&T 3B2, IBM 3090, 80486 based UNIX boxes and IBM PCs

OPERATING SYSTEMS

Solaris 2.5, HP-UX 10.2, SCO-UNIX, Ultrix OSF/I, AT&T Unix, MVS, SCO-UNIX, SCO-XENIX, MS-DOS

DATA-BASES

ORACLE 7.3.4 ORACLE7.2, Oracle 7.1.4, Oracle 6, IDMS, UNIFY

DEVELOPMENT TOOLS

Forms 4.5, Reports 2.5, Oracle CASE, SQL*Forms*3 0, SQL*Menu 5 0, SQL*Loader, M-LINK, SQR, OLQ, DML/O, OLM, Turbo Analyst

DEVELOPMENT LANGUAGES

SQL, PL/SQL, Pro-C, Pro*COBOL, C, UNIX Shell Language, IDMS DML, ADS/O, COBOL, JCL.

APPLICATIONS DEVELOPED

Customer Information, Loan Processing, Inventory Control, Distribution, Conveyor Belt Management, Plant Maintenance, Manufacturing, Financial Accounting, Order Entry and Invoicing.

Industries worked in:

Pharmaceutical, Banking, Financial Services, Defense, Retailing, Utilities, Aerospace, News and Media, Automobiles, Garment Exports

EXPERIENCE DETAILS

Oracle DBA to Upgrade Plant Maintenance System (OCT 98 - Present)

Involved in the upgrade of a Plant Maintenance System for a major locomotive manufacturer in the US. The work involved supporting the current production system,

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planning and implementing the migration of current system to a higher version of Oracle. Also, migrating the application to a higher version. This is a client server type of system. This system is used to track and maintain the day to day activities of the plant. It has about 30 plus concurrent users with application running on their PCs.

The environment was Oracle 7.1, Oracle 7.3.4, on HP machines running HP-UX 9.4 and HP-UX 10.2 The application was written using PowerBuilder.

Oracle DBA Support Group (MAY 98 - JULY 98)

Involved in the Oracle DBA support group of Motorola Corp. in Phoenix, AZ. The work involved providing first level Oracle DBA support to developers and application DBAs. The work involved supporting about 20 plus data-bases for the problems of performance tuning, Oracle software upgrades, back up and recovery issues, supporting and installation of development tools such as Developer/2000 and Oracle incense maintenance.

The environment was Oracle 7.1, Oracle 7.2, Oracle 7.3 on Sun Solaris 2.5 and HP-UX 10.20.

Oracle Operational DBA Support Group (FEB 98 - APR 98)

Involved in the Oracle database support group of Pfizer Inc's research division in Groton, CT. The work involved providing operational support to various clinical and research based systems installed at this site and provide new installations as needed. Some of the work done involved performing installation, applying patches, working with vendors to install their packages, develop scripts to startup, shutdown and backup the data-bases, set up workstation/client connectivity to the data-base.

The environment was Oracle 7.1, Oracle 7.2, Oracle 7.3 on Sun Solaris 2.5 with clients running on Developer/2000 and SQL*Net 2.3 or VB and ODBC.

Oracle DBA for various departmental systems (AUG 96 - NOV 97)

Involved in the administration and enhancement of various departmental systems for United Missouri Bank in KansasCity area. The systems were developed using Oracle 7.1.4 and Oracle 7.2 databases. The work involved regular DBA activities like installation of software/patches, backup, recovery, creation of data-bases, maintaining existing data-base by way of disk space and memory management, controlling user access, supporting development and data-base access tools, improving performance of daily process by way of controlling index usage, code enhancement, memory usage etc., Addressing disk fragmentation and other performance issues. Also, migration of character based applications running SQL*Net 1, Oracle 7.1 and Oracle 6 on Compaq servers to GUI applications running SQL*Net 2.3, Oracle 7.3 on Sun, Windows NT.

The environment was Compaq and Unisys servers running UNIX with Oracle 7.2 and Oracle 7.1.4 databases, Sun servers running Oracle 7.3 data-bases. PC Clients running Windows NT 4.0. The tools included Forms 4.5, Reports 2.5, SQL*Net 2.3, SQL*Forms3.0, Pro*C.

Enhancement of Consumer Loan Processing System (APR 96 - JULY 96)

Involved in the enhancement of a Consumer Loan Processing system for Novus Financial Corporation. This system is used to originate, process and terminate loans for home, auto/RV and boats. This system was developed in-house by the company staff and is in production.

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As a member of the enhancement team consisting of 20 people, developed and modified on-line programs from the specs given. Also, developed and modified batch programs and scripts as per the given specs. One of the major responsibilities shared at this project was development of the Stress Tests for the application system. Used the PurePerformix/TTY tool to develop the different test scenarios and simulated system usage from 25 to 250 users. These tests were used to find the breaking point of the system, threshold of Oracle resources like SGA, max connections, open cursors, limits on PGA, size of rollback segments, usage of indexes, effects of data striping and general locking problems. It was also used to uncover the shear computational limitations of the operating system and the hardware. The development is done at Riverwoods, IL a suburb of Chicago IL.

The development was done in SQL*Forms3.0, Pro*C, SQL*Menu5.0 on ORACLE7.2. It was on a Pyramid server running UNIX.

Development of Combat Ammunitions System (SEPT 95 - NOV 95)

Involved in the development of Combat Ammunitions System for the United States Air Force. This system was developed by Synergy Inc.. This system was used to control the inventory of weapons and components used to build weapons at various USAF bases and depots. It gave comprehensive on-line forms to forecast component demand, build weapons, report expenditures and co-ordinate logistics amongst bases. The development was done in Ogden UT, as the system was to be implemented at the Hill Air Force Base in Ogden, UT.

As a member of the development consisting of 10 people, developed on-line programs from the specifications. The specs., were derived as part of a JAD (Joint Application Design) effort between the USAF and designers from the development team. The development process was tightly monitored and in compliance with the government standards.

The development was done in SQL*Forms3.0, SQL*Menu5.0, Pro*Ada on Oracle 6. It was done on an AT&T 3B2 machine running AT&T UNIX.

Enhancement of Distribution Operations Management System (MAY 94 - AUG 95)

As a Lead Analyst enhanced the Distribution Operations Management System for Camelot Music Inc., North Canton, OH. This system is used to manage the distribution center of Camelot, which operates with 400 plus retail outlet's nation wide. Using bar codes and scanning technology this system makes receiving, picking, packing and shipping of the products fast and easy.

Joined the enhancements team as an Analyst Programmer and involved in interacting with users, defining functional specs and developing programs using SQL*Forms3.0, SQL*Menu5.0, Pro*C, Pro*COBOL and SQR. Then as the Lead Analyst in the team involved in volume test, system implementation, establishing technical support structure, establishing program development standards etc.. Also, involved in the design and development of the Conveyor Belt Management System. This system sorted containers packed with products ready to be shipped to different docks of the shipping area. It read bar-coded containers placed on the belt using a scanner, a PC was fed with these bar-codes which signaled the PLC that controlled the conveyor belt speed and sorting hardware. It also updated the Oracle database simultaneously. Worked very closely with the Oracle DBA and the UNIX administrator to implement the system, plan capacity requirements, set performance bench marks, schedule jobs and work flow, tune the data-base, set

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up archive logging, set up regular backups, set up modification of tablespaces, indexes, temporary segments, schedule data purging operations etc..

Development work was done on a HP-9000 running HP-UX 9.4 with Oracle 6, SQL*Forms3.0, SQL* Menu5.0, Pro*C, Pro*COBOL and SQR. Conveyor Belt Management System was developed using Borland C and M-LINK. The Distribution system was then converted to ORACLE7. As part of the conversion team, involved in converting some major modules of this system to run on ORACLE7 and take advantage of its features.

NUCLEIS/NORMS Re-engineering (OCT 93 - MAY 94)

Shared major responsibilities of Data Migration in this re-engineering project. This project was to reengineer the NUCLEIS (Nuclear Plant Information System) and NORMS (Nuclear plant Operations Record Management System) application systems. NUCLEIS was used to manage a nuclear power plant, which was located in southern Maryland. NORMS kept track of the documentation necessary to run the plant. This project was jointly done by Oracle Corp. and Baltimore Gas & Electric Company (BG&E). The project was done from Bethesda MD.

As a Programmer, wrote programs on IBM 3090 to unload IDMS data, format the unloaded data according to ORACLE7's table requirements and database constraints. Also, wrote programs on DEC 7000 to load data for each table.

Development was on IBM 3090 running MVS using IDMS, COBOL and JCL. Development was also done on DEC 7000, running UltrixOSF/1 using ORACLE7, Pro *C, PL/SQL, SQL* Loader, SQL*Forms3.0 all supported by ORACLE*CASE.

Order Processing System for GE Aircraft Engines (JUNE 93 - OCT 93)

As an Analyst Programmer involved in the development of Maintenance Order Processing System for GE Aircraft Engines. This system was used to schedule maintenance of aircraft engines made by GE. The system enabled decrease in waiting time for various service operations and allowed many operations to be batched. Demand for maintenance resources was another important information, which this system generated. This project was done in Bombay (India) as part of an offshore software development effort.

The development team consisted of 15 programmers. The development platform was a 486 based machine running SCO-UNIX and development was done in SQL*Forms3.0, SQL*Menu5.0, Pro*C and Oracle 6.

Customization of CAS/AD for GE Aircraft Engines (NOV 92 - JUNE 93)

CAS/AD (Consolidated Application Systems for Aerospace and Defense) is an integrated manufacturing package from Computer Associates. As an Analyst Programmer on a team of 50, worked towards customizing CAS/AD for GE Aircraft Engines. The work was done in Cincinnati OH.

The areas of CAS/AD worked on were Bills of Materials and Inventory Control. The work involved writing new programs and modifying existing ones as per user's requirements.

Development was on IBM 3090 running MVS using IDMS, ADS/O, COBOL and JCL.

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Development of Television Accounting System for TBS (DEC 91 - NOV 92)

Worked as a Programmer on a team of 35 to develop Television Accounting System for Turner Broadcasting Systems. This system was used to maintain display rights contracts for various TV shows, films and documentaries owned by TBS. The system gave functionality from entering a contract to printing an invoice. It also gave useful reports about account receivable. This system was developed by means of a dedicated satellite link from Bombay (India).

As a programmer developed programs based on broad specs., conducted module testing and also done system's integration testing.

As IBM 3090 running MVS was used for development and development was done using IDMS, ADS/O, COBOL and JCL.

Maintaining Order Entry and Invoicing for Auto Spares Sales (JULY 91 - NOV 91)

Provided maintenance for Order Entry and Invoicing System for sale of truck and tractor spares. This system supported sales and distribution of spare's operation of a leading auto manufacturer in Bombay (India). This system catered to all transactions of the process from entering an order to printing the invoices for that order.

As a maintenance programmer interacted with Sales managers for defining requirements. These requirements were then implemented by way of changing existing programs or writing new programs.

This system was running on a Microport UNIX based machine. The development was done using UNIFY, C and SQL.

Purchase Order System development for off-shore Oil Rigs (JAN 91 - JULY 91)

Responsible for design and development of the Purchase Order System for offshore oil rigs. This system was developed by the IS department of a large conglomerate in Bombay (India). It was used to support its offshore services department. Material inventory on the rigs was required to be kept at a minimum level. This system helped in achieving that goal. It also provided base-office managers to do vendor evaluation effectively.

Turbo Analyst (a CASE tool developed by a local company) was used in the design and development of this system. The development for this system was done in UNIFY, C and SQL; on a machine running Microport UNIX.

Developing Garment Exports Management System (MAR 90 - DEC 90)

Involved in the user requirement analysis, system design, program development and implementation of a Garment Exports Management System. This system was a total solution in terms of record keeping and document generation required in this business. The system dealt with all the three main tasks in this business namely Quota acquisition, Fabric to Garment Conversion and Accounting.

As a developer of the Quota Module of this system, interacted with Export Managers to define document generation process and how to acquire the data to generate those documents. Designed and developed programs in UNIFY, C and SQL on a machine running SCO-XENIX.

J. I KANNAN

Professional Summary

Having more than three years experience in Oracle Database and Tools.

Was the key member in the development team of Account Opening and Maintenance for CITIBANK. This was achieved by Oracle 8.0, PL/SQL 8.0 and the tools SQL*STATION and ERWin.

Involved in DBA activities and PL/SQL, Pro*C development programming for warehouse management.

Was a DBA/Project Leader of the conversion project for a major franchise (GM Pens (International) Pvt. Ltd., in Madras, India) for Reynolds pen. This was done by using Oracle 7.3, SQL *Loader running on Windows NT 4.0.

Was involved in development of custom ERP systems and MRP Software for very large manufacturing and Engineering industries. Obtained a career focus as an excellent ORACLE Back end professional. This was achieved by Oracle 7.x, Forms, Pro*C running on HP-UX and Windows NT.

In addition I have an experience in Data Modeling using the tools like ERwin. Was responsible for Logical Model and Physical Model of Databases. I have developed HR Packages, which gives me insight into Enterprise Management.

Was also responsible for Database Administration in sites where implementation support was required by the customer which included design, development, testing, tuning of Oracle SQL code, optimization, Oracle installation, configured the client and DBA activities like primary objects creation (User, Role, tablespace), Memory Management, Database Tuning (Memory, I/O tuning), Backup, Recovery, Reorganization.

I have undergone formal training on Oracle Database Administration.
Education

B S - Computer Science

M.S - Computer Science

Certificate in Oracle

Certificate in Oracle Database Administrator

Technical Skills

Operating Environment	UNIX (HP & SCO), DOS, Windows 95, Windows NT 4.0.
Languages	C.
Databases	ORACLE 7.x, 8.0

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Tools SQL * Forms 3.0, SQL * ReportWriter1.1 & 2.5, PRO*C
PL/SQL, SQL*Station, SQL*Loader, SvrMgr, Erwin,
Export/Import
GUI Developer 2000, Visual Basic.

Professional Experience

Client CITIBANK, Wall Street, New York and Stamford, CT
Software used Oracle 8.0
Tools PL/SQL 8.0, SQL*STATION, Erwin 3.0
Period May '98 – Sep '98

Role

Was the key member in the Oracle Backend team. Was responsible for history database data modeling using ERWin 3.0. Involved in development of Account Opening and Maintenance package using Oracle 8.0 and PL/SQL 8.0.

Scope

This package is mainly used to open new brokerage account. The system first will check whether this is the first visit for the particular customer. If it is then the system will provide the user with an interface for account opening and assign the application number. If it is not means this account is called pended account. Then the system will give the information to the customer where the account is pended. Now the user can change the details for this particular pended account. Finally, set as indicator to "Lock" the account so that the account cannot be edited. Only notes can be pended to the account after locking. After the above process the account will be opened.

Client COSMAIR Inc. New Jersey, U.S.A
Software used Oracle 7.3 running on HP_UX
Tools PL/SQL, Pro*C, SvrMgr, Export/Import, ERwin
Period Feb '98 – Apr '98

Role

Basically involved in Database Designing catering to the Warehouse Management. Administration work like installation of Oracle, VB 5.0, and Crystal Reports 4.5. Fine Tuning the Server and the Database, Backups etc.

Involved in Programming Using Pro*C.

DBA Role:

- Creating primary database storage structure (Tablespaces).
- Creating storage objects (tables, views, indexes).
- Modifying the database structures.

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- Enrolling users and maintain system security.
- Creating object/statement/privilege auditing
- Creating Roles, granting roles and privileges
- Monitoring user access to the Database (Auditing).
- Monitoring the Database growth and the Tablespace size.
- Scheduling Backups (online & offline)
- Database Recovery.

Consolidation Database

Client	G.M. PENS (International) Private Limited, Madras, India.
Software used	Oracle 7.3 running on Windows NT
Tools	SQL*Loader, Export/Import, SvrMgr, ERwin
Report Utility	Crystal Report Ver 6.0
Period	Nov '97 to Apr'98

Role

Involvement in Database Designing using OLAP techniques catering to the Consolidation of the Various Main Stockists geographically spread over in all the States of India. Administration work like installation of Oracle Workgroup Server, VB 5.0, and Crystal Reports 6.0. Fine Tuning the Server and the Database, Backups etc. Involved in Programming Using VB 5.0 and development of Reports using Crystal Reports 6.0.

Scope

G M PENS has installed the MS OFFICE package at its various MS POINTS. A separate Consolidated database is created at the Main Office where from all the MS POINTS, the daily transactions are sent through Floppy/Modem via the Data Upload/Download Utility Screens.

An Archive (Mirror Image) is created for the Core database. A Repository is created for the Consolidated database, which maintains all transactions except say a week transaction, which is used for day to day reports generation, which takes less time. From the Core database we use few Batch programs for generating and updating aggregate values, which is later used for the Report Generation. On-line Analytical Processing (OLAP) techniques are used in generating and updating these reports.

The basic dimension of the Report aspect as Period, Party, Place and Product are further subdivided into a series of tables which are generated and updated by certain batch Programs in the Consolidated Data Base. These can be used to generate the required reports without executing each and every time a separate SQL.

DBA Role :

- Installation of Oracle Workgroup Server.
- Visual Basic 5.0 client installation on Windows 95
- Database setup (primary and standby)
- Setting up of Replication, distributed database.
- Allocating system storage and planning future storage requirements for the Database system.

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- Creating primary database storage structure (Tablespaces).
- Creating storage objects (tables, views, indexes).
- Modifying the database structure, as necessary from information given by Application developers.
- Enrolling users and maintain system security.
- Creating object/statement/privilege auditing
- Creating Snapshots and refreshing snapshots.
- Creating Roles, granting roles and privileges
- Monitoring user access to the database (Auditing).
- Monitoring the Database growth and the tablespace size.
- Online and Offline Backups
- Database Recovery

Material Requirement Planning (MRP)

Client	Enmas Process Technologies Ltd., Madras, India.
Software used	Oracle 7.3, Developer 2000
Role	Design, Coding, Testing & Implementation
Hardware	Windows NT 4.0
Period	Apr '97 – Oct '97

Description

As a member of the product team, was involved in the development of Stores and Purchase Modules.

Stock module starts with the absorption of item details. It also absorbs various location-wise details of the stock. It records all the receipt and issue transactions, which includes inter-stores transfer. Reports on Price stores ledger are provided. In the case of Price Stores Ledger, the user is given the option of choosing, at the time of installation of the package, whether he would like to price his stock on FIFO, LIFO, Weighted average Method.

Purchase Module starts with the absorption of supplier details. It also absorbs purchase requisitions, purchase orders, amendments to purchase orders, etc.

Financial Accounting

Client	Enmas Process Technologies Limited. , Madras, India.
Role	Design, Coding, Testing & Implementation
Software used	Oracle 7.3, Developer 2000
Hardware	Windows NT 4.0
Period	Dec '96 - Mar '97.

Description

This Module is intended for Integrated Financial Accounting for Manufacturing and Engineering companies, integrated with other modules like Sales, Payroll, Purchase and stores.

Main features are

- Cash / Bank, Journal, Petty Cash and Ledgers
- Bank Guarantee
- Reconciliation between Cash & Bank pass books
- Generating Trial Balance & Balance Sheet
- Other MIS reports.

DBA Role

- Creating primary database storage structure (Tablespaces).
- Creating storage objects (tables, views, indexes).
- Modifying the database structure, as necessary from information given by Application developers.
- Creating Database procedures and Triggers.
- Enrolling users and maintain system security.
- Creating object/statement/privilege auditing
- Creating Snapshots and refreshing snapshots.
- Creating Roles, granting roles and privileges
- Monitoring user access to the database (Auditing).
- Monitoring the Database growth and the tablespace size.
- Online and Offline Backups
- Database Recovery

Material and Accounting Control for Enterprises (MACE)

Customer Order Processing

Client	Ultramarine & Pigments Limited. , Madras, India.
Role	Design, Coding, Testing & Implementation
Software used	Oracle 7.1, Sql*Forms 3.0.Reports 1.1,Pro *C
Hardware	HP 9000 Model E45.
Description	

Daily production data is captured through daily production report in the Production module (both document form and through a data acquisition) and correspondingly stocks are updated. In Order Processing, allocate an internal order number for every customer order. Product requirement based on a schedule date is entered along with every order. The delivery order quantity will be allocated against stock on hand. The system has a complex order allocation submodule for handling product shipment based on daily stocks and production data.

The system deals with transactions like Productions Slips, Customer Order, Delivery Order, Invoice, Warehouse Transfer and Consignee Sales, Sales Return etc., System generates reports like Daily Production, Stock Reports for various locations, Sales Analysis, Excise and Despatches Reports.

Purchase & Stores

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Client Ultramarine & Pigments Limited. , Madras, India.
Role Coding, Testing and Implementation.
Software used Oracle 7.1, Sql*Forms 3.0.Reports 1.1,Pro *C
Hardware HP 9000 Model E45.
Period Dec '95 - Apr '96

Description

This Project provides the integration between the Stores and Purchase Department. Purchase requests raised by various departments are processed by the Stores. On non-availability of stock intimation is given to the Purchase department. They will in turn send an enquiry to various vendors. Purchase Order is sent to the corresponding Vendor based on the Bid Analysis report, which is prepared with the help of Quotations received from the vendors.

The respective Departments inspect the delivered goods and Inspection Report is filed and the non-rejected material will be updated into the stock after MRC posting is completed. The stores will issue the material according to the PR raised. This System allows the organization to keep track of the goods placed on order and to maintain the re-order level of the Item.

The system will also allow users to keep track of all individual issues and receipts. Information on Supplier details, Parts information, Stocks on hand, Consumption reports, bills and cash flows etc., are also maintained by the system, besides offering vital queries on the database.

Payroll

Client Ultramarine & Pigments Ltd., Madras, India.
Role Design, Coding, Testing & Implementation
Software used Oracle 7.1, Sql*Forms 3.0.Reports 1.1,Pro *C
Hardware HP 9000 Model E45.
Period Aug '95 - Nov '95

Description:

This system deals with Payroll Processing of the company. The salient features of this module are Maintenance of Employee Personal Database, Payroll Grade Master, Attendance Transaction and Payroll Masters. System Generates reports like pay register, pay slips Statutory Savings and Statutory Deduction, for a particular employee.

Sales & Service Billing

Client Zimson Time Company, Coimbatore, India.
Software used Visual Basic 3.0
Period Apr '95 - Jul '95
Role Design, Development, Implementation.

Description

This system captures the sale of different model of watches and parts of watches and maintains stock of watches and repair parts. It also provides bill, customer service receipt against validation of warranty, and manipulates the work schedule for the executives and service engineers. It calculates the incentive for the engineers and sales executives according to their performance.

Joseph Mathew**EXPERIENCE SUMMARY**

Over 5 years of IT experience; including 2 years experience in Oracle Financials development, implementation and DBA. Strong exposure to other ERP functions and tools. Can effectively function in both technical & functional roles.

Spice Telecom/SE Technologies
- Jun 98

Oracle Financials

Jan 96

Implementation & Support (Specialized in general ledger and system administration)

- Implemented GL with 2 sets of books (both stationary and production). The first book was used to enter opening entries from the legacy system (Tally) and this book was consolidated with the original set of books used for production. Creation of value sets, accounting flexfields, cross validation rules, calendar, , etc.
- Implemented budgeting.. This included creation of budget organizations and assigning budget amounts.
- In-charge of system administration. This included the creation of users, assigning responsibilities , maintaining backup of the database for prototyping and restoring the database and registering devices.
- Local customization of the check printing report in AP. Converting the billion, million system to that of the Indian Crore, Lakhs.
- Created FSG reports. This include the customized Balance sheet report and Profit & Loss report.
- Provided technical and functional support to nine users. This included training users to use the system and providing solutions to their queries.
- Supervised the implementation documentation.

Skill Synopsis

Applications	Oracle Financials (Sysadmin, GL, FA, AP modules)
Languages	C, C++, Pascal, SQL*Plus, Pro*C
Database	Oracle 7.1, dBase, Clipper
Tools	Developer 2000, SQL*Forms 3.0, PL/SQL, BaaN Tools
Operating Systems	Unix, Windows 95, MS-DOS

Financial DBA

- Installed Oracle 7.1, created the database and designed the schemas.
- Installed the GL, FA and AP modules of Oracle Apps Release 10.6.1.
- Applied application and database patches to fix bugs. The utilities used included adaimgr, adctrl, adadmin, Adpatch, and adrelink.

- Converted the data from CI-SAM to Oracle database and redeveloped the software using Forms 4.5. This facilitated the integration of the legacy billing system with the AR module of Oracle Financials.
- Loaded data from ASCII files into the database. The ASCII files were created by a C program which interfaces with the switching device of the billing system. This information was used for generating several reports..
- Performed backups. Implemented Oracle archiving features. Purged data whenever required.
- Optimized rollback segments size.
- Maintained and monitored the concurrent managers.

Oracle DBA (for extensive BaaN Implementation)

- **System Administration. Creation of user and installing drivers.**
- **VRC management. Deriving versions for customizing reports and forms and applying the versions back to the production.**
- Installed Oracle version 7.1 and base version of Baan software.
- Defining the data assigning database tables.
- Maintenance of Job Data.
- Device Management
- Application Configuration and Management

Billing Software

This software was designed for the entire billing systems of Mobile network. This project had been engineered to a client-server environment using Magic as front end and CISAM dbms. The billing system controls all the activities of the company starting from maintaining the subscriber database, activating the customers, maintaining the SIM & MSISDN Nos., calculating the tickets of the customers and the airtime, Queries, bill generation of the subscribers after calculating the prices with the DOT charges, to the generation of different reports. This software acts as the mediation device between the switch and the activation of the subscribers.

JCV Solutions, USA

Management Information System

The System included eight modules. Developed the marketing module, which included 22 forms and reports. The marketing module provides for the functions of processing, maintenance, providing management information on response time to customer queries and trend management information system. Used Oracle 7.1 and SQL Forms 6.5.

HMT, Kalamassery

Materials Management System

Responsibilities included the development and redesign of a software package for the materials department, to maintain the stock status and for costing the stock. The software was developed for multi-location stores. Developed forms and reports for the following:

- Purchase order development
- Vendor receipts

- Move tickets
- Cost roll-ups
- Reports for stock status, purchase order status, receipt and issue reports.
- Used Oracle 7.1 and SQL Forms 6.5.

Solve Plastics Products Pvt. Ltd.

Accounting and Inventory System

This project involved the following:

- Inventory
- Production plans
- Cost roll-ups
- Scrap reports
- Accounting (cash book - bank book - voucher entry - trial balance)
- Excise duty calculation
- Created forms for capturing data. Created reports, such as trial balance reports. Implemented the software training at the site. Responsible for user training.

Parth Agencies- Softdrink Bottling Plant Accounting Software

Developed forms for voucher entry and the reports for software that included petty cash management, inter bank transfer, voucher entry, trial balance.

Kottukapally Consulting Services

Medical Package

Developed calendar module and reports, and responsible for user training and demonstrating product at several venues for a product that was developed to cater to the needs of small medical practitioners.

EDUCATIONAL QUALIFICATION

Bachelor's Degree in Commerce
Diploma in Computer Science

Kerala University
Kerala University

SYAMLA GANGARAGU

SUMMARY

Syamla has more than 4 (Four) years of experience in analysis, design and development of client/server applications using Oracle tools Developer/ 2000, PL/SQL, SQL* Loader, Forms, Reports. Developed more than 200 Forms and Reports. Developed Stored Procedure and Packages, Triggers, PL/SQL programming, C++, C, Conversion of Forms. Has knowledge and experience in implementing and Customizing Oracle Financials modules. Has worked extensively on Back-end programming. Strong at front-end Oracle Developer 2000 tools, set. She is willing to learn and adapt to new challenges. Has worked on General Ledger, Accounts Payables, and Accounts Receivables. Has very good understanding and knowledge of Oracle applications workflow and technicalities. She has excellent work ethics, interpersonal skills, team oriented with strong analytical and posses good communication skills.

SKILLS/TOOLS:

ERP Package: Oracle Applications (Oracle Financials), General Ledger, Account Payables, Accounts Receivable, Application Object Library, and System Administration.

RDBMS: Oracle 7.X

GUI: Developer 2000, Forms 4.5,3.0, and Reports 2.5

LANGUAGE: C, PL/SQL, and Cobol.

O/S: SCO UNIX Open Server 5.0, WINDOWS NT 4.0

PROFESSIONAL EXPERIENCE:**Ohm Corporation Findlay, OH****Implementation of Oracle Applications.**

Involved in setup of Oracle General Ledger, Oracle Receivable modules. Also Involved in Lockbox Interface in

Oracle Accounts Receivables. As a part of migration of data From Impact Plus (RDB) into Oracle Applications, created flat files and imported Data using SQL Loader. Also involved in creation of new reports, attaching them to Oracle Application modules and Customization of existing reports according to user specifications.*

Environment: Oracle Financials 10.6/10.7 (GL, AR, AP), Sco UNIX open server 5.0, Oracle 7.1. Developer 2000(Forms 4.5, Reports 2.5), SQL* Loader

Puresoft Technologies Inc., Santa Clara, CA**Implementation of Oracle Applications.**

During the implementation and customization, extensively worked on Journal Entry interfaces and used PL/SQL programs to validate import data. Transferred and validated large volumes of existing budgets data in spreadsheets through interface programs to Oracle General Ledger database using budget uploading feature. Using standard report submission and financial statement Generator programs customized and generated new reports for General Ledgers, Journals, Budgets and Trial Balances. Worked on budgetary control programs for creating journal batches and pass from Oracle Payables and Oracle Purchasing. Extensively used Application Object Library features to customize data folders and incorporated validations at different levels

of application. Involved in setup of flex filed segments, values and creation of value sets. Used cross validation features to validate flex fields. Used Forms and Reports for customization and generation of reports. Used PL/SQL features to validate the imported data using Sql*Loader. Also involved in the cycle of material requisition to accounts payable, covering all processes like purchase requisition, RFQ, purchase order generation, inspection and preparing GRN for accepted material. As a team member Involved in Defining the setup, system and financial options, payment terms, distribution sets, configuring payables module to ensure that payments are made according to the policy of the company and proper postings are made to GL.

Environment: Oracle Financials 10.6/10.7 (AP, GL), Sco UNIX open server 5.0, Oracle 7.1, PL/SQL, SQL Loader.*

Shweta Computers Pvt Ltd
Financial Accounting System

Developed this application to automate functions related to Financial Accounting, which comprises of Receipts & Payments of Cash & Bank, Purchases & Purchase Returns, Sales & Sales Returns. This business software is built around the aim of providing continuous measurement of the profitability of each business function. As a team member involved in creating formats to record transactions, create budgets to record budget information and generating various reports.

As a team member involved in designing the database, enforcing the integrity constraints globally at database level, writing PL/SQL stored procedures and functions and database triggers.

Extensively used developer 2000 tools including FORMS 4.5 and REPORTS 2.5 to create formats to record transactions, create budgets to record budget information and to generate various reports

Environment: Oracle 7.1, Developer/2000, Forms 4.5, Reports2.5, and PL/SQL

Shweta Computers Pvt Ltd
Material Management System

Involved in the development of Material Management System. The major functions of the system are Indent Processing, Purchase Order Placing, Vendor Delivery Scheduling. As a team member extensively used PL/SQL procedures, functions and packages and database triggers and involved in preparing Purchase Orders, handling quotations and vendor evaluation using FORMS 4.5 and generation of Reports for analysis of purchasing documents, analysis of purchase order values and purchase document listing options. Developed the forms and reports.

Environment: Oracle 7.1, Developer/2000, Forms 4.5, Reports2.5, and PL/SQL

Shweta Computers Pvt Ltd
Hotel Management System

The main features of this project are to maintain on-line reservation and monitor the hotel position as and when. It also maintains the check in/out finalizing payment mode billing instructions, staying duration etc. it will also generates reports like daily arrivals, departures, guest-in-house, room occupancy, printing bills, etc. As a team member involved in coding, development, testing.

Environment: Oracle 7.1 with Developer / 2000, Forms 4.5, Reports2.5

Aris Analyticals
Payroll System

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The main objective of this system is to provide a system, which deals with the maintenance of employee details, attendance, leave and loan details, increments, transfers that are integrated with Human Resources and accounting system. As a team member involved in coding, development, testing.

Environment: Oracle 7.1 with Developer / 2000, Forms 4.5, Reports 2.5.

Aris Analyticals

Payroll System

Involved in design and development of various applications during this tenure. Institutional Information System, Banking System and Automobile Pricing System

Environment: Oracle 7.1, Developer / 2000, Forms 4.5, Reports 2.5.

EDUCATION:

- Master of Computer Applications (MCA)

Thomas Kalackal, C. P. A.**Functional summary**

A CPA with broad experience in accounting, auditing, tax, management advisory services, re-engineering, and system implementation.

Has experience in serving both "for-profit" as well as "not-for-profit" clients both in the private and in the public sector.

Detail oriented and strives to exceed client expectations and to provide value added service to the clients.

Trained in ORACLE RDBMS, SQL*Plus, PL/SQL, and Oracle Developer 2000; completed a project in Sales Order Processing where my technical knowledge in Application Development and strong accounting skills were combined.

TECHNICAL SKILLS

Operating System Databases Programming/Application Tools

MS Windows 97 Oracle 7.3 Oracle Developer 2000

MS Windows NT 4.0, SQL*Plus 3.2 (Forms 4.5, Reports 2.5, Graphics)

MS-DOS, PL/SQL 2.2

PROJECT

Completed a sales order processing project using oracle forms 4.5 AND oracle reports 2.5. It provides complete information on customers, products, orders, and invoices. The project involved creating seven tables with primary and foreign keys, four forms, four reports, and setting up LOVs, menus, and triggers. Involved with the complete life cycle of the project starting with prototyping, design, creation of relational database, user interface, coding, debugging, and testing of the project. Completed other smaller projects using functionality of alerts and libraries.

Employment

Senior Consultant—Performed financial and compliance audits. Was in charge of all aspects of the audit, from planning, and scheduling to executing them. Performed the audits efficiently and under budget.

- Assisted a not-for-profit institution in issuing a \$15 million bond by preparing its financial statements and its prospective cash flow statements. Continues to monitor its financial performance to ensure that it meets or exceeds the financial performance standards set by the bond trustee.
- Conducted operational audits to identify bottlenecks and inefficiencies in clients' operations. Such audits resulted in maximizing operational efficiencies and improving work flow by removing bottlenecks and reconfiguring assignments. Clients were able to reduce their work force and yet have a greater work output.
- Reviewed the accounting practices and systems of clients. Installed off-the-shelf fund

accounting system and tailored it to fit client's needs. Wrote a procedural manual to assist client personnel in using the new system. As a result of this effort, the client was able to achieve a seamless transition from cash basis accounting to accrual basis accounting.

- Assisted a client by testing the software it was developing to ensure that it met the rigorous standards set by the end user. As a result of the testing, several improvements and modifications were made to the system. Wrote the users' manuals for the system.

Education

- M. A. University of Waterloo, Ontario, Canada. 1978.
B. A. University of North Bengal, West Bengal, India.

Additional Qualifications

Knowledge of computer programs (word processors, spreadsheets, etc.), and SQL, PL/SQL, Oracle Forms, and Oracle Reports.

Accreditations

C. P. A. (Illinois). 1991.

Professional Memberships

Illinois Society of Certified Public Accountants.
American Institute of Certified Public Accountants.

Nick Asthana

SUMMARY:

Nitin has over 4 years of work experience in system analysis, design, development, testing, documentation and database administration (DBA). He has expertise in Oracle 7.3 RDBMS, UNIX, HP-UX, Windows95, DOS Operating Systems, Oracle tools/utilities/ - Developer 2000 (Reports 2.5, Forms 4.5), PL/SQL, SQL PLUS, Designer 2000, C, C++ and PASCAL Programming languages. He is also familiar with client server development projects and has worked on a variety of commercial applications in manufacturing, sales, telecom services, offer management, contract management and cargo management. He has worked as a database administrator, associates system executive and system analyst and possesses excellent communication skills.

EDUCATION:

Master of computer applications (MCA), India

TECHNICAL SKILLS:

Hardware:

HP 9000 model 832s, VAX 3400, Compaq Prosignia 300, Compaq Deskpro, (Pentium 133), Wipros Landmark 4860 mini system (486 based).

Networking Technologies:

LAN, TCP/IP, MS NETBUOI

O/S:

SCO Open Server 5.0, Windows95, SCO UNIX, SVR 3.2, HP-UX 9.0, MS DOS 6.3

Languages:

C++, C, MS COBOL, PASCAL, Shell Programming.

RDBMS:

Oracle 7.x, Ingress 5.2

Software:

Developer 2000 (Reports 2.5, Forms 4.5), SQL*FORMS 3.0, REPORTWRITER 1.1, SQL PLUS 3.2, PL/SQL Oracle Enterprise Manager (OEM)

DBA :

Involved in DBA activities like taking backup (on-line and off-line) and recovery, Data export and Import creating user for Oracle and Unix. Installed and Configured (Developer 2000, Designer 2000, Oracle7.3), repository installation for Designer2000, granting different privileges to users, security administration and monitory. Created tablespace, datafile and user, application and Server level performance tuning.

Trigger Category:

Database, interface event, block processing, Key, Validation, Transaction, Querytime etc.

Transaction, Query time etc.

CASE Tool:
Designer 2000

Tuning Application Logic:

1. Using EXPLAIN PLAN, ANALYZE, and hints to tune SQL statement.
2. Overriding default locking to improve application performance
3. Planning application's server code in memory
4. Using array processing and stored procedure and database trigger to reduce network traffic and to increase performance.

Tuning database server performance:

1. Tuning an operating system for Oracle
2. Tuning the Oracle memory caches
3. Eliminating disk I/O contention in oracle server
4. Tuning the size of rollback segments
5. Reducing performance hits caused by checkpoints

WORK EXPERIENCE:

1. PROJECT : PROPERTY MANAGEMENT SYSTEM

CLIENT : BancSoft, Inc.

DURATION : Jun. '98 - Sept. '98

ROLE : System Analyst

PROPERTY MANAGEMENT SYSTEM is a computerized system which keeps track of all types of property, their owner, its type and subtype, its status whether it is rented one, occupied by tenant or not, property geographical location, its assets evaluation etc. this system is for those company which deals in property.

Involved in the system analysis and design using CASE tool designer 2000, normalization of database, creating schema objects, creating stored procedure & triggers making forms & reports etc.

DBA activities involved installation of oracle 7.3, Developer2000, Designer2000 & its repositories. Created tablespaces, datafiles and users. Also involved in backup, recovery, export and import of data. Application and server level performance tuning.

ENVIRONMENT: Compaq Prosignia 300, Compaq Deskpro, SCO Open Server 5.0, Windows95, Oracle 7.3, Developer 2000 (Forms 4.5, Reports 2.5), Designer 2000, SQL Plus 3.2, PL/SQL 2.2.

2. PROJECT : INTEGRATE MANAGEMENT INFORMATION SYSTEM (IMIS).

CLIENT : Metalsrussia Corp. Ltd., Hong Kong

DURATION : Jun. '97 - Jun. '98

System Analyst

This system integrates the workflow into a uniform database across all groups so as to minimize the data duplication and its potential hazard on data integrity, and to save the executive spent on reporting functions. This system also enables the group to prepare guidelines for future

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operations. IMIS consists of offer management system, contract management system, cargo management system, inventory management system etc.

Involved in system analysis and design using Designer 2000, Normalization, development, creating table space and user, making forms and reports, writing data base trigger and Stored procedure, application and database server level tuning. Installed Designer 2000, Repository installation for Designer 2000.

Trigger Category Used: Database, interface event, block processing, Key, Validation, Transaction, Query time, etc.

ENVIRONMENT: Compaq Prosignia 300, Compaq Deskpro (Pentium 166), SCO Open Server 5.0, Windows95, Oracle 7.3, Developer 2000, Designer 2000

3. PROJECT : Telco Administrator

CLIENT : Telesoft, Italy

ROLE : Associate System Executive

DURATION : Aug. '96 - Jun. '97

Telco Administrator is a comprehensive, integrated and online software system to provide state-of-art operation support to Telecom services. Its operations of administration and management are Customer Service, Billing & Accounting, Directory Assistance, Facility Assignment, Fault Repair Services and Force Management. Problem Analysis, writing stored procedure, database trigger and making Forms and Reports. Involved in the development of the 'Fault Repair Service' and 'Directory Assistance' Modules.

Trigger category used: Database, Interface event, block processing, Key, Validation, Transaction, Query time, etc.

ENVIRONMENT: Compaq Prosignia 300, Compaq Deskpro (Pentium), SCO Open Server 5.0, Windows95, Oracle 7.3, Developer 2000 (Forms 4.5, Reports 2.5), Designer 2000, SQL Plus 3.2, PL/SQL 2.2.

Database Administrator (DBA)

CLIENT : Ujala Group of Industries, New Delhi

DURATION : Dec. '95 - Aug. '96

DBA activities like taking backup (on-line, off-line) and recovery, Data export and Import creating user for Oracle , Installation and Configuration (Developer 2000, Oracle,) granting different privileges to users, security administration and monitory. Application and Server level performance tuning. Developed employee database.

ENVIRONMENT: Compaq Prosignia300, 486 DX 2, Compaq Deskpro (Pentium 133), SCO Open Server 5.0, Windows95, C++, Oracle 7.2, Developer 2000 (Forms 4.5, Reports 2.5) SQL Plus 3.2, PL/SQL 2.2.

PROJECT : SPARE PARTS MANAGEMENT

CLIENT : HCL-HP Ltd.

ROLE : System Trainee

DURATION : May '95 - Dec. '95

This system consists of stock management, purchase, issue, invoice, billing, suppliers details and various reports. System analysis and designing, coding of the purchase and suppliers details parts.

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ENVIRONMENT: HP 9000 having 288 MB RAM, HP-UX 9.0, Oracle 7.1, Forms 3.0.

PROJECT : PARTIALLY PRINT UTILITY

CLIENT : HCL-HP Ltd.,

ROLE : System Trainee

DURATION : Feb. '95 - May '95

This utility shows total number of pages in the file and print the specified portion of the file on the local printer. This is a menu-based utility.

Involved in the development of the system/utility.

ENVIRONMENT: HP 9000 model, HP-UX 9,0, 832 S, Language C

PROJECT : SUPER MARKET MANAGEMENT SYSTEM

CLIENT : HCL-HP Ltd., NOIDA

DURATION : Nov. '94 - Feb. '95

The aim of this prototype is to computerize the supermarket management system. This package provides the facilities for billing keeping record for sale, purchase, inventory and invoices.

ENVIRONMENT: Ingress, UNIX, SVR 3.2

PROJECT : EMPLOYEE PAYROLL CALCULATION SYSTEMS

CLIENT : Wipro Systems

DURATION : Aug. '94 - Nov. '94

This project was developed in "C" using system calls and curses library routines. The aim of this payroll is to generate a monthly payroll list picking up data from employee master file. It is a menu-based package.

ENVIRONMENT: Wipro's Landmark 4860 Mini system (486 based), C, UNIX SVR3.2.

**ATTACHMENT C
M/WBE SCHEDULES
AND
RELATED DOCUMENTS**

Contract Name: TECHNICAL SUPPORT FOR MANAGEMENT OF FINANCIAL APPLICATIONS

State of: ILLINOIS

County Of: COOK

In connection with the above - captioned contract: **20966**

I HEREBY DECLARE AND AFFIRM that I am a duly authorized representative of:

INTERTECH INTERNATIONAL
(name of bidder / proposer)

and that I have personally reviewed the material and facts set forth herein describing our proposed plan to achieve the MBE/WBE goals of this contract.

All MBE/WBE firms included in this plan have been certified as such by approved certifying agencies, (Letters of Certification attached)

SECTION I Direct Participation-MBE/WBE Firm in the Performance of this Contract

(Note: The bidder/proposer shall, in determining the manner of MBE/WBE participation, must first consider involvement with MBE/WBE firms as joint venture partners, subcontractors, and suppliers of goods and services directly related to the performance of this contract).

A.If bidder/proposer is a certified MBE or WBE firm, attach a copy of the letter certification. (Certification of the bidder/proposer as an MBE satisfies the MBE goal only. Certification of the bidder/proposer as a WBE satisfies the WBE goal only.

B.If bidder/proposer is a joint venture and one or more joint venture partners are certified MBEs or WBEs, attach copies of Letters of Certification and a copy of Joint Venture Agreement clearly describing the role of the MBE/WBE goal only.

C.MBE /WBE Subcontractors/Suppliers/Consultants:

1. Name of MBE/WBE: Nexus Unlimited INC
Address: 8 S. MICHIGAN AVE #1900 CHICAGO
Telephone Number: (312) 849-3999
Contact Person: IVA CARRUTHERS
Dollar Amount of Participation: \$ 46,000
Percent Amount of Participation: 5%
Schedule C attached? Yes X No

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2. Name of MBE/WBE

Taylor Management Systems Inc

Address:

280 River Rd, Desplaines IL

Telephone Number:

(847) 803-1500

Contact Person:

JANET TAYLOR

Dollar Amount of Participation:

\$55,400

Percent Amount of Participation:

64%

Schedule C attached:

Yes NO

3. Name of MBE/WBE:

Address:

Telephone Number:

Contact Person:

Dollar Amount of Participation:

\$

Percent Amount of Participation:

Schedule C attached:

Yes NO

4. Name of MBE/WBE:

Address:

Telephone Number:

Contact Person:

Dollar Amount of Participation:

\$

Percent Amount of Participation:

Schedule C attached:

Yes NO

All Schedule C and Letters of Certification not submitted with bid/proposals must be submitted so as to assure receipt by the Office of Contract Compliance within five (5) business days after bid opening (or proposal due date).

DEC-22-1998 15:11

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P.06

SCHEDULE C
Letter of Intent from MBE/WBE
To Perform As
Subcontractor, Subconsultant and/or Material Supplier

Name of Project: Financial Systems Management
From: Nexus Unlimited Incorporated
(Name of MBE or WBE)
To: Inter Tech International Incorporated
(Name of Prime / General Bidder)

The undersigned intends to perform work in connection with the above -
referenced project as (check one):

- Sole Proprietor A Corporation
 A Partnership A Joint Venture

The MBE/WBE status of the undersigned is confirmed by the attached Letter of
Certification, dated firm, a Joint Venture Agreement.

The undersigned is prepared to provide the following described services or
supply the following described goods in connection with above-named project:

Consulting services in provision of training, creation of education materials.

The above described service or goods are offered for the following price, with
terms of payment as stipulated in the Contract Documents:

\$46,000 - Invoiced semi-monthly, payable within 15 days of receipt.

Partial Pay Item (s)

For any of the order items which are partial pay items, specifically describe
the work and subcontract dollar amount:

If more space is needed to fully describe the MBE/WBE firm's proposed scope of
work and/or payment schedule, attach additional sheet(s).

Sub - Contract Levels

_____ % of the dollar value of the MBE/WBE subcontract will be sublet to non - MBE contractors.


_____ % of the dollar value of the MBE/WBE subcontract to MBE/WBE contractors.

If MBE/WBE subcontractor will not be sub-contracted in any of the work described in this schedule, a zero (0) must be filled in each blank above.

If more than 10% percent of the value of the MBE/WBE subcontractor's scope of work will be sublet, a brief explanation and description of the work to be sublet must be provided.

The undersigned will enter into a formal agreement for the above work with you as a Prime Contractor, conditioned upon your execution of a contract with the City Colleges of Chicago, and will do so within five (5) working days of receipt of a notice of Contract Award from the Office of Contract Compliance.

By: Nexus Unlimited Incorporated
Name of MBE/WBE

Iva E. Carruthers 
Name (print) Signature

Phone: (312) 849-3999 Date: 12-2-98

IF APPLICABLE FOR JOINT VENTURES:

By: _____
Joint Venture Partner (print)

Signature Name (print)

Phone: () _____ Date: _____

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MAR 30 1998



City of Chicago
Richard M. Daley, Mayor

Department of Purchases,
Contracts and Supplies

Alexander Grzyb
Acting Purchasing Agent

City Hall, Room 403
121 North LaSalle Street
Chicago, Illinois 60602-1284
(312) 744-4900
(312) 744-2949 (TTY)
<http://www.ci.chi.il.us>

Ms. Iva Carruthers, President
Nexus Unlimited, Inc.
8 South Michigan Avenue, 19th Floor
Chicago, Illinois 60603

Dear Ms. Carruthers:

We are pleased to inform you that Nexus Unlimited, Inc. has been recertified as an MBE/WBE by the City of Chicago. The certification, which is valid for one year, will expire March 31, 1999. You must apply for recertification no less than sixty days prior to the expiration date to ensure that your certification does not lapse.

In the next edition of the Disadvantaged Business Enterprises/Minority Business Enterprises/Women Business Enterprises Directory your firm will be listed as an MBE/WBE in the specialty area(s) of:

Computer Systems Installation; Consulting and Training; Software Development; Third Party Administration Services; Social, Education and Employment Counseling

Your firm's participation on City contracts will be credited toward MBE/WBE goals in the certified area of specialty. While your participation on City contracts is not limited to your specialty, credit toward MBE/WBE goals will only be given for work done in the certified specialty category.

Your firm must promptly provide written notification to the Department of Purchases, Contracts & Supplies, if there are any changes in ownership and/or control of the firm. The City reserves the right to decertify your firm if the required notification is not given within 10 days. Certification may also be revoked for involvement in bidding or contractual irregularities.

Sincerely,

Troy Ratliff
Deputy Purchasing Agent

TR/LC/ds



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Chicago Minority Business Development Council, Inc

"Building Strategic Alliances"



November 2, 1998

Iva Carruthers, Ph D.
President
NEXUS UNLIMITED, INC.
8 South Michigan Avenue
Suite 1900
Chicago, IL 60603

Dear Ms. Carruthers, Ph D. :

We are pleased to inform you that your firm continues to meet the eligibility criteria and has been recertified as a Member of the Chicago Minority Business Development Council, Inc.

Membership is granted annually and means that your term is effective through 11/30/99 . It is the obligation of your firm to apply for recertification before your certification expiration date. In the interim, it is your responsibility to notify CMBDC of any change in the status or operation of your company that might result in disqualification. Your firm's commodity/service will be listed in the next edition of the "GREATER CHICAGO MINORITY BUSINESS DIRECTORY" as follows:

DISTRIBUTOR OF COMPUTER HARDWARE, SOFTWARE & PERIPHERALS. ALSO COMPUTER SALES, SERVICE & TRAINING; HUMAN RESOURCE DEVELOPMENT CONSULTING.

Your company's participation in other areas requires certification.

We would like to take this opportunity to thank you for your cooperation in our recertification procedure which, we feel, will strengthen the Council's programs to assist your firm in its efforts to market to major corporations in Chicago and nationally.

Sincerely,

A handwritten signature in cursive script that reads "Maye Foster-Thompson".

Maye Foster-Thompson
Executive Director

11 South LaSalle
Street Suite 850
Chicago, IL 60603
PH 312/263-0105
FX 312/263-0280

TECHNICAL SUPPORT FOR MANAGEMENT OF FINANCIAL APPLICATIONS PROPOSAL